

Revised by: J. Rangel-Escobedo
Reviewed by: V. Jacobi
Date Revised: Spring 2017
C & GE approved: May 8, 2017
Board approved: June 14, 2017
Semester effective: Spring 2018

Student Success (STSU) 0206 Time/Organizational/Study Strategies (.5 Units)
[formerly Student Success 98ABCD]

Prerequisite: None

Total Hours: 8-hours lecture

Catalog Description: This course focuses on effective strategies for listening, taking useful notes, and creating/using a time schedule.

Type of Class/Course: Non Degree Credit

Text: None

Instructional Materials: Weekly day planner

Course Objectives:

By the end of the course, a successful student will be able to:

1. Create a personalized daily/weekly schedule including key deadlines,
2. Demonstrate use of daily/weekly schedule,
3. Demonstrate effective listening skills,
4. Demonstrate effective note taking strategies,
5. Demonstrate effective use of organizational skills, and
6. Demonstrate effective use of listening, organization, and note taking for optimizing study process.

Course Scope and Content:

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|----------|--------------------------------------|
| Unit I | Goal setting |
| | A. Goals and objectives |
| | B. Personalized planners |
| | C. Identification of key deadlines |
| Unit II | Listening and note taking strategies |
| | A. Active versus passive listening |
| | B. Note taking strategies |
| Unit III | Procrastination and Prioritizing |
| | A. Procrastination |

- B. Setting priorities
- C. Time management strategies

- Unit IV Focus and Distractions Study Skills
- A. Techniques for staying in focus
 - B. Techniques to avoid distractions

Learning Activities Required Outside of Class:

Students will be required to spend a minimum of 1 hour per week outside of the regular class time doing the following:

1. Creating a personalized daily/weekly schedule including key deadlines using sample syllabi,
2. Interviewing a Taft College employee regarding services their department offers using strategies learned in class for listening and note taking, and
3. Practicing study strategies.

Methods of Instruction

1. Lecture
2. Class participation
3. Individual and group work and
4. Media presentations.

Methods of Evaluation:

1. Sample timeline
2. Sample notes
3. To-Do Lists
4. Action Plans
5. Final presentation.

Supplemental Data:

TOP Code:	493014: Study Skills
SAM Priority Code:	E: Non-Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)

Program Status:	2: Stand-alone
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit by Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE