SPECIAL NOTE:
This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore [http://www.labette.edu/bookstore](http://www.labette.edu/bookstore) for the required texts for this class.

**COURSE NUMBER:** LEAR 101

**COURSE TITLE:** COLLEGE SUCCESS SKILLS

**SEMESTER CREDIT HOUR:** 1

**DEPARTMENT:** Student Success Center

**DIVISION:** General Education

**PREREQUISITE:** Full-time degree seeking students must remain enrolled in College Success Skills unless their enrollment drops below half-time (6 credit hours)

**COURSE DESCRIPTION:**
An introduction to the College, its personnel, its support systems, and its extracurricular activity opportunities for new students.

**COURSE OUTCOMES AND COMPETENCIES:**
Students who successfully complete this course will be able to:

1. Demonstrate knowledge of policies, procedures, and regulations specific to LCC.
   - Develop an understanding of vocabulary particular to educational institutions
   - Learn basic knowledge of the Labette Community College catalog and student handbook

2. Define educational goals and the process by which to achieve these goals.
   - Understand the purpose and scope of the academic advising relationship
   - With the assistance of an academic advisor, establish educational goals relating to course registration, degree/certificate/program completion, and graduation and/or transfer

3. Develop educational skills critical to college success.
   - Identify the student’s own preferred learning style and learn techniques to improve their abilities in areas outside their preferred style
   - Identify the characteristics of good time management and begin to develop appropriate techniques for academic use
   - Learn effective note-taking strategies for collegiate-level coursework and begin to develop an appropriate strategy for the student’s preferred learning style
   - Determine effective methods for reducing test anxiety
   - Demonstrate effective study skills and strategies
- Strengthen computer skills beneficial to success in online, hybrid, and traditional course environments
- Make efficient use of a variety of library resources and services

4. Develop personal success skills.
- Identify the characteristics of good time management and begin to develop appropriate techniques for personal use
- Learn basic skills for budgeting, money management, and financial planning
- Demonstrate understanding of financial aid processes and student responsibility

5. Develop goals beyond the community college and the process to achieve these goals.
- Identify personal strengths and interests relating to career goals
- Demonstrate understanding of the process of transferring from LCC to a four-year school

6. Develop communication skills.
- Demonstrate appropriate interpersonal communication skills within the classroom setting
- Write in a concise and clear manner
- Understand keys to relationships and the benefits of being involved on campus