

## **CSSK-1200 - College Success Skills - 3.0 Credit Hours**

(formerly CSSK-1100) CSSK-1200 covers essential college skills such as time management, test taking, note taking, thinking and reasoning, managing stress, and work-life balance. In addition, effective ways of accessing information from various campus resources such as the library, learning center, and academic advising as well as identifying personality strengths, weaknesses, and interests to explore possible career paths will be taught. (3 contact hrs)

### **OUTCOMES AND OBJECTIVES:**

#### **INTRODUCTION TO COLLEGE RESOURCES**

**OUTCOME I:** Upon completion of this course, students will be able to apply Macomb's academic policies and procedures and utilize the appropriate resources to make timely and effective educational decisions.

#### **OBJECTIVES:**

1. Locate the following resources: The Learning Center/Library, Financial Aid, Career Services, Counseling & Academic Advising, Enrollment, Special Services, The Bookstore, and Student Life & Leadership.
2. Summarize the function and role of each college resource and its relationship to student success.
3. Locate and describe the resources related to Macomb policies and procedures (Handbook, Catalog, website, etc.)
4. Establish a system of support by utilizing the appropriate organizations and resources to receive guidance and acquire information.

#### **TRANSITIONING TO COLLEGE**

#### **OBJECTIVES:**

1. Locate the following resources: The Learning Center/Library, Financial Aid, Career Services, Counseling & Academic Advising, Enrollment, Special Services, The Bookstore, and Student Life & Leadership.
2. Summarize the function and role of each college resource and its relationship to student success.
3. Locate and describe the resources related to Macomb policies and procedures (Handbook, Catalog, website, etc.)
4. Establish a system of support by utilizing the appropriate organizations and resources to receive guidance and acquire information.

#### **TRANSITIONING TO COLLEGE**

**OUTCOME II:** Upon completion of this course, students will be able to recognize the differences between high school and college and their impact on learning.

#### **OBJECTIVES:**

1. Inventory academic strengths and areas of improvement.
2. Set and monitor personal and academic goals.
3. Create a viable personal time management and organizational system.
4. Examine the culture of college and impact of student responsibility on success.
5. Apply learning strategies and study skills to enhance learning.

#### **CAREER EXPLORATION**

**OUTCOME III:** Upon completion of this course, students will be able to investigate how ability, personality, and interest impact career choice.

**OBJECTIVES:**

1. Recognize the relationship between goals and career development.
2. Explore career options and educational requirements.
3. Identify on-ground and online resources for career exploration.
4. Develop a career profile using short and long term goals.

**MANAGEMENT OF ACADEMIC AND LIFE SKILLS**

**OUTCOME IV:** Upon completion of this course, students will be able to develop a system and set of strategies for maintaining work/life balance through self awareness.

**OBJECTIVES:**

1. Measure components of wellness and emotion.
2. Analyze the impact of time and stress on success.
3. Recognize the existence of trade-offs in the decision making process.
4. Develop strategies that lead toward greater self awareness.
5. Model communication standards in academic and workplace environments.

**COURSE ASSESSMENT:**

Common pre- and post-assessments

**COURSE CONTENT OUTLINE:**

I. Introduction to College Resources

- a. Academic policies
- b. Campus tours
- c. Financial aid
- d. Career planning and job placement
- e. Tutoring
- f. Academic advisement and registration
- g. Student activities

II. Transition to College

- a. Learning styles, strategies, and stages of learning
- b. Study Skills
  - i. Time Management
  - ii. Memory
  - iii. Academic Literacy
  - iv. Note-taking
  - v. Test taking
- c. Transference of skills to real world

III. Career Development

- a. Goal setting
- b. Evaluate abilities, aptitudes, personality, interests
- c. Specific careers and college majors
- d. Personal/educational career planning

IV. Life Management

- a. Time management
- b. Stress management
- c. Decision making
- d. Relationship skills
  - i. Emotional Intelligence
  - ii. Communication