

SS101 Student Success Strategies 4.0 Quarter Credit Hours

Instructor Contact Information

See your Moodle Shell for Office Hours and Contact Information.

Course Description

This course explores the basic principles to achieve success in various settings including time and stress management strategies, study skills, professionalism, policies and procedures.

Learning and communication methods will be explored in order to promote student success in school and in the workplace. Additionally, the student will learn basic word processing, presentation, and spreadsheet software skills.

Learning Objectives

In this course, students will have the opportunity to:

1. Take charge of your life. You will learn how to take greater personal responsibility, gaining more control over the outcomes and experiences that you create both in college and in life.
2. Increase self-motivation. You will learn to create greater inner motivation by, among other things, discovering your own personally meaningful goals and dreams.
3. Improve personal self-management. You will learn numerous strategies for taking control of your time and energy, allowing you to move more effectively and efficiently toward the accomplishment of your goals and dreams.
4. Develop interdependence. You will learn how to develop mutually supportive relationships with people who will help you achieve your goals and dreams as you assist them to achieve theirs.
5. Increase self-awareness. You will learn how to understand and revise your self-defeating patterns of behavior, thought, and emotion as well as your unconscious limiting beliefs.
6. Maximize your learning. You will learn key research on how the human brain learns. You will apply this knowledge to develop your own learning system, giving you the keys to learning important course content in college as well as becoming a more effective lifelong learner.
7. Develop emotional intelligence. You will learn effective strategies for managing your emotional life, decreasing stress while increasing your inner sense of well-being.
8. Raise your self-esteem. You will learn how to develop self-acceptance, self-confidence, self-respect, self-love, and unconditional self-worth.
9. Write more effectively. You will learn how to improve your writing skills through the extensive writing practice offered by your guided journal entries.
10. Improve creative and critical thinking skills. You will learn how to enhance the thinking skills essential for analyzing and solving problems in your academic, professional, and personal lives. You will also develop reasoning skills that will help you both construct persuasive arguments and deconstruct illogical arguments intended to persuade you to think or act against your own best interest.
11. Master effective study skills. You will learn how to raise your grades in college by improving essential skills such as reading, taking notes, studying, memorizing, and taking tests.

Instructional Materials and Reference

Moody, P., & Sherfield, R. (2013). *Cornerstones for career college success* (3rd ed.). Pearson.

Use the Learning Resource Center to complete course assignments that require additional books, periodicals, journals, and/or internet research.

Instructional Methods

This course is an instructor led course that consists of 30 hours of lecture and 20 hours of laboratory.*

Delivery Method

This course is taught in an online classroom format.

Teaching Strategies

Content presentation, topic discussions, project work, collaborative learning activities and/or homework.

Prerequisites: *None*

Course Evaluation and Assessment Breakdown

Lecture Course		Laboratory Course	
Category	% of Grade	Category	% of Grade
Course Participation	20%	Course Participation	15%
Assignments/ Projects	20%	Quizzes/Exams/Assessments	15%
Homework	20%	Assignments / Projects	20%
Quizzes/Exams/Assessments	20%	Homework	10%
Final Exam	20%	Lab (Hands-on Skills Assessment)	40%
Total	100%	Total	100%
Online Course		Blended Course	
Category	% of Grade	Category	% of Grade
Quizzes/Exams	20%	Quizzes/Exams/Projects	15%
Online Discussions	30%	Online Discussions	15%
Learning Activities/Assignments, Weekly Projects, hands-on activities	30%	Teleconference Attendance	10%
Final Projects / Exam	20%	Homework	20%
Total	100%	Lab (Hands-on Skills Assessment & Attendance)	40%
		Total	100%

*This course uses the Online Course evaluation and assessment breakdown.

Grading Scale

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessments on assignments, tests and quizzes, discussion questions, homework and course participation. The standard scale of A to F are considered earned grades. Official grades are issued at the completion of each term/module. Students who wish to dispute a grade must complete the process within the first two weeks of the new term/module. All grades are considered final 30 days after the end of a module/term.

Letter Grade	%	Quality	Quality Points
A	90%-100%	Superior	4.0
B	80%-89.9%	Excellent	3.0
C	70%-79.9%	Satisfactory	2.0
D	60%-69.9%	Min. Passing Grade	1.0
F	Below 60%	Fail	0.0
I	N/A	Incomplete	0.0
T	N/A	Transfer Credit	0.0
W	N/A	Withdrawal	0.0

Evaluation Rubric:

<u>Performance Area</u>	<u>Mastering (A-B)</u>	<u>Developing (C-D)</u>	<u>Under-Developed (F)</u>
Learning Objectives 1-12	Student demonstrates a high level of mastery in the knowledge and skill areas.	Student demonstrates a developing level of mastery in the knowledge and skill areas	Student has not demonstrated the necessary knowledge and skill areas.

Course Topics:

Week 1:	Getting on Course to Tour Success; Learning the Nuts and Bolts of Career College Education; Setting Educational Goals; Office365; Moodle; ProQuest
Week 2	Active Reading and Comprehension; SQ3R Method; Time Management; Active Learning; Memorization; Test Taking Techniques
Week 3:	Mastering Self-Management; Employing Independence; Personal and Professional Goal Setting; The Roles of Personality and Intelligence in Learning
Week 4:	Gaining Self-Awareness; Adopting Life Long Learning; Listening Skills; Note Taking; Academic Honesty and Plagiarism, Ethics, Civility and Self-Management in the Classroom
Week 5:	Emotional Intelligence; Critical Thinking; Arguments and False Arguments, Conflict Awareness, Understanding, Management and Resolution

Outside Course Work:

Refer to the Homework Grid for information on outside work expectations for this course.

Weekly Outline and Instructional Plan

Week 1		
Learning Objectives	Lecture/Assignments (6hrs)	Lab/Learning Activities (4hrs)
<ul style="list-style-type: none"> • Understand the Culture of Higher Education and understand the expectations of educator • The basic truths about career colleges • The differences between high school, college, and career • The nuts and bolts of goal setting • Apply the Essential Cornerstones for Success to your life and studies • Create positive change in your own life • Set realistic, attainable goals • How technology can assist you in all classes • How to search a topic more easily and effectively • The rules of the Internet (netiquette) • Use the steps in the information literacy process to become a better student • Identify a variety of search engines and various types of educational technology 	<p>Homework Assignments (12hrs): Refer to Homework Grid</p> <p>Reading Assignments: Refer to Homework Grid</p>	<ul style="list-style-type: none"> • Presentation of topic content • Skill demonstration and practice • Topic Discussion and group or project work • Topic Quiz

Week 2		
Learning Objectives	Lecture/Assignments (6hrs)	Lab/Learning Activities (4hrs)
<ul style="list-style-type: none"> • How to determine your reading speed and become an active reader • How to use fixation to increase reading speed • How to read in pieces to enhance your comprehension • Calculate and use your reading speed to manage your study time more effectively • Use the SQ3R study and reading method to best advantage • Read passages, sections, and chapters and remember what you have read • The relationship between time management, your value system, and self-discipline • How you spend your time and develop a “to do” list based on your findings • How to deal with the major stressors in your life and simplify your life • Avoid distractions and interruptions in your daily life • Beat procrastination and get more done • How to study more effectively • How to use memory tricks to retain information • Tips for taking different types of assessments • Apply memory techniques to your study efforts 	<p>Homework Assignments (12hrs): Refer to Homework Grid</p> <p>Reading Assignments: Refer to Homework Grid</p>	<ul style="list-style-type: none"> • Presentation of topic content • Skill demonstration and practice • Topic Discussion and group or project work • Topic Quiz

<ul style="list-style-type: none"> • Use mnemonic devices to help with memory • Take tests with confidence 		
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Week 3

Learning Objectives	Lecture/Assignments (6hrs)	Lab/Learning Activities (4hrs)
<ul style="list-style-type: none"> • Understand and create a solid self-management system • The difference between internal and external motivation • How to put adversity and failure into perspective • The impact of self-esteem on your values, motivation, and attitude • Define, discuss, and use the Cornerstones of Personal and Professional Success • Identify your values and use them to develop a strong guiding life statement • Evaluate your self-image to build healthier self-esteem and understand the impact of self-esteem on your values, motivation, and attitude • Several historical theories about how we learn • The steps in learning something new • To use your learning style, dominant intelligence, and personality type to increase your learning power • Create a study plan based on your learning style and dominant intelligence • Use your personality type to improve studying, learning, and career development • Develop a Personal Life Profile based on your 	<p>Homework Assignments (12hrs): Refer to Homework Grid</p> <p>Reading Assignments: Refer to Homework Grid</p>	<ul style="list-style-type: none"> • Presentation of topic content • Skill demonstration and practice • Topic Discussion and group or project work • Topic Quiz

strengths, challenges, and interests		
Week 4		
Learning Objectives	Lecture/Assignments (6hrs)	Lab/Learning Activities (4hrs)
<ul style="list-style-type: none"> • The difference between listening and hearing • How to overcome the obstacles to listening • The importance of taking notes • Use the L-STAR note-taking system • Apply the outline, Cornell, and mapping note-taking systems • Determine which note-taking style works best for certain classes • How to decode your instructors • The value of planning for your second term • Use civility, personal decorum, self-management, and ethics to guide future plans • Avoid plagiarism • Find and use academic, campus, and personal success offices at your institution 	<p>Homework Assignments (12hrs): Refer to Homework Grid</p> <p>Reading Assignments: Refer to Homework Grid</p>	<ul style="list-style-type: none"> • Presentation of topic content • Skill demonstration and practice • Topic Discussion and group or project work • Topic Quiz

Week 5		
Learning Objectives	Lecture/Assignments (6hrs)	Lab/Learning Activities (4hrs)
<ul style="list-style-type: none"> • Understand emotional intelligence and how to apply it to your life • To define critical and creative thinking • The steps in the critical-thinking process • To identify false arguments • Identify, narrow, and solve problems • Tell the difference between fact and opinion • About the Sapir-Whorf Hypothesis and its role in interpersonal communication • How computer mediated communication relates to interpersonal communication • How to deal with difficult people • Choose an appropriate communication path to deliver your messages • Understand the dimensions of diversity and how they affect relationships • Navigate and learn how to manage conflict more effectively 	<p>Homework Assignments (12hrs): Refer to Homework Grid</p> <p>Reading Assignments: Refer to Homework Grid</p>	<ul style="list-style-type: none"> • Presentation of topic content • Skill demonstration and practice • Topic Discussion and group or project work • Topic Quiz

Tutors are available for students. Please speak with your Program Director if you are interested in scheduling a tutorial time.

Late Assignments

Exceptions are to be determined by the instructor on a case-by-case basis. There will be no opportunities for extra credit. In addition, discussions cannot overlap from one week to the next. This is to ensure that all discussions and submissions take place within the week they are scheduled in order to be of value to the entire class as well as to help you not get behind.