**I. COURSE TITLE:** College Success

**COURSE NUMBER:** 1100 **CATALOG PREFIX:** COLL

**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):**

*Life During Community College / Your guide to success.*

Beerman, Tawnya; Arndt, Terry; Colemen, Kirrin.

College Transition Publishing, 2016.

ISBN: 978-0-9848-3329-0

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

This free resource may be provided in hard copy or electronically through Blackboard.

**VII. COURSE OBJECTIVES:**

Upon completion students should be able to:

* Understand basic computer skills, access college email, and demonstrate basic knowledge of Microsoft Office products (Word/Excel/Power Point) for completing assignments for academic courses.
* Understand basic functions of BlackBoard and demonstrate ability to navigate through standard template for online courses and supplemental instruction materials.
* Identify career pathway
  + This will include developing an academic plan for completion.

(Using IPAC resources and appropriate career coaches/advisors).

* + Participation in student success special topic workshops
  + Investigation of career opportunities and preparation requirements
* Know college resources available for general support, academic success, safety, health/welfare, career/professional development, college community involvement.
* Identify and improve academic skills including study, testing, note taking, time management, reading, learning styles, active listening, etc.
* Increase self-awareness, motivation, goal setting, and self-management skills
* Identify and develop awareness of soft skills for professional development.

**VIII. COURSE METHODOLOGY:**

Classes will consist of lectures, class discussions, small group projects, videos, outside assignments and supplemental materials. Interactive participation in all class activities is key to successful course completion.

**IX. COURSE OUTLINE:**

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| **WEEK** | **DESCRIPTION** |
| Week 1 | Understanding the College Experience  Identifying self-motivation and goals  Introduction to Basic Computer skills/tools: email access and functions.  Understanding a syllabus |
| Week 2 | Virtual College Resource Tour  Identifying Career Pathway advisors/coaches – IPAC  Introduction to SSCC web site and MySSCC functions  Exploring MySSCC / Blackboard functions  Reviewing upload / download functions / saving with flash/ Cloud |
| Week 3 | Welcome to Microsoft resources – introduction  Introduction to Library – resources/research/web site  Assessing note taking effectiveness  Work with DARs for individual programs / begin development of completion plans |
| Week 4 | Early warning and other stresses/  Assessment of life priorities and Time Management skills  Watch out for the pit falls: plagiarism, academic dishonesty, short cuts to disaster  Walking through Microsoft Word basics |
| Week 5 | Assessment of Computer basics/MySSCC functions / Email / document attachment for basic functioning.  Making study time really count/reading the “right way”  How to prep for the first round of tests  Road Blocks to college success |
| Week 6 | Introduction/Review of Microsoft Excel function (spread sheet)  Understanding your instructors and classmates – how to communicate and develop relationships that support academic and collegiate success  Understanding your learning style |
| Week 7 | Introduction / Review of Microsoft Power Point (document creation/graphics)  Assessing status / progress in courses.  Resources to help you succeed. |
| Week 8 | Assessing understanding of Microsoft Power Point – share presentation documents on college experience advice  Keys to Success: Attitude / Self Esteem/ Self Efficacy  Goal Setting revisited |
| Week 9 | Healthy Choices: physically/ mentally/ emotionally  Healthy Decision making |
| Week 10 | Accepting Personal Responsibility  Identifying and working on Soft Skills  Self Motivation  Critical thinking |
| Week 11 | Team Work – attributes of group work for personal and professional success  Developing mutually supportive relationships  Creating a support network  Strengthening relationships with active listening |
| Week 12 | Planning for the next phase – academic planning for next term  Calculating grades / GPA  Reading semester schedule for section selection  How to register online/ checking in with advisors – declaring academic program |
| Week 13 | Academic Skills Tool Box  Taking inventory: what needs work / what’s working  Memory Skills and Multitasking  Updating test taking strategies |
| Week 14 | Financial Picture  Managing work and paying for school  Budget development  Stretching money |
| Week 15 | Career Success – ten steps  Exploring career opportunities and options  Beyond graduation |
| Week 16 | Final Presentation/project  Academic Completion Plan / Pathway update |

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

USB Flash Drive

**XI. EVALUATION:**

Students will be assessed on the following course components: (sample)

Attendance / class participation 40 %

In class work / assessments / activities 30%

Computer skill literacy: *Word* journals/*PP* presentation 15 %

Individual completion plan / career pathway 10%

Final project 5%

**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.