

## Los Medanos College Library

# Study Skills and College Success Resource Guide

Are you feeling apprehensive about or intimidated by college? Do you need to improve your grades or refresh your basic skills? Do you want to learn strategies for taking tests or notes, managing your time, or improving your memory? Or, are you doing well but want to get more out of your classes?

To be a successful student requires certain skills, but these are skills that can be learned. Below are books, websites, and campus resources to assist you in learning skills that can help you meet your scholastic goals and make the most of your college career. They cover the areas of:

**College Success ♦ Critical Thinking ♦ Grammar/Reading/Spelling  
Mathematics ♦ Memory ♦ Public Speaking  
Research Papers/Writing ♦ Study Skills ♦ Test Taking  
Time Management ♦ Internet Sites ♦ Counseling/Tutoring/Labs**

The following books are in the circulating collection (those that can be checked out), on Level 4 of the Library, unless otherwise noted.

### College Success

<i>The Adult Student's Guide to Survival and Success</i>	LB 2343.32 .S556 1996
<i>Black College Student Survival Guide</i>	LC 2781 .K8 1997
<i>College Knowledge</i>	LB 2343.3 .E33
<i>The College Success Book: a Whole-Student Approach to Academic Excellence</i>	LB 2395 .G75 1992
<i>Create Your College Success: Activities and Exercises for Students</i>	LB 2343.32 .F75 1988
<i>Living the Possible Dream: The Single Parent's Guide to College Success</i>	LB 2343.3 .R55 1991
<i>The Yale Daily News Guide to Succeeding in College</i>	LB 2343.32 .A35 1997

### Critical Thinking

<i>Beyond Feelings: A Guide to Critical Thinking</i>	BF 455 .R83
<i>Critical Reasoning: Understanding and Criticizing Arguments and Theories</i>	BC 177 .C4 (in the Reserve Collection on Level 2)

<i>Critical Thinking</i>	LB 2343.3 .E44 1985 (in Reserve Collection on Level 2)
<i>Critical Thinking: Reading and Writing Across the Curriculum Elements of Reasoning</i>	PE 1417 .C73 1988
<i>Thinking for Yourself: Developing Critical Thinking Skills Through Writing</i>	BC 177 .C68 (in Reserve Collection on Level 2) PE 1408 .M3933 1987

## **Grammar/Reading/Spelling/Vocabulary**

<i>Grammar Smart: A Guide to Perfect Usage</i>	PE 1112 .G675 1966
<i>Improve Your Reading</i>	LB 1050 .F797 1996
<i>Improve Your Writing</i>	LB 1047.3 .F796 1996
<i>Keys to a Powerful Vocabulary: Level 1</i>	PE 1449 .M33 1998
<i>The Language of Learning: Vocabulary for College Success</i>	PE 1683 .H67 1988
<i>Rinehart Guide to Grammar and Usage</i>	PE 1112 .C271988
<i>Spelling 1500: A Program</i>	PE 1145.4 .H6
<i>Spelling Made Simple</i>	PE 1145 .R74
<i>Three Steps to Revising Your Writing for Style, Grammar, Punctuation, Spelling</i>	PN 147 .W34 1998
<i>Word Smart: Building an Educated Vocabulary</i>	PE 1449 .R63 1993

## **Mathematics**

<i>Elementary Algebra for College Students</i>	QA 152.2 .A54 1988
<i>Essential Arithmetic</i>	QA 107 .J64 1988
<i>Improving College Admissions Test Scores: Math Workbook</i>	LB 2367.C7 M4
<i>Math Smart: Essential Math for these Numeric Times</i>	QA 39.2 .M3825 1996
<i>Quick Arithmetic: A Self-Teaching Guide</i>	QA 107 .C375 1984
<i>Succeed with Math: Every Student's Guide to Conquering Math Anxiety</i>	QA 11 .T675 1987
<i>Where Do I Put the Decimal Point?: How to Conquer Math Anxiety and Increase Your Facility with Numbers</i>	QA 11 .R743 1990

## **Memory**

<i>Improve Your Memory</i>	BF 385 .F79 1996
<i>Improving Your Memory</i>	BF 385 .C356 1976
<i>Nearly Total Recall: A Guide to a Better Memory at Any Age</i>	BF 385 .L262 1992
<i>12 Steps to a Better Memory</i>	BF 385 .T87 1996

## Public Speaking

<i>Basic Types of Speech</i>	PN 4121 .C77
<i>Guide to Good Speech</i>	PN 4121 .M173 1975
<i>A Guide to Public Speaking</i>	PN 4121 .S813
<i>Never Be Nervous Again</i>	PN 4121 .S2768 1987
<i>Practical Speechmaking: Composing the Speech And Delivering It</i>	PN 4121 .B755
<i>Scared Speechless: Public Speaking Step by Step</i>	PN 4121 .M3397 1994
<i>Speaking Effectively</i>	PN 4121 .W57 1988
<i>Speech Performance</i>	PN 4121 .B64

## Research Papers/Writing

<i>The Chicago Manual of Style: For Authors, Editors, and Copywriters</i>	PE 1478 .C47 1993 (in the Reference Collection on Level 3)
<i>A Guide to Writing Research Papers</i>	LB 2369 .B36
<i>A Manual for Writers of Term Papers, Theses, and Dissertations</i>	LB 2369 .T8 1996 (in the Reference Collection on Level 3)
<i>The MLA Handbook for Writers of Research Papers</i>	LB 2369 .G53 1995
<i>New Oxford Guide to Writing</i>	PE 1408 .K2728 1988
<i>Paragraphs Plus: From Ideas to Paragraphs to Essays</i>	PE 1408 .H68515 1987
<i>Publication Manual of the American Psychological Association</i>	BF 76.7 .P83 1994
<i>Re-writing Strategies for Student Writers</i>	PE 1408 .K84 1988
<i>Rinehart Handbook for Writers</i>	PE 1408 .C36 1988
<i>Sentence Skills: A Workbook for Writers</i>	PE 1441 .L354 1988
<i>Three Steps to Revising Your Writing for Style, Grammar, Punctuation, and Spelling</i>	PN 147 .W34 1988
<i>Using the Internet, Online Services and CD-ROMs for Writing Research and Term Papers</i>	LB 1047.3 .U75 1996
<i>The Writing Clinic: Writing, Grammar, Readings</i>	PE 1408 .L635 1988
<i>Writing Research Papers: A Complete Guide</i>	LB 2369 .L4
<i>Writing Research Papers: A Student Guide for Use With Opposing Viewpoints</i>	LB 2369 .H32 1998
<i>Writing Research Papers Across the Curriculum</i>	LB 2369 .H83 1992
<i>Writing Smart: Your Guide to Great Writing</i>	PE 1478 .L38 1994
<i>Writing with Authority: A Guide to the Research Process</i>	LB 2369 .V25 1987
<i>Writing Well</i>	PE 1408 .H312 1988

## Study Skills

<i>College Learning and Study Skills</i>	LB 2395 .L58 1988
<i>The Everything Study Book:</i>	LB 1049 .F63 1996

<i>Get Your A Out of College: Mastering the Hidden Rules of the Game</i>	LB 1049 .M253
<i>How to Study</i>	LB 1049 .F74 1996
<i>Study and Thinking Skills in College</i>	LB 2395 .M445 1988
<i>Study Smart: Hands-On, Nuts-and-Bolts Techniques for Earning Higher Grades</i>	LB 2395 .S55 1992
<i>What Smart Students Know: Maximum Grades, Optimum Learning, Minimum Time</i>	LB 1049 .R57 1993

## Test Taking

<i>'Ace' Any Test</i>	LB 3060.57 .F79 1996
<i>Improving College Admissions Test Scores: Math Workbook</i>	LB 2367 .C7 M4
<i>Improving College Admissions Test Scores: Verbal Workbook</i>	LB 2367 .C7 V5
<i>The Secrets of Taking Any Test</i>	LB 3060.57 .M49 1997
<i>Taking Tests and Scoring High: How to Study for Tests and Pass Them</i>	LB 3051 .H69
<i>Test Taking Strategies</i>	LB 3051 .K36 1981

## Time Management

<i>Making Time Work for You: A Guide Book to Effective and Productive Time Management</i>	HD 38 .T32
<i>Manage Your Time</i>	LB 2395.4 .F79 1994
<i>Manage Your Time, Your Work, Yourself</i>	HD 69 .T54 .D68 1993
<i>Managing Your Time: Practical Guidelines on the Effective Use of Time</i>	HD 69 .T54 1988
<i>Studying Smart: Time Management for College Students</i>	LB 2395.4 .S3 1990
<i>The Three Boxes of Life: And How to Get Out of Them: An Introduction to Life/Work Planning</i>	HF 5381 .B63512
<i>Time Management Made Easy</i>	HD 38 .T88 1983
<i>Tools for Time Management: Christian Perspectives On Managing Priorities</i>	BV 4509.5 .D35 1983

## Internet Resources

Internet Public Library's A+ Research & Writing Page  
<http://www.ipl.org/teen/aplus>

The University of Chicago's Student Counseling Virtual Pamphlet Collection  
<http://uhs.bsd.uchicago.edu/scrs/vpc/virtulets.html>

University of St. Thomas Study Guides and Strategies  
<http://www.iss.stthomas.edu/studyguides>

Virginia Tech Study Skills - Self Help Information  
<http://www.ucc.vt.edu/stdysk/stdyhelp.html>

## **Campus Counseling Services, Tutoring Services, and Labs**

**Counseling Services**, in the Counseling Center, provides services to assist students in developing good study habits and study skills, as well as to help students in adjusting to college. Counselors are also available to help students explore solution to personal and educational problems, to advise students concerning general education, major and transfer requirements, and to assist students in exploration of vocational and career choices.

**College Tutoring Services** are provided to students wishing to strengthen their academic skills. Peer tutors are students at LMC who have succeeded in the classes and disciplines for which they tutor. For more information, visit room CC3-434 or call 439-2185 ext. 3124. And, you can consult with instructors to learn about the tutoring services available for their classes.

**Math Tutorial Center**, located in Rooms CC2-254/255, provides tutorial assistance for all math courses. Computer terminals are also available.

**Reading and Writing Center**, located in Level 1 of the Library, is available for helping students with composition, reading, grammar, and study skills. Also offered is assistance in selecting courses such as writing, speech, ESL, Spanish, literature, spelling/vocabulary and American sign language. A full-time instructional assistant, peer tutors, and instructors provide assistance.

**Science Audio-Tutorial Center** is located in Room CC3-920. Learning materials for physical and biological science courses and resource materials are available. Tutoring is available for most science classes.

**Computer Science Lab**, located in the 600 area, provides Computer Science students with the opportunity to sharpen their skills in the operation of microcomputers.

**Business Education Lab** provides the opportunity for Business students to develop their skills in accounting, typing, shorthand, office machines, office procedures, and word processing. The lab staff provides individualized instruction and assistance. The lab is located on the second level in Rooms CC2-233 and CC2-235.