**COURSE OUTLINE OF RECORD**

**Number:** COLL G090  
**TITLE:** Study Skills for College

**ORIGINATOR:** Dean Mancina  
**EFF TERM:** Summer 2010  
**FORERLY KNOWN AS:**  
**DATE OF OUTLINE/REVIEW:** 01-16-2008  
**CROSS LISTED COURSE:**  
**TOP NO:** 4930.14  
**CID:**

**SEMESTER UNITS:** 3.0  
**HRS LEC:** 54.0  
**HRS LAB:** 0.0  
**HRS OTHER:** 0.0  
**CONTACT HRS TOTAL:** 54.0  
**STUDY NON-CONTACT HRS RECOMMENDED:** 108.0

**CATALOG DESCRIPTION:**
This course introduces students to basic college success skills: goal setting and time management, memory and concentration, lecture note-taking, learning styles, reading effectiveness, test taking strategies, and stress management. Students will learn how to integrate these skills into college course work.

**JUSTIFICATION FOR COURSE:**

**PREREQUISITES:**

**COREQUISITES:**

**ADVISORIES:**
- ESL G051: ESL Core Course, Level 5

**ASSIGNED DISCIPLINES:**

**MATERIAL FEE:** Yes [ ] No [X] Amount: $0.00

**CREDIT STATUS:** Noncredit [ ] Credit - Degree Applicable [ ] Credit - Not Degree Applicable [X]

**GRADING POLICY:** Pass/No Pass [X] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

**OPEN ENTRY/OPEN EXIT:** Yes [ ] No [X]

**TRANSFER STATUS:** CSU Transferable[ ] UC/CSU Transferable[ ] Not Transferable[X]

**BASIC SKILLS STATUS:** Yes [X] No [ ]  
**LEVELS BELOW TRANSFER:** 1 level below transfer level

**CALIFORNIA CLASSIFICATION CODES:** Y - Not Applicable

**NON CREDIT COURSE CATEGORY:** Y - Not applicable, Credit Course

**OCCUPATIONAL (SAM) CODE:**

**REPEATABLE ACCORDING TO STATE GUIDELINES:** No [X] Yes [ ] NUMBER REPEATS:

**REQUIRED FOR DEGREE OR CERTIFICATE:** No [X] Yes [ ]

**GE AND TRANSFER REQUIREMENTS MET:**

**COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:**

1. identify their own individual learning style(s).
2. manage time more effectively.
3. prepare for tests that utilize traditional forms - multiple choice, true/false, and essay
4. utilize concentration and memory techniques.
5. write summary statements of chapter readings.
6. study textbook materials, take notes, and highlight appropriately.
COURSE OBJECTIVES:
1. Use standardized lecture note-taking techniques.
2. Study textbook materials, take notes, and highlight appropriately.
3. Write summary statements of chapter readings.
4. Utilize concentration and memory techniques.
5. Prepare for tests that utilize traditional forms - multiple choice, true/false, and essay.
6. Prepare for tests that utilize traditional forms - multiple choice, true/false, and essay.
7. Identify their own individual learning style(s).

COURSE CONTENT:

LECTURE CONTENT:

A. Learning Styles
   1. visual, auditory, kinesthetic
   2. linear & global
   3. multiple intelligences

B. Preparation for Optimal Learning
   1. managing time
   2. setting goals
   3. managing stress
   4. boosting memory and concentration
   5. preparing for tests
   6. active Learning
   7. vocabulary and communication skill building

C. Textbook Reading Strategies
   1. active reading
   2. SQ3R textbook reading
   3. improving comprehension in reading
   4. speed and critical reading strategies
   5. annotating your textbook

D. Note taking Strategies
   1. taking textbook notes
   2. taking lecture notes
   3. using your notes
   4. note taking methods

E. Test-Taking Skills
   1. recall questions
   2. math questions
   3. essential strategies for taking math tests
   4. essay questions
   5. essential strategies for taking essay tests

Pacing Guidelines:
Week 1                  Course Introduction/Syllabus/Course Requirements, Icebreakers
Weeks 2, 3             Learning Styles
Weeks 4, 5             Preparation for Optimal Learning
Weeks 6, 7, 8          Textbook Reading Strategies
Weeks 9, 10, 11        Note-taking Strategies
Weeks 12, 13, 14       Test-taking Skills
Week 15                 Integrating Study Skills to Succeed in College
METHODS OF INSTRUCTION:

A. Lecture:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:
   Reading Assignments
   Text
   Out-of-class Assignments

Writing Assignments
   1. Students will complete written assignments that require his/her to evaluate their study skills and propose ways to improve his/her individual academic performance.
   2. Students will prepare examples of lecture notes using various note-taking systems.
   3. Students will survey class textbooks, create summaries of chapters, and develop vocabulary flashcards.
   4. Students will demonstrate test-taking techniques on a variety of testing formats.

METHODS OF STUDENT EVALUATION:

Midterm Exam
Final Exam
Short Quizzes
Written Assignments
Essay Examinations
Objective Examinations
Report
Projects (ind/group)
Problem Solving Exercises
Oral Presentations
Skills Demonstration

Demonstration of Critical Thinking:
   1. Students will be required to identify problems or obstacles that impede their academic success and then identify and explain techniques, skills or resources that can be used to solve these problems.
   2. Students will demonstrate ability to analyze and summarize facts, identifying relationships skills concepts. These abilities are expressed in the writing assignments, lecture notes and text notes, and among various study skills concepts. These abilities are expressed in the writing assignments, lecture notes and text notes, and summary statements.

Required Writing, Problem Solving, Skills Demonstration:
   1. Students will complete written assignments that require his/her to evaluate their study skills and propose ways to improve his/her individual academic performance.
   2. Students will prepare examples of lecture notes using various note-taking systems.
   3. Students will survey class textbooks, create summaries of chapters, and develop vocabulary flashcards.
   4. Students will demonstrate test-taking techniques on a variety of testing formats.
TEXTS, READINGS, AND RESOURCES:

TextBooks:

LIBRARY:
Adequate library resources include:

Comments:

Attachments:
- Attached Files