ACA 085
IMPROVING STUDY SKILLS

COURSE DESCRIPTION:

Prerequisites: None
Co requisites: None

This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal setting, and learning resources. Upon completion, students should be able to apply the techniques learned to improve performance in college-level classes. Course Hours Per Week: Class, 0; Lab, 2. Semester Hours Credit: 1

LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

A Recognize the importance of being on a team and earning an education.
B Demonstrate appropriate communication and classroom etiquette by effectively communicating with faculty and staff.
C Demonstrate time-management strategies, including identifying unproductive activities, listing ways to use time more effectively, and showing use of a weekly planner.
D Demonstrate various ways of note-taking strategies, such as Cornell, short hand, and annotation.
E Demonstrate the ability to apply test-taking strategies, such as memory techniques and test anxiety reduction techniques.
F Use memory devices to retain information learned from textbooks and discussions.
G Identify key strategies to maintain self-motivation, such as clarifying goals, celebrating small victories, and evaluating outcomes.
H Explain and demonstrate the importance and consequences of personal responsibility such as being accountable and eliminating blame.
I Identify essential campus resources, including library, advising, computer labs, bookstore, Campus Police and Public Safety, and Center for Academic Excellence.
J Identify relevant library skills such as checking out books, using various databases, online resources, and other library resources available to students other than books.
K Create goals that are realistic and attainable.
L Develop a plan for completing academic goals.

COURSE OUTLINE:

A Time Management Strategies
   1) Weekly Planner
   2) To-do list
   3) Monthly Scheduler

B Goal setting
   1) Setting realistic, time-specific goals
   2) Setting short-term and long-term goals
   3) Following goals through to completion
C  Note-Taking Strategies
   1) Cornell
   2) Short hand
   3) Annotation

D  Test-Taking Techniques
   1) Specific test formats such as multiple choice, matching, and essay
   2) Memory techniques such as flashcards, mnemonic devices, and repetition
   3) Test anxiety reduction techniques
   4) Creating a study schedule

E  Personal Improvement Strategies
   1) Effective conflict resolution strategies
   2) Importance of personal responsibility and accountability
   3) Effective communication with faculty, staff, employers, and peers
   4) Relevant community resources
   5) Classroom etiquette

F  Campus Resources and Expectations
   1) Class policies, including attendance, nightly homework, and academic standards
   2) Extracurricular activities
   3) Expectations of a college student, including academic honesty and personal responsibility
   4) Campus resources, including Advising, Financial Aid, Center for Academic Excellence, Computer labs, Bookstore

G  Library Skills
   1) Circulation materials
   2) Databases
   3) Online resources

REQUIRED TEXTBOOK AND MATERIALS:


Weekly Planner

STATEMENT FOR STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 919-536-7207, ext. 1413 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1209.