

TRIDENT TECHNICAL COLLEGE

COL 103 - COLLEGE SKILLS

COURSE PREFIX & NUMBER: COL 103 College Skills

INSTRUCTOR:

OFFICE:

OFFICE TELEPHONE:

OFFICE HOURS:

CLASS SCHEDULE:



COURSE SYLLABUS

COURSE TITLE:	College Skills	PREFIX & NUMBER:	COL 103
LECTURE HOURS:	3.0	LAB HOURS:	0.0
CONTACT HOURS:	3.0	CREDIT HOURS:	3.0

CATALOG DESCRIPTION:

This course includes selected topics such as career planning, study skills, stress management, self-esteem and other group activities to facilitate student success.

TEXTBOOKS AND OTHER REQUIRED MATERIALS:

Dave Ellis. Becoming a Master Student. 10th Edition, Houghton Mifflin.
The textbook is packaged with a required Daytimer provided by the publisher.

COURSE OBJECTIVES:

STUDY SKILLS

1. **College Orientation** - The student will identify the student services and the administrative structure of the College as it relates to study skills.
2. **Note Taking** - The student will be able to demonstrate an ability to take notes.
3. **Test Taking** - The student will be able to describe the techniques of test taking. This will include multiple-choice, true/false, short answer, essay, and matching type test items.
4. **Memory Techniques** - The student will select a memory technique and demonstrate its use.
5. **Learning Style** - The student will take a learning style inventory, determine his/her style and apply it in the classroom.
6. **Learning Environment** - The student will demonstrate good general study and classroom skills.
7. **Library Resources** - The college librarians will conduct an in-depth orientation to the resources and research aids of the library.

LIFE SKILLS

1. **College Orientation** - The student will identify the student services and the administrative structure of the College as it relates to life skills.
2. **Communication** - The student will demonstrate appropriate verbal and nonverbal communication skills.
3. **Problem Solving** - The student will demonstrate a technique of problem solving.

LIFE SKILLS (Cont)

4. **Cultural Awareness** - The student will demonstrate an awareness of the pluralistic culture and world in which we live by:
 - a. Learning about general population trends and information.
 - b. Learning specific techniques for effectively functioning in a pluralistic society.
 - c. Applying this knowledge to a specific sub-group to which the student does not belong.
5. **Health Issues** - The student will identify and prescribe standards of sensible health habits.
6. **Life Management Skills** - The student will demonstrate effective budgeting of time, effective assessment and management of stress, organization of tasks for various life roles.

CAREER EXPLORATION

1. **College Orientation** - The student will identify the student services and the administrative structure of the College as it relates to career exploration.
2. **Career Development (Career Plan)** - The student will complete a career decision-making project including the following:
 - a. Self-assessment
 - b. Career exploration
 - c. Decision making
 - d. Preparation (training, resume writing, filling out applications, interviewing techniques)
 - e. Job skills
3. **Awareness of Change** - The student will demonstrate an understanding of the role and pace of change in the world of work.

GRADING SYSTEM AND POLICY:

<p>Final grades will be awarded according to the following grading scale.</p> <p style="text-align: center;"> 91 - 100 = A 81 - 90 = B 71 - 80 = C 65 - 70 = D Below 65 = F </p> <p>A grade of 64 or less will constitute failure of the student in the course.</p>	<p>METHOD OF EVALUATION:</p> <p>Evaluation will be based on the demonstration of competency on each objective and completion of outside assignments and class participation.</p> <p>Library Unit..... 10% Midterm 20% Final Exam 25% Projects & Quizzes..... 20% Classroom Assignments..... 25% TOTAL 100%</p>
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For your safety, if you have a medical condition that results in seizures, blackouts, etc. (e.g., from epilepsy, diabetes), please inform your instructor. This information will be kept confidential. If you wish to seek accommodations due to a disability, please contact Services for Students with Disabilities, Building 410, Room 210.

ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS:

The College will make reasonable accommodations for persons with documented disabilities. Students should notify the Counselor for Students with Disabilities (located in Counseling and Career Development, Building 410, Room 210) and their instructors of any special needs. Instructors should be notified on the first day of classes.

ELECTRONIC COMMUNICATION DEVICES IN CLASSROOMS:

To minimize classroom disruptions and protect the integrity of test-taking situations, activated electronic communication devices such as pagers and telephones are generally not permitted in classrooms at Trident Technical College. The only exception to this policy will be for on-call emergency personnel (police, fire, EMS), who will be required to notify their classroom instructor of their need for such devices at the beginning of the term and provide documentation verifying their occupation. However, on-call emergency personnel may not leave a testing situation, communicate by electronic means and return to complete an examination. In these cases, instructors should make arrangements for re-testing.

ATTENDANCE POLICY:

Prompt and regular attendance is the responsibility of each student. In most cases, a student must attend at least 80 percent of classes in a course in order to have an opportunity to earn a passing grade. The student is responsible for all material covered and all assignments made in class. Any time a student is absent from a class, laboratory, or other scheduled event, it is the student's responsibility to make satisfactory arrangements for any make-up work permitted by the instructor. It is the student's responsibility to initiate the paper work required to drop or withdraw from courses. Failure to attend classes does not constitute proper procedure for dropping or withdrawal and may result in the grade of F. Contact the Admissions and Records office for additional information.

All Veteran students are required to maintain attendance in order to earn VA benefits. Whenever a veteran student's absences exceed 20 percent of the hours assigned to the course, the VA student will be administratively dropped for excessive absences. An instructor may administratively withdraw a student who has missed more than 10 percent of contact hours for the course if the student has not notified the instructor of reasons for the absences prior to reaching the 10 percent limit. Contact the Veterans Assistance office for additional information.

FACULTY AVAILABILITY:

Your instructor is available to you outside of class for academic assistance. Full-time faculty maintain and post regularly scheduled office hours. Part-time faculty are accessible in a variety of ways, which may include conferences before and after class or by appointment, telephone conferences, and E-mail. The phone number for contacting your instructor is provided on your syllabus addendum or cover sheet.

THIS SYLLABUS IS SUBJECT TO CHANGE BY INSTRUCTOR