

# **Piedmont Technical College Course Syllabus**

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## **COURSE INFORMATION**

**Course Prefix/Number:** COL 103

**Title:** College Skills

**Responsible Division:** Instructional Development and Academic Support Division

**Last Day to Withdraw from this Course:** For the last date to withdraw from this course, consult the current *Student Calendar*.

### **Course Description:**

For course, credit hour, pre-requisite(s) and co-requisite(s) information, visit the Detailed Course Information page: [www.ptc.edu/courses/COL103](http://www.ptc.edu/courses/COL103)

### **Textbook and Other Materials:**

For textbook information and additional required and/or supplemental materials, visit the [college bookstore](http://www.ptc.edu/bookstore) (www.ptc.edu/bookstore).

### **Proctored Examinations:**

Proctored examinations for distance learning courses taken at non-PTC campuses may require a proctoring fee for each exam taken.

## **COURSE POLICIES**

Course policies are available online through the *Academic Catalog* and *Student Handbook*. Visit the [Course Policies page](http://www.ptc.edu/syllabus/policies) (www.ptc.edu/syllabus/policies) for a detailed list of important policies and more information.

### **GRADE POLICY**

Detailed grading policy information can be found on the [Grading Policy webpage](http://www.ptc.edu/grading-policy) (http://www.ptc.edu/grading-policy). Final grade appeal information is available in the [Academic Catalog](http://www.ptc.edu/catalog/) (http://www.ptc.edu/catalog/).

## **ACCOMMODATIONS**

### **Accommodations for ADA:**

Information is available on the [Student Disability Services webpage](http://www.ptc.edu/ada) (<http://www.ptc.edu/ada>).

## **TITLE IX HARASSMENT AND SEXUAL ASSAULT INFORMATION**

In accordance with Title IX of the Education Amendments of 1972, Piedmont Technical College does not discriminate on the basis of sex in its education programs or activities. Title IX protects students, employees, and applicants from sex discrimination in admissions and employment to include discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. More information regarding Title IX, including contact information for the Title IX coordinators, is available at [Title IX Harassment and Sexual Assault Information](https://www.ptc.edu/about/legal-disclosures/title-ix-harassment-and-sexual-assault-information) (<https://www.ptc.edu/about/legal-disclosures/title-ix-harassment-and-sexual-assault-information>).

## **RATIONALE**

### **Why do I need this course?**

COL 103 provides students with real-world strategies for coping with the challenges of academics and life in general. The foundations of academic and life success – goal setting and self-responsibility – are reinforced by providing students opportunities to think in depth and practice these important concepts. College Skills presents a new approach to study skills addressing the changing world of students, addressing how they learn, how they study and how they are in terms of managing time, stress, problems, and communications.

## **PROGRAM INFORMATION**

For program information including required courses, program learning outcomes, gainful employment information and advisement information, refer to the Academic Program webpage. Go to [Academics](http://www.ptc.edu/academics) (<http://www.ptc.edu/academics>), select your program, and then select Credentials Offered.

## **COURSE STUDENT LEARNING OUTCOMES**

Upon successful completion of this course and/or clinical, each student will be able to:

- Effectively communicate while using college, information, and community resources.
- Develop strategies for short-term and long-term goal setting.
- Improve critical reading strategies while studying a textbook.
- Practice effective note-taking skills.
- Learn strategies that resolves test taking anxiety.
- Develop interpersonal skills that enable students to work with culturally diverse classmates.
- Demonstrate interdependence on team members when working on a class project.

## **GENERAL EDUCATION COMPETENCIES**

### **Piedmont Technical College General Education Competencies for All Graduates:**

*This course may address one or more of the following General Education Competencies (assessment will be stated when applicable):*

#### **Communicate effectively.**

Assessment:

Service Learning Project or Interview Project

#### **Apply mathematical skills appropriate to an occupation.**

Assessment:

NA

#### **Employ effective processes for resolving problems and making decisions.**

Assessment:

Success Journal

**Demonstrate the basic computer skills necessary to function in a technological world.**

Assessment:

Compose assignments in a word document and upload to D2L Assignment Folders.

Complete quizzes and exams in D2L.

Submit a video tape for Interview Project.

*To validate proficiency in the general education competencies, students in some programs will be tested using Work Keys.*