



College Success Skills

Produced by Palomar College

30, 30-minute programs

Closed Captioned

Textbook:

ALL You Really Need to Know: How to Succeed in College By Really Trying

by Ken Burns

3rd Edition, 2004, Publisher: Kendall Hunt ISBN: 0-7575-0980-0

This course provides students with the skills and knowledge necessary to reach their education objectives. Topics covered include motivation and self-discipline, memory techniques, time management, communication and relationship skills, career planning, critical thinking and personal issues. It is obvious that these skills, properly utilized, will lead to success in life! The textbook follows the video lessons so that the student can reinforce what is being viewed with the printed text.

PROGRAM DESCRIPTIONS

UNIT ONE...READINESS TO LEARN

Chapter One: The Beginning

Video Lesson 1: "You Have To Begin Somewhere"

A Course Introduction; Success; Your Definition of Success (Exercise 1.1);
Motivation; Your Motivation (Exercise 1.2)

Video Lesson 2: "Getting Connected To Distance Learning"

A Short Discourse on Distance Learning; Is Distance Learning for Me

Video Lesson 3: "Motivation And Distance Learning"

Differences between Distance Learning and Traditional; Time Constraints, Cost Concerns,
Priorities, "Spirit Crushers"; Solutions; Your own motivational system, a support system;
Communications; The PLAN, Communicate success, celebrate the victories; Turn failures into
learning experiences; Who's Responsible?

Chapter Two: Choosing Your Goals

Video Lesson 4: "If You Don't Know Where You Are Going....Any Road Will Do."

Developing your own "Goal System"; Long Range Goals Lead to Short Term Goals; A Short
Term Goal Exercise (Exercise 2.1)

Video Lesson 5: "There Is No Try...Only Do"

Becoming the Best you Can Be; Education as a Goal Process; Another Way of
Looking at the Same Thing; The Process That Leads to Success; The Lifeline Exercise
(Exercise 2.2)

UNIT TWO...THE TOOLS OF LEARNING

Chapter Three: Time Management

Video Lesson 6: "It's About Time"

Misconceptions About Time; The Time Check Matrix (Exercise 3.1)

Video Lesson 7: "You Can Never Say, 'I Didn't Have Time For That'"

Summary on Time, "To Do" Lists, Daily and Weekly Planners; Students Weekly
Schedule, Long Term Calendars; The Pert Chart Method, Procrastination

Chapter Four: The Art of Studying Smarter

Video Lesson 8: “Just Study Smarter”

The Nuts and Bolts of Studying Smarter; Characteristics of Successful Students; Tried and True Ideas on Study Techniques; Choices and Affirmation of Successful Students

Video Lesson 9: “The Guaranteed Way To Study For An Exam”

The Technique, The Process, The Next Step; The Study Group, Study Buddies, The Myth of Self-Reliance

Video Lesson 10: “Concentration: Getting The Most From The Moment”

Concentration in Action

Video Lesson 11: “Using The Tools In Distance Learning”

Critical Time Management; Taking Charge of Time, Prioritize Now; Nuts and Bolts to Success; You and Your Friends, Study Groups; Effective Counter Strategies; Concentration – the Hidden tool; TV Study Techniques

UNIT THREE: THE SKILLS OF LEARNING

Chapter Five: Reading Skills

Video Lesson 12: “I Don’t Know . . . I Think I read It Somewhere”

Reading – the Key to Learning; “How Should I Tackle This?”; Is There a “Best” Style of Reading?

Video Lesson 13: “There Is Reading – And Then There Is “Reading”

Skimming and Scanning; When Reading Gets Tough; High-Lighting and Margin Marking

Chapter Six: Note-Taking Skills

Video Lesson 14: “Notes: Cuff and Otherwise”

Some Reasons for Note Taking; Lecture Notes, Recording; The Cornell Method; Cornell Plus One

Video Lesson 15: “Review, Review, And Review Again”

Chapter Seven: Memory Skills

Video Lesson 16: “You Must Remember This”

Video Lesson 17: “It’s Not A Memory Trick...It Really Works”

Mnemonics, A Few Examples, Limitations of Mnemonics

Chapter Eight: Test Taking Skills

Video Lesson 18: “Why Do We Have To Be Tested?”

Tests in General, Kinds of Tests; Design and Conquer

Video Lesson 19: “Is This Going To Be On The Test?”

Test Preparation; The “Excellent Test Preparation System; The Folly of “Cramming

Video Lesson 20: “Essay Tests And Educated Guessing”

Studying for an Essay Exam; Handling the Essay Question, Operational Words; True and False Questions, Watch the Modifiers; Multiple Choice Questions

Video Lesson 21: "Sweating Out Test Anxiety"

Test Anxiety Relief; Construct a Positive Visualization

Video Lesson 22: "Skills And Distance Learning"

Reading Challenges; Note Taking for Distance Learning; Memorization for Long and Short Term Results; Testing is a Science

Chapter Nine: The Art of becoming 100% Responsible

Video Lesson 23: "The Art of Becoming 100% Responsible"

Chapter Ten: Health Issues

Video Lesson 24: "I Couldn't Make the Exam . . . I Was Sick"

Health in General, Nutrition, Exercise, and Rest

Video Lesson 25: "This Whole Thing Stresses Me Out"

Understanding and Handling Stress; The "Saber Tooth Tiger" Syndrome; Techniques for Evoking the Relaxation Response

Video Lesson 26: "I Just Have To..."

Addictions, Compulsions and other Problem Areas; Drug Abuse, Alcohol, Nicotine

Chapter Eleven: Student Affairs

Video Lesson 27: "Can Anyone Lend Me A Few Bucks Till Monday?"

Financial Matters, Financial Aid- What is it?; What is Education Worth?

Video Lesson 28: "I Made A Career Out Of Going To School!"

Career Planning

Video Lesson 29: "I Didn't Know They Had That Here!"

College and University Resources; Clubs and Activities; Performance Activities; Student Government

A POSTSCRIPT "QUO VADIS"

Video Lesson 30: "A Beginning – Not An Ending"

A Course Synopsis; The Last Lecture; "Whether Goest Thou?"