

ASC 110 College Study Skills

1 Credit

Course Description: The emphasis of this course is on learning skills that are essential for success in college classes.

Course Objectives: Students will be able to

- Learn time management and organizational skills
- Develop better reading skills
- Apply successful test taking strategies
- Identify and apply key concepts of memory and concentration
- Identify and construct personal, educational and career goals
- Analyze and apply individual learning styles
- Develop effective strategies to better utilize class time
- Develop an effective system of taking notes
- Discuss information literacy and develop methods to make it work effectively
- Analyze and apply critical thinking techniques

Instructor: Peggy Gregg

Office: Online

Office Hours: Use the email tool within the online course to communicate with the instructor. Course email messages will be checked daily, Monday through Friday.

Email: Use online course email tool.

Class Schedule: Online

Textbooks: Piscitelli, Steve, *Study Skills: Do I Really Need This Stuff?* Pearson Prentice Hall. 2nd edition. ISBN: 10: 0-13-514657-6.

Course Requirements:

Each chapter will have a graded assignment and quiz that should be submitted according to the time schedule given. All assignments and quizzes have an individual score which collectively will determine your grade.

Tentative Course Outline:

Lesson 1: Setting the Stage
Lesson 2: Critical Thinking
Lesson 3: Goal Setting
Lesson 4: Organizing Time and Space
Lesson 5: Organizing Time and Space cont.
Lesson 6: Learning Styles
Lesson 7: Class Time
Lesson 8: Note Taking
Lesson 9: Reading
Lesson 10: Memory
Lesson 11: Memory cont.
Lesson 12: Test Taking
Lesson 13: Information Literacy
Lesson 14: Civility
Lesson 15: Final Test

Relationship to Campus Theme:

Technology impacts student learning in many ways. Lesson 13 in particular highlights the importance of information literacy on today's students.

Classroom Policies:

- * Regular participation is expected.
- * The student is expected to complete all assignments in a timely manner.
- * The student is expected to read chapters as assigned.
- * The student is expected to communicate with other students and instructor via course mail or discussions when it is required.

Evaluation:

Grades will be calculated by dividing total points earned by total points available from assignments and quizzes. A passing grade will be 60% or higher.

A--90-100%

B--80-89%

C--70-79%

D--60-69%

F--59% or lower

Academic Integrity: The academic community is operated on the basis of honesty, integrity and fair play. It is the expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. This means that:

- * Students are responsible for submitting their own work. Student work must not be plagiarized.
- * Students must not cooperate on oral or written examinations or work together on evaluated assignments without authorization.

To learn how to avoid plagiarism in your work, review the website from Purdue University, [Is It Plagiarism Yet?](#).

Violations of academic principles such as cheating, plagiarism or other academic improprieties will be handled using the guidelines outlined in the Student Handbook on pages 18, 19, and 37.

Disabilities and Special Needs:

If you have a disability for which you need accommodation, contact the Learning Center to request disability support services: phone 701-228-5477 or toll-free 1-888-918-5623.