

EASTERN ARIZONA COLLEGE

College Success Skills

Course Design
2010-2011

Course Information

Division	Counseling
Course Number	CSL 011
Title	College Success Skills
Credits	0.5
Developed by	Sharon Allen
Lecture/Lab Ratio	0.5 Lecture/0 Lab
Transfer Status	Non-transferable
Activity Course	Yes
CIP Code	37.0100
Assessment Mode	Portfolio
Semester Taught	Upon Request
GE Category	None
Separate Lab	No
Awareness Course	No
Intensive Writing Course	No

Prerequisites

None

Educational Value

To enhance learner potential for success by providing supportive Study Skills, Time Management, and Academic Planning tools.

Description

Provides the students with the ability to develop study strategies and to plan their academic program.

Supplies

Notebook and writing instrument.

Competencies and Performance Standards

1. Apply note taking strategies within a classroom setting.

Learning objectives

What you will learn as you master the competency:

- a. Understand importance of observation as an essential component of note taking.
- b. Select and begin practicing a note taking style with which learner is comfortable.
- c. Understand the importance of observation as an essential component of note taking.

Performance Standards

Competence will be demonstrated:

- Written (in small group exercises or in Journal assignment).
- Commitment to a note taking strategy that incorporates all three key elements: observation, recording, and review.

Criteria - Performance will be satisfactory when:

- Learner has submitted notes on Observation, Record, Review lecture
- Learner has written a not less than 200 page journal entry reflecting on the in-class note taking experience.

2. Demonstrate strategies for preparing for examinations.

Learning objectives

What you will learn as you master the competency:

- a. List key steps in preparing for an examination.
- b. Develop a preparation plan for a specific examination.

Performance Standards

Competence will be demonstrated:

- Learner submits lecture notes on systematic planning process for taking examination.
- Learner, in journal entry exercise, responds to questions in a manner demonstrating an understanding of, and commitment to using a systematic planning process to prepare for examination.

Criteria - Performance will be satisfactory when:

- Learner listens to lecture on the importance of a systematic planning process for taking exams.
- Learner completes "making an appointment with yourself to prepare for an exam" worksheet.

3. Use time management principles to develop a study schedule.

Learning objectives

What you will learn as you master the competency:

- a. Describe why paying attention to how you use your time is the first essential step of time management.
- b. List a minimum of three reasons why preparing a schedule of activities is an essential time management tool.
- c. List 5 factors to be considered in preparing a study schedule.
- d. Use a study schedule as a tool to evaluate how effectively the learner is using her/his time and to make adjustments as necessary.

Performance Standards

Competence will be demonstrated:

- Learner submits lecture notes on basic time management principles.

- Learner, in journal entry exercise, responds to questions in a manner demonstrating an understanding of, and commitment to using effective time management principles.

Criteria - Performance will be satisfactory when:

- Learner listens to lecture on basic time management principles.
- Learner completes, in small group session, a mock study schedule, demonstrating principles of organizing time for effective study.

Types of Instruction

Classroom lecture/participative discussion

Small Group Exercises

Grading Information

Grading Rationale

Learner will take notes, complete assignments and do daily guided journal entry exercises. These will be turned in for evaluation and placed in an individual Student Success Folder. Upon completion of the class the grade will be assigned based upon % completion of the assigned work. The Student Success Folder will be returned with a final grade to the student to be used as a tool for future success.

Grading Scale

- A 90% or more of Note Taking Assignments/Guided Journal Entries Completed.
- B 80% to 89% of Note Taking Assignments/Guided Journal Entries Completed.
- C 70% to 79% of Note Taking Assignments/Guided Journal Entries Completed.
- D 60% to 69% of Note Taking Assignments/Guided Journal Entries Completed.
- F 59% or less of Note Taking Assignments/Guided Journal Entries Completed.