



## LRNS 60 - Study and Test-Taking Techniques Course Outline

Approval Date: 03/12/2020

Effective Date: 06/08/2020

### SECTION A

**Unique ID Number** CCC000511790

**Discipline(s)**

**Division** Language and Developmental Studies

**Subject Area** Learning Skills

**Subject Code** LRNS

**Course Number** 60

**Course Title** Study and Test-Taking Techniques

**TOP Code/SAM Code** 4930.14 - Basic Skills, Other / E - Non-Occupational

**Rationale for adding this course to the curriculum** Updating textbooks and adding DE component.

**Units** 3

**Cross List** N/A

**Typical Course Weeks** 18

**Total Instructional Hours**

#### Contact Hours

**Lecture** 54.00

**Lab** 0.00

**Activity** 0.00

**Work Experience** 0.00

**Outside of Class Hours** 108.00

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**Total Contact Hours** 54

**Total Student Hours** 162

**Open Entry/Open Exit** No

**Maximum Enrollment**

**Grading Option** P/NP Only

**Distance Education Mode of Instruction** On-Campus  
Hybrid

Entirely Online  
Online with Proctored Exams

## SECTION B

### General Education Information:

## SECTION C

### Course Description

**Repeatability** May be repeated 0 times

**Catalog Description** Students will learn skills necessary for success in college such as: reading textbooks; taking lecture notes; studying; taking tests; managing time; becoming familiar with the college resources; and reducing test anxiety. Grading for this class is Pass/No Pass Credit. This class is recommended for students with at least a score in Category 2 in reading.

### Schedule Description

## SECTION D

### Condition on Enrollment

#### 1a. Prerequisite(s)

- Minimum of Category 2 score on English placement test, or assessment by the instructor.

1b. Corequisite(s): *None*

1c. Recommended: *None*

1d. Limitation on Enrollment: *None*

## SECTION E

### Course Outline Information

#### 1. Student Learning Outcomes:

1. Employ multiple strategies in reading, comprehending, and responding to college text as measured by a quiz or exam.
- Understand and develop stress-reducing strategies including their college community support network, goal planning, and time management as measured by oral reports and homework.

#### 2. Course Objectives: Upon completion of this course, the student will be able to:

- Identify personal short-term, mid-term, and long-term goals which are realistic and attainable.
- Assess his/her individual learning style and use this information to progress in college classes.
- Apply test-taking strategies for objective, open-book, and essay tests/exams.
- Understand and control anxiety in academic situations.
- Apply time management, reading, listening, and note-taking techniques.
- Apply techniques of memory/retention improvement.
- Understand the relationship between efficient study habits and effective learning and performance.

H.

#### 3. Course Content

- Goal setting, Learning styles, Time management, and College networking

## I: THINKING AND LEARNING IN COLLEGE

1. Taking Charge of Your College Career

2. Understanding the College System

3. Managing Your Time and Coping with Stress 4. Learning Styles and Teaching Styles

B. Introduction to concentration and memory techniques

## II: THINKING SKILLS FOR THE CLASSROOM

1. Communication Skills for the Classroom 2. Note Taking for College Lectures

C. Textbook Reading Techniques

III: TEXTBOOK AND ELECTRONIC READING, LEARNING, AND THINKING 1. Learning from Textbooks 2. Learning Specialized Terminology 3. Developing Multimedia and Digital Literacy 4. Learning and Memory

D. Note taking from textbooks, Note taking from Lectures

IV: INTEGRATING AND MASTERING COURSE CONTENT 1. Using Academic Thought Patterns to Think and Learn 2. Thinking Critically About Course Content 3. Adapting Your Skills for Academic Disciplines

E. Test taking strategies

## V: EXAMS: THINKING UNDER PRESSURE

1. Preparing for Exams

2. Reasoning Skills for Objective Exams

### 3. Taking Essay Exams

#### 4. Methods of Instruction:

**Activity:** -Project based learning -Note taking methodology -College and Career Success - Online test taking applications -Online presentation tools

**Field Trips:** Course will provide learning opportunities outside of a brick and mortar classroom

**Individualized Instruction:** Ability to meet with teacher one-on-one, by appointment

**Lecture:** Asynchronous Instruction

**Visiting Lecturers:** Guest speakers

**Other:** Students will have options to tie in their learning goals with work experience or future job interests.

**Online Adaptation:** Activity, Discussion, Group Work, Individualized Instruction, Journal, Lecture

**6. Methods of Evaluation:** Describe the general types of evaluations for this course and provide at least two, specific examples.

#### Typical classroom assessment techniques

Exams/Tests -- Cumulative tests which include objective, fill in, multiple choice, true/false, short answer and essay questions.

Quizzes -- Include fill-in, multiple choice, true/false, short answer and essay questions.

Projects -- Project based learning

Class Participation -- Survey chapters and create questions and answers.

Class Work -- Reading text and handouts.

Home Work -- Assignments from the text

Final Class Performance -- Final test organized notebook

Additional assessment information:

Chapter quizzes, cumulative chapter tests/examinations which include objective, short-answer, and essay questions.

Individual special projects related to techniques included in the course content.

P/NP Only

**7. Assignments:** State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

#### A. Reading Assignments

Reading text

Reading handouts

Read pages and answer the following questions:

How will you manage your time to achieve balance? How will you reduce stress and test anxiety? In what ways will you increase your motivation?

#### B. Writing Assignments

Survey chapter and create questions and answers.

Paraphrase chapter information.

At least two written assignments related to each textbook chapter.

At least two individual projects which incorporate specific techniques discussed in readings/class lectures/presentations.

Students will write 4 suggestions and tools to use(indicate which you will use and which you will try).

Students will develop a plan to schedule time to study, location for study, how long to study, and how many breaks they will have for a day.

C. Other Assignments

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**8. Required Materials**

**A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.**

Book #1:

Author: Robinson, Adam  
Title: What Smart Students Know  
Publisher: Three Rivers Press  
Date of Publication: 1993  
Edition: 1

Book #2:

Author: David Ellis  
Title: Becoming a Master Student  
Publisher: -  
Date of Publication: 2011  
Edition: 13th

Book #3:

Author: McWhorter, K  
Title: Study and Critical Thinking in College PLUS MyStudentSuccessLab  
Publisher: Pearson  
Date of Publication: 2017  
Edition: 8th

Book #4:

Author: Tuckman B.W. Abry D.A. Smith D.R.  
Title: Learning and Motivation Strategies  
Publisher: Pearson  
Date of Publication: 2008  
Edition: 2nd

**B. Other required materials/supplies.**