

Prepared by the Department of Language and Literature  
Date of Department Approval: May 5, 2008  
Date approved by Curriculum and Programs: September 8, 2008

Effective: Fall 2009

1. **Course Number:** ENL082  
**Course Title:** Study Skills
  
2. **Description:** This mini-course is designed to help students understand more about their learning styles, improve their study skills and develop the self discipline they need to be successful college students. This concise, practical course focuses on the key skills essential to college success: listening, note taking, reading, writing and taking exams.
  
3. **Student Learning Outcomes:** Upon successful completion of this course, students are able to do the following:
  - Employ time management strategies, including a master schedule for the semester
  - Create an organized to-do list and use a planner
  - Name and explain memory principles
  - Construct mnemonic devices
  - Use memory principles to develop strategies for processing information from classroom lectures
  - Demonstrate note taking skills such as record, label, recite, reflect, review and summarize
  - Explain how to survey a textbook assignment
  - Determine own preferred learning styles, including sensory mode, hemispheric dominance, and types of multiple intelligence
  - Use strategies for objective tests such as: true/false, fill-in-the-blank, matching
  - Use strategies for writing an answer to an essay question
  - Employ strategies for dealing with test anxiety
  - Recognize signs of stress
  - Analyze a stressful situation and develop an action plan
  - Identify college databases to find books, periodicals, newspapers, and Internet resources that should be cited
  - Follow a systematic approach to a research topic, including identifying and narrowing the topic, finding books, periodicals, and Internet resources
  - Explain how to evaluate a resource for accuracy, objectivity, and currency
  
4. **Credit(s):** One non-degree credit. Pass/Fail
  
5. **Satisfies General Education Requirement:** No
  
6. **Prerequisite:** None
  
7. **Semester(s) Offered:** Varies
  
8. **Suggested General Guidelines for Evaluation:**  
Successful completion of assignments; Active participation in class activities; Demonstrated application of skills in specific disciplines; Self evaluation
  
9. **General Topical Outline (Optional):**

Time Management	Listening	Test-taking strategies
Memory principles and skills	Note-taking	Basic research skills
	Reading	