

Syllabus

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What You Should Already Know

There are no prerequisites for this course.

Learning Outcomes

Upon successfully completing this course, you should be able to do the following:

1. Assume responsibility for your life and enjoy the exhilaration of facing life's challenges.
2. Identify what constitutes true success for you—the kind that brings you real happiness.
3. State plans and goals that will lead you to where you want to go in life.
4. Manage time to better accomplish the things you find most worthwhile.
5. Schedule your tasks so you are working toward your own deadlines.

Course Materials

This course does not require a textbook. Much of the reading material in this course first appeared in a book written by this course's original author. This book is titled *You're in Control*, published by Deseret Book, Salt Lake City, Utah, August 1986 (2nd printing, January 1988). This material is used with the kind permission of Deseret Book. However, it is protected by copyright and may not be copied without prior written approval by Deseret Book and the original author of this course.

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Assignments

The course contains 7 unit quizzes and a final exam.

Unit Quizzes

Each unit will direct you to complete a computer-graded unit quiz.

Even though you won't see your instructor's handwritten comments on your work, you will receive feedback on any answers you miss. If you'll pay attention to these feedback responses, they will help you learn the material and prepare for the final exam.

Some questions will require you to carefully consider, rather than make a hasty choice. Careful reading of the course material is encouraged.

Self Checks

Self Checks are computer graded assignments which do not count toward your course grade. They are found at the end of each lesson, and are intended to help you assess how well you understood the lesson material. *However*, you'll learn quite a bit in the Self Check questions because there is actually new material included in the answers to these questions. So if you don't pay close attention, you will miss some of the important material in the course—and your subsequent unit quiz questions, test scores, and final grade—will suffer. The Self Check questions are intended to be teaching tools, not just busy work.

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Exams

The final is the only exam in this course. A score of 60 percent or higher on the final is a passing grade.

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Grading

The units contribute 70 percent to your grade. The final exam will be worth the other 30 percent.

Individual weights are as follows:

| | | |
|--------|-----------|-----|
| Unit 1 | Unit Quiz | 10% |
| Unit 2 | Unit Quiz | 10% |
| Unit 3 | Unit Quiz | 10% |
| Unit 4 | Unit Quiz | 10% |
| Unit 5 | Unit Quiz | 10% |
| Unit 6 | Unit Quiz | 10% |

Unit 7 Unit Quiz 10%
Final Exam (comprehensive) 30%

Grading Scale

The grading scale for the assignments and exams is as follows:

A 100-94
A- 93-90
B+ 89-87
B 86-84
B- 83-80
C+ 79-77
C 76-74
C- 73-70
D+ 69-67
D 66-64
D- 63-60
E (fail) 59 or below

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