COLL 1040.843 - College Foundations (version 201512L)

Course Title Course Development Learning Support

College Foundations Institutionally Developed College: Southeastern

Technical College

No

Course Description

This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of study. Topics include: Computer Applications/Technology Skills, Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, and Career Exploration.

Pre-requisitesPre-requisites: None

Co-requisitesCo-requisites: None

Course Length

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	Minutes	Contact Hour	Semester Credit	WLU
Lecture:	1875	37		
Lab 2:	750	15		
Lab 3:	0	0		
Total:	2625	52	3	
Semester Credit Hours:			3	103.12
Breakout Detail of Lab 3				
Practicum/Internship	0	0		
Clinical	0	0		

Competencies & Outcomes

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Orde	Order Description			Lab 2	Lab 3	Total Min	Cred Hrs	it Pract Intern	Clinical	
1	Computer	Terminology	100	0	0	100	1	0	0	
	Order	Description						_earning Domain	Level of Learning	
	1	Identify the many uses of computers. Cognitive K								
	2	Describe the purpose of an op	(Cognitive	Knowledge					
	3	Describe the three basic elem output).	ents of data	processing	(i.e. input	t, process,	(Cognitive	Knowledge	
	4	Identify the functional units of devices, output devices, and s				essor, input	(Cognitive	Knowledge	
2	Introduction Environme	on to Windows ent	25	75	0	100	0	0	0	
	Order	Description					ı	_earning	Level of	

			Domain	Learning						
	1	Use the Windows interface.	Cognitive	Application						
	2	Psychomotor	Guided Response							
	3	Switch from application to application). 3 Demonstrate the ability to use file management skills.								
3	Introduction to Internet and Email 25 25 0 50 0 0									
	Order	Description	Learning Domain	Level of Learning						
	1	Describe the purpose of computer networking.	Cognitive	Knowledge						
	2	Demonstrate ability to access and use the Internet.	Psychomotor	Guided Response						
	3	Access and demonstrate email.	Psychomotor	Guided Response						
	4	Access and demonstrate online learning management systems.	Psychomotor	Guided Response						
4										
4	Introduc Softwar	ction to Word Processing 150 350 0 500 0 Description	0 Learning	0 Level of						
4	Softwar	Description	Learning Domain	Level of Learning						
4	Softwar Order	re	Learning	Level of Learning Knowledg						
4	Softwar Order	Description Describe the purpose of word processing software.	Learning Domain Cognitive	Level of Learning Knowledg Knowledg						
4	Order 1 2	Description Describe the purpose of word processing software. List the typical functions performed by word processing software.	Learning Domain Cognitive	Level of Learning Knowledg Knowledg Guided Response						
4	Order 1 2 3	Description Describe the purpose of word processing software. List the typical functions performed by word processing software. Demonstrate how to create, use, and save a document. Demonstrate formatting options (i.e., typeface, font and point size, setting margins and tabs, line	Learning Domain Cognitive Cognitive Psychomotor	Level of Learning Knowledg Knowledg Guided Response Guided Guided						
4	Order 1 2 3	Description Describe the purpose of word processing software. List the typical functions performed by word processing software. Demonstrate how to create, use, and save a document. Demonstrate formatting options (i.e., typeface, font and point size, setting margins and tabs, line spacing, and justification).	Learning Domain Cognitive Cognitive Psychomotor Psychomotor	Level of Learning Knowledg Knowledg Guided Response Guided Response						
5	Order 1 2 3 4 5	Description Describe the purpose of word processing software. List the typical functions performed by word processing software. Demonstrate how to create, use, and save a document. Demonstrate formatting options (i.e., typeface, font and point size, setting margins and tabs, line spacing, and justification). Demonstrate how to modify and print a document. Demonstrate the spell check feature.	Learning Domain Cognitive Cognitive Psychomotor Psychomotor	Level of Learning Knowledg Knowledg Guided Response Guided Response						
	Order 1 2 3 4 Introduction	Description Describe the purpose of word processing software. List the typical functions performed by word processing software. Demonstrate how to create, use, and save a document. Demonstrate formatting options (i.e., typeface, font and point size, setting margins and tabs, line spacing, and justification). Demonstrate how to modify and print a document. Demonstrate the spell check feature.	Learning Domain Cognitive Cognitive Psychomotor Psychomotor Psychomotor Psychomotor	Level of Learning Knowledg Knowledg Guided Response Guided Response Guided Response						
	Order 1 2 3 4 5 Introduction	Description Describe the purpose of word processing software. List the typical functions performed by word processing software. Demonstrate how to create, use, and save a document. Demonstrate formatting options (i.e., typeface, font and point size, setting margins and tabs, line spacing, and justification). Demonstrate how to modify and print a document. Demonstrate the spell check feature.	Learning Domain Cognitive Cognitive Psychomotor Psychomotor Psychomotor O Learning	Level of Learning Knowledg Knowledg Guided Response Guided Response Guided Response O Level of Learning						
	Order 1 2 3 4 5 Introduction Software Order	Description Describe the purpose of word processing software. List the typical functions performed by word processing software. Demonstrate how to create, use, and save a document. Demonstrate formatting options (i.e., typeface, font and point size, setting margins and tabs, line spacing, and justification). Demonstrate how to modify and print a document. Demonstrate the spell check feature. ction to Spreadsheet 50 300 0 350 0 re	Learning Domain Cognitive Cognitive Psychomotor Psychomotor Psychomotor O Learning Domain	Level of Learning Knowledge Knowledge Guided Response Guided Response Guided Response						

	Getting	Off to a Good Start	300	0	0	300	0	0	0
	Order	Description	Learning Domain	Level of Learning					
	1	Apply knowledge to use Banner Web, email, registration and withdrawal procedures.							Application
	2	Utilize the service of Financial Aid and Student Affairs Offices.							Application
	3	Understand the policies and procedures of the college.							Comprehension
	4	Discuss what it means to be a responsible student in a college environment.							Comprehension
	5	Identify potential personal students experience college success.	stumbling blo	ocks and a	vailable res	sources to h	ielp	Cognitive	Knowledge
	6	Demonstrate effective res	earch techni	ques.				Cognitive	Application
	7	Evaluate information by jude purpose.	dging curren	cy, relevan	cy, authori	ty, accuracy	and	Cognitive	Evaluation
	8	Demonstrate use of ANGI	EL, e-books,	and electro	onic media			Cognitive	Application
	Learning	g and Personality Styles	200	0	0	200	0	0	0
	Order	Description						Learning Domain	Level of Learning
	1	Identify learning styles and	l best learnin	g styles fo	r the individ	dual student		Cognitive	Knowledge
	2	Anticipate ways to utilize individual learning styles and strategies to adapt to various teaching methods.							Valuing
	3	Identify personality styles and understand student's individual personality style.							Knowledge
	4	Identify and adapt persona	llity styles to	classroom	situations.			Cognitive	Knowledge
	Time an	d Money Management	175	0	0	175	0	0	0
	Order	Description						Learning Domain	Level of Learning
	1	Identify effective time management strategies.							Knowledge
	2	Utilize specific time management strategies to include: self-evaluation, action plan, color coding, planners, home organizers and scheduling appointments.							Application
	3	Understand the importance budget.	e/ramification	ns of a bud	get and pre	epare a pers	sonal	Cognitive	Comprehensio
	Stress Management and Wellness 250 0 0 250 0						0	0	
	Order	Description						Learning Domain	Level of Learning
	1	Identify stress levels and s	tressors.					Cognitive	Knowledge

	3	Identify emotional triggers behavioral reaction to challenging env	•	coping ski	lls to mana	age emotiona	al and	Cognitive	Knowledge
	4	Develop a nutritional plan	that promote	s self-care	for a hea	Ithy body.		Cognitive	Application
	5	Describe the importance o personal fitness plan	f physical act	ivity to ma	intain well	ness and dev	velop a	Cognitive	Comprehension
	6	Discuss the effects of prodhealth and fitness.	lucts such as	alcohol, d	rugs, and	tobacco usaç	ge on	Cognitive	Comprehension
10	Study and	d Test Taking Skills	250	0	0	250	0	0	0
	Order	Description						Learning Domain	Level of Learning
	1	Demonstrate effective not	e-taking skills	S.				Cognitive	Application
	2	Describe and implement e	ffective study	strategies	S.			Cognitive	Knowledge
	3	Describe effective test-taki various testing situations.	ng strategies	and ident	ify strategi	es to use un	der	Cognitive	Comprehension
11	Commun	ication Skills	200	0	0	200	0	0	0
	Order	Description						Learning Domain	Level of Learning
	1	Identify effective communication language; verbal, written, and electronic communication.		ques utilizi	ng listenin	g skills; body	,	Cognitive	Knowledge
	2	Demonstrate appropriate	etiquette in al	II forms of	communic	ation.		Cognitive	Application
	3	Utilize effective communicativersity.	ation techniqu	ues when	dealing wit	th conflicts a	nd	Cognitive	Application
12	Career Ex	kploration	150	0	0	150	0	0	0
	Order	Description						Learning Domain	Level of Learning
	1	Identify and evaluate caree	er options.					Cognitive	Knowledge
	2	Establish career goals.						Cognitive	Application
	3	Develop a career plan.						Cognitive	Application
Com	petency Tota	ls:	Lectu 18		ab 2 La 750		lin C	red Hrs Prac 3	t Intern Clinical 0 0