

ACADEMIC RELATED

*Effective Term – Summer 2004 [2004*02] – CRC 3/09/04*

ACA 085	Improving Study Skills	0	2	1
Prerequisites:	None			
Corequisites:	None			

This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal setting, and learning resources. Upon completion, students should be able to apply the techniques learned to improve performance in college-level classes.

*Effective Term Summer 1997 [1997*02]*

ACA 090	Study Skills	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

*Effective Term Summer 1997 [1997*02]*

ACA 111	College Student Success	1	0	1
Prerequisites:	None			
Corequisites:	None			

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. *This course is also available through the Virtual Learning Community (VLC).*

*Effective Term—Fall 2008 [2008*03] – CRC 3/27/08*

ACA 112	Intro to Dist Learning	0	2	1
Prerequisites:	None			
Corequisites:	None			

This course introduces the college's distance learning virtual, physical, academic, and global environments and develops skills and knowledge for successful distance learning. Topics include distance FAQs, course enrollment, study resources, learning formats, study completion tips, vocabulary and terminology, useful forms and guides, student logins, and online tutorials. Upon completion, students should be able to function effectively as learners in community college distance education environments.

*Effective Term Summer 1997 [1997*02]*

ACA 115 Success & Study Skills

0 2 1

Prerequisites: None

Corequisites: None

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 successfully meet educational goals.

*Effective Term Summer 1997 [1997*02]*

ACA 118 College Study Skills

1 2 2

Prerequisites: None

Corequisites: None

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

*Effective Term Summer 1997 [1997*02]*

ACA 120 Career Assessment

1 0 1

Prerequisites: None

Corequisites: None

This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, students should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.

*Effective Term Summer 1997 [1997*02]*

ACA 121 Managing a Team

1 0 1

Prerequisites: None

Corequisites: None

This course focuses on the process of the individual with an awareness of the reality in the collective teamwork approach for the workplace emphasizing process-orientation. Topics include how teams work, team effectiveness, team-building techniques, positive thinking, and leadership principles. Upon completion, students should be able to demonstrate an understanding of how teamwork strengthens ownership, involvement, and responsibility in the workplace.

*Effective Term - Spring 2008 [2008*01] – CRC 09/12/07*

ACA 122 College Transfer Success

1 0 1

Prerequisites: None

Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

*Effective Term Summer 1997 [1997*02]*

ACA 220 Professional Transition

1 0 1

Prerequisites: None

Corequisites: None

This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.

See the SEL and SEM prefixes for generic Selected Topics and Seminar course descriptions.