

COURSE OUTLINE

ORANGEBURG-CALHOUN TECHNICAL COLLEGE

ORANGEBURG, SOUTH CAROLINA

**COL 101
COLLEGE ORIENTATION**

Developed by:

Dorothy Allen-Greene
Instructor

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Approved by:

Stephanna McFee
Group Director

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Walt A. Jil.
Vice President for Academic Affairs

Date 8.11.04

COL 101
COLLEGE ORIENTATION

Credit Hours 1.0
Lecture Hours 1.0
Contact Hours 1.0

Instructor: _____
Office/Bldg.: _____
Phone: _____
E-mail: _____

Course Description

This course is designed to prepare the student for college life: campus acclimation, effective studying, motivation, test taking, time management, and the use of campus student services and support.

Why Take This Course

This course is designed to enable the student to make an effective transition from high school or the workplace to the college environment.

Attendance

Enrollment in a course at Orangeburg-Calhoun Technical College obligates the student for prompt completion of all course assignments, for punctual attendance, and for participation in any classroom discussions.

Students who attend classes after the published add/drop period and later decide to discontinue will be required to complete and submit the necessary paperwork to withdraw in accordance with college procedures. Failure to complete and submit the required paperwork to Student Records may result in a grade of 'F' for the course.

Students are expected to attend all classes. A student may not accumulate more absences than double the number of times a class meets each week. Since this class meets once a week, a student may not be absent more than two times during the course. Two tardies will equate to one absence.

Class Format

The class meets once a week for fifteen consecutive weeks. The format of each class is note taking, brief study session, and short tests, etc.

Grading Scale		Point Range	Grade Distribution	
A	90 – 100	1,000-900	Attendance	40 Points (2 2/3 x # of days present)
B	80 – 89	899-800	Quizzes (10)	300 Points (10x30)
C	70 – 79	799-700	Tests (3)	300 Points (3x100)
D	60 – 69	699-600	Assignments (12)	360 Points (12x30)
F	59 and below	599-0		

Assignments:

1. Scavenger Hunt
2. Time Management Schedule
3. Web Advisor Activity
4. Career Assessment (Kuder)
5. STEP/Tourville Lab Activity
6. Handbook: Policy/Procedure Worksheet Activity
7. Library Activity
8. Calculate GPA's
9. SQ3R Activity
10. Note taking & testing Activity
11. Learning Style Activity
12. Campus Cruiser Activity

Competency One: Campus Acclimation

Specific Competency: Interact effectively as a student within OCtech administrative and academic policies.

Learning Objectives

- 1.1 Locate and understand information in the student handbook
- 1.2 Discuss college policies
- 1.3 Apply knowledge of campus procedures
- 1.4 Learn operational procedures for Campus Cruiser and Web Advisor

Learning Activities

- 1.1 Students will be issued personal copies of student handbook and locate pertinent policies
- 1.2 Open classroom discussion
- 1.3 Student completion of sample forms, such as add/drop
- 1.4 Student will demonstrate knowledge after lecture

Competency Two: Study Skills

Specific Competency: Develop and use effective study skills and critical thinking.

Learning Objectives

- 2.1 Develop effective note-taking skills
- 2.2 Recognize the five senses of learning and determine each student's learning style
- 2.3 Determine an effective learning environment
- 2.4 Develop personal motivation guidelines
- 2.5 Practice memory improvement techniques
- 2.6 Practice SQ3R
- 2.7 Apply critical thinking techniques
- 2.8 Develop a personal list of effective learning techniques

Learning Activities

- 2.1 Take notes from classes using outline format. The instructor will outline from class lecture as a guide.
- 2.2 The five human senses will be discussed and ways to determine preferential style will be employed. Mental Interest Inventory will be administered.
- 2.3 Benefits of varying learning environments for different types of learning
- 2.4 Discussion on student development of personal goals and positive attitudes
- 2.5 Memory development using mnemonics and acronyms will be practiced
- 2.6 SQ3R practice using textbooks and samples
- 2.7 Application of critical thinking techniques to students' coursework material
- 2.8 Discuss application of the five learning senses into practical study techniques according to the results of the students' MI inventory

Competency Three: Test Taking

Specific Competency: Improve test performance.

Learning Objectives

- 3.1 Discuss steps in test preparation
- 3.2 List materials that should be reviewed
- 3.3 Design a test taking routine
- 3.4 Practice test taking strategies through usage
- 3.5 Recognize and remove the causes of test anxiety

Learning Activities

- 3.1 Lecture on the three types of test review and develop a study routine
- 3.2 Highlights from class notes, textbooks, prior tests, and teacher handouts will be reviewed
- 3.3 Lecture on test taking tips with student application in other courses
- 3.4 Lecture on the causes of test anxiety and practice relaxation techniques

Competency Four: Become acquainted with the Learning Resource Center (LRC), Student Support Center, and Career Center

Learning Objectives

- 4.1 Participate in library instruction
- 4.2 Participate in STEP/Tourville Lab activities
- 4.3 Participate in and explore careers and complete career assessment

Learning Activities

- 4.1 Lecture by Learning Resource Center (LRC) staff member
- 4.2 Lecture by Student Support Center Director
- 4.3 Lecture by Career Center Director

Competency Five: Stress Management

Specific Competency: Develop stress management techniques

Learning Objectives

- 5.1 Understand the relationship between health and emotions
- 5.2 Review the importance of good eating, sleeping, and exercising techniques
- 5.3 Understand the effects of substance abuse
- 5.4 Develop stress beaters

Learning Activities

- 5.1 Lecture on emotions and their physical effects on the body
- 5.2 Discussion of diet choices and nutrition plans, sleep habits and requirements, and exercise plans
- 5.3 Open class discussion on drug and alcohol abuse
- 5.4 Apply stress-beating tips in class and at study time

Competency Six: Time Management

Learning Objectives

- 6.1 Analyze fixed and flexible times
- 6.2 Utilize daily lists and weekly and monthly calendars
- 6.3 Examine major causes of procrastination
- 6.4 Formulate an efficient personal schedule

Learning Activities

- 6.1 Designate fixed and flexible activities
- 6.2 Use school calendars and develop planning process
- 6.3 Procrastination role-playing and lecture on blocking time and managing workloads
- 6.4 Keep a weekly calendar with fixed and flex time activities listed

Weekly Course Schedule

Weeks One/Two: Learning OCtech

1. Introduction to the college environment, campus procedures, and the student handbook.
2. Determining each student's preferred learning style using the MI inventory and develop study techniques across the different styles

Weeks Three/Four: Effective Study Systems

1. Developing note taking skills
2. Developing internal motivation
3. Improving study and memory skills
4. Applying critical thinking techniques in the college environment

Week Five

1. Discussion of steps in test preparation
2. Understanding review materials
3. Developing a routine and strategy for taking tests
4. Recognizing the causes of test anxiety and practicing relaxation techniques.

Week Six: OCtech Learning Resource Center

1. Hours and types of assistance available
2. Introduction to the LRC services, including the on-line catalog, CD-ROMs, and electronic networks
3. Inter-library loans
4. Distance learning

Week Seven & Eight: OCtech Student Support Center

1. Tutoring and counseling services
2. Career guidance
3. Cultural enrichment
4. Four-Year colleges
5. Web Advisor and Campus Cruiser

Week Nine & Ten: OCtech Career Center

1. Job development and placement
2. Job training and education

Weeks Eleven & Twelve: Stress Management

1. Practice breathing and relaxation exercises
2. Interpret feelings and emotions
3. Improving relationships
4. Improving organizational skills

Weeks Thirteen & Fourteen: Time Management

1. Analyze fixed and flex times
2. Use of daily lists and weekly/monthly calendars
3. Examine reasons and patterns of procrastination
4. Develop an efficient personal schedule

Week Fifteen: Course Review

1. Review of SQ3R and note taking
2. Study skills techniques,
3. The different learning styles
4. Study environment
5. Calculate GPA's
6. Test taking anxiety
7. Campus resources