COURSE: COLLEGE SKILLS  

PREREQUISITES: None

DESCRIPTION: This course includes selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.


MATERIALS (specifying those to be purchased by student): Assigned by instructor

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.): 

Students are reminded of the College Policy regarding Academic Dishonesty as outlined in the Student Code Handbook. Should a student break College Policy and complete any assessment not entirely his/her own work, plagiarize, or by using unauthorized materials, said student will receive a grade of 0/F on that assignment.

Attendance: According to the attendance policy of the college, no more than three absences for classes regardless of excuse. After the excessive, the student will be dropped from the course with an “F”. These are allowed absences, not excused; therefore, you are responsible for any work you miss.

Tardy Policy: A student is considered tardy if he/she is not in the class at the time the instructor begins class instruction. Three times tardy equals one full absence. Should a student leave class before class is dismissed, it will count as an absence. If a student must leave class early, the instructor must be notified before the class starts; then, the student will be able to get all assignments given during that class period.

Withdrawal Policy: Withdrawals with a grade of W will be awarded through midterm regardless of the student’s academic performance; however, a grade of WF (withdraw failing) will be awarded if the student withdraws after midterm with a failing average. No withdrawals are permitted two (2) weeks before the semester’s end.
Course Outline
COL 103
Page 2

Classroom etiquette and Conduct of Classes:
The following is expected:

- Attendance
- Timeliness
- Respect for Instructor/Fellow Students
- Being prepared for class
- NO sleeping in class

Electronic Devices in the Classroom: NOT ALLOWED. To include:
- Cell phones (Must be turned off.) Families should be instructed to call 921-6900 if an emergency occurs. Security WILL locate you.
- PDAs
- IPODS/MP3
- Beepers

**Exception:** Rescue, medical personnel and law enforcement, must inform instructor if you are required to have pagers, etc. activated while in class.

Student ID:
It is mandatory that every student wear his or her student ID at all times. If a student arrives to class without the ID visibly displayed, the student will be asked to show the ID. If the student does not have the ID on his/her person, the student will be asked to leave the class and will not be allowed to return until he/she can show the valid NETC ID. This Policy has been instituted to provide protection for all students and faculty on the campus. Please be mindful of this and always have the valid ID available.

**DISABILITIES STATEMENT:**
Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

**EXPECTATIONS FOR THE STUDENT:**
- Complete all assigned readings from text and other course related documents
- Participate in class discussions
- Use classroom etiquette
- Submit all work in a timely manner
- Complete all course work on your own unless otherwise instructed
- Cite and document all non original material as to not plagiarize others’ work

**RESOURCES (A-V, persons, tools/equipment):** Success Center and Library
COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

TENTATIVE COURSE OUTLINE

WEEK 1 Welcome to College Skills and NETC Campus/Review COL 103 Syllabus

Pretest (successful/struggling students)

Chapter one: The Rewards of College! Case study: “Late Paper” (Handout)

Responsibility/Planning Model: Purpose and benefits of higher education

What are you willing to risk to reach your goals? Three Thinking Skills: Analytical, Creative, and Practical (pgs. 1-21).

Resources: Discover resources, people, and services. Office locations and college literature. College Policy and Procedures review. Explore technology on campus/practice academic integrity


WEEK 3 Chapter Three: Emotional and Physical Wellness Health and Stress Management (pgs. 54-58) Mental and Emotional Health (pgs. 59-63). Substance Abuses (alcohol, Tobacco, Drugs, (pgs. 64-69) Sexual Boundaries Choices and Consequences; (pgs. 70-72)

WEEK 4 Who are you and what makes you unique?
Chapter Four: Personality and Learning Preferences. Explore learning preferences and use assessments to make choices and grow. Complete the Assessments/Pathways to learning & Personality Spectrum. Interpret results: study strategies that benefits each type (pgs. 81-99) Explore self-perception, interests, habits, abilities and limitations. Multiple Intelligences Project Due

WEEK 5 Chapter Five: Successful Intelligences (pgs. 105-128). Self-Assessments: Creative, Analytical, and Practical Thinking (pg. 131). Learn how to build successful intelligence/Become a more creative thinker and Practical thinker.
WEEK 6  Chapter Six: Reading Research and Writing Literacy: SQ3R Method (pgs. 136-139) Explore strategies for reading for comprehension. Practice reading strategies; explore strategies for class notes and textbooks (pgs. 140-153) Basic Library Research: Primary Sources Approach/search Method/Strategy, Cars Test (credibility, accuracy, reasonableness, and support) Solve problems and Make Decisions (pgs. 158-160) learn how to construct and evaluate written or spoken arguments; learn how to think logically; learn to explore perspectives.

Multiple Intelligences Project Due

WEEK 7  Chapter Seven: Test Taking Skills: Learn strategies for test preparation and test taking; manage test anxiety; Identify different types of test and questions; Topics, and Study Materials (types of questions, test logistics, supplemental information and tools, use of textbooks) Manage Study time and Goals; Review using Study Strategies (pgs. 196-200)

WEEK 8  Learn from Test Mistakes and Manage Test Anxiety (calm & focus your mind pg. 203) Maintain Academic Integrity, Poor Performance and Exam Preparation, (pgs. 205-217).

WEEK 9  Library Workshop: Analyze, Retrieve and use information using NETC databases

WEEK 10  Chapter Nine: People, Resources, and Opportunities: College Experiences: How can you make the most of college life? Campus Resources and Support (Instructors, Advisors, Administrators, Academic Centers & Tutors, Counselors, Peer Leaders, Mentors, Financial Aid Office, Safety resources, and Off Campus Resources (pgs. 223-231). Teamwork in an out of class; Project Teams, Study Groups (pgs. 232-237). Academic and Professional Organizations (SGA, Honor Societies, Media Materials, volunteer and Service Learning, Sports, and Clubs, pgs. 238-243) making relationships work; develop cultural competence; communicate effectively; conflict prevention strategies.

WEEK 11  Chapter Seven: Note Taking, Memory, and Studying: How can you retain what you learn? Students will be able to take in and record information to improve his/her note taking skills; listen actively with comprehension and focus; learn how memory works; discover memory improvement strategies, mnemonic devices; learn study group strategies; learn about the library and databases available (pgs. 166-187).

WEEK 12  Career Project/Library/Ferguson Guidelines

WEEK 13  Post Test Due
Course Outline
COL 103
Page 5

WEEK 14  Writing workshop: The writing process

MLA Documentation

The Work Cited Page

WEEK 15  Career Projects Due: No projects will be accepted after the due dates

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES/LEARNING OUTCOMES:
Lectures may be supplemented by:
  ▪  Videos
  ▪  Assessments
  ▪  Assigned readings from textbook and other sources
  ▪  Computer research
  ▪  Other materials at the discretion of the instructor

LEARNING OUTCOMES/OBJECTIVES OF COURSE:
Upon completion of this course, the student should be able to:
1. Find and use campus resources and support services.
2. Develop or improve time management skills.
3. Identify different learning styles, evaluate which learning styles are most effective for their academic success, and develop personal strategies for learning that take their preferred learning style.
4. Develop or improve study skills.
5. Develop or improve test taking skills.
6. Demonstrate the ability to retrieve, analyze and use information.
7. Identify realistic life/career goals based upon their personal interests, abilities and values.

EVALUATIVE METHODS TO APPRAISE LEARNING OUTCOMES/OBJECTIVES:
Journals – Will be turned in five to seven times and will count 25% of the final grade.

Multiple Intelligences Projects will count 15% of the final grade.

All Chapter tests will count 35% of the final grade.

Career Projects will count 25% of the final grade.

GRADING SCALE:
A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 0 – 59