DRD 368.1 Course Outline as of Fall 2022

CATALOG INFORMATION

Dept and Nbr: DRD 368.1   Title: COLLEGE SUCCESS: 1
Full Title: College Success 1: Notetaking and Time Management
Last Reviewed: 3/28/2022

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total		
Maximum	1.50		Lecture Scheduled	1.50	17.5	Lecture Scheduled		26.25
Minimum	1.50		Lab Scheduled	0	8	Lab Scheduled		0
			Contact DHR	0		Contact DHR		0
			Contact Total	1.50		Contact Total		26.25
			Non-contact DHR	0		Non-contact DHR		0

Total Out of Class Hours: 52.50   Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Non-Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: DRD 360.1

Catalog Description:
This course provides opportunities for students to explore and practice organization, time management, and note-taking skills. It also includes topics specific to the use of disability related services and campus resources.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: This course provides opportunities for students to explore and practice organization, time management, and note-taking skills. It also includes topics specific to the use of disability related services and campus resources. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:

Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: **Area** Effective: Inactive:
CSU GE: **Transfer Area** Effective: Inactive:

IGETC: **Transfer Area** Effective: Inactive:

CSU Transfer: Effective: Inactive:

UC Transfer: Effective: Inactive:

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Employ systematic strategies for organization, time management, and notetaking.
2. Access appropriate disability related services and other campus resources.

Objectives:
At the conclusion of this course, the student should be able to:
1. Develop an effective system for organizing course materials and a study environment.
2. Assess current use of time as related to school, work, and personal commitments.
3. Estimate the amount of study time required for success in college classes.
4. Evaluate the effectiveness of various time management strategies.
5. Create a time management system for personal use.
6. Apply effective note-taking strategies.
7. Produce organized and synthesized lecture notes.
8. Access appropriate disability related services and other campus resource(s).

Topics and Scope:

Topics will include but not be limited to:
I. Organization
   A. Organizing course materials
      1. Syllabus
      2. Handouts
      3. Assignments
      4. Lecture notes
   B. Organizing a study environment
II. Time Management Strategies
   A. Use of an academic planner or calendar
   B. Combating procrastination
   C. General time management

III. Note-taking Strategies
    A. Active listening vs. passive listening
    B. Note-taking systems
    C. Graphic organizers
    D. Recording devices
IV. Accessing Disability Services and Other Campus Resources
    A. Disability services
    B. Campus resources

Assignment:

1. Participate in class discussions and activities
2. Read approximately 10 pages per week
3. Complete 5-10 homework assignments per semester, including written assignments
4. Create a time management system
5. Develop a system for taking notes
6. Create a script describing disability related limitations and services
7. Campus resource project
8. Quiz(zes) 0-5
9. Final exam

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Script	Writing 10 - 30%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None	Problem solving 0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Develop a Time Management System, and take notes from readings and lectures	Skill Demonstrations 10 - 30%

Exams: All forms of formal testing, other than skill performance exams.

Quiz(zes) and final exam	Exams 10 - 30%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation, time management system and campus resource project		Other Category 40 - 60%

Representative Textbooks and Materials:
College Study: The Essential Ingredients. 3rd ed. Lipsky, Sally. Pearson. 2012 (classic)
Instructor prepared materials