



Course: STSU 0206 Time/Organizational/Study Strategies

Initial Course Proposal

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Semester Prepared:	Fall 2006
CG&E Approved:	
Board Approved:	
State Approved:	Fall 2010

First Revision

Updated By:	V. Herder
Reviewed By:	D. Bogle, C. Duron
Semester Updated:	Fall 2012
CG&E Approved:	12/10/12
Board Approved:	1/9/13
State Approved:	pending

Second Revision

Updated By:	
Reviewed By:	
Semester Updated:	
CG&E Approved:	
Board Approved:	
State Approved:	

Third Revision

Updated By:	
Reviewed By:	
Semester Updated:	
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Board Approved:	
State Approved:	

Text Update

Semester Updated:	
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Student Success (STSU) 0206 Time/Organizational/Study Strategies (.5)
[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. This course is offered on a Pass/No Pass basis only.

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, and
5. Final presentation.