

**Clackamas Community College**  
Online Course/Outline Submission System

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**Section #1 General Course Information****Department:** Skills Development**Submitter**First Name: **Lisa**Last Name: **Nielson**Phone: **3401**Email: **lisan****Course Prefix and Number:** ASE - 021**# Credits:** .5**Contact hours**

Lecture (# of hours):

Lec/lab (# of hours): 60

Lab (# of hours):

Total course hours: 60

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Effective Study Skills**Course Description:**

Emphasizes practical study skills for college students. Strategies for organizing study materials and time, remembering information, studying textbooks and taking lecture notes will be applied. Methods of preparing for tests, taking tests, and managing on-line course components such as Moodle are addressed.

**Type of Course:** Developmental Education

Can this course be repeated for credit in a degree?

**No**

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

**Recommendations:** None

**Requirements:** Instructor consent

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

Pass/No Pass Only

**Audit: Yes**

When do you plan to offer this course?

✓ **Summer**

✓ **Fall**

✓ **Winter**

✓ **Spring**

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

No

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. create and use a weekly schedule that reflects personal academic goals,
2. demonstrate and reflect on a system for organizing academic papers and materials,
3. analyze how completing homework and reading assignments contributes to passing grades,
4. describe strategies for learning information from textbooks and lectures,
5. demonstrate how to use basic memory skills,
6. explain strategies for managing evaluation tasks,
7. analyze common academic problems that students experience and explain how to use campus resources to assist in problem solving,
8. demonstrate how to manage academic on-line tasks (such as student accounts, Moodle, and email).

***This course does not include assessable General Education outcomes.***

**Major Topic Outline:**

1. Organizing time and study materials.
2. Strategies for remembering information.
3. Studying textbook information.
4. Taking effective lecture notes.
5. Preparing for and taking tests.
6. Using campus resources to solve academic problems.
7. Managing on-line course components such as Moodle.

**Does the content of this class relate to job skills in any of the following areas:**

- |                                      |           |
|--------------------------------------|-----------|
| 1. Increased energy efficiency       | <b>No</b> |
| 2. Produce renewable energy          | <b>No</b> |
| 3. Prevent environmental degradation | <b>No</b> |
| 4. Clean up natural environment      | <b>No</b> |
| 5. Supports green services           | <b>No</b> |

Percent of course: 0%

First term to be offered:

**Next available term after approval**

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