

NC 200: PREPARATION FOR ACADEMIC SUCCESS

Citrus College Course Outline of Record

| Heading | Value |
|-------------------------|-------------------|
| Effective Term: | Fall 2021 |
| Credits: | 0 |
| Total Contact Hours: | 30 |
| Lecture Hours : | 30 |
| Lab Hours: | 0 |
| Hours Arranged: | 0 |
| Outside of Class Hours: | 60 |
| Transferable to CSU: | No |
| Transferable to UC: | No |
| Grading Method: | Non-Credit Course |

Catalog Course Description

This course is designed to teach effective college study skills. Topics include time management, textbook study, lecture note-taking, test-taking strategies, exam preparation, computer-assisted learning, and career exploration. 30 lecture hours.

Course Objectives

- Demonstrate the ability to prepare for and take tests on common assessments.
- Demonstrate the ability to organize one's day and week through the use of an organizer or a calendar.
- Demonstrate proficiency on Canvas and other essential educational mainstream multimedia delivery programs.
- Improve note-taking and study skills.
- Define educational goal in terms of career or transfer.

Major Course Content

1. Effective Time Management
 - a. Develop weekly, monthly, and semester calendars
 - b. Prioritize lists
 - c. Organize one's time
2. Listening/Lecture/Note-taking
 - a. Different styles of note-taking
 - b. How to listen to a lecture
 - c. Identify signal words to record
 - d. Use of common abbreviations and symbols in note-taking
 - e. Margin writing
3. Textbook Study
 - a. Speed reading techniques
 - b. Extracting important parts of book
 - c. Increase in comprehension
4. Test Preparation
 - a. Exams and quizzes
 - b. Essay tests
 - c. Objective tests
5. Computer-Assisted Learning

- a. Word processing skills
- b. Internet research
- c. Career exploration using an identified online program
- d. Course Management Systems such as Canvas

Examples of Required Writing Assignments

Write short narrative of educational and career goals.

Examples of Outside Assignments

Participate in an asynchronous Canvas discussion.

Instruction Type(s)

Lecture, Online Education Lecture