COURSE INFORMATION

Course Prefix/Number: COL 103
Course Title: College Skills
Lecture Hours/Week: 3.0
Lab Hours/Week: 0.0
Credit Hours/Semester: 3.0

VA Statement/Distance Learning Attendance
Textbook Information
Student Code and Grievance Policy
Attendance Statement (3-30-4000.1)

COURSE DESCRIPTION

This course is a study of the skills needed to be successful in college. It is designed to orient students in the areas of computer skills, career exploration, study skills, and college resources and facilities. Its purpose is to recognize, identify, examine, develop, and adopt success strategies to facilitate life-long learning.

COURSE COMPETENCIES

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

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 motivational strategies to develop and pursue meaningful goals.
- **Emotional Intelligence** – Choose the content of thoughts and speech to create persistence in the face of challenges and setbacks as well as balance actions with consequences.
- **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 as well as develop time management strategies.

Module 1: Transitioning to College

- Demonstrate and apply basic computer skills.
- Explore career options, career portfolios/resumes and programs of study.
- Assess and apply personal learning styles.
- Recognize and identify personal success strategies for life-long learning.
Module 2: Developing Learning Skills
- Develop and apply study skills strategies for enhancing memory, time management, listening, note taking, reading, and test taking.
- Utilize York Technical College web resources.
- Examine and develop success strategies and techniques for life-long learning.

Module 3: Planning Your Program and Career
- Understand and apply procedures for using College resources and facilities.
- Manage financial resources for college success.
- Follow College procedures for advising and registration.

MINIMAL STANDARDS
Assignments must be completed as designated in “Evaluation Strategies/Grading.” Criteria for minimal acceptable performance will be provided by the instructor.

METHODS OF INSTRUCTION
Principles will be introduced by the instructors through lecture, presentations, viewing technology, and computer-based training. Additional methods designed for remediation or enrichment will be individually tailored as needed.

COURSE REQUIREMENTS

Academic Integrity
The policies stated in the York Technical College Handbook will be enforced. Any student violating these policies will be subject to academic discipline.

EVALUATION STRATEGIES/GRADING
Assessment may include journals, quizzes, tests, demonstrations, presentations, projects, homework, participation, and other evaluation methods as appropriate.

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<tr>
<th>Grade</th>
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<tr>
<td>A</td>
<td>90 - 100</td>
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<td>B</td>
<td>80 - 89</td>
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<td>C</td>
<td>70 - 79</td>
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<td>D</td>
<td>60 - 69</td>
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<td>F</td>
<td>Below 60</td>
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ENTRY LEVEL SKILLS
None

PREREQUISITES
None
CO-REQUISITES

None

DISABILITIES STATEMENT

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Office (SRO) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.