

COCONINO COMMUNITY COLLEGE
COURSE OUTLINE

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Prefix changed from COU.
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A. Identification:

1. Subject Area: Human Development Education (HDE)
2. Course Number: 102
3. Course Title: College Study Skills
4. Credit Hours: 3
5. Course Description: Exploration of techniques that facilitate learning, improve academic performance, and help students succeed in the college environment. Topics include time management, organizational and study strategies, reading textbooks, taking notes, critical thinking, learning styles, preparing for tests, and using electronic tools to find information. Three lecture.

B. Course Goals:

To provide skills necessary for academic success and to help the student to improve skills in time management, organization, listening and note-taking, textbook study, test-taking, and analytical thinking.

C. Course Outcomes: Students will:

1. organize their time and learning materials;
2. assess their learning style and develop various learning strategies;
3. listen actively and take accurate notes;
4. use effective reading techniques and mark text material;
5. analyze and summarize academic material verbally and in writing;
6. practice study strategies;
7. improve test-taking skills;
8. gain self-awareness through self-assessment inventories and reflection;
9. and access electronic tools, such as using college website to locate information, search for library materials, and access online learning management system to find grades and course information.

D. Assessment:

1. Instructor assignments and quizzes.
2. Personal reflection essay or portfolio of work.

E. Course Content:

1. Time management strategies.
2. Organizational strategies.
3. Learning styles.
4. Active listening and note-taking.
5. Basics of academic reading and text marking.
6. Test analysis and test taking skills.
7. Self-assessment inventories and self-reflection practices.
8. Personal responsibility, choices and goal setting.
9. Electronic tools for college success.
10. Student, wellness, mindfulness, and motivation topics.