

**Fond du Lac Tribal and Community College
COURSE OUTLINE FORM**

Updated 11/25/14

Please return this form to the college vice president of academic affairs and the chairperson of the Academic Affairs and Standards Council (AASC)

1. Prepared by: _____

2. Date submitted: _____

3. Date approved: _____ Date revised 04/29/15

4. Department/discipline: Study Skills

5. Department(s) endorsement(s): _____

(Signatures of the person(s) providing the endorsement are required.)

6. Course Title: Efficient Study Techniques

Abbreviated course title (25 characters or less): _____

7. Course Designator: STSK

8. Course Level: 1100

9. Number of Credits: Lecture 3

Lab _____

10. Control Number (on site) 30

Control Number (online) _____

11. Catalog/Course description:

This course is designed to aid the student in improving success in college and in developing study skills. Key study skills will be demonstrated and practiced such as time management, effective listening to lectures, note taking, studying a text and preparing for exams.

12. Course prerequisite(s) or co-requisite(s): Accuplacer scores/ Other courses

Prerequisite(s):

Co-requisite:

13. **Course Materials** (Recommended course materials and resources. List all that apply, e.g. textbooks, workbooks, study guides, lab manuals, videos, guest lecturers).

3 ring binder, time management calendar, text as chosen by instructor.

14. **Course Content** (Provide an outline of major topics covered in course)

- Discovery Wheel or similar exercise
- Learning Style Inventory

Academic Goal Setting

Managing Time Efficiently

- The Big Picture-Semester Planning
- Weekly Planning
- Daily Planning

Memory & Concentration

Taking "Strong" Lecture Notes

- Format
- Active Reviewing Procedures
- Abbreviation Suggestions

Preparing for and Reading Textbook Chapters

- Previewing a Text
- Previewing a Chapter
- Textbook Highlighting
- Textbook Annotation

Organizing Text Information

Test Wiseness Strategies

- Test Preparation Strategies
 - Note Cards
 - Review Sheets
 - Charts
 - Mnemonic Devices

Preparing for Final Exams

Stress Management

- Techniques to Use in a Test Situation

15. Learning Goals, Outcomes, and Assessment

At FDLTCC we have 4 Competencies Across the Curriculum (CAC) areas. They are as follows:

- A. Information Literacy (the ability to use print and/or non-print tools effectively for the discovery, acquisition, and evaluation of information)
- B. Ability to Communicate (the ability to listen, read, comprehend, and/or deliver information in a variety of formats.)
- C. Problem Solving (the ability to conceptualize, apply, analyze, synthesize, and/or evaluate information to formulate and solve problems.)
- D. Culture (knowledge of Anishinaabe traditions and culture, knowledge of one's own traditions and culture, knowledge of others' traditions and cultures, culture of work, culture of academic disciplines and/or respect for global diversity.)

Course Learning Outcomes will fulfill the identified competencies.

Course Learning Outcomes

Upon completion of this course, the student will be able to:

1. Analyze, apply, utilize and demonstrate time management skills. (B, C)
2. Demonstrate effective lecture and test note taking. (A, B)
3. Apply test preparation and test taking techniques. (A, B, C)
4. Utilize reading skills strategies in textbook and resource comprehension. (A, B, C)

16. Minnesota Transfer Curriculum (MnTC): If this course fulfills an MnTC goal area, state the goal area and list the goals and outcomes below:

See www.mntransfer.org

Goal Area(s): _____