

**NORTHEASTERN TECHNICAL COLLEGE
ONLINE COURSE OUTLINE**

COURSE:	PREFIX NO:	EFFECTIVE DATE	NEXT REVIEW DATE		
	COL 103	Fall 2010	Fall 2011		
TITLE:		CREDITS	CONTACTS		
			CLASS	LAB	TOTAL
COLLEGE SKILLS		3	3	0	3

PREREQUISITES: None

DESCRIPTION: This course includes selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

TEXTBOOK(S) OR ALTERNATIVE: Carol Carter, Joyce Bishop and Sarah Lyman Kravits. Keys to Success, Building Analytical, Creative and Practical Skills, 6th edition. Pearson. 2009

MATERIALS (specifying those to be purchased by student): You are required to have a working e-mail account so that we may communicate throughout the semester. You can get a free e-mail account through Yahoo or Hotmail. If your account name is questionable, I will not open it. Please use your name on the subject line.

COLLATERAL READING: Assigned by instructor

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

Academic Discipline and Honesty:

Students are reminded of the College Policy regarding Academic Dishonesty as outlined in the College Catalog. Should a student break College Policy and complete any assessment not entirely his/her own work, plagiarize, or by using unauthorized materials, said student will receive a grade of 0/F on that assignment.

Attendance:

- Students should expect to spend at least 6 to 8 hours per week on his/her assignments.
- Students will receive a warning after neglecting to log-in/submit assignments after 2 weeks.
- Students will be dropped from the course after 3 weeks of no activity in the course.

Exceeding the Absence Limit:

Once the absence limit has been reached, students will be dropped from class for excessive absences. If this occurs at any time during the semester, the student will receive an F for the course.

Student Initiated Withdrawal from Course:

- Check first with the Financial Aid Office
- Complete the Drop/Add form and have advisor/instructor sign
- Before Midterm grade will be W
- After Midterm/Before last drop day
 - o Grade will be W, if you are passing the course
 - o Grade will be WF, if you are failing the course

DISABILITIES STATEMENT:

Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See *College Catalog*)

EXPECTATIONS FOR THE STUDENT:

- Complete all assigned readings from text and other course related documents
- Participate in classroom discussions
- Use 'netiquette' when responding to others in the class
- Submit all work in a timely manner
- Complete all course work on your own unless otherwise instructed
- Cite/document all non original material as to not plagiarize others' work
- All assignments need to be double spaced typed in 12 point Times New Roman font
- All discussions need to follow instructions given in information block on main class page. Initial posts are due by midnight Saturdays and your responses are due by 11:55 on Mondays

RESOURCES (A-V, persons, tools/equipment):

Success Center and Library

COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and
Calendar or approximate length of time devoted to topic.

TENTATIVE LIST OF TOPICS TO COVER

- ✓ What is a syllabus?
- ✓ College policies/College catalog
- ✓ COMPASS placement test scores
- ✓ How to read an "EVAL"
- ✓ Moodle/WebAdvisor
- ✓ Making contact with your academic advisor
- ✓ Classroom etiquette
- ✓ Campus resources and functions
- ✓ Study skills/Managing test-taking anxiety
- ✓ Note-taking best practices
- ✓ Self-management strategies/time management strategies
- ✓ Victim versus Creator language
- ✓ Successful intelligence
- ✓ Setting and working toward long-term goals (the DAPPS method)
- ✓ Wise Choice Method
- ✓ Proper way to contact your instructor via email or telephone
- ✓ Emotional intelligence

LEARNING ACTIVITIES USED IN THIS CLASS

- ✓ Case studies/skits
- ✓ Group activities
- ✓ Silent Socratic dialogue
- ✓ Visualization techniques (for test taking and replacing negative thoughts)
- ✓ Writing assignments

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES/LEARNING OUTCOMES:

Lectures may be supplemented by:

- Assessments
- Assigned readings from textbook and other sources
- Computer research
- Other materials at the discretion of the instructor

LEARNING OUTCOMES/OBJECTIVES OF COURSE:

Upon completion of this course, the student should be able to:

1. Find and use campus resources and support services.
2. Identify different learning styles, evaluate which learning styles are most effective for their academic success, and develop personal strategies for learning that take into account their preferred learning styles.
3. Develop or improve study skills.
4. Develop or improve time management and test taking skills.
5. Identify realistic life/career goals based upon their personal interests, abilities and values.
6. Demonstrate the ability to access information.

EVALUATIVE METHODS TO APPRAISE LEARNING OUTCOMES/OBJECTIVES:

Discussion Forums:

Q&A Forum - Use this forum to ask questions about the weekly assignments and lessons. Questions about course content received via e-mail will be referred to this forum located in the information (top) block of the class web page.

Weekly Discussion Forums - Follow the instructions given in "Guidelines for Discussion Forums" in the information block of our class webpage.

Initial posts are due on Saturdays by 11:55 p.m.

Responses to your classmates are due on Mondays at 11:55 p.m., unless otherwise specified.

Threaded Discussion Netiquette: Northeastern Technical College encourages all opinions, perceptions, and freedom of thought and writing. NETC also does not tolerate disrespectful, insightful, or derogatory writing. Please use Netiquette when posting, your grade partially depends on it.

See Netiquette Guidelines for more information. It link is unavailable, go to <http://www/albion.com/netiquette/corerules.html>

Tests - You are expected to complete your quizzes ON YOUR OWN! Tests

consist of multiple choice and true/false. All tests are open note, open book.

You will be allowed 2 attempts on your FIRST test to get the feel of how they are administered. For remaining tests you will only be allowed ONE attempt. Tests are closed on Mondays at 11:55 p.m.

Assignments - Your assignments will be a mixture of research, readings from your next text and journal entries.

Superior assignment demonstrates breadth and depth of knowledge, and critical thinking appropriate for the level of scholarship.

The assignments should be free of typographical, spelling, and grammatical errors. Assignments should be word processed in Times New Roman 12 point font with 1 inch margins all around.

Assignments - research, field and journal entries - are ALWAYS due on Mondays by 11:55 p.m.

NO LATE ASSIGNMENTS ACCEPTED: Because things do happen, I drop your lowest assignment and discussion grade. This should help in case there is a week you are unable to complete an assignment or participate in a discussion.

TIPS - address EACH part of the assignment, summarize your research in YOUR OWN WORDS, and **ALWAYS** give credit to your source.

Lessons - Some weeks a lesson is posted that aids you preparing your assignments and in studying for the quizzes. Lessons close on Mondays at 11:55 p.m.

Career Project - This project will focus on a student's particular career path and will involve some basic research. The student will turn in a short research-based report on his/her career path. The instructor will talk more about this assignment as the semester goes along.

Discussion	20%
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Tests	25%
Lessons/Attendance	10%
Assignments	25%
Career Project	20%

GRADING SCALE:

A - 90 - 100
B - 80 - 89
C - 70 - 79
D - 60 - 69
F - 0 - 59