**I. COURSE TITLE:** College Success

 **COURSE NUMBER:** 1108 **CATALOG PREFIX:** PSYC

**II. PREREQUISITE(S):** None

**III. CREDIT HOURS:** 2 **LECTURE HOURS:** 2

 **LABORATORY HOURS:** **OBSERVATION HOURS:**

**IV. COURSE DESCRIPTION:**

This is a performance based course comprised of two components designed: (1) to introduce students to basic computer skills, Microsoft Word, Excel, and Power Point, Internet, and LRC resources; (2) to increase student success in college by developing self-esteem, personal responsibility, self-motivation, resource management, study skills, and academic and career planning.

**V. GRADING:**

 A = 90 – 100

 B = 80 – 89

 C = 70 – 79

 D = 60 – 69

 F = 0 – 59

**VI. ADOPTED TEXT(S):**

 *On Course* with MBTI, Study Skills *Plus* Edition 2010

 By: Skip Downing

 Wadsworth Cengage Publishing

 ISBN #0538782900

 **Supplemental Text**: Individual Plan for Academic Completion (IPAC)

 This text is provided freely to each student.

**VII. COURSE OBJECTIVES:**

 Upon completion students should be able to:

* Understand Basic Computer Skills
	+ Log on
	+ Access student email
	+ Reply, forward, attachments, uploads, downloads
	+ Save and retrieve documents to/from flash drive
	+ Access grades and student records
	+ Access the Internet
	+ Utilize LRC resources using bar code
* Microsoft Word
	+ Create a document
	+ Document set-up
	+ Cut / copy / paste
	+ Save and retrieve document
	+ Spell check
	+ Print a document
* Microsoft Excel
	+ Introduction to creating spreadsheets
* Microsoft Power Point
	+ Create a document
	+ Graphics
	+ Make a presentation
* Increase self-awareness and self-motivation
* Improve personal and self-management skills
* Identify effective study skills including test taking techniques, note taking, reading, etc.
* Develop an Individual Plan for Academic Completion (IPAC)
	+ IPAC will used as a free supplemental text
	+ Each student will create an academic completion plan
	+ Each student will have two 1-on-1 meetings with AmeriCorps coach
	+ Participate in one student success workshop by AmeriCorps/Student Services in-class presentation or ou of class Student Success Workshop
	+ Instructor will incorporate the AmeriCorps Coaches’ Design for the Creation of academic Completion plans

**VIII. COURSE METHODOLOGY:**

 Students are required to participate in all class activities.

**IX. COURSE OUTLINE:**

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| --- | --- |
| **WEEK** | **DESCRIPTION** |
| Week 1 | Distribution and explanation of IPAC bindersIntroduction to Basic Computer Skills* How to log on
* Accessing student email
* Reply, forward, attach, send email
 |
| Week 2 | * Upload / download
* Save and retrieve documents to/from flash drive
* Accessing student grades and records
* Accessing the Internet
 |
| Week 3 | * Bar codes
* Utilizing LRC resources

Deliver advising worksheets and charts to students to begin creation of completion plans |
| Week 4 | Microsoft Word* Set-up and create a document
* Cut / copy / paste
* Spell check
* Save and retrieve document
* Print a document
 |
| Week 5 | * Day 1: Word continued

First coaching session/workshop must be completed by the end of this week |
| Week 6 | Microsoft Excel* Introduction to spreadsheets
 |
| Week 7 | Microsoft Power Point* Create a document
* Graphics
 |
| Week 8 | * Prepare a presentation
* Present
 |
| Week 9 | Getting On Course to your Success* On Course principles at work
* Believing in yourself
* Wise choices in colleges and in life
 |
| Week 10 | Accepting Personal Responsibility* Adopting role and mastering language
* Making wise decisions
* Critical thinking
 |
| Week 11 | Discovering Self-Motivation* Discovering and committing to your dreams
* Designing a compelling life plan
* Self-motivation at work
 |
| Week 12 | Mastering Self-Management:* Acting on purpose
* Employing self-management tools
* Developing self-discipline
 |
| Week 13 | Employing Interdependence* Developing mutually supportive relationships
* Creating a support network
* Strengthening relationships with active listening
 |
| Week 14 | Gaining Self-Awareness* When you are off course
* Identifying your scripts
* Rewriting your outdated scripts
 |
| Week 15 | Second coaching session must be completed by the end of week 15. (session can be f2f, email, phone, or webinar )Adopting Life Long Learning* Self-management at work discovering your preferred learning style
* Learning to make course corrections
* Developing wisdom
* Lifelong learning
* Effective studying
 |
| Week 16 | Developing Emotional Intelligence* Understanding emotional intelligence
* Reducing stress
* Creating flow
* Developing your self-love

Staying On Course for your Success* Planning your next steps
 |

**X. OTHER REQUIRED TEXTS, SOFTWARE, AND MATERIALS:**

 USB Flash Drive

**XI. EVALUATION:**

 Instructor will specify criteria

**XII. SPECIFIC MANAGEMENT REQUIREMENTS:**

 None

**XIII. OTHER INFORMATION:**

 FERPA: Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes.

 Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

 DISABILITIES: Students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431.