

**CUYAMACA COLLEGE**  
OFFICIAL COURSE OUTLINE

**PERSONAL DEVELOPMENT–COUNSELING 130 – STUDY SKILLS AND TIME MANAGEMENT**

1 hour lecture, 1 unit

**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, goal setting, textbook mastery, library research skills, note-taking, exam preparation, stress reduction and educational planning. **Offered as Credit/No Credit only.**

**Prerequisite**

None

**Course Content**

- 1) Learning style assessment
- 2) Time management techniques
- 3) Textbook reading systems
- 4) Library research skills
- 5) Note-taking systems
- 6) Stress reduction and techniques for dealing with test anxiety
- 7) Introduction to campus resources (Tutoring, Learning Resources, Transfer Center, Career Center, etc.)
- 8) Educational planning
- 9) Test preparation

**Course Objectives (Expected Student Learning Outcomes)**

Students will be able to:

- 1) Identify learning style and appropriate learning strategies
- 2) Utilize time management techniques to accomplish lifetime goals and establish an effective study schedule
- 3) Make a list of lifetime goals
- 4) Practice textbook reading systems
- 5) Locate Internet and hard copy resources in the library
- 6) Utilize note-taking systems based on learning style
- 7) Develop an educational plan
- 8) Practice stress reduction techniques to increase academic success
- 9) Prepare effectively for a college exam

**Method of Evaluation (Measuring Student Learning Outcomes with Representative Assignments)**

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Complete written exercises or journal entries in which students assess their learning style, college study and exam preparation strategies, and time management techniques and make plans for improvement
- 2) Complete written exercises that demonstrate the student's ability to use note-taking and college reading models presented in class
- 3) Complete a list of lifetime goals that are concrete, measurable and achievable
- 4) Complete and turn in a Library Research Assignment that demonstrates the student's ability to locate Internet and hard copy resources
- 5) Complete an Educational Plan
- 6) Participate in a demonstration of stress management techniques and complete a short written exercise describing stress management techniques useful to the individual student

**Special Materials Required of Student**

None

**Minimum Instructional Facilities**

Smart classroom

**Method of Instruction**

- 1) Lecture and group discussion
- 2) Library research
- 3) Tour of campus resources

**Texts and References**

- 1) Required (example): Ellis, David. Becoming a Master Student (Concise Edition). Houghton Mifflin, 2000, or instructor handouts.
- 2) Supplemental: None