Faculty Information:

Instructor: 
Office Location: 
Office Hours: 
Phone: 
Email: 

Class Times and Locations: 

Course Description: 

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to meet educational goals successfully.

Prerequisites: None
Co-requisites: None

Required Textbooks: 

Other required materials/software: 
1. Notebook 
2. Writing Instrument

Program/Course Learning Objectives: 

1. Manage learning experiences to meet educational goals successfully.
2. Enhance intellectual development and improve study behaviors and skills.
3. Enhance social development and engagement in the campus community.
4. Promote collaborative learning and group work.
5. Introduce technology that is available for successfully navigating the campus digital resources.
Course Requirements/Methods of Evaluation:

Evaluation: This course will follow the standard FTCC grading scale listed below.

<table>
<thead>
<tr>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
</tr>
<tr>
<td>85-92</td>
</tr>
<tr>
<td>77-84</td>
</tr>
<tr>
<td>70-76</td>
</tr>
<tr>
<td>0-69</td>
</tr>
</tbody>
</table>

Grading:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Class Participation</td>
</tr>
<tr>
<td>100</td>
<td>Group Work</td>
</tr>
<tr>
<td>100</td>
<td>In-Class Assignments</td>
</tr>
<tr>
<td>50</td>
<td>Journal Reflections (5 pts each)</td>
</tr>
<tr>
<td>50</td>
<td>Out of Class Requirement</td>
</tr>
<tr>
<td>125</td>
<td>Final Project &amp; Presentation</td>
</tr>
<tr>
<td>525</td>
<td>Total</td>
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</table>

No late assignments will be accepted unless there are extenuating circumstances.

Withdrawals: "A student may drop a class as late as the 30 percent date of the term without penalty. The transcript will indicate a "W." Students who drop between the 30 percent date of the term and the 90 percent date will receive a grade of "WP" or "WF," depending on the student's average in the class at the time of the withdrawal. For withdrawals after the 90 percent date of the term, a letter grade will be assigned based upon the student's average on all course requirements. Course requirements/test missed in the remainder of the class will be averaged into the final grade as a zero" (FTCC Student Handbook).

Instructors Note: ACA 111 is a course designed to make college user-friendly. Its purpose is to familiarize you with all the resources available at FTCC and promote increased student success! Once you understand the system, you will know where and how to get the assistance you need. Take advantage of your instructor, who will serve as your “personal advisor” for the next 8 weeks. Ask all the things you never understood about College but were afraid to ask. (If I do not have the answer, I will find out for you.) Your responsibility is to make this course useful to you, making your stay at FTCC a worthwhile experience and reducing the shock of a four-year college (if and when you plan to transfer). Additionally, please turn off or silence all cell phones while in class.

Student Attendance Policy:

Each student is expected to attend class regularly - - at least 80 percent of all scheduled contact hours. If absences exceed 20 percent, the faculty member may drop the student from the course at any point during the term. More information on attendance may be found at http://www.faytechcc.edu/handbooks/catalog.asp or for this specific course, in the Course Requirements section of the syllabus.

Student Code of Conduct:

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits. Students should review the Student Code of Conduct in the “Student Rights” section of the FTCC Catalog at the Fayetteville Technical Community College website:

Academic Integrity:

SEE PAGE 17 OF YOUR STUDENT HANDBOOK (If you do not have a student handbook, you may get one in the Admissions Department in the Tony Rand Student Center OR ask your instructor for a copy.

Americans With Disabilities Act:

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Office of Special Populations, located in Room 143 of the Student Center, as soon as possible to better ensure that such accommodations are implemented in a timely fashion. You may also contact Dorothy Ray, Special Populations Counselor, at (910) 678-8479 or through email at rayd@faytechcc.edu. More information may be found in the college catalog:
http://www.faytechcc.edu/handbooks/catalog.asp

Nondiscrimination Statement:

Fayetteville Technical Community College does not practice nor condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age disability or political affiliation. Fayetteville Technical Community College commits itself to positive action to secure equal opportunity regardless of those characteristics. View the full Nondiscrimination Statement at http://www.faytechcc.edu/handbooks/student_handbook.asp

Make-up Policies:

Please see the Course Requirements section for the make-up policy for this specific course.

Safety and Security:

The college is very concerned about protecting its students, employees, and visitors at all campus locations. Students can help the college protect everyone by reporting immediately any threats received or heard to their instructors, security, or any college staff member. The college always takes steps to protect students who have reason to believe that they are in any type of danger. Also, students should remember to keep their belongings in secure places and to report any suspicious activities to college officials.

“TOGETHER, WE CAN HELP OUR CAMPUS TO BE A SAFER PLACE.”

SECURITY – MAIN CAMPUS: 678-8433
CELL (AFTER 5 PM AND WEEKENDS): 624-5959
BEEPER (AFTER 5 PM AND WEEKENDS): 825-6924
OR USE THE EMERGENCY CALL BOXES LOCATED AROUND CAMPUS
## Division/Department/Program Chair Information:

**Name:** Jo Ann Helmer  
**Telephone:** (910) 678-8506  
**Email address:** helmerj@faytechcc.edu

## COURSE OUTLINE

<table>
<thead>
<tr>
<th>Session/Date</th>
<th>Topic</th>
<th>Contents</th>
<th>Chapters/Activities</th>
</tr>
</thead>
</table>
| Session 1 & 2 | Introduction to Course  
Welcome to College  
Basic Principles of P.O.W.E.R Learning  
Long-term and Short-term Goals | Description of course, instructor’s expectations, review of syllabus and textbook  
Students: who are you, why are you here?  
Student Introductions. Benefits of education, what to give and what to expect to receive | Chapter 1: P.O.W.E.R Learning: Becoming a Successful Student |
| Session 3 & 4 | Managing your Time  
Managing Stress  
Avoiding Procrastination  
Self-Management | Managing effectively  
Building an effective class schedule  
Dealing with surprises, distractions and procrastination  
Balancing your priorities | Chapter 2: Making the Most of Your Time |
| Session 5 & 6 | Self-Awareness:  
Learning Styles  
Self-Actualization  
Self-Esteem | How learning styles affect your academic success  
Developing a personal mission statement  
Self-concept and how it affects learning | Chapter 3: Recognizing How You Learn, Who You Are, and What You Value |
| Session 7 & 8 | Reading and Studying  
Listening & Notetaking | Effective notetaking  
Techniques for taking good notes  
Active listening skills  
Reading styles and the affect on reading  
Improving concentration and reading more effectively | Chapter 4, 5 & 6 Taking Notes, Taking Tests & Building Your Reading Skills  
Success Center Visit |
| Session 9 & 10 | Navigating Technology  
Information Literacy  
Writing and Speaking | Developing information competency  
E-mail Etiquette/Student Email  
Educational uses of computers  
Distance Learning  
Best techniques for starting the writing process  
Targeting your audience & understanding instructor expectations for presentations | Chapter 8 Technology and Information Competency & Writing and Speaking (Handouts)  
FTCC Library Visit |
| Session 11 & 12 | Critical & Creative Thinking  
Diversity & Relationships | Developing critical thinking skills  
Strategies for problem solving  
Understanding differences  
Cultural Awareness, Relating to Others  
Building Positive Relationships with faculty and students | Chapter 9 & 10: Making Good Decisions & Diversity and Relationships with Others |
| Session 13 & 14 | Choosing a major  
Preparing for academic choices  
Career Success | Accepting responsibility for your academic performance  
Visiting your advisor  
Registering for classes next semester | Chapter 7: Choosing Your Courses and Major  
Final Project Presentations  
Career Center Visit |
| Session 15 & 16 | Mastering the transfer process  
Financial Aid  
Transfer Agreements | Strategies for choosing a specific college or university to transfer  
Transfer credits  
Adjusting to a new college | Appendix T Transfer Strategies: Making the Leap from Community College to a Four-Year School |