



College and Career Success Simplified

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Longman, 2003. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: *Each chapter concludes with "Scenario for Success," "Activities for Success," and "Journal for Success." 1. Using Resources for Success.1.1 The Importance of Resources and Networking.1.2 Student Activities.1.3 Balancing Your Needs.Tips for Success: Resources, Activities, and Needs.2. Using the Computer for Success.2.1 Staying Current With Computers.2.2 Personal Benefits of Using the Internet.2.3 Using the Internet.2.4 Email Etiquette.2.5 Personal Benefits of Email.2.6 Ownership of Information.2.7 Using Software Suites.2.8 Saving Energy and Money.Tips for Success: Computer Usage.3. Success in Managing Time.3.1 Importance of Time Management.3.2 Planning Ahead.3.3 Using a Daily Planner.3.4 Identifying Your Values.Tips for Success: Time Management.4. Success in Managing Stress.4.1 Our Stressful Environment.4.2 Identifying Stress.4.3 Successful Simplifying Strategies.Tips for Success: Managing Stress.5. Critical Thinking and Decision Making for Success.5.1 Successful Critical Thinking Skills.5.2 Learning Styles.5.3 Value of Critical Thinking.5.4 Effective Individual Decision Making.Tips for Success: Critical Thinking and Decision Making.6. Creative Thinking for Success.6.1 Creative Thinking.6.2 Create Connections and Patterns.6.3 Ways to Access Your Creativity.Tips for Success: Creative Thinking.7. Successful Note-Taking Methods.7.1 Note-Taking Skills in School and Work.7.2 The Cornell Note-Taking System.7.3 SQ3R Study Method.Tips for Success: Taking Notes.8. Successful Learning from Textbooks.8.1 Understanding the...



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