Note: Twelve of NC’s community colleges currently offer ACA 090. At CCC&TI, TRIO staff teaches the tuition-free ACA 090 as a service of the federally funded TRIO/SSS program. The course focuses on individual responsibility and preparation for success in college in the context of new global realities. TRIO @ CCC&TI gratefully acknowledges the support of World View and the Center for Global Initiatives at UNC-Chapel Hill for making possible the "globalization" of its standard course syllabus.

-- Alice Lentz, director, TRIO, and chair, Global Diversity Committee, 10.26.7

Instructor: Robert Whitley

Office: B-143  Hours: M/W/F, 8-4  Telephone: 828 726-2730  Email: rwhitley@cccti.edu
T/TH: 11-4

Class Location: Room H-308

Contact/Credit Hours: 3 contact/3 credit


Course Description:
ACA 090, College Study Skills, is designed to increase the student’s success in college. The course will focus on assisting the student in developing practical study skills and techniques to enhance academic success in college and in increasing global awareness. Upon completion, students should be a) able to apply appropriate study strategies and techniques to the development of an effective study plan and b) oriented to college facilities and services.

Related Program and Student Learning Outcomes:
1. Better prepare students for success in college and the workplace by teaching them the skills of self-assessment and self-actualization.
2. Increase student comprehension and planning, therefore increasing student success for transfer and graduation.
3. Help students to realize the value of giving back to the community through the commitment of service-learning.
4. Increase retention rate of students through second year of college.
5. Better prepare students for success after college as part of a diverse workforce in a globally competitive marketplace.

Course Objectives: At the completion of this course, the student will be able to:
1. Discuss how he/she is responsible for his/her experience in college.
2. Implement techniques that help him/her to create a successful and satisfying experience at college.

3. List, describe, and implement specific methods to
   a. improve ability to recall information
   b. manage time more efficiently
   c. read a textbook with improved retention
   d. prepare for and take tests more effectively and efficiently
   e. take effective notes, and listen for comprehension to a lecture
   f. explore career interests
   g. explore global issues

4. Examine (think critically about) personal ideas and decisions regarding issues typically faced by college students, such as personal relationships, substance abuse and other health-related practices, and budgeting money.

5. List several guidelines for setting realistic goals that help guarantee success.

6. Identify and access resources that are available on campus, in the community, and/or around the world that can assist students with problems related to health, academics, personal relationships, substance abuse, career decision-making, work, and financial aid.

7. Utilize an effective model of communication, both written and oral.

8. Work as a part of a team on projects through which concepts learned are applied.

9. Learn that a positive mental attitude can have a direct result on learning and utilizing new skills.

10. Learn the definition and importance of global awareness and diversity in today’s expanding economy.

Global and Diversity Issues at CCC&TI:
CCC&TI’s 2005-2010 Strategic Plan addresses diversity and global awareness in its Strategic Direction 4, stated below:

**Strategic Direction 4:** The College must embrace a global perspective in instruction and services by:

4.1 Providing professional development and training to employees in global issues and their impact on education,

4.2 Providing awareness and training in diversity issues to students and employees,

4.3 Incorporating global perspectives appropriately into instruction, delivery of services, and institutional planning and development,

4.4 Seeking global opportunities for institutional advancement.

CCC&TI’s Global Diversity Committee is the vehicle charged by CCC&TI’s leadership with encouraging all on campus fully to execute this strategic direction. Two TRIO MultiCultural Group students serve on the Global Diversity Committee. Please visit [www.cccti.edu](http://www.cccti.edu) and, under “About CCC&TI,” click “Global Awareness.”

**Caldwell Community College and Technical Institute definitions:**
**Global Awareness** is a conceptual understanding based upon an applicable knowledge of global and cultural perspectives. The understanding of concepts that impact the world encompasses, but is not limited to, environmental, social, cultural, political, and economic relations.
Diversity is the recognition of differences and commonalities among people from which they can begin to understand each other. These differences and commonalities include, but are not limited to, ethnicity, religion, age, gender, culture, cognitive ability, life experiences, family situations, and sexual orientation.

Methods of Instruction:
Methods of instruction may include any or all of the following: lecture, discussion, guest speakers, audiovisuals, individual and small group exercise, service-learning, student-led lectures, internet, outside assignments.

Attendance Policy:
All activities in this class are important, and attendance is required. Students missing more than five days may be dropped from the roll unless they arrange to make up time and work missed. A student who has accumulated seven or more absences will be dropped from the course and receive a failing grade. Students are expected to be on time for class. Three tardies will constitute one absence. Students who stop going to class without officially withdrawing will receive a grade of "F." The last day officially to drop this class is November 1.

Classroom Guidelines:
These will be established through discussion in class on the first day.

Evaluation (Grading System) and Required Activities:
Grading for this course is on a pass-fail basis. To pass the course, a student must come to class prepared, complete required activities in a satisfactory manner, turn in assignments as due, and achieve at least a 77 average. Late assignments will result in points being deducted from the final grade of the assignment. Required activities and their assigned weights in grading are as follows:

Participation 20%
Students are expected to be engaged in all in-class activities and to contribute to class discussions.

World View Global Awareness Module 20%
CCC&TI became a partner of World View, based at UNC-Chapel Hill, in 2005. Each student in this class will complete a short research project and presentation on a foreign country. The student will discover and relate information relevant to the study skills course. A detailed description of the assignment will be provided.

Portfolio 15%
Instructions for completing portfolios will be explained during the course of the class. Once the portfolio process has begun there will be occasional progress checks that will require each student to bring his/her portfolio to class.
Daily assignments 15%
Peak Performance: Success in College And Beyond, Sixth Edition, by Sharon K. Ferrett, is a worktext and a resource for students to keep. Students are required to read assigned pages and complete specific exercises, as indicated in the course calendar or by the instructor. There will be additional assignment sheets and assessment tools to complete.

Tests 15%
There will be at least three tests, each of which will cover one to three chapters, as well as any additional material covered since the last test. There will also be a comprehensive final exam.

Service Learning Project 15%
The final weeks of the course comprise a service-learning project, through which students working in groups serve others through application of the concepts and skills covered in class.

NOTE: If you require an accommodation for a disabling condition, please contact the Disability Services (Nancy Leonard, Watauga Campus, nleonard@cccti.edu or Teena McRary, Caldwell Campus, tmcrary@cccti.edu). Students may also discuss any need for accommodations directly with instructors.

NOTE: Please be aware of the evacuation routes and gathering points as posted in classrooms, offices, and their areas on campus. Each person should familiarize himself/herself with this information. Once the alarm is sounded in an emergency (or a drill), everyone should exit the buildings immediately per the evacuation routes and go directly to the “specific gathering point” for each building.

In case of bad weather, please refer to the college website, www.cccti.edu, the snow line, 726-2900, or the local radio and television stations. Please be aware we also have a Watauga (Boone) Campus that may close even though we on the Caldwell Campus are open.

Credits: The revision and globalization of this syllabus were conducted by the CCC&TI summer 2007 TRIO/SSS ACA-090 class that comprised the following TRIO/SSS students: Joy Aldridge, Christine Bolick, Rosa Brown, Kate Broyhill, Becky Broyhill (TRIO MCG member), Susan Collins, Pam Hightower, Olivia Kerley, Holly Michaels, Lora Reece, Judy Triplett, Annette Whisenant, Josh Wolfe, and their instructor Robert Whitley.

Thanks to World View and the Center for Global Initiatives at the University of North Carolina at Chapel Hill for the grant that provided the necessary funding for this project.
www.unc.edu/world

CCC&TI is an equal opportunity educator and employer.