Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. STSK                   COURSE NUMBER: 0092

NUMBER OF CREDITS: 2

COURSE TITLE: Basic Skills Development

CATALOG DESCRIPTION: Assists students in developing college-level study skills: time management, note taking, scheduling, and homework. Helps students understand how to manage college workload, analyze assignments, and clarify instructor expectations. Offers review of college level reading, writing, and math abilities and skills. Helps students understand resources available and what is required of a responsible, self-motivated learner.

AUDIENCE : All college students

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area: by meeting the following competencies:
Area: by meeting the following competencies:
Area: by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE: 16 Weeks Fall ~ 1 Week Summer

THIS COURSE IS USUALLY OFFERED:
Every other year ☐ fall X☐ spring ☐ summer X☐ undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are:

The objective of this course is primarily focused on one or more of the three basic skills, which include reading, writing, and mathematics as well as basic college study skills such as time management, note taking and test taking. The student will spend two hours per week on their selected task.
2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills
   The student and instructor will set up an individualized program. It will include the areas in which students want to improve. Students may work in multiple areas.

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:

TOPICS TO BE COVERED: Reading, Writing, Math, Time Management, Note taking from lecture, Note taking from textbooks, Test taking

LIST OF EXPECTED COURSE OUTCOMES: Individualized

LEARNING/TEACHING TECHNIQUES used in the course are:

- Collaborative Learning
- Student Presentations
- Creative Projects
- Lecture
- Demonstrations
- Lab
- Problem Solving
- Interactive Lectures
- Individual Coaching
- Films/Videos/Slides
- Other (describe below)

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- Reading
- Oral Presentations
- Textbook Problems
- Group Problems
- Other (describe below)
- Tests
- Worksheets
- Papers
- Term Paper
- Individual Projects
- Collaborative Projects
- Portfolio

EXPECTED STUDENT LEARNING OUTCOMES:

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that
conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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