

COURSE COMPETENCIES AND OBJECTIVES for GEN 102: Upon completion of this course, the student can:

1. Utilize campus resources.
2. Identify and apply personal learning and memory preferences.
3. Apply self-management skills.
4. Employ critical reading strategies.
5. Employ critical thinking strategies.
6. Demonstrate classroom skills and behaviors.
7. Demonstrate test-taking strategies.
8. Research career choices.

COURSE OUTLINE:

- I. Orientation to College Experience
 - A. Campus and Online Resources
 - B. Policies and Procedures
 - C. Diversity
- II. Learning and Memory
 - A. Learning Styles Inventory
 - B. Learning Styles Study Strategies
 - C. Memory Process
 - D. Memory Principles
 - E. Metacognitive Processes
- III. Self Management
 - A. Time
 - B. Goals
 - C. Concentration
 - D. Motivation
 - E. Stress
 - F. Procrastination
- IV. Critical Reading Strategies
 - A. Pre-Reading
 - B. During Reading
 - C. Post-Reading
- V. Critical Thinking Strategies
 - A. Problem-Solving Strategies
 - B. Questioning
- VI. Classroom Skills and Behaviors
 - A. Listening Process and Techniques
 - B. Note taking Structures and Techniques
 - C. Academic Success Behaviors
- VII. Test Taking
 - A. Preparation
 - B. During the Test
 - C. After the Test Analysis
- VIII. Career Exploration
 - A. Career Exploration Inventory
 - B. Career Research

COURSE COMPETENCIES AND OBJECTIVES FOR FYE 105 Upon completion of this course, the student can:

1. Develop an educational plan that leads to a career path.
2. Research and understand career choices.
3. Research and understand transfer options.
4. Locate and utilize campus resources.
5. Demonstrate use of information technology (KCTCS email, Blackboard, Student Self-Service/Peoplesoft, and college website).
6. Develop self-management skills.
7. Develop strategies for academic success.

Course Outline

I. Academic & Career Planning

- A. Career exploration and research
 1. Goal-setting
 2. Investigating career options
- B. Educational plan including transfer information and alignment with career choice
 1. Differences in higher education choices
 2. Developing an academic plan (educational plan)
 3. Academic Program locations
 4. General education courses
 5. Transfer requirements and general education certification
- C. Academic advising

II. Self-Management Skills Development

- A. Personal and academic financial information
 1. Personal budgeting
 2. Financial literacy
- B. Self-Responsibility/Self-Management
 1. Time management
 2. Personal discipline
- C. Diversity
- D. Health and Wellness
- E. Critical thinking

III. Campus Information/Orientation to College

- A. Campus resources
 1. Campus environment (roles of offices, personnel)
 2. Campus maps
 3. Participation in campus events/activities/organizations
- B. College etiquette
 1. Classroom
 2. Email
 3. Instructor/student relationships
- C. Policies and Procedures (Syllabus/Student Code of Conduct)
- D. College vocabulary
- E. Technology/Electronic Resources
 1. Blackboard
 2. Email
 3. Website
 4. Student self-service/online registration process
 5. Online instruction/modes of instruction

IV. Strategies for Academic Skills Development

- A. Attendance and persistence
- B. Testing and test anxiety/Memory
- C. Note-taking/study skills
- D. Self-Analysis

- E. Informational literacy
- F. Motivation and attitude
- G. Skills required for success in online classes