

**NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Code/Number:       CURR 101

Course Title:               Study Skills/Test Taking Strategies

Division:    Applied Science (AS)    Liberal Arts (LA)    Workforce Development (WD)  
               Health Care (HC)    Lifetime Learning (LL)    Nursing    Developmental

Credit Hour(s): Two

Effective Date: SP 2011/FA 2014

Assessment Goal Per Outcome: 70%

**COURSE DESCRIPTION**

This course is designed for students to learn study skills and test taking strategies that will provide them with the necessary skills to be successful in college. Topics for the course will include but are not limited to: note taking strategies, learning styles/personality indicators, study strategies, resource usage/research skills, stress management/test anxiety, test taking strategies, and textbook usage.

**MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES**

None

**TEXTS**

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

**GENERAL EDUCATION OUTCOMES**

1. Practice Responsible Citizenship through:
  - identifying rights and responsibilities of citizenship,

- identifying how human values and perceptions affect and are affected by social diversity,
  - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
    - listing factors associated with a healthy lifestyle and lifetime fitness,
    - identifying the importance of lifetime learning,
    - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
  3. Communicate effectively through:
    - developing effective written communication skills,
    - developing effective oral communication and listening skills.
  4. Think analytically through:
    - utilizing quantitative information in problem solving,
    - utilizing the principles of systematic inquiry,
    - utilizing various information resources including technology for research and data collection.

### **COURSE OUTCOMES/COMPETENCIES** (as Required)

At the end of the course, the student will demonstrate the following with 70% accuracy:

1. Use of individual's learning style as a study/test strategy. (Intro/Chpt 1).
2. Use of various study strategies to improve time spent in class and for test preparation. (Chpt 2/3)
3. Improvement of reading skills and note taking methods. (Chpts 4/5)
4. Use critical thinking and appropriate test taking strategies consisting of various question types (multiple choice, essay, short answer, true/false, etc.). (Chpts 6)
5. Improve the ability to understand and communicate appropriately with diverse groups of people in diverse situations. (Chpts 7/8/9)
6. Appropriate use of college textbooks to locate information for assignments and tests.

### **MINIMUM COURSE CONTENT**

The following topics must be included in this course. Additional topics may also be included.

#### **Introduction: Making Transitions**

- A. Discovery and Intention Statements
- B. Ways To Change A Habit
- C. Classroom Civility

#### **I. First Steps**

- A. Multiple Intelligence Inventory
- B. VAK/VARK System
- C. Master Student Characteristics
- D. Introduction/Chapter 1 Test**

## II. Time

- A. Setting and Achieving Goals
- B. ABC Daily To Do List
- C. Using Web-Based Tools to save Time
- D. Stop Procrastination Now
- E. 25 Ways to Get the Most Out of Now
- F. Be Here Now
- G. **Chapter 2 Test**

## III. Memory

- A. Take Your Memory Out of the Closet
- B. 20 Memory Techniques
- C. Step A Trap for Your Memory
- D. Mnemonic Devices

## IV. Reading

- A. Three Phases of Muscle Reading
- B. When Reading is Tough
- C. Reading Fast
- D. 5 Smart Ways to Highlight a Text
- E. **Chapters 3/4 Test**

## V. Notes

- A. The Note Taking Process
- B. Enroll Your Instructor
- C. When Your Instructor Talks Fast
- D. Taking Notes While Reading
- E. Online Classes
- F. I Create It All

## VI. Tests

- A. Disarm Tests
- B. What to Do Before the Test
- C. What to Do During the Test
- D. Words to Watch for in Essay Questions
- E. The Test Isn't Over Until...
- F. The High Cost of Cheating
- G. Let go of test anxiety
- H. **Chapter 5/6 Test**

## VII. Thinking

- A. Becoming a Critical Thinker
- B. Watch for "hot spots"
- C. Finding the "AHA"
- D. Ways to Create Ideas
- E. Common Mistakes in Logic
- F. Four Ways to Solve Problems.
- G. Think Critically about Information on the Internet

VIII. **Communicating**

- A. Communication
- B. Choosing to Listen
- C. Choosing to Speak
- D. Five Ways to say "I"
- E. Developing Emotional Intelligence
- F. Managing Conflict
- G. Five ways to say no...gracefully
- H. 7 Steps to Effective Complaints
- I. Academic Integrity
- J. Chapter 7/8 Test

IX. **Diversity**

- A. Diversity is Real-and Valuable
- B. Building Relationships Across cultures
- C. Overcoming Stereotypical Thinking
- D. Dealing with Disabilities, Sexism, and Sexual Harassment
- E. Leadership in a Diverse World
- F. Choose Your Conversations and Your Community
- G. Chapter 9 Test

X. **Money**

- A. Three paths to financial freedom
- B. Make more money
- C. Protect your money online
- D. Spend less money
- E. Managing money during tough times
- F. Take charge of your credit
- G. Money for the future
- H. Education is worth it!

XI. **Health**

- A. Wake up to health
- B. Choose your fuel
- C. Prevent and Treat eating disorders
- D. Choose to exercise
- E. Choose mental health
- F. Choose to stay safe
- G. Choose sexual health
- H. Developing self-efficacy
- I. Emotional pain
- J. Suicide
- K. Addictions
- L. Advertising can be dangerous to your health

**STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

Instruction may include lecture, labs, learning styles inventories, handouts, journals, conferencing, computerized instruction overheads, demonstrations, and videos.

Success in college requires a commitment to work diligently and to manage one's time wisely. Regular participation in class and timely completion of assignments are expected. Homework will not be accepted late unless the student has contacted the instructor prior to being absent. Please call your if you have computer issues and cannot participate.

1. Regular class participation
2. Successful completion of assignments and tests with a 70% average.
3. Positive attitude
4. Comprehensive Final

#### GRADING SYSTEM & SCALE

A --	90 --	100%
B --	80 --	89%
C --	70 --	79%
F --	0 --	69%

#### **ASSESSMENT OF STUDENT GAIN**

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

Student gain will be measured by chapter assignments, tests and a comprehensive final exam.

#### **Attendance Policy**

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable

opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

## **ACADEMIC INTEGRITY**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

## **ELECTRONIC DEVICE POLICY**

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

## **NOTE**

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

## **ACCOMMODATIONS**

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

## **NON-DISCRIMINATION POLICY**

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

## **SEXUAL MISCONDUCT POLICY (TITLE IX)**

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

## **COURSE NOTES**