

Las Positas College
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Course Outline for PCN 15

COLLEGE STUDY SKILLS

Effective: Fall 2016

I. CATALOG DESCRIPTION:

PCN 15 — COLLEGE STUDY SKILLS — 2.00 units

A review of study skill techniques for success in college. Topics include college culture and resources, time management, personal learning style, organization, note-taking and test-preparation strategies. Includes practice and evaluation of study skill techniques.

2.00 Units Lecture

Grading Methods:

Letter or P/NP

Discipline:

	MIN
Lecture Hours:	36.00
Total Hours:	36.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

1. interpret their individual learning style and employ their specific tools to increase learning
2. demonstrate active and purposeful listening and communication skills
3. apply methods to increase reading retention
4. Develop a study environment which promotes effective and efficient study habits
5. apply and evaluate effective test taking strategies
6. apply and evaluate more effective problem solving techniques
7. organize time more effectively
8. demonstrate use and purpose of the Library
9. assess and adopt lifestyle choices that promote learning and academic success
10. utilize and apply basic technology skills required to succeed in a course
11. Identify and focus on areas of academic and personal growth relevant to college/life goals
12. Adopt strategies to improve the organization and utilization of study materials
13. Demonstrate the effective use of organizational strategies and management of resources
14. Evaluate and adopt note-taking strategies
15. Demonstrate rehearsal strategies to deepen learning and improve retrieval
16. Describe basic learning processes involved in understanding and using language, memory and mathematical calculations.

V. CONTENT:

- A. How does learning happen?
 1. Observation, reflection, abstract conceptualization, and active experimentation.
 2. Learning styles: doing, hearing, visualizing
 3. Elements of learning: perception, retention and recall
 4. Three principles of deep and lasting learning
- B. Effective note-taking
 1. Collecting key concepts, main ideas and supporting details
 2. Challenges in note-taking
 3. Strategies to improve note-taking
 4. Use of assistive technology
- C. Key concepts in reading textbooks
 1. Challenges with reading
 2. Mindless vs. active reading
 3. Strategies to improve reading
 - a. SQ3R - Survey, Question, Read and Review
 - b. PQRS - Preview, Question, Read, Self-recitation and Test
 - c. KWL - Know, What-to-know, What-did-I-learn
- D. Organizing study material
 1. Executive functioning
 2. Structure in/structure out

- 3. Challenges with organizing study materials
- 4. Growth mindset
- E. Memorize for deeper learning
 - 1. Short-term vs. long-term memory
 - 2. Elaborative vs rote rehearsal
 - 3. Challenges with rehearsing and memorizing study material
 - 4. Strategies to improve retention and recall
 - a. Distributive rehearsal
 - b. Chunking, letter cues, acronymns, association
- F. Online learning strategies and support resources
 - 1. Communicating online (e-mail, discussion board, etc..)
 - 2. Basic skills for using course management system software
 - 3. Fundamental internet technology skills
 - 4. Online student ethics
 - 5. Online support resources (technical, disabilities, etc.,)
 - 6. Specific study strategies for online courses
- G. Time management
 - 1. Term planning
 - 2. Weekly planning
 - 3. Daily planning
- H. Test taking strategies
 - 1. Effective preparation
 - a. Pre-test rehearsal
 - b. Emotional readiness
 - c. Materials and supplies
 - 2. Challenges with taking tests
 - 3. Taking tests
 - a. Essays
 - b. True/false
 - c. Multiple choice
 - 4. Strategies to improve taking tests
- I. Emotional Intelligence
 - 1. Feelings as important information
 - 2. Effective Stress reduction
 - 3. Creating flow
 - 4. Body-Mind connection
- J. Library orientation and use
 - 1. Presentation on plagiarism
 - 2. Discerning Internet information
- K. Resources
 - 1. Campus and community scavenger hunts
 - 2. Visits to or from Career Transfer Center, One Stop Center, Extended Opportunities Programs and Services, Health and Wellness Center, Financial Aid, Major Exploration Faire, Transfer Day, Shadow Day, Club day.

VI. METHODS OF INSTRUCTION:

- A. **Field Trips** -
- B. **Classroom Activity** -
- C. **Lecture** -
- D. **Audio-visual Activity** -
- E. **Discussion** -
- F. **Guest Lecturers** -

VII. TYPICAL ASSIGNMENTS:

1. Time Management: Construct and analyze personal management charts of time and energy utilizing a daily, weekly & semester based schedule, creating to-do lists and organizing daily tasks.
2. Note-Taking: Apply lecture note taking techniques (recognizing the main idea, being selective and systemic, putting information into your own words, use symbols and abbreviations, include your own thoughts) by having a system that works for you to lectures from the current semester.
3. Test Taking: Formulate test taking strategies for both objective and essay exams for the comprehensive mid-term and final exam
4. Campus Resources: Complete a Library Search Analysis by demonstrating the differences among search tools in terms of content, search strategy and using alternative vocabulary.

VIII. EVALUATION:

A. **Methods**

1. Exams/Tests
2. Quizzes
3. Papers
4. Class Participation
5. Class Work
6. Home Work

B. **Frequency**

1. Frequency of Evaluation will differ according to the various methods used by particular instructors. However, a typical frequency may be as follows:
2. Exam/Tests
 - a. Midterm/Final
3. Quizzes
 - a. Weekly
4. Papers
 - a. 1-2 per semester on assigned topic
5. Class Participation
 - a. Daily attendance and participation

6. Class Work/Home Work

- a. Weekly reading and written exercises on assigned topic/material

IX. TYPICAL TEXTS:

1. Ellis, David. *Becoming a Master Student*. 15 ed., Cengage Learning, 2015.
2. Kanar, Carol. *The Confident Student*. 8 ed., Cengage Learning, 2014.
3. Pauk, Walter. *How to Study in College*. 11 ed., Cengage Learning, 2014.
4. Downing, Skip. *On Course Study Skills Plus Edition*. 3 ed., Cengage Learning, 2017.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Planner