

**CHESTERFIELD-MARLBORO TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE:	PREFIX NO:	EFFECTIVE DATE	NEXT REVIEW DATE		
COL	101	Fall 1993	Fall 1994		
TITLE:	CREDITS	CONTACTS			
		CLASS - LAB - TOTAL			
COLLEGE ORIENTATION	1	1	0	1	
<u>PREREQUISITES:</u> NONE					

DESCRIPTION:

Becoming A Master Student is a course designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Some topics in this course include time management, test taking, note taking, study techniques, communication skills, and personal issues that face many college students.

TEXTBOOK(S) OR ALTERNATIVE:

Becoming A Master Student, Sixth edition, by David Ellis, published by College Survival, Inc.

MATERIALS (specifying those to be purchased by student):**COLLATERAL READING:****CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

Absences: Students are encouraged and expected to attend each class. When absence is necessary, the student is asked to contact the instructor immediately in order to arrange to make up the work and get assignments for the next class.

RESOURCES (A-V, persons, tools/equipment):**COURSE TOPICAL OUTLINE: (List topics and sub-topics of course and Calendar or approximate length of time devoted to topic.**

The purpose of this course is to provide an opportunity for students to learn and adopt methods to be successful in college.

OBJECTIVES OF COURSE:

At the completion of this course, the student will be able to:

- A. Discuss how he/she is responsible for his/her experience in college.
- B. Describe ways he/she can create a successful and satisfying experience at college.
- C. List and describe specific methods to:
 - 1. improve ability to recall information
 - 2. manage time more effectively
 - 3. read a textbook with improved retention of material
 - 4. prepare for and take tests
 - 5. take effective notes
 - 6. listen, for comprehension, to a lecture
- D. Locate and utilize a variety of library services and resource materials.
- E. Describe and discuss several different procedures for planning, monitoring, and managing time.
- F. Discuss several procedures for focusing attention on the task at hand when reading, listening, and taking notes and tests.
- G. Match resources available on campus and in the community that can assist students with problems related to health, academics, personal relationships, financial aid, etc.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

Lectures, small group discussions, small group exercises, group sharing, assignments outside of class, films, videos, and guest speakers.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

Quizzes will be given each week. The quizzes may contain questions covering the content of the class, the content of the textbook, an evaluation of the class, etc.

GRADES:

ABCDF grades will be earned.