

ASC 1020 Success Skills Syllabus

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Course Description: Success Skills is designed to increase the opportunities for success in college by assisting the student in obtaining the skills necessary to reach their educational objectives.

Pre-requisites: There are not pre-requisites for enrolling in ASC 1020.

Goal: The goal of ASC 1020 is to learn strategies to become a more efficient and effective student.

Objectives: Upon completion of the course the student will:

1. be able to identify their preferred learning style and identify study strategies that match activities to their learning profile.
2. demonstrate knowledge of time management principles by completing a one-week time log, a one-week study plan, and a one-week master schedule.
3. have efficient information management skills, demonstrated by completion of traditional and Cornell method note-taking, identifying study reading methods, and using highlighting techniques.
4. will have developed goal-setting skills, demonstrated by completion of weekly goal cards.
5. will improve communication skills, particularly with their instructors, demonstrated by completion of a grade check.

Class Structure: Success Skills is a lecture/activity course. Attendance and punctuality are necessary for participation points.

Topical Outline: During the course of instruction, the following topics will be covered:

- Goal orientation
- Basic study habits
- Time management
- Listening skills
- Taking notes from lectures
- Reading textbooks
- Preparing for tests
- Taking tests
- Resources
- Writing skills
- The Future

Materials:

Textbook: Becoming a Master Student by Dave Ellis 11th Edition
3 x 5 cards – one packet
3-ring binder
Notebook paper
Pens and pencils

Assignments:

Participation: Participation at all classes is required. Each student will turn in a 3 x 5 Goal Card at the end of every class session. The following information should be written on the card:

1. Student's name
2. Date
3. Goal for the day's lecture
4. Assessment of attainment of goal set from previous lecture

Participation points will be based upon completion of this assignment.

Projects: Each student will be expected to complete five individual projects focusing on topics of discussion. Each project is designed to give you practical experience in applying the skills learned in lectures and readings.

Notebooks: Students are required to take notes on all lectures and all textbook reading assignments, as well as keep copies of goals and assessments. These notes will be reviewed and points will be awarded.

Grading Procedures: Performance on the aforementioned assignments will serve as the criteria in determining final grades. The point and grade distributions are as follows:

Point Distribution

Participation – (40%)	= 200 points
Projects – (30%)	= 150 points
Notebook – (30%)	= 150 points
Total	= 500 points

Grade Distribution

450-500	= A
400-499	= B
350-399	= C
300-349	= D
Below 300	= F

“If you are a student with a medical, psychological, or learning disability and would like accommodations or think you might have a disability, contact the Disability Resource Center (652-7516) in the Student Services Center Room 201. The Disability Resource Center will determine eligibility based on your professional documentation and determine the appropriate accommodations related to your disability.”