

Lassen Community College Course Outline

CG 150 College Success Skills Workshop Series 0 Units

I. Catalog Description

By attending success skills workshops, students will develop strategies to improve college success. This course has been approved for online and hybrid delivery.

Transfer Status: NT

Lecture Hours: 48

Scheduled: Fall, Spring, Summer (as needed)

II. Coding Information

Repeatability: Up to 48 hours (Series are 2 hours/lecture each)

Open Entry/Open Exit:

Grading Option: Pass/No Pass

TOPS Code: 4930.14

III. Course Content

A. Course Student Learning Outcomes

Upon completion of this course the student will be able to:

Apply methods and strategies learned in individual workshops to their own life and coursework in order to facilitate improved levels of college success.

B. Course Objectives

Dependent on the portion of the course attended; upon completion of this course the student will be able to one or more of the following:

1. Describe student rights and responsibilities.
2. Effectively balance school, work, and family responsibilities.
3. Utilize time management strategies to plan and budget time.
4. Recognize strategies for reducing stress.
5. Identify variety community resources that can help with their social, mental, emotional, physical, spiritual and vocational needs.
6. Identify student services available.
7. Set and follow-through with goals.
8. Articulate the importance of an educational plan.
9. Recognize how right brain creativity can be used in all academic disciplines.
10. Apply research techniques to complete a well-documented research project in any subject.
11. Utilize a variety of tools to more effectively understand readings and take effective notes in any course.
12. Apply practical strategies for dealing with math in at least three areas of their lives.

13. Describe various learning styles and indicate an appropriate study method for each.

C. Outline of Topics

I. Time management

1. Identify potential time wasters.
2. Determine number of non-negotiable hours spent in a week.
3. Determine amount of available time in a week.
4. Carnegie Units and student loads.
5. Determine how many hours of out-of-class studying are needed for a student's course load.
6. Long, mid, and short-range planning.
9. Utilizing to-do lists.

II. Student Rights and Responsibilities

1. Rights contained within the Lassen College Catalog.
2. Rights contained within Board policies.
3. Student Honor Code Expectations and Consequences.
4. Student Responsibilities.
5. Faculty Rights.
6. Appeal and Grievances – What are they?
7. Procedures for Filing Student Appeals or Grievances.
8. Respecting the Rights of Others.

III. Creativity and Learning: Using the Left and Right Brains

1. Right brain vs. left brain functions.
2. Logical vs. intuitive tendencies.
3. Symbolic and concrete reasoning.
4. Verbal and nonverbal communication.
5. Reality based and fantasy-oriented reasoning.
6. Linear and holistic processing of information.

IV. Research Skills

1. How to brainstorm a research topic: different method.
2. How to formulate a strong thesis statement.
3. Passive writing vs. active writing: how to find strong verbs.
4. Internet research: How to find and evaluate information.
5. What is an annotated bibliography?
6. Finding and using citations.
7. Difference between paraphrasing and using direct quotes: how to cite sources.
8. How to avoid plagiarism.
9. Identify the process for researching.

V. Reading and Notetaking

1. Reading a college text: highlighting, underlining, taking notes on reading.
2. How to keep a reading journal of assignments.

3. Reading headings and subheadings.
4. How to summarize most important points
5. The “5 Rs” of effective note-taking (record, reduce, recite, reflect, repeat).
6. The Cornell method of taking notes.

VI. Practical Applications of Math

1. Different ways math is used in our daily lives.
2. How to maintain a personal budget.
3. Shopping for necessities vs. shopping for luxuries.
4. Measurements and when we need them.

VII. Learning Styles

1. Understand the principles of addressing individual learning styles.
2. Understand strategies for assessing learning styles.
3. Complete personated Learning Styles Assessment.
4. Conduct self-scoring and plot on self analyzed graph.
5. Discuss individual findings from Learning Styles Assessment results, and apply it for the student’s success.

VIII. Community Resources

1. Community Child Care Services.
2. Community Health and Social Services.
3. Community Employment and Career Services.
4. Community Health Care Service.
5. Community Social and Service Clubs and Organizations.

IX. Balancing Work, School, and Family Responsibilities

1. Viewing school, work, and family life as interconnected.
2. Determining priorities from school, work, and family.
3. Choosing to take control of one’s life.
4. Importance for development of an educational and career plan.
5. Choosing the right career for you that’s satisfying and with the right earning potential.
6. How to set goals and how to follow-through to meet those goals.

X. Managing Stress

1. Understanding the impact of stress on the body.
2. Prioritizing.
3. Exercise.
4. Meditation.

XI. Additional topics may be covered as deemed appropriate.

IV. Assignments

A. Appropriate Readings

Handouts

B. Writing Assignments

Worksheets, self-evaluations, plans, assessment activities

C. Expected Outside Assignments

The student will read the course handouts provided by the instructor to reference inclusive college and/or community services.

D. Specific Assignments that Demonstrate Critical Thinking

Self-evaluations and assessment activities

V. Methods of Evaluation

Traditional Classroom Evaluation:

Completion of in-class assignments including a quiz, post-assessment, course evaluation, or other appropriate means of assessment.

Online Evaluation:

A variety of methods will be used, such as: research papers, asynchronous and synchronous discussions (chat/forum), online quizzes and exams, postings to online website, and email communications.

Hybrid Evaluation:

All quizzes and exams will be administered during the in person class time. Students will be expected to complete online assignments and activities equivalent to in class assignments and activities for the online portion of the course. Electronic communication, both synchronous and asynchronous will be evaluated for participation and to maintain effective communication between instructor and students.

VI. Methods of Delivery

Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

Traditional Classroom Delivery Correspondence Delivery

Hybrid Delivery

Online Delivery

Traditional Classroom Delivery:

Lecture, discussion, slides, films-multimedia.

Online Delivery:

Online written lectures. Participation in forum-based discussions. Online exercises/assignments contained on website. Discussion papers, email communications, postings to forums, and web-links will comprise the method of instruction.

Hybrid Delivery:

A combination of traditional classroom and online instruction will be utilized. Each semester 12 lecture hours will be taught face-to face by the instructor and 36 lecture hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of lectures, visual aids, and group presentations. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

VII. Representative Texts and Supplies

Handouts

VIII. Discipline/s Assignment

Basic Skills – Interdisciplinary Noncredit

IX. Course Status: Pending

Original Approval Date: 05/18/2010

Board Approval Date: 06/08/2010

Chancellor's Office Approval Date: 10/30/2010

Revised By: Andy Rupley

Curriculum/Academic Standards Committee Date: 12/01/2020