

ACA 111
COLLEGE STUDENT SUCCESS

Course Description:

Prerequisites: None

Corequisites: None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. The course also emphasizes career decision-making skills to help students prepare for the coursework that will lead to professional success. Course Hours Per Week: Class, 1. Semester Hours Credit, 1.

Learning Outcomes:

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

1. Use appropriate campus resources including the library, campus learning center, financial aid, student services, and other support services.
2. Demonstrate knowledge of college policies, procedures, and programs.
3. List admission and graduation requirements for the student's chosen program.
4. Identify and apply appropriate time management techniques, study skills, test taking strategies, and note taking skills.
5. Relate the importance of self-esteem and motivation to college success.
6. Set short term and long term goals that lead to academic and professional success.
7. Understand and take advantage of one's personal learning style.
8. Make meaningful career decisions based on research and personal reflection.
9. Work effectively in small groups.
10. Communicate effectively with peers and college instructors.

Outline of Instruction:

- I. Orientation to college environment and resources
 - a. Campus Resources
 - i. Library
 - ii. Campus Learning Center
 - iii. Counseling Services
 - iv. Student Success Workshops
 - v. Financial Aid Resources

- vi. Advising
 - vii. Security Services
 - viii. Computer Labs
 - ix. Student Clubs and Organizations
 - x. Other Student Support Services
- b. College Policies and Procedures
 - i. Attendance
 - ii. Drop/Add/Withdraw
 - iii. Grievance
 - iv. Advising and Registration Expectations
 - v. Beneficial Classroom Behavior
 - vi. Other Policies and Procedures
 - c. Program of Study
 - i. Admission Requirements
 - ii. Graduation Requirements
 - iii. Plan of Study
 - iv. Transfer Options
 - v. Certificates, Diplomas, Degrees

II. Strategies for academic success

- a. Study Skills
 - i. Learning Styles
 - ii. Time Management
 - iii. Study Skills
 - iv. Self-esteem and Motivation
 - v. Test Taking Strategies
 - vi. Note Taking
 - vii. College Reading Skills
 - viii. Information Literacy
- b. Communication Skills
 - i. Small Group Interaction
 - ii. Instructor-Student Expectations and Interactions
 - iii. Oral Presentations
- c. Goal Setting
 - i. Setting Objectives
 - ii. Setting Achievable Target Dates
 - iii. Short Term and Long Term Goals
 - iv. Identifying Realistic Goals

- III. Career decision making
 - a. Career Reflection
 - i. Personal Values
 - ii. Professional Skills
 - iii. Personal Preferences
 - b. Job Market Research
 - i. Occupation Choices
 - ii. Salaries and Future Projections
 - iii. Workplace Environments
 - c. Goal Setting
 - i. Education and Training
 - ii. Short Term Goals
 - iii. Long Term Goals
 - iv. Realistic Career Options

REQUIRED TEXTBOOK AND MATERIALS:

Baldwin, Amy. The Community College Experience. Custom Edition for Durham Technical Community College. Pearson Custom Publishing, 2006.

Weekly planner

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from a disability services counselor within the first two weeks of the semester. Likewise, students requiring emergency medical attention due to a chronic health condition are encouraged to notify a disability services counselor of their condition within the first two weeks of the semester. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office, Wynn Center, Room 1309.