

**College of San Mateo**  
**Official Course Outline**

1. **COURSE ID:** LCTR 105    **TITLE:** Keys to Success

**Units:** 1.0 units    **Hours/Semester:** 16.0-18.0 Lecture hours; and 32.0-36.0 Homework hours

**Method of Grading:** P/NP Only

2. **COURSE DESIGNATION:**

**Degree Credit**

**Transfer credit:** CSU

3. **COURSE DESCRIPTIONS:**

**Catalog Description:**

This course assists new, first time students in making a successful transition to college life. Students receive information and engage in exercises that will make academic requirements more clear and remove common obstacles that can delay students' progress. Topics include: knowledge of resources, study techniques, writing skills, critical thinking skills, motivation and self-efficacy. This class has a strong emphasis on group work and peer learning.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Identify three college survival skills to help them reach their goals.
2. Demonstrate increased self-efficacy.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, a student will be able to:

**Course Content Outcomes:**

1. Identify the differences between high school and college expectations.
2. Identify their reasons for being in college.
3. Demonstrate through classroom behavior, personal ownership of learning.
4. Identify his/her personal learning style and study strategies to support their style.
5. Identify strategies to manage stress.
6. Identify three college survival skills to help them reach their goals.
7. Through class discussion and extensive small group learning sessions, students will demonstrate the ability to work with their peers in a respectful manner.

**General Education Learning Outcomes:**

1. Express their academic goals and an understanding of the path to achieving them
2. Work respectfully in groups of students with different backgrounds

6. **COURSE CONTENT:**

**Lecture Content:**

1. Transition to College
2. Reasons for Attending College
3. Campus Services and Resources
4. Three Ways to Read and Discuss Texts
5. Ignition of Metacognition
6. College Survival Skills
7. Preliminary Education Plan and Goal Setting
8. Stress and Financial Management Strategies
9. Self-Efficacy as it Relates to Persistence in College
10. Explore Ways to Communicate Effectively

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**

Typical methods of instruction may include:

- A. Lecture
- B. Activity
- C. Discussion
- D. Field Trips

- E. Guest Speakers
- F. Observation and Demonstration
- G. Other (Specify): Workshops

#### 8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

**Writing Assignments:**

Writing assignments will primarily focus on reflective writing and summarizing their understanding of course content

**Reading Assignments:**

Reading Apprenticeship Activities

This activity is a summarization strategy designed to better access text. Students work independently and then in groups to read a piece of text, discuss as a group any comprehension roadblocks, and discuss similarities and differences in their choices of main ideas.

Reading empirical articles and other short readings on relevant topics

**Other Outside Assignments:**

- A. Project-based assignments and online learning tools

#### 9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Performance
- C. Class Work
- D. Group Projects
- E. Homework
- F. Oral Presentation
- G. Portfolios
- H. Projects
- I. Research Projects

#### 10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Baldwin, Amy. *The Community College Experience*, 4th ed. Prentice Hall, 2016
- B. Arndt, F. , K Coleman. *Life During College*, 4th ed. College Transition Publishing, 2013
- C. Downing, S.. *On Course: Strategies for Creating Success in College and in Life*, 8th ed. Boston: Cengage Learning, 2017

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**Course Originator:** Ronald Andrade