A course engaging students in key skill areas designed to increase success in college. This course asks students to: practice effective written and oral communication, both individually and in a collaborative presentation; examine and discuss strategies related to academic success; explore opportunities and services available at Chesapeake College; develop a basic understanding of policies affecting students; and to demonstrate and utilize basic technological competencies. FSC 101 is an institutional requirement and must be taken within the first 12 load hours of study. For optimal benefits, FSC 101 should be taken in a student’s first semester of study.

It is strongly recommended that you backup all of your computer work and store it in a safe place. In addition, you may want to utilize one of the following removable storage devices to maintain electronic media storage and for backup purposes: USB Drive or Skipjack Mail Files Folder

FSC 101 aims to help students become more successful. Of particular importance is an examination of the following areas known to be related to academic success:

- Classroom Communication
- Learning Styles
- Basic Study Skills
- Note-Taking
- Textbook Reading
- Test-Taking Strategies
- Time Management
- Stress Management
- Goal Setting
- Academic, Transfer, and Career Planning

To be successful, students must also develop an understanding of student rights and responsibilities as well as policies affecting them that are particular to Chesapeake College. This course will help familiarize students with some of those policies and make them aware of where they may be found.

There are several basic technological competencies that students should be able to demonstrate in this class and in future coursework. In FSC 101, students will be asked to do the following:

- Word process
- Access and utilize the campus Web portal system Angel to send and retrieve email, upload files, and use CRAB (Chesapeake’s Registration system)
- Manage an Excel spreadsheet
- Access and use the College Website
- Conduct academic research online
- Create a digital presentation
- Use online self-assessment surveys

Upon completion of this course, students should be able to:

- Reflect upon their short and long term academic and career goals
- Demonstrate an understanding of key college policies affecting them
- Locate key student resources and services
- Assess their current academic skills level
- Discuss their learning styles and develop improvements according to best practices in basic study skills
- Practice effective researching skills online
- Create an effective digital presentation
- Read and evaluate their Academic Evaluation Report
- Reflect upon current level of stress and describe strategies for coping
- Evaluate their current time management practices and set personal priorities
- Work collaboratively with others in a variety of discussion formats
GRADING CRITERIA:

Grading will be determined as follows: Attendance and Participation

50% Attendance

Active participation in class is expected. Since this course advocates that you practice successful behaviors, your attendance and participation is very important (as it is in any class). Your instructor will divide the number of classes attended by the total number possible to reach a percentage for this half of your grade.

50% Assignments

You will be required to complete assignments in and outside of class. Again, your instructor will divide the number of points achieved by the total number possible to reach a percentage for this half of your grade. See the Assignment Checklist for a complete list of your assignments and their point values. Your instructor will let you know whether or not he or she will accept late assignments and at what reduction in points, if any.

Extra Credit

Students may have the opportunity to earn extra credit. Please speak to your instructor about qualifying criteria.

Final Grade

Your final grade will be calculated by adding the two percentages as described above and dividing by two.

The following grading scale will be utilized:

- 90 - 100 % = A
- 80 - 89 % = B
- 70 - 79 % = C
- 60 - 69 % = D
- 0 - 59 % = F

NOTE:

If you have a documented disability and wish to discuss academic adjustments, please let your instructor know and make an appointment with Mrs. Judy Gordon, ADA Coordinator as soon as possible. Mrs. Gordon’s office is located in the LRC, Room L-135 (phone extension 5805).

TEXT & COURSE MATERIALS:

- (Student Handbook) will be provided
- College Catalog
- Electronic Media Storage will be provided via Skipjack Mail
ASSIGNMENT CHECK LIST

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>POINT VALUE</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Journal #1: Expectations</td>
<td>20</td>
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<tr>
<td>Smarter Measures Exercise</td>
<td>25</td>
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<tr>
<td>Angel Student Orientation module</td>
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<tr>
<td>Scavenger Hunt quiz</td>
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<tr>
<td>Study Skills Self-Assessment assignment</td>
<td>20</td>
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<tr>
<td>Learning Styles Self-Assessment assignment</td>
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<tr>
<td>Time &amp; Stress Management assignment</td>
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<tr>
<td>Research assessment</td>
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<tr>
<td>Research Assignment</td>
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<tr>
<td>ALL ABOUT ME Presentation</td>
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<td>AER and Self-Advising assignment</td>
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<td>Career Inventory Assessment assignment</td>
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<tr>
<td>Journal #3: Capstone Journal</td>
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<tr>
<td>Final</td>
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</tbody>
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**TOTAL Assignments Points** 375 pts.

**Calculate Your Grade**

Assignments: Total Points Earned: _____/375 pts. = _____%

Attendance/Participation: Attended _____/15 sessions of class @ 25 pts each = _____ = _____%

**Notes/Comments:**

Extra Credit Activity _____ bonus pts.