TOOLS FOR SUCCESS

Here at Santiago Canyon College Continuing Education, we want to give you the tools you need to be successful in college, at work and in your community.

A few years ago, the United States Department of Labor organized the Secretary’s Commission on Achieving Necessary Skills (SCANS) to conduct a study called What Work Requires from Schools. This study asked employers what skills they wanted students to have after completing college. When the study was completed, the commission found that they wanted college graduates to have the following skills:

1. Basic skills – read, write, and speak, listen, solve math problems
2. Use technology
3. Work in teams
4. Teach others about the job
5. Organize their work

Today you will learn how to organize your work by setting up a notebook for your Algebra class.

Procedure:

- Buy a 3-ring binder (at least 3 inches thick)
  - Do not buy spiral notebooks because you cannot put things in or take things out
- Buy a few packages of dividers. You need at least 16 dividers for this course.
- Divide your notebook into the following sections: 13 sections for 13 math chapters, 1 section for your Study skills materials
- Date and hole punch all handouts
- Put plenty of white notebook paper and graph paper for notes
- Buy a flat pencil case with 3-ring grommets and fill with different color pens, pencils, and a highlighter
- Use sticky notes to mark your page or write notes to stick it to wherever important part of your workbook
- Your monthly calendar and weekly calendar are the first two things in your notebook
- Put your Student Guide right behind the calendars so you can find it in a hurry

If you keep all your work organized this way, you will be able to use your notebook as a study tool. Organizing your work will make your like a lot easier, too!
3-ring binder

dividers

graph paper

3-ring grommet pen pouch

Sticky notes

Adapted from Melanie Mowrer by Elaine Pham