COURSE OUTLINE OF RECORD

Number: COLL G100  TITLE: Becoming A Successful Student

ORIGINATOR: Instructor Placeholder AAA  EFF TERM: Spring 2014
FORMERLY KNOWN AS:  DATE OF
OUTLINE/REVIEW: 05-04-2017
CROSS LISTED COURSE:

TOP NO: 4930.13  CID:

SEMESTER UNITS: 3.0
HRS LEC: 54.0  HRS LAB: 0.0  HRS OTHER: 0.0
CONTACT HRS TOTAL: 54.0
STUDY NON-CONTACT HRS RECOMMENDED: 108.0

CATALOG DESCRIPTION:
This is a course designed to teach techniques and skills that can be used to succeed in college. Students will learn specific skills to enhance academic success and will develop their own action plans through self-evaluation. Additionally, students will learn and apply college level techniques for the use of resources. Topics that will be covered include attitude and personal commitment, goal setting, problem solving, decision making, time-management, learning styles, student support services, academic support services, study methods, library research.

JUSTIFICATION FOR COURSE:

PREREQUISITES:

COREQUISITES:

ADVISORIES:
- ENGL G099: Preparation for College Writing and Reading
  or
- ENGL G090: Accelerated Preparation for College Writing and Reading

ASSIGNED DISCIPLINES:
- Accounting
- Anthropology
- Athletic training
- Biological sciences
- Business
- Business education
- Coaching
- Communication studies (speech communication)
- Computer science
- Counseling
- Economics
- Education
- English
- Ethnic studies
- Family and consumer and studies/ home economics:
  - Health
  - Health care ancillaries (medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy)
- History
- Humanities
Kinesiology
Law
Learning assistance instructors
Library science
Library technology
Linguistics
Management
Marketing
Mass communication
Mathematics
Nursing
Nutritional science/dietetics
Office technologies (secretarial skills, office systems, word processing, computer applications, automated office training)
Philosophy
Physical education
Political science
Psychology
Reading
Recreation administration
Sign language, American
Sign language/English interpreting
Small business development (entrepreneurship)
Social science
Sociology
Special education

MATERIAL FEE: Yes [X] No [ ] Amount: $3.50
CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]
GRADING POLICY: Pass/No Pass [X] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]
OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]
TRANSFER STATUS: CSU Transferable[X] UC/CSU Transferable[X] Not Transferable [ ]
BASIC SKILLS STATUS: Yes [ ] No [X] LEVELS BELOW TRANSFER: Not Applicable
CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable
NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course
OCCUPATIONAL (SAM) CODE: E
REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:
REQUIRED FOR DEGREE OR CERTIFICATE: No [ ] Yes [X]
Associate in Arts: Liberal Arts: Emphasis in Social Behavior and Self-Development(Associate in Arts)
GE AND TRANSFER REQUIREMENTS MET:
CSU GE Area E: Lifelong Understanding and Self-Development
    E1 - Lifelong Understanding and Self-Development

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. demonstrate an understanding of the culture of postsecondary education.
2. be responsible for his/her college experience and develop a personal commitment to future life goals.
3. apply college success skills and techniques to improve his/her academic success.
4. demonstrate communication techniques that incorporate appropriate presentation, writing, listening, conversation, interviewing and discussion skills.
5. use library resources to locate and evaluate information.
6. describe student support services and explain how the student might use these services to overcome obstacles.

COURSE OBJECTIVES:
1. Demonstrate an understanding of the culture of postsecondary education.
2. Be responsible for his/her college experience and develop a personal commitment to future life goals.
3. Apply college success skills and techniques to improve his/her academic success.
4. Demonstrate communication techniques that incorporate appropriate presentation, writing, listening, conversation, interviewing and discussion skills.
5. Use library resources to locate and evaluate information.
6. Describe student support services and explain how the student might use these services to overcome obstacles.

COURSE CONTENT:

LECTURE CONTENT:

A. Overview of Postsecondary Education
   1. Culture of higher education
   2. Historical perspective
   3. Recent trends
   4. Academic freedom
   5. Plagiarism and Cheating

B. College (& Life) Success Techniques
   1. Attitude and Values
   2. Health and Stress Management
   3. Money Management
   4. Creativity and Critical Thinking
   5. Techniques to Focus Attention
   6. Technology as a resource

C. Study Techniques
   1. Information recall
   2. Note taking
   3. Test-Taking skills

D. Reading Techniques
   1. Studying from Textbooks
   2. Utilizing References
   3. Reading for Comprehension

E. Time Management Techniques
   1. Goal-Setting
   2. Organization and Planning

F. Communication Techniques
   1. Active Listening
   2. Assertiveness
   3. Developing Relationships
   4. Public Speaking
   5. Working effectively in small groups
   6. Conversing and corresponding effectively with classmates

G. Resources as Success Techniques
   1. Campus Resources
      a. Library
      b. Other Campus Resources (e.g. Counseling, Financial Aid, Health Center, Tutoring)
   2. Community Resources
METHODS OF INSTRUCTION:

A. Lecture:
B. Online:
C. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:
Reading Assignments
1. Text Book
2. Workbook

Out-of-class Assignments

Writing Assignments
1. Each student will complete written assignments that require him/her to evaluate their study skills and propose ways to improve him/her individual academic performance.
2. Each student will be required to present an oral presentation to the class.
3. Each student will complete a research assignment demonstrating his or her ability to pick a topic, research it, and then put that information together to write a report.
4. Each student will demonstrate test-taking techniques on a variety of test formats.

METHODS OF STUDENT EVALUATION:
Midterm Exam
Final Exam
Short Quizzes
Written Assignments
Essay Examinations
Objective Examinations
Report
Projects (ind/group)
Problem Solving Exercises
Oral Presentations
Skills Demonstration

Demonstration of Critical Thinking:
All students will be required to identify problems or obstacles that impede their academic success and then identify and explain techniques, skills or resources that can be used to solve these problems.

Required Writing, Problem Solving, Skills Demonstration:
1. Each student will complete written assignments that require him/her to evaluate their study skills and propose ways to improve him/her individual academic performance. 2. Each student will be required to present an oral presentation to the class. 3. Each student will complete a research assignment demonstrating his or her ability to pick a topic, research it, and then put that information together to write a report. 4. Each student will demonstrate test-taking techniques on a variety of test formats.

TEXTS, READINGS, AND RESOURCES:

TextBooks:

Other:
1. Instructor-prepared handouts, erasable pens, notebook pocket dividers, 3 x 5 index cards, planner.
LIBRARY:
   Adequate library resources include:

Comments:

Attachments:
   Attached Files