COL 103

College Skills

Course Description
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. COL 103 explores the principles, methods, and applications of human thought, learning, and socialization, including such topics as attention, information processing, problem solving, memory, time management, learning theory, and cognitive awareness. Prerequisite: None.

3.0 Cr (3 lect/pres, 0 lab, 0 other)

Text and References

Course Focus
This course introduces students to the discipline of taking responsibility for their college learning experience and set realistic goals for college success. The students will use individual learning styles and critical thinking strategies to learn in new and creative ways, utilize active listening and note-taking techniques appropriate for the college classroom and use technology to enhance learning. Use organizational and time management methods, understand learning and memory processes utilize these principles, analyze thinking and learning strategies necessary to prepare for and take tests and final exams.

**COL 103 CORE CURRICULUM COMPETENCIES**
This course teaches the student critical thinking strategies to learn in new and creative ways.

This course develops written communication skills through homework assignments and written projects. Verbal communication skills are developed by requiring students to present projects to the class.
Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1. Identify learning styles
2. Differentiate linear and global learners *
3. Describe intelligence theories
4. Comprehend information processing model
5. Conduct memory search
6. Use retrieval cues
7. Create life style schedules
8. Process information
9. Practice learning goals *
10. Utilize memory principles
11. Study working memory strategies
12. Track thought patterns
13. Develop time management strategies *
14. Demonstrate long term memory techniques
15. Demonstrate goal setting strategies
16. Enhance concentration techniques
17. Learn motivation strategies
18. Explore stress management theories *
19. Avoid procrastination
20. Sharpen test taking strategies *
21. Increase test performance skills
22. Develop self management skills
23. Implement reading strategies
24. Analyze effective reading techniques
25. Define paragraph elements
26. Define key terms and concepts
27. Enhance critical thinking skills
28. Demonstrate organizational patterns
29. Articulate graphic diagrams
30. Utilize note taking skills *
31. Employ Cornell note taking system
32. Develop listening skills
33. Identify mnemonic methods *
34. Analyze comparison charts
35. Create note taking strategies
36. Critique Blooms taxonomy
37. Utilize retrieval cues
38. Review essential study skills *
39. Set life style goals
40. Differentiate test questions
41. Comprehend various text
Student Contributions
Students are expected to be fully prepared for class by completing all reading assignments in full before the class session. Attendance is a critical factor to success in this class as lecture will enhance students understanding of reading assignments.

Course Evaluation
Your final grade for the course will be determined by the average of all exam/test/quiz scores and completion of all required assignments. Your instructor will share specific details regarding scoring procedures and due dates.

TCL's grading scale is:
90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below 60 = F

Course Schedule
The class meets for 3 lecture/presentation hours per week. The content will be introduced in the same order as they are listed in the course goal section. The content goals will be finished in a varied manner.

ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.
- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.
In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

- When a student exceeds the allowed absences; the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or
- Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
- Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
  - A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
  - A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WZGO 103.1, WFXH 106.1, WWWV 106.9, WLOW 107.9, WZGR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

EMERGENCY TEXT MESSAGE ALERT
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp

GRADING METHODOLOGY
The final grade must be 70 or more (a grade “C” or better) in order to pass the course and progress to the next course. Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given.

The student is responsible for notifying the instructor for the reason of the absence. It is also the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone.

If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. The make-up exam will be scheduled and the instructor will decide the method of examination. Messages sent by other students are unacceptable.

Revised: 9/21/2012
Reviewed/Approved by Dean of Arts & Sciences 9/24/2012