Course Description
This course introduces the skill set needed to succeed in online courses. It provides opportunities for learners to write effective college papers, use the CSU online library, and develop strategies that enhance career planning.

Prerequisites
None

Course Textbook

Course Learning Objectives
After completing this course, learners will be able to:
1. Analyze personal motivation for learning.
2. Develop a plan for managing goals and priorities.
4. Abstract an article from the CSU Online Library databases.
5. Develop strategies for career success.
6. Examine the culture of a professional community.
7. Create an academic paper in APA format demonstrating reflective thinking.

Course Structure
This course is divided into eight units. The assignments are due each week on Tuesday at midnight, Central Time. The weekly readings are located in the course textbook and most of the units deliver a lesson via video to enhance your understanding of the course material. The best place to start each week is to review the Unit Checklist, which lists the items to complete each week: reading assignment, lesson presentations, the discussion board forum, unit quiz, and paper segment instructions.

In this course, you will write an Academic Paper reflecting on the major topics of the units. Writing, communication, critical thinking, and reflective thinking skills are a key part of success in college. In order to develop or hone these skills, each week you will construct a short paper segment on the unit topic. The instructions located in each unit will explain the topic and the information to include in your paper segments each week. The weekly topics are directly related to the weekly readings and lesson. When you have completed the unit paper segments into a combined paper, the Academic Paper, you will have met the course learning objectives listed above.
**Course Outline**

<table>
<thead>
<tr>
<th>Unit/Reading</th>
<th>Course Objectives</th>
<th>Unit Quiz</th>
<th>Academic Paper Segment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit I</strong> Chapters 1-2</td>
<td>☑ Analyzing personal motivation for learning.</td>
<td>Unit I Quiz</td>
<td>College and Career Goals</td>
</tr>
<tr>
<td><strong>Unit II</strong> Chapter 3</td>
<td>☑ Analyzing personal motivation for learning. ☑ Develop a plan for managing goals and priorities.</td>
<td>Unit II Quiz</td>
<td>Identify Barriers to Success</td>
</tr>
<tr>
<td><strong>Unit III</strong> Chapter 4</td>
<td>☑ Develop a plan for managing goals and priorities.</td>
<td>Unit III Quiz</td>
<td>Personal Life Management Techniques</td>
</tr>
<tr>
<td><strong>Unit IV</strong> Chapters 5-8</td>
<td>☑ Utilize learning strategies for academic success.</td>
<td>Unit IV Quiz</td>
<td>Study Methods for Academic Achievement</td>
</tr>
<tr>
<td><strong>Unit V</strong> Chapter 9 and CSU APA Success Guide</td>
<td>☑ Abstract an article from the CSU Online Library databases.</td>
<td>Unit V Quiz</td>
<td>Reference page and Article Summary on Literature in the field of study</td>
</tr>
<tr>
<td><strong>Unit VI</strong> Chapter 10</td>
<td>☑ Examine the culture of a professional community.</td>
<td>Unit VI Quiz</td>
<td>Professional Cultural</td>
</tr>
<tr>
<td><strong>Unit VII</strong> Chapter 11</td>
<td>☑ Develop strategies for career success.</td>
<td>Unit VII Quiz</td>
<td>Career Focus Prepare a Degree Action Plan (DAP) with Academic Advisor and create a Resume</td>
</tr>
<tr>
<td><strong>Unit VIII</strong> Chapter 12</td>
<td>☑ Create an academic paper in APA format demonstrating reflective thinking.</td>
<td></td>
<td>Complete Academic Paper including introduction and summary</td>
</tr>
</tbody>
</table>

**Unit Quizzes**
Units I-VII contain Unit Quizzes. Each quiz may include the following types of questions: multiple-choice, matching, multiple answer, true/false, and either/or questions. Unit Quizzes are automatically graded upon submission, so you will receive feedback immediately.

**Unit Academic Paper Segments**
The topics for the paper segments are listed below.

**Unit I | College and Career Goals**
In the first section, you will be writing about your motivation for coming to Columbia Southern University. You will describe why you chose to enroll in college and what you hope to accomplish, including the field of study and degree you are seeking. Also, include a description of what you expect to accomplish in your life or career as a result of obtaining your college degree.

**Unit II | Barriers to Success**
In this paper segment, you will identify any barriers to learning or achievement you have come up against. These could be something that caused you to delay going to college or the reason you are taking classes online. This segment will describe how your experiences may have created a barrier to your success, either in life or career.

**Unit III | Life Management Techniques**
In this section, you will describe how you will manage your time and stay on track to accomplish your goals. Make sure you describe methods and techniques you will use to manage your time and stay...
focused on this goal including: managing stresses, balancing life responsibilities, and building family/work support.

**Unit IV | Study Methods for Academic Achievement**  
This segment of the paper focuses on methods you use to learn, to earn good grades, and to successfully attain your degree. In this paper segment, you will describe which study methods you will use to augment your learning style.

**Unit V | Literature in the Field of Study**  
This paper segment provides you with an opportunity to research a topic in your field of study, collect information, use APA format, and write an article summary.

**Unit VI | Professional Culture**  
In this essay, you will describe the culture of your chosen profession or community. You will identify and describe a professional organization or community and explain why it is important to you. You will also include a description of your role within your professional or community culture.

**Unit VII | Career Focus**  
In this Unit VII paper segment, you will prepare a professional resume as well as obtain and submit a Degree Action Plan (or Degree Advisement). For credit, you are also required to submit both a Degree Action Plan and Resume in the appendix of your Academic Paper submission in Unit VIII.

**Unit VIII | Academic Paper**  
The Academic Paper consists of all the segments previously submitted in Units I through Unit VII, corrected to include the instructor’s comments. The segments need to be combined into one paper with a title page, introduction, and summary added.

**Grading Rubric for Papers/Projects**  
The unit papers and final paper will be graded according to a grading rubric. Each rubric is available to view in each unit’s paper assignment instructions. In addition, you will revise your Unit I Paper Segment using the feedback from your instructor located in the grading rubric and resubmit it within Turnitin located within Unit II. The Unit V Paper Segment of your article summary will be submitted within Turnitin in Unit V. Both of these submissions use Turnitin for electronic evaluation of plagiarism.

**Discussion Boards**  
Discussion Boards are a part of all CSU courses. You will be required to post in each unit’s discussion board. Information and specifications regarding these assignments are provided in the Academic Policies listed in the Course Menu bar.

**Credits**  
Upon successful completion of this course, students will earn three (3) hours of college credit. In order to complete the course successfully, students must earn a 70% or higher.
**Grading**

Your grade for the course will be determined by your performance on the following assignments and activities weighted as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Unit Quizzes (7 @ 4% each)</td>
<td>28%</td>
</tr>
<tr>
<td>Discussion Boards (8 @ 2% each)</td>
<td>16%</td>
</tr>
<tr>
<td>Unit Paper Segments (5 @ 4% each)</td>
<td>20%</td>
</tr>
<tr>
<td>Unit I Paper Segment</td>
<td>3%</td>
</tr>
<tr>
<td>Unit I Revised Paper Segment</td>
<td>1%</td>
</tr>
<tr>
<td>Professional Resume</td>
<td>2%</td>
</tr>
<tr>
<td>Degree Action Plan or Degree Advisement</td>
<td>2%</td>
</tr>
<tr>
<td>Unit VIII Academic Paper</td>
<td>28%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Communication Forums**

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

[Click here](#) for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

**Ask the Professor**

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

**Student Break Room**

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

**Disability Services**

It is the policy of CSU to provide reasonable accommodation(s) for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other local and state requirements dealing with students who have recognized disabilities. For the full Accommodation for Disabilities Policy, please visit [http://www.columbiasouthern.edu/disability-services](http://www.columbiasouthern.edu/disability-services)