

## COURSE INFORMATION

COURSE PREFIX/NO:	COL 103
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 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 –Computer Skills, Career Exploration

- 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 – Study Skills: Getting Through the Courses**

- 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 – Resources, Facilities, and Procedures**

- Understand and apply procedures for using College resources and facilities.
- Manage financial resources for college success.
- Follow College procedures for advising and registration.
- Adopt and use 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. Students are responsible for all material covered and for all assignments made in all classes. Students who are absent from a class more than 20% of the hours assigned will 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 mid-term, 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 York Technical College Catalog and Handbook.

## **EVALUATION STRATEGIES/GRADING**

Assessment may include journals, quizzes, tests, demonstrations, presentations, projects, homework, participation, and other evaluation methods as appropriate. Each module is worth 33 1/3% (one third) of the course grade.

### **Grading Scale**

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

**ENTRY-LEVEL SKILLS** – None

**PREREQUISITES/CO-REQUISITES** – None