

***Welcome to the Distance Education section of  
ACSK 225 College Success Section #71051  
Fall 2010***

**INSTRUCTOR:** Dr. Berta Parrish, 546-3100 ext. 2484  
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Office hours (SLO): MW 11:30 – 2:00 pm. Other times by appointment.

**COURSE DESCRIPTION:** A comprehensive course that integrates personal growth and values, academic study strategies, and critical and creative thinking proficiency. This survey course focuses on the following topics: life management, learning styles, personal and educational values, time management, instructor-student relations, maintaining health, memory and concentration, lecture note-taking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem solving, and creative thinking. Emphasis is on the attainment of life-long success in academic, professional and personal development.

**REQUIRED TEXTBOOK:** *Becoming a Master Student, 13<sup>th</sup> edition, concise version*. The textbook comes bundled with a password to an online student webpage with study resources. It is available in the Cuesta college bookstore. Be sure to buy the concise version.

**MANDATORY MEETINGS:** We will have **THREE** mandatory SLO on-campus meetings on the following Saturday mornings from 9 a.m. to 12 noon in room 3306.

- ***Saturday, August 21, 2010*** for course orientation. **If you do not show up for the orientation, you will be dropped** and your space will be given to another student. Students wishing to add **must** be in attendance at this orientation, but one's attendance does not guarantee that one will be added.
  
- ***Saturday, October 16, 2010*** for oral presentations and mid-term exam.
  
- ***Saturday, December 11, 2010*** for oral presentations and final exam.

**OUTCOMES & OBJECTIVES:**

Upon completion of this course the student should be able to:

I. Personal Growth and Values

1. Construct and analyze personal management charts of time and energy.
2. Evaluate learning styles and apply them to life-long learning.
3. Examine personal and educational values and compare those values to those of diverse cultures.
4. Demonstrate effective instructor-student relations.
5. Assess wellness concepts, including stress, diet, sleep and exercise and develop a personal health assessment and action plan.

## II. Academic Study Strategies

1. Appraise principles of learning and forgetting and practice mnemonic devices and concentration techniques.
2. Apply content-specific lecture note-taking techniques to lectures from the current semester.
3. Assess textbook studying techniques and employ them to current textbooks.
4. Compare and contrast study techniques for math, science, and liberal arts courses.
5. Formulate test taking strategies for both objective and essay exams and correlate them to levels of reading comprehension.
6. Employ the use of computers to library research

## III. Critical and Creative Thinking

7. Examine critical analysis techniques and demonstrate those techniques using problem solving and decision making models.
8. Assess creative thinking techniques and apply those techniques using visualization and brainstorming models.

**REQUIRED COMPUTER SPECIFICATIONS:** Your computer needs to meet the following minimum system requirements to run Blackboard:

**Computer Specs.** Fast computer: PC running an Intel Pentium-III or Mac with a G3 or G4. You should have a minimum of 64 MB of RAM (memory).

**Web Browser.** Most recent version of Firefox is best. Microsoft Explorer is okay but is slower and sometimes will not let you attach documents.

**Adobe Acrobat Reader.** Most recent version of the free Adobe Acrobat Reader can be downloaded from: <http://www.adobe.com/products/acrobat/readstep2.html>

**Real Player.** Most recent version of the free Real Player can be downloaded from: <http://www.real.com/superpass>.

## HELP FOR SUCCESS IN ONLINE COURSEWORK:

1. Determine whether you are a good candidate for distance education courses. Take this quiz: <http://library.cuesta.edu/distance/survey.htm> and decide. If you like the social interaction with classmates and an instructor, then you should enroll in an on-campus section that provides constant reminders and interaction.

2. You need to know how to navigate and use the Internet as well as use word processing software. You must be able to send and receive email with attachments. If you are unsure about your online skills, consider taking ONLINE 1. ONLINE 1 is a half unit, 3-week course that will introduce you to some of the basic technologies that are used in online courses.

3. Be prepared for technical glitches. They will occur and are part of an online environment. Cultivate a willingness to trouble shoot and come up with creative solutions. Be willing to seek technical assistance. You may call 866.247.5971 or you go to <http://supportcenteronline.com/ics/support/default.asp?deptID=4187>. Most importantly don't put things off to the last minute!

### **GETTING STARTED: Logging Into Your Blackboard Account**

You will not have access to the Blackboard account until just before the class begins. In fact, you can log in during the Course Orientation on August 21st. There is no need to log in beforehand. But if you are curious, please follow these instructions:

1. Go to the Blackboard site <http://blackboard/cuesta.edu> using your Internet browser.
2. Log in with your MyCuesta ID (firstname, lastname).
3. Your initial password, which you will have to change the first time you login, is STUDENT, again ALL IN CAPS.
4. Remember to change your password and do not forget your new password.
5. Bookmark this page.

***More detailed information about the course and  
Blackboard navigation will be given at the mandatory  
on-campus (SLO) course orientation on  
Saturday, August 21, 2010  
From 9 am – 12 pm in room 3306.***