



MASTER COURSE SYLLABUS

COL 103 ~ COLLEGE SKILLS

Course Number	COL 103
Course Title	College Skills
Credit Hours	3
Prerequisites	None
Course Description	This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success.
Student Learning Goals/Objectives	Students will be able to utilize college resources to solve academic problems. Students will be able to gain a set of basic skills that will assist them with performing better academically. Students will be able to articulate their personal, academic and career goals.
Course Developer	Dr. Earlene Walker-Kelly
Means of Instruction	Material in class will be presented in a lecture and discussion format. Exercises and a major project will be added to help increase student involvement and learning.
Required Textbook/Written Materials/Supplies	See syllabus addenda. Also see WTC book list on website/in bookstore.

General Education Core Competencies

General Education Core Competencies	Course Methodology, Content and/or Assessment
Communication: Students will be able to communicate effectively through reading, writing, speaking and listening. <ul style="list-style-type: none">• Prepare written documents in a professional manner.• Develop oral communication skills to present information in a professional and appropriate manner.• Demonstrate appropriate listening skills in one-on-one and small and large group settings.	Students will prepare a research paper on a topic related to their personal career goals or interests. Students will orally present their findings from the research paper. Students will participate in small group assignments/activities. Students will engage in teacher-led class discussions.

General Education Core Competencies	Course Methodology, Content and/or Assessment
<p>Mathematical Reasoning: Students will apply those mathematical skills appropriate to their program of study.</p> <ul style="list-style-type: none"> • Analyze and solve mathematical problems needed in the workplace, daily life and educational environment. • Interpret data using analytical methods. 	<p>Students will research statistical data relating to their career choices, will interpret this data, and will explain how this research influences their career choices.</p> <p>Students will score their own learning style inventory.</p>
<p>Critical Thinking: Students will employ effective processes for resolving problems and making decisions.</p> <ul style="list-style-type: none"> • Identify problems and potential causes. • Solve problems using basic research, analysis and interpretation. • Evaluate results of solutions and revise strategies as indicated by findings. 	<p>Students will analyze the components of critical thinking.</p> <p>Students will apply the components of critical thinking when finding sources on the internet.</p> <p>Students will identify faulty reasoning and assumptions in statements.</p> <p>Students will think critically about decision-making and identify and apply the problem-solving process.</p>
<p>Technology Utilization: Students will apply knowledge of computers on a level compatible with job and/or educational demands.</p> <ul style="list-style-type: none"> • Demonstrate a basic knowledge of computer applications including word processing, spreadsheets, databases, and presentation software. • Use basic operating system functions competently (e.g. store and retrieve data, load software). • Demonstrate communication and research skills through use of the internet. 	<p>Students will use the internet to find credible sources on their chosen topic.</p> <p>Students will use word processing software on a computer to produce a paper formatted according to assignment directions.</p> <p>Students will use PowerPoint to present information on a topic.</p> <p>Students will use their student email to communicate with their instructor and other students.</p>
<p>Interpersonal Skills: Students will deal effectively and appropriately with others.</p> <ul style="list-style-type: none"> • Interact well with individuals and groups from diverse backgrounds and cultures. • Work with others in situational analysis, problem solving, and task accomplishment. • Demonstrate respect for the rights, work, and views of others. 	<p>Students will provide feedback on another student's project/presentation.</p> <p>The instructor will encourage diverse interactions by assigning groups for various activities.</p> <p>Small groups assigned will problem-solve time management and apply critical thinking.</p>

General Education Core Competencies	Course Methodology, Content and/or Assessment
<p>Professionalism: Students will exhibit professionalism through observances of a code of ethics, a sense of responsibility, good habits, and a positive attitude.</p> <ul style="list-style-type: none"> • Demonstrate personal and business integrity and ethics. • Recognize, manage, and cope with the transitions of change. • Utilize informational resources for lifelong learning. 	<p>Students will identify unprofessional behaviors both in the classroom and in their chosen profession.</p> <p>Students will research the requirements for professional behavior and appearance for their chosen career.</p> <p>Students will problem solve hypothetical on-the-job scenarios relating to ethical considerations</p>

College Policies

Policy Type	Policy Description
Attendance Policy	<p>It is the policy of Williamsburg Technical College that there are no excused student absences. Students are required to attend 90% of the scheduled contact hours of class. If more than 10% of scheduled contact hours are missed, the student will be dropped for excessive absences. Additionally, if a student is absent from every scheduled class of a course during the first two weeks of a term, the student will be dropped as a "no show" from that course. Individual instructors may set higher required attendance and tardy standards but must include those standards in their course syllabus and announce their standards in both the first and second class meetings each semester. Class rosters will be final as of the end of the second week of classes. For specific procedures related to this policy, refer to WTC Procedure D-23.1.</p>
Policy for Students with Disabilities	<p>The Student Affairs Division provides counseling and support services which help students with disabilities to pursue academic programs of their choice and participate fully in campus life.</p> <p>The VP for Student Affairs can arrange counseling, special parking, priority registration, and other reasonable services needed by students with disabilities. Students with disabilities are encouraged to contact the VP for Student Affairs to discuss needs and concerns as they arise.</p>
Policy Type	Policy Description
Policy for Academic Misconduct	<p>All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. See the Student Code & Grievance Procedure in the Williamsburg Technical College Catalog for details.</p>

Grading Policy	<p>The College operates on the semester hour system, and the following symbols are used in grading:</p> <p>A = Excellent B = Above Average C = Average D = Passing F = Failure I = Incomplete WF = Withdrawal while failing WP = Withdrawal while passing</p>
Policy for Class Safety and Emergencies	<p>Please refer to the college catalogue for more information on how Williamsburg Technical College addresses safety and emergency issues. For additional information, contact Student Affairs.</p> <p style="text-align: center;">Health Services and First Aid</p> <p>Williamsburg Technical College is a commuter institution; therefore, infirmary facilities are not provided. Basic first aid for minor injuries is available, and first aid kits are located in various departments of the College. Major illness or injury will be treated by health professionals. The campus is located adjacent to Williamsburg Regional Hospital.</p> <p>Each student is covered by accident insurance at no additional cost. This group insurance covers the student while on campus and during college-sponsored group travel.</p> <p>Injuries must be reported to the VP for Student Affairs immediately. Insurance claim forms are available in the Student Affairs division.</p>