

City College of San Francisco
Course Outline of Record – Formatted for outside interest

I. GENERAL DESCRIPTION

- A. Department: Learning Assistance Department
- B. Course Number: LERN 50
- C. Course Title: College Success

II. COURSE SPECIFICS

- A. Hours: 3 hours per week
- B. Units: 3 Units
- C. Method of Grading Letter, Credit/No credit

III. CATALOG DESCRIPTION

IV. A comprehensive course that integrates personal growth and values, academic study strategies, and critical and creative thinking proficiency. This survey course focuses on the following topics: life management, learning styles, personal and educational values, instructor-student relations, maintaining health, memory and concentration, lecture notetaking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem solving, and creative thinking. Emphasis is on the attainment of life-long success in academic, professional and personal development.

IV. OBJECTIVES

Upon completing this course the student will be able to:

Personal Growth and Values

- A. Construct and analyze personal management charts of time and energy.
- B. Evaluate learning styles and apply them to life-long learning.
- C. Examine personal and educational values and compare those values to those of diverse cultures.
- D. Demonstrate effective instructor-student relations
- E. Assess wellness concepts, including stress, diet, sleep and exercise and develop a personal health assessment and action plan.

Academic Study Strategies

- F. Appraise principles of learning and forgetting and practice mnemonic devices and concentration techniques.
- G. Apply lecture notetaking technique to lectures from the current semester.
- H. Assess textbook studying techniques and employ them to current textbooks.
- I. Compare and contrast study techniques for math, science, and liberal arts courses.
- J. Formulate test taking strategies for both objective and essay exams and prepare practice exams and practice exam questions.
- K. Employ the use of computers to library research.

Critical and Creative Thinking

- L. Examine critical analysis techniques and demonstrate those techniques using problem solving and decision making models.
- M. Assess creative thinking techniques and apply those techniques using visual schematics and idea-generation models.

V. COURSE CONTENT

Personal Growth and Values (5 weeks)

- A. Life Management
 - 1. Setting goals and priorities, making decisions
 - 2. Time and energy management
 - 3. Motivation and procrastination
 - 4. Taking responsibility and overcoming fear
 - 5. Self-esteem and self-awareness
 - 6. Application of management skills to current classes
- A. Learning Styles
 - 1. Active and passive learning
 - 2. Brain dominance: left and right brain learning

3. Learning styles
4. Self-directed and collaborative learning
5. Visual, auditory, kinesthetic, and tactile learning modes
6. Application of learning styles theory to current classes
- A. Personal and Educational Values
 1. Personal values, identity, and cultural diversity
 2. Taking responsibility for educational goals
 3. Educational and intellectual values
 4. Life transitions
- A. Instructor-Student Relations
 1. Instructor requirements and student responsibilities
 2. Assertive and passive classroom behaviors
 3. Speaking and listening in the classroom
 4. Networking with other students
 5. Communication and academic freedom
- A. Maintaining Health
 1. Healthy, balanced lifestyle and the mind / body interplay
 2. Managing stress and relaxation techniques
 3. Dietary, sleep, and exercise requirements
 4. Drug and alcohol usage

Academic Study Strategies (8 weeks)

- A. Strengthening Memory and Concentration
 1. Principles of learning and forgetting
 2. Short and long term memory
 3. Recognition and recall techniques
 4. Concentration techniques and self-discipline
 5. Mnemonic devices
 6. Application of memory and concentration to current classes
 7. Lecture Notetaking
 8. Active listening
 9. 5R and other lecture notetaking technique
 10. Signal words and summarizing techniques
 11. Class participation techniques
 12. Application of lecture notetaking to current classes
- A. Textbook Study Systems
 1. Survey of textbooks and chapters
 2. SQ5R, SOAR and other textbook study techniques
 3. Textbook reading techniques: topic sentences, main ideas, summarizing
 4. Textbook notetaking techniques: lists, cards, mapping, outlining, summarizing
 5. Textbook marking
 6. Application of textbook study systems to current classes
- A. Subject-Specific Study Techniques
 1. Math
 2. Science
 3. Liberal arts
 4. Application of subject-specific study techniques to current classes
- A. Test taking
 1. Text-taking anxiety: visualization and relaxation techniques
 2. Test preparation and test-taking strategies
 3. Objective exams
 4. Essay exams
 5. Application of test taking to current classes
- A. Using the Library
 1. Research materials and techniques
 2. Use of computers for library research
 3. The Library's two hour orientation is highly recommended
 4. Documentation techniques
 5. Plagiarism
 6. Application of library usage to current classes

Critical and Creative Thinking (4 weeks)

- A. Critical Analysis and Problem Solving
 - 1. Analytical, cognitive, vertical thinking style
 - 2. Problem solving and decision making strategies
 - 3. Data, information, bias, facts, opinion,
 - 4. Assumptions, evidence, arguments, judgments, evaluation, explanation
 - 5. Application of critical analysis and problem skills to academic classes
- A. Creative and Visual Thinking
 - 1. Relational, affective, lateral thinking style
 - 2. Idea generation, intuition, imagination, puzzles, patterns, curiosity
 - 3. Mind mapping
 - 4. Application of creative and visual thinking skills to academic classes

VI. INSTRUCTIONAL METHODOLOGY

A. Assignments

Personal Growth and Values

- 1. Construct personal time and energy management studies.
- 2. Construct a chart differentiating between left and right brain dominance.
- 3. Draw a comparison chart contrasting personal values to those of diverse cultures.
- 4. Develop a model of instructor-student interactions.
- 5. Develop a plan to reduce stress.

Academic Study Strategies

- 6. Present a memory aide to the class.
- 7. Take lecture notes from sample lectures using outlining and mapping techniques.
- 8. Develop a notetaking system for a textbook in current use and apply the system.
- 9. Outline study techniques for math, science, and liberal arts assignments
- 10. Write sample test questions for an upcoming exam.
- 11. Use documentation to annotate a sample writing.

Critical and Creative Thinking

- 12. Solve problems using analytical thinking and problem-solving techniques.
- 13. Use the mind-mapping technique to demonstrate creative, visual thinking.

A. Evaluation

- 1. Class participation
- 2. Weekly written exercises and assignments
- 3. Three semester projects
- 4. Final

A. Textbooks

- 1. John Chaffee, The Thinker's Guide to College Success
- 2. David Ellis, Becoming a Master Student
- 3. John Gardner, Your College Experience
- 4. Carol Kanar, The Confident Student
- 5. Walter Pauk, How to Study in College

VII. Title 5 CLASSIFICATION

CREDIT/DEGREE APPLICABLE [meets all standards of Title V. Section 55002]