GROSSMONT COLLEGE

COURSE OUTLINE OF RECORD

Curriculum Committee Approval: 11/29/2022

Approved by GCCCD Governing Board: 12/13/2022

COUNSELING 130 – STUDY SKILLS AND TIME MANAGEMENT

 1. Course Number Course Title Semester Units

 COUN 130 Study Skills and Time Management 1

Semester Hours

1 hour lecture (16-18 hours); 32-36 outside-of-class hours; 48-54 total hours

 2. Course Prerequisites

  None

 Corequisite

 None

 Recommended Preparation

  None

 3. Catalog Description

This course is designed to prepare students to adjust to the academic community by learning to plan and study effectively within given time limitations. Strategies include: time management, textbook mastery, library research skills, note-taking, exam preparation, goal-setting, educational planning, and stress reduction.

 4. Course Objectives

  The students will:

1. Examine their learning strengths and preferences.
2. Distinguish effective study strategies for college success.
3. Demonstrate time management strategies.
4. Recognize goal-setting techniques when developing an educational plan.
5. Utilize stress reduction techniques and resources.

 5. Instructional Facilities

 Standard classroom

 6. Special Materials Required of Student

  None

 7. Course Content

1. Cognitive styles and modality preferences for learning.
2. Textbook reading strategies.
3. Note-taking methods.
4. Memory techniques for retaining information.
5. Test preparation and test taking skills.
6. Library instruction and information literacy.
7. Time management tools and techniques.
8. Goal setting strategies including educational planning.
9. Test taking anxiety and stress reduction tactics.
10. Campus resources such as tutorial services, the Accessibility Resource Center, and Transfer Center.

8. Method of Instruction

1. Lecture
2. Group discussion
3. Multi-media presentations

9. Methods of Evaluating Student Performance

1. Educational plan.
2. Assignments such as a study skills assessment and study schedule worksheet.
3. Final exam/reflection paper reviewing/summarizing the study skills and time management strategies acquired throughout the course.

10. Outside Class Assignments

1. Virtual or on campus tour of Student Services.
2. Bibliographic library research assignment such as an online library tutorial that teaches the students how to research, evaluate, locate, and cite sources they may use on a topic of their choice.
3. Time management assignment to track and analyze weekly use of time.

11. Representative Texts

1. Representative Text(s):
2. Instructor generated handouts, including excerpts from the following examples:
3. Baldwin, Amy. *College Success*. Houston, TX: OpenStax. <https://openstax.org/books/college-success/pages/1-introduction> Licensed Under a Creative Commons Attribution 4.0. 2020.
4. Dillon, Dave. *Blueprint for Success in College and Career*. (v. 1.4) Rebus. <https://press.rebus.community/blueprint2/> Licensed under a Creative Commons Attribution 4.0. 2021.
5. Dillon, Dave. *Blueprint for Success in College: Indispensable Study Skills and Time Management Strategies*. (v. 2.2) Rebus <https://press.rebus.community/blueprint1/>  Licensed under a Creative Commons Attribution 4.0. 2021.
6. Downing, Skip, and Jonathan Brennan. *On Course: Strategies for Creating Success in College, Career, and Life*. Boston, MA: Cengage Learning, 2020.
7. Ellis, Dave. *Becoming a Master Student*. Stamford, CT: Cengage Learning, 2018.
8. Fralick, Marsha, and Seth Batiste. *College and Career Success*. Dubuque, IA: Kendall Hunt Publishing Company, 2021.
9. Supplementary texts and workbooks:

None

Addendum: Student Learning Outcomes

Upon completion of this course, our students will be able to do the following:

1. Distinguish appropriate study strategies to maximize their learning potential.
2. Identify time management strategies to facilitate an effective study schedule.