# 8/11/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 1 September 2020

Term and Year of Implementation: Fall 2020

**Course Title:** College Success Skills

**BRCC Course Rubric:** CSSK 1023

**Previous Course Rubric**: CSSK 102

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 3-0-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 45-0-45

**Louisiana Common Course Number:**

**CIP Code:** 32.0101

**Course Description:** Provides an opportunity for students to acquire, reinforce, and apply strategies that promote success in college, the workplace, and life. Includes an introduction to the college, its resources, and the value of successful college completion.

**Prerequisites:**  None

**Co-requisites:** None

**Suggested Enrollment Cap:** 24

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Demonstrate ability to utilize campus support resources.

2. Apply organization, study and time-management strategies to become a more independent life-long learner.

3. Demonstrate basic principles of career, information, and financial literacy.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Instructor-designed assignments, tests, and quizzes.

2. Student project summarizing key points of class, evaluated by using an instructor-designed rubric.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. College/Life Success Strategies

a. Utilizing campus resources

i. Campus based

ii. Web-based/Learning Management Systems, LMS

b. Time management

i. Goal Setting/Mission Statement

ii. Calendars

iii. Course plans

c. Financial Literacy

i. Budgeting

ii. Credit

iii. Financial assistance

d. Information Literacy

i. Magnolia Library (physical and electronic holdings)

ii. Basic research techniques to complete class assignments

II. Study Strategies

a. Active reading and textbook annotation

b. Critical thinking

c. Memory & concentration

d. Note-taking

III. Test-Taking Skills

a. Preparation & study plans

b. Strategies for different exam types

IV. Career Success Strategies

a. Choosing/Clarifying Career Goal(s)

b. Career planning

i. Soft Skills

ii. Resume

iii. Interviewing

c. Campus resources (in person and virtual)