COMMON COURSE OUTLINE: Course discipline/number/title: OSP 1000: Essential Skills for College and Career Success

A. CATALOG DESCRIPTION
   1. Credits: 3
   2. Hours/Week: 3 lecture
   3. Prerequisites (Course discipline/number): Acceptance into the Occupational Skills Program
   4. Co-requisites (Course discipline/number): None
   5. MnTC Goals (if any): NA

   This course is an introduction to college and career success. Topics include using technology, navigating websites and the college system, identifying resources, organization and time management skills, study skills, goal setting, choices and consequences, relationships, social awareness, and personal responsibility.

B. DATE LAST REVISED (Month, year): April, 2014

C. OUTLINE OF MAJOR CONTENT AREAS:
   1. RCTC systems
   2. Personal responsibility
   3. Time management
   4. Study skills
   5. Goal setting
   6. Healthy and unhealthy relationships
   7. Boundaries

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Navigate the college website for academic success.
   2. Identify concepts of personal responsibility.
   3. Utilize time management concepts.
   4. Identify effective study skills.
   5. Create and track goals.
   6. Describe characteristics of healthy and unhealthy relationships.
   7. Identify appropriate boundaries for various settings.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   Evaluation may include any or all of the following:
   1. Exams and quizzes
   2. Class participation and activities
   3. Group Work
   4. Assignments and demonstrations

G. RCTC CORE OUTCOME(S) ADDRESSED:
   - Communication
   - Critical Thinking
   - Global Awareness/Diversity
   - Civic Responsibility
   - Personal/Professional Accountability
   - Aesthetic Response

H. SPECIAL INFORMATION (if any): None