
COURSE PREFIX/NO:	COL 105
COURSE TITLE:	College Skills
LECTURE HOURS/WEEK:	3.0
LAB HOURS/WEEK:	0.0
CREDIT HOURS/SEMESTER:	3.0

[Distance Learning Attendance/VA Statement](#)
[Textbook Information](#)

COURSE DESCRIPTION

This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills.

COURSE COMPETENCIES

Upon successful completion of this course, the student should be competent to perform the following tasks:

KEY COMPONENTS

Throughout this course, there will be a focus on the following success strategies:

- Critical Thinking** – Apply critical thinking strategies to real-life situations
- Personal Responsibility** – Learn how to take responsibility for outcomes and experiences.
- Motivation** – Use motivation strategies to develop and pursue meaningful goals.
- Emotional Intelligence** – Choose the content of thoughts and speech to create optimism, joy, and persistence in the face of challenges and setbacks.
- Life-Long Learning** – Apply the learning process to be an effective learner.
- Self-Management** – Use self-assessment strategies to understand and revise self-defeating patterns.

MODULE 1 – SUCCEEDING IN COLLEGE

- Identify the listening process and barriers for improved listening habits.
- Identify and apply note-taking strategies.
- Develop and apply study skills to a variety of disciplines.
- Develop test-taking strategies for a variety of test types.
- Identify learning styles and develop personal strategies.
- Identify college resources beneficial to academic and personal success.
- Demonstrate time management strategies through various scenarios.

MODULE 2 – SELF ASSESSMENT FOR HIGHER EDUCATION

- Analyze likes and dislikes using informal career inventories for preparation of career pursuits.
- Identify personal interests and goals.
- Initiate an exploration of personal interests in career paths and job objectives, including present and future qualifications.
- Develop plans for personal career choices.
- Recognize and identify success strategies for life-long learning.
- Examine the history of higher education.

MODULE 3 – CHOOSING A COLLEGE

- Select options for career/academic majors in post-secondary education.
- Evaluate types of colleges for personal career path.
- Appraise programs of study at various colleges in order to compare personal needs and college requirements.
- Use college catalogs to locate pertinent information.
- Identify important college resources for evaluating information to make informed decisions.
- Develop success strategies for life-long learning.

MODULE 4 – FINANCIAL OPTIONS FOR COLLEGE

- Evaluate and determine methods of managing personal financial resources.
- Explore Pell grants, student loans, scholarship opportunities, and personal loans.
- Provide strategies for obtaining scholarships and other financial options.
- Develop strategies for managing personal budgets.
- Examine success strategies for life-long learning.

MINIMAL STANDARDS

Assignments must be completed as designated in “Evaluation Strategies/Grading.” Criteria for minimal acceptable performance will be provided by the instructor. The student will demonstrate mastery of modules through completion of module assessments.

COURSE REQUIREMENTS

Attendance – The College attendance policy stated in the College handbook will be honored. “Students are responsible for attending all scheduled meetings in the courses in which they are enrolled until they have completed all course requirements. When absent, students are expected to communicate with faculty members and are responsible for all material covered and for all assignments made in all classes. An absence is defined as nonattendance for any reason. Students who are absent from a class more than 10 percent of the hours assigned may be withdrawn. A grade of “W” is assigned if the student’s last date of attendance is on or before midterm. If a student is withdrawn from a course and the last date of attendance is after midterm, the grade assigned may be a “W” or a “WF.”

Academic Honesty – Students are expected to adhere to the College policy regarding student conduct as stated in the college handbook. “The College expects all students to conduct themselves with dignity and to maintain high standards of a responsible citizen. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action.” All other regulations as specified in the handbook will be followed.

EVALUATION STRATEGIES/GRADING

Assessment may include journals, quizzes, demonstrations, presentations, projects, homework, participation, and other evaluation methods as appropriate. All assessments are weighted equally. Modules 1 - 3 are each worth 30%, and Module 4 is worth 10% of the final grade.

Grading Scale

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = Below 60

ENTRY-LEVEL SKILLS: Admission to York Technical College is required.

PREREQUISITES/CO-REQUISITES: None

Effective: SP 2007