

LRNS-60: STUDY AND TEST-TAKING TECHNIQUES

Justification for this inactivation request

Course not offered in over 3 years.

Effective Term

Fall 2026

CC Approval

10/03/2025

AS Approval

10/09/2025

BOT Approval

10/16/2025

COCI Approval

02/23/2026

SECTION A - Course Data Elements

CB04 Credit Status

Credit - Non-degree Applicable

Discipline

Minimum Qualifications	And/Or
Learning Assistance or Learning Skills Coordinators or Instructors, and Tutoring Coordinators (Master's Degree)	

Subject Code

LRNS - Learning Skills

Course Number

60

Department

Learning Skills

Division

Language and Developmental Studies (LADS)

Full Course Title

Study and Test-Taking Techniques

Short Title

Study & Test-Taking Techniques

CB03 TOP Code

4930.14 - Study Skills

CB08 Basic Skills Status

PBS - Precollegiate Basic Skill

CB09 SAM Code

E - Non-Occupational

SECTION B - Course Description

Catalog Course Description

Students will learn skills necessary for success in college such as: reading textbooks; taking lecture notes; studying; taking tests; managing time; becoming familiar with the college resources; and reducing test anxiety. Grading for this class is Pass/No Pass Credit. This class is recommended for students with at least a score in Category 2 in reading.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Not Repeatable

Grading Options

Pass/No Pass Only

Allow Audit

Yes

Requisites

Prerequisite(s)

Minimum of Category 2 score on English placement test, or assessment by the instructor.

Requisite Justification

Requisite Description

Non-course Requisite

Level of Scrutiny

Content Review

Upon entering this course, students should be able to:

Minimum of Category 2 score on English placement test, or assessment by the instructor.

SECTION D - Course Standards

Is this course variable unit?

No

Units

3.00

Lecture Hours

54.00

Outside of Class Hours

108

Total Contact Hours

54

Total Student Hours

162

Distance Education Approval

Is this course offered through Distance Education?

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent
Online with Proctored Exams	Permanent

SECTION E - Course Content**Student Learning Outcomes**

Upon satisfactory completion of the course, students will be able to:	
1.	Employ multiple strategies in reading, comprehending, and responding to college text as measured by a quiz or exam.
2.	Understand and develop stress-reducing strategies including their college community support network, goal planning, and time management as measured by oral reports and homework.

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1.	Identify personal short-term, mid-term, and long-term goals which are realistic and attainable.
2.	Assess his/her individual learning style and use this information to progress in college classes.
3.	Apply test-taking strategies for objective, open-book, and essay tests/exams.
4.	Understand and control anxiety in academic situations.
5.	Apply time management, reading, listening, and note-taking techniques.
6.	Apply techniques of memory/retention improvement.
7.	Understand the relationship between efficient study habits and effective learning and performance.

Course Content

1. Goal setting, Learning styles, Time management, and College networking
 - a. THINKING AND LEARNING IN COLLEGE
 - i. Taking Charge of Your College Career
 - ii. Understanding the College System
 - iii. Managing Your Time and Coping with Stress
 - iv. Learning Styles and Teaching Styles
2. Introduction to concentration and memory techniques
 - a. THINKING SKILLS FOR THE CLASSROOM
 - i. Communication Skills for the Classroom
 - ii. Note Taking for College Lectures
3. Textbook Reading Techniques
 - a. TEXTBOOK AND ELECTRONIC READING, LEARNING, AND THINKING
 - i. Learning from Textbooks
 - ii. Learning Specialized Terminology
 - iii. Developing Multimedia and Digital Literacy
 - iv. Learning and Memory
4. Note taking from textbooks, Note taking from Lectures
 - a. INTEGRATING AND MASTERING COURSE CONTENT
 - i. Using Academic Thought Patterns to Think and Learn
 - ii. Thinking Critically About Course Content
 - iii. Adapting Your Skills for Academic Disciplines
5. Test taking strategies
 - a. EXAMS: THINKING UNDER PRESSURE
 - i. Preparing for Exams
 - ii. Reasoning Skills for Objective Exams
 - iii. Taking Essay Exams

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Activity	Project based learning Note taking methodology College and Career Success Online test taking applications Online presentation tools
Field Trips	Course will provide learning opportunities outside of a brick-and-mortar classroom.
Individualized Instruction	Ability to meet with teacher one-on-one, by appointment
Lecture	Asynchronous Instruction
Visiting Lecturers	Guest speakers
Other	Students will have options to tie in their learning goals with work experience or future job interests.

Online Adaptation

Types	Examples of learning activities
Activity	
Directed Study	
Discussion	
Group Work	
Individualized Instruction	
Lab	
Lecture	

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
Chat Rooms
Discussion Boards
E-mail Communication
Telephone Conversations
Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
Discussions
Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Exams/Tests	Cumulative tests which include objective, fill in, multiple choice, true/false, short answer and essay questions.
Quizzes	Include fill-in, multiple choice, true/false, short answer and essay questions.
Projects	Project based learning.
Class Participation	Survey chapters and create questions and answers.
Other	Class Work - Reading text and handouts.
Homework	Assignments from the text
Performances	Final test organized notebook

Assignments

Reading Assignments

Reading text

Reading handouts

Read pages and answer the following questions:

How will you manage your time to achieve balance? How will you reduce stress and test anxiety? In what ways will you increase your motivation?

Writing Assignments

Survey chapter and create questions and answers.

Paraphrase chapter information.

At least two written assignments related to each textbook chapter.

At least two individual projects which incorporate specific techniques discussed in readings/class lectures/presentations.

Students will write 4 suggestions and tools to use (indicate which you will use and which you will try).

Students will develop a plan to schedule time to study, location for study, how long to study, and how many breaks they will have for a day.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

Robinson, Adam

Title

What Smart Students Know

Edition/Version

1st

Publisher

Three Rivers Press

Year

1993

Material Type

Textbook

Author

David Ellis

Title

Becoming a Master Student

Edition/Version

13th

Year

2011

Material Type

Textbook

Author

McWhorter, K

Title

Study and Critical Thinking in College PLUS MyStudentSuccessLab

Edition/Version

8th

Publisher

Pearson

Year

2017

Material Type

Textbook

Author

Tuckman B.W. Abry D.A. Smith D.R.

Title

Learning and Motivation Strategies

Edition/Version

2nd

Publisher

Pearson

Year

2008

SECTION G - Diversity, Equity and Inclusivity

Course Codes (Admin Only)

CB00 State ID

CCC000511790

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

Y - Credit Course

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Not Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

Yes