

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

COLLEGE & LIFETIME LEARNING
DSS 0800

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

**Date Revised: Spring
01**

Catalog Course Description:

College and Lifetime Learning supports integration of reading, English, and math skills . Content covers a combination of traditional study skills including note taking, test taking and improving memory. It also covers essential life skills including managing time, managing conflict, setting goals, solving problems creatively, maintaining good health and utilizing community and college resources.

Entry Level Standards:

Placement into any combination of two or more developmental studies areas (i.e., reading and math; english and math; reading and English; or English, reading and math).

Prerequisites:

None

Textbook(s) and Other Reference Materials Basic to the Course:

Peak Performance in College and Beyond, (3rd Ed.) by Sharon K. Ferrett, Glencoe/McGraw-Hill, 2000 .

Recommended additional materials:

- a. Three-ring binder & divider pages with tabs
- b. Computer disc - 3 x 5 High Density
- c. Time planner/organizer
- d. College level dictionary or alternate spell checker

I. Week/Unit/Topic Basis:

Week	Topic
1	Course Orientation and Introduction to Learning
2	Self-Assessment and Learning Styles
3	Setting Goals for Success
4	Managing Time and Materials
5	Active Listening and Notes Taking
6	Active Reading and Comprehension

- 7 Memory
- 8 Writing and Speech Skills
- 9-10 Conducting Electronic Research
- 11 Preparing for Tests
- 12 Critical Thinking and Problem Solving
- 13 Teamwork and Rapport
- 14 Developing Effective Group Presentations
- 15 Developing Positive Habits and Course Evaluation
- 16 Final Exam Period

II. Course Objectives*:

- A. Develop learning skills, which will support academic success in college-level curricula and enable them to achieve their educational goals. II.1
- B. Show skill improvement and demonstrate skill mastery. II.1
- C. Experience approximately the same or better success in college-level classes as students who do not enroll in DSP courses. II.1

*Roman numerals after course objectives reference goals of the university parallel program.

III. Instructional Processes*:

Students will:

- 1. Employ learning strategies to capitalize on personal strengths and compensate for personal limitations. *Personal Development Outcome*
- 2. Formulate specific, measurable, challenging goals to guide one's personal progress. *Personal Development Outcome*
- 3. Use time management principles in order to reach personal, educational, and career goals. *Personal Development Outcome, Transitional Strategy*
- 4. Use techniques and strategies to prepare for various types of exams. *Personal Development Outcome*
- 5. Communicate using Internet electronic mail. *Technological Literacy Outcome*
- 6. Use oral presentation skills to present findings from research. *Communication Outcome, Information Literacy Outcome*
- 7. Locate and use resources external to the classroom (libraries, Internet, personal interviews) to research current information about a research topic. *Personal Development Outcome, Information Literacy Outcome, Technological Literacy Outcome, Transitional Strategy*
- 8. Work collaboratively with peers to carry out a group assignment. *Personal Development Outcome, Problem Solving and Decision Making Outcome, Active Learning Strategy*

*Strategies and outcomes listed after instructional processes reference Pellissippi State's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Send and reply to email messages from the instructor and others. A, B, C
2. Identify his/her individual learning style and strategies to improve his/her learning and performance. A, C
3. Incorporate the use of a personal time management to schedule assignments, activities, and appointments. A, B, C
4. Organize class materials and resources in a class portfolio. A, B, C
5. Formulate a list of specific, measurable goals to guide personal achievement in academic, career, and personal areas. A, B
6. Employ note-taking techniques within a class setting. A, B, C
7. Utilize various strategies and techniques to prepare for exams. A, C
8. Access current research information from library and Internet databases. A, B
9. Cooperate within a group setting to develop an effective group presentation. A, B, C

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures: 30% of final grade

Exams and quizzes will be administered during the semester covering textbook readings, class lectures, and class activities. Exams and quizzes will consist of a combination of true/false, multiple choice, short answer, matching, and essay questions to give the student experience in dealing with various testing formats.

There will be no make-up tests. An optional comprehensive Final Exam score may be substituted for a missing score at the discretion of the instructor. Date and time will be announced in class. See course Schedule of Instruction for specific details and testing dates.

B. Laboratory Expectations:

Complete Computer Instructional Software as Assigned

C. Field Work:

N/A

D. Other Evaluation Methods: 70% of final grade

1. Activities/Projects: Each student must complete and submit all activities and projects on the required DUE DATES. Poor quality work or assignments submitted past the due date will not receive full course credit. Specific course readings, assignments and projects will be discussed in class.

2. Self-Reporting Inventories: Each student should complete all required self-reporting inventories and analyze results for better understanding of his or her individual needs.

E. Grading Scale:

A = 94 - 100

B = 87 - 93

C = 80 - 86

F = Below 80

VI. Policies:

A. Attendance Policy:

Prompt attendance is required and will be recorded at each scheduled class session. There are no excused absences. Attending less than 85% of the class meetings will result in failing the course. If the class meets 3 days a week, you may not miss more than 7 class sessions. Tardies accumulate into absences. Notify the instructor prior to missing a class if it is impossible to attend the session. Missing class can significantly reduce your performance and grades in college classes.

B. Academic Dishonesty:

Plagiarism, cheating and other forms of academic dishonesty will not be tolerated. Students guilty of academic misconduct are immediately responsible to the instructor of the class. In addition to possible disciplinary action, which may be imposed through the regular Pellissippi State procedures, the instructor has the authority to assign a minimum penalty grade of “ zero” for the exercise or a maximum penalty of an “ F” for the course.