

City College of San Francisco
Course Outline of Record – Modified for outside

I. GENERAL DESCRIPTION

- A. Department: Learning Assistance Department
- B. Course Number: LERN 51
- C. Course Title: College Success Basics
- D.

II. COURSE SPECIFICS

- A. Hours: 1 hour per week
- B. Units: 1 Unit
- C. Method of Grading: Credit/No credit

III. CATALOG DESCRIPTION

IV. This brief course introduces students to basic college success strategies: goal setting and time management, memory and concentration, lecture notetaking, textbook studying and test taking.

IV. OBJECTIVES

Upon completing this course the student will be able to:

- A. Construct goal setting and time management programs.
- B. Evaluate memory and concentration techniques
- C. Integrate lecture notetaking technique into lectures from the current semester.
- D. Assess textbook study techniques and apply them to current textbooks.
- E. Formulate test taking strategies for both objective and essay exams and prepare practice exams and practice exam questions.

V. COURSE CONTENT

- A. Goal setting and time management
 - 1. Short and long term goal setting
 - 2. Time management charts for week, month, semester
 - 3. Procrastination
 - 4. Motivation
 - 5. Management of family and personal life
- B. Memory and concentration
 - 1. Principles of learning and forgetting
 - 2. Short and long term memory
 - 3. Recognition and recall
 - 4. Mnemonic devices
 - 5. Active listening
- C. Lecture notetaking

1. Methods: 5R Cornell, outlining and clustering
 2. Abbreviations
- D. Textbook study systems
1. SQ3R and muscle reading
 2. Textbook previewing and surveying
 3. Textbook notetaking and marking
- E. Test taking
1. Text-taking anxiety
 2. Test preparation
 3. Objective exam strategies
 4. Essay exam strategies

VI. INSTRUCTIONAL METHODOLOGY

A. Assignments

1. Construct a personal time management study plan
2. Employ a mnemonic device to current studying for an exam
3. Take lecture notes from sample lectures using outlining and clustering techniques.
4. Develop a notetaking system for a textbook in current use and apply the system.
5. Write test questions for an upcoming exam.
6. Create study cards covering course material

B. Evaluation

1. Weekly quizzes and assignments as above
2. Submission of study cards
3. Final exam covering all course material

C. Textbooks and Other Materials

1. David Ellis, Becoming a Master Student
2. John Gardner, Your College Experience
3. Walter Pauk, How to Study in College

VII. Title 5 CLASSIFICATION

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