

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**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.

**Prerequisite**

None

**Course Content**

- 1) Motivation and goal setting
- 2) Time and stress management techniques
- 3) Improving memory and reading
- 4) Library research skills
- 5) Taking notes and writing skills
- 6) Test taking strategies
- 7) Survey of campus resources
- 8) Test preparation

**Course Objectives**

Students will be able to:

- 1) Identify appropriate learning strategies.
- 2) Utilize time management techniques to accomplish lifetime goals and establish an effective study schedule.
- 3) Utilize library resources for research.
- 4) Utilize note-taking systems.
- 5) Utilize stress reduction techniques and resources.

**Method of Evaluation**

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 may be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Written exercises or journal entries that demonstrate the application of materials to contribute towards academic goals.
- 2) Multiple intelligence assessments connected to learning strategies that will help students be productive in school and on the job.
- 3) Campus resources assignment.

**Special Materials Required of Student**

None

**Minimum Instructional Facilities**

Smart classroom

**Method of Instruction**

- 1) Lecture, group discussion and interactive classroom exercises
- 2) Library research
- 3) Tour of campus resources

**Out-of-Class Assignments**

- 1) Journal entries
- 2) Writing and reading assignments

**Texts and References**

- 1) Required (representative examples):
  - a. Cuseo, et al. *Thriving in the Community College and Beyond*. 4th edition. Kendall Hunt, 2020.
  - b. Fralick, Marsha. *College and Career Success*. Concise 9th edition. Kendall Hunt, 2021.
- 2) Supplemental: None

**Student Learning Outcomes**

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

- 1) Apply study skills, time management, and library research skills toward personal and career goals to facilitate an effective study schedule.
- 2) Identify academic and student support resources.