CED101 College Skills Syllabus

Course Information

Credits: 1  
Campus: Washburn Institute of Technology  
Address: 5724 SW Huntoon  
City/State/Zip: Topeka, Kansas 66604  
Office Fax: 785-273-7080

Description
This course is designed to increase the student's opportunities for success in college by helping the student obtain skills necessary to reach his/her educational objective whether transitioning to higher education from high school, Adult Basic Education programs or for those who have stopped out of education to work or manage a family for a period of time. Institutional and community resources available to students, the role and structure of higher education, and the selection of areas to study are discussed. Other topics include time planning, test-taking, communication skills, study techniques, critical thinking, information management, and personal issues that face many college students.

Textbooks
Becoming a Master Student ISBN: 978-1-111-82753-3

Student Learning Outcomes:
A. Communicate effectively  
B. Integrate technology  
C. Learn effectively  
D. Demonstrate cooperative teamwork skills  
E. Apply safety in the workplace  
F. Think critically and creatively  
G. Demonstrate responsible work ethics

Competencies
1. Locate various campus offices including admissions, financial aid, counseling, campus police, bookstore, Adult Basic Education Center, and student lounge.  
2. Identify community resources.  
3. Identify the role of higher education in the life-long learning process.  
4. Utilize the structure of higher education in obtaining future educational goals.  
5. Examine areas of study for compatibility with student abilities and interests.
6. Demonstrate effective time management skills.
7. Identify strategies to reduce test anxiety.
8. Identify successful test taking strategies.
9. Demonstrate the basic skills of reading, speaking and writing for success in higher education.
10. Apply creative and critical thinking skills.
11. Identify learning style.
12. Identify study methods to maximize your learn style.
13. Locate resource information on the internet.
14. Select appropriate resource information from the internet.
15. Analyze stressful situations.
16. Develop a coping plan.
17. Identify methods to manage conflict and criticism.

**Guidelines for Success**

**Assessment Plan**
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

**Grading Rationale and Grading Scale**

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90%-100%</td>
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<tr>
<td>B</td>
<td>80%-89%</td>
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<tr>
<td>C</td>
<td>70%-79%</td>
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<tr>
<td>D</td>
<td>60%-69%</td>
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<tr>
<td>F</td>
<td>68% or below</td>
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**Attendance**
Classroom attendance is required. Material missed must be made up with instructor.
Disability
The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator  
Phone: 785-228-6356  
E-Mail: ssscoordinator@washburn.edu