MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT. Study Skills

COURSE NO. 1108

NUMBER OF CREDITS: 2

COURSE TITLE Improvement of Study Skills

CATALOG DESCRIPTION Improvement of Study Skills offers students the opportunity to improve academic performance by developing higher levels of comprehension. Emphasis is on gaining knowledge from college textbooks

AUDIENCE all college students

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)

Area : by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

LENGTH OF COURSE 2 hours per week for 16 weeks

THIS COURSE IS USUALLY OFFERED:

Every other year ☐ fall ☒ spring ☒ summer ☒ undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The objectives of this course are to develop skills in time management, lecture and textbook notetaking, organizing and learning, test taking techniques, concentration and memory enhancement and critical thinking skills.

2) THINKING SKILLS: The course will help students improve the effectiveness of their thinking skills through: comparing different techniques and strategies for choosing one to fit their needs, providing a well thought out plan of study which will improve not only study habits but also self-management of personal goals.

2) COMMUNICATIONS SKILLS: This course will help students improve their oral and written skills through: group and peer interaction within the classroom as well as outside the classroom and also on written exams and assignments.
4) **HUMAN DIVERSITY**: This course will help students recognize, understand and appreciate human diversity. Students will understand how to improve their college work and personal lives through good self-management skills.

**TOPICS TO BE COVERED**: Distinguishing between active and passive learning, discovering your learning style, creating an effective learning environment, learning time management, taking effective notes from lecture and textbooks, mastering tests, critical thinking, writing essays and reports, building vocabulary, mastering reading, managing stress, and making oral presentations.

**LIST OF EXPECTED COURSE OUTCOMES**: Students should be able to apply the tools listed above to reading assignments in other college courses.

**LEARNING/TEACHING TECHNIQUES** used in the course are:

- [ ] Collaborative Learning
- [ ] Problem Solving
- [ ] Student Presentations
- [ ] Interactive Lectures
- [ ] Creative Projects
- [ ] Individual Coaching
- [ ] Lecture
- [ ] Films/Videos/Slides
- [ ] Demonstrations
- [ ] Other (describe below)
- [ ] Lab

**ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE**:

- [ ] Reading
- [ ] Tests
- [ ] Oral Presentations
- [ ] Individual Projects
- [ ] Textbook Problems
- [ ] Worksheets
- [ ] Group Problems
- [ ] Papers
- [ ] Collaborative Projects
- [ ] Demonstrations
- [ ] Term Paper
- [ ] Other (describe below)

**EXPECTED STUDENT LEARNING OUTCOMES**: SEE EXPECTED COURSE OUTCOMES

The information in this course outline is subject to revision.

**Veteran Services**: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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