

Study Guide for

**(Insert Title Here)**

By: (Insert your name here)

# (Insert your course title here)

## Review Page

On this page list the key points in short, easy to read statements. These key points can be concepts, facts, theories, etc.

1. Key point one
  - Info
  - Info
2. Key point two
  - Info
  - Info
3. Key point three
  - Info
  - Info
4. Key point four
  - Info
  - Info

Example:

1. There are four steps to the Scientific Method
  - Identify the problem
  - Form a hypothesis
  - Test the hypothesis
  - Formulate conclusions

## (Insert your name here) Bio

On this page you can tell us a little about yourself. Where you went to school, a little of your background, any credentials you hold, where you work, any other information you think is important to share in an educational setting.

# Content

Depending on how long this study guide is, the content can be structured in one of two ways.

1. If the study guide is relatively short, use this page to simply state what will be found in this study guide.

Examples:

- Background Information
- Practical Concepts
- Formulas

2. If the study guide is relatively long, use this page to create a full “Table of Contents.”

Examples:

Background Information	Page 1
Roots in India	Page 2
Uses in the 1800’s	Page 3
Practical Concepts	Page 4
Terminology	Page 5
Formulas	Page 6

# Introduction

On this page welcome the student to the course. Use this page to help the student understand what this material will help them learn, why they should know it, and how it is going to help them in the future.

# Learning Objectives

Add the learning objectives from the course on this page.

Example:

Study of this material should provide a better understanding of these concepts and their application:

1. The complexity of (Insert topic here)
2. The stages of (Insert topic here)
3. Proper terminology and definitions of (Insert topic here)

# Symbols and Acronyms

Use this page to let people know what symbols and acronyms mean before they see them in print. This not only will provide a heads up, but will also serve as a quick reference later.

Examples:

ACFEI – American College of Forensic Examiners International/Institute

Π - Pi – 3.14

# Taking this Course

Use this page to give students step-by-step instructions on the process of this course. For some courses this will be longer than others.

Examples:

1. Read the following study material
2. Review the PowerPoint presentation online
3. Take the practice test
4. Review material
5. Take the exam

Set aside information that is particularly important by using a box or eye-catching images.

Examples:

NOTE: You must score at least a 70% to pass the exam.

TIP: Taking the practice test improves your chances of success.

# How to Prepare for This Exam

Use this page to explain what study materials will be needed in order to prepare for the exam. Use a bulleted list to show any supplemental materials, software, or other exam preparation materials needed.

Examples:

- This study guide will provide you with the in-depth knowledge you will need in order to complete the exam.
- A PowerPoint presentation has been included in this study material and you will need the Microsoft PowerPoint software in order to view this material.
- The supplemental CD will expand your knowledge concerning this field.
- The sample questions and practice test at the end of this study guide will help you assess your knowledge before you take the examination.
- The book “\_\_\_\_\_” is not required to pass the exam; however, it will provide excellent additional information concerning this field if you choose to read it.

# About this Study Guide

On this page let students know what is included in the study guide.

Examples:

- Terminology – A list of all the definitions and jargon that you will come across while studying this material.
- Study Material Information – The actual text/charts/graphs covering all the fields, topics, and information.
- Important Points – This bulleted list will give you a summarized version of all of the major topics covered in the section.
- Preparation Questions – At the end of each section there will be a list of walkthrough questions pertaining to the information you just covered, answers to these questions will follow immediately after.
- Citation – Name your sources

# Prerequisites

Use this page to write out any prerequisites somebody should have, or needs to have, before sitting for the examination.

Examples:

- All applicants must have a current Certified Public Accountant license before qualifying to take this examination.
- Applicants should have a basic knowledge of all mathematical functions before sitting for this examination for they will not be taught in this study guide.

# Section 1

(Insert title of section here)

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Terms:

Place a bulleted list of the terms that students will need to know for this section. They do not have to be defined here; there will be a glossary at the end of the study guide for that.

Objectives:

Here list the different skills/techniques/knowledge that a student should know by the time they finish reading this particular section.

# Body of Section

Now it is time to start filling in your study guide:

- Use clearly marked headings with a larger font or **bold text**
- Use bulleted list for easy to read, quick-fire learning and list
- Use charts, graphs, figures, illustrations, and screen shots to demonstrate meaning
- Give examples
- Don't forget to use:

NOTE BOXES

And

TIP BOXES

## End of Section Preparation Questions

At the end of each section have sample questions covering the objectives that were suppose to be learned in the section. These questions should be different then the questions that appear on the actual exam, but should still cover the same material.

After each question the answer should immediately follow along with an explanation on why that answer is the correct answer.

Example:

1) If a term is defined within the text of a section it does not need to appear in the glossary. True False
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Correct Answer: False. A term needs to be in the glossary even if it has already been defined in order to provide the reader with a quick reference.

## Citation

Cite all sources used for this section on this page. Provide a list of sources to the reader should they wish to seek out extra information concerning a specific topic.

Stating at this point follow the template set up on pages 1-4 until you have completed all the sections you wish to include.

# Glossary

In this section list (in alphabetical order), all the definitions to all terms, lingo, jargon, unusual wording and expressions found within the text.

# Index

In this section list (in alphabetical order), important terms, names, places, events, and topics along with the page numbers where they are mentioned.

Examples:

Author, i, iii  
course, v, vii  
exam, vii, viii, 3  
information, iii, vii, viii, ix, 4  
Objectives, 1  
PowerPoint, vii, viii

section, ix, 1, 3, 4, 6, 7  
sections, 5  
study guide, iv, viii, ix, x, 1, 2  
Study Guide, i, ix  
Title, i