**EDUC 1300 – Final Exam Study Guide**

CHAPTER 1 - CHANGE

* Essential Cornerstones for Success
* “Earning Potential with Education”
* Creating Success Through Positive Change
* Goal Setting

CHAPTER 2 – ENGAGE

* Internal/External Motivation
* Maslow’s Hierarchy of Basic Needs
* “I Can’t” Syndrome
* Values
* Personal Guiding Statement
* Self-Esteem

CHAPTER 3 – PERSIST

* Universal College Policies
* When you and your professor have a disagreement
* ‘Let Me Give You a Piece of Advice’
* ‘Persisting for Your Future’

CHAPTER 4 – CONNECT

* The Information Literacy Process

CHAPTER 5 – THINK

* The Eight Steps in Critical Thinking
* Problem Solving Process
* Distinguishing Fact from Opinion
* Identifying Fallacious Arguments

CHAPTER 6 – PRIORITIZE

* Steps to Learning to Say No
* The Dreaded “P” Word
* Stress? I don’t have enough time for Stress!

CHAPTER 7 – LEARN

* The Learning Process
* Learning Styles
* Multiple Intelligences

CHAPTER 8 – READ

* Are you Active or Passive
* Can a Powerful Vocabulary be Developed
* SQ3R

CHAPTER 9 – RECORD

* Difference in Listening and Hearing
* What Do I Do if I Get Lost While Taking Notes During the Lecture?

CHAPTER 10 – STUDY

* Three types of memory
* Mnemonic Devices

CHAPTER 11 – PROSPER

* Important Facts You Need to Know about Credit Cards
* Identity Theft

CHAPTER 12 – PRESENT

* The Enormous Power of Words
* Tips for Topic Selection

CHAPTER 13 – COMMUNICATE

* Diversity
* Ethnocentrism and Xenocentrism

CHAPTER 14 – LIVE

* A Holistic Approach to Wellness
* The Body’s Effect of Wellness
* What You Do Today May Impact You For Years To Come
* Sexually Transmitted Diseases

CHAPTER 15 – PLAN

* Strategies to Successfully Prepare for your Future
* Eight Seconds Rule
* Win. Lose, or Draw, Always Say “Thank You” in Writing