



## North Central State College

### MASTER SYLLABUS

2025-2026

- A. Academic Division: Liberal Arts
- B. Discipline: FYEX
- C. Course Number and Title: FYEX1000 CCP College and Career Success
- D. Assistant Dean: Laura Irmer
- E. Credit Hours: 2  
Lecture: 1  
Laboratory: 2
- F. Prerequisites: none
- G. Last Course/Curriculum Revision Date: Fall 2023 Origin date: 03/20/2019
- H. Textbook(s) Title:  
  
Open Education Resources (available for download or view)  
*College Success*
  - Publisher: Open Stax
  - Copyright Year: 2020
  - Edition: 1st
  - OER LINK: <https://openstax.org/details/books/college-success>
- I. Workbook(s) and/or Lab Manual:
- J. Course Description: This course is designed to assist students in determining their life course (academic and career). It will have students researching careers and the education/training necessary to attain those careers. Students in FYEX1000 will also look at the soft skills necessary for success in school and life – motivation, goal setting, time management/organization, interdependence, diversity, locus of control, self-efficacy/assertiveness, grit, growth mindset, deep learning, critical thinking, financial literacy, and study skills.  
  
This course includes 10 hours of financial literacy that may fulfill the state required high school financial literacy graduation requirement. (To be determined by each high school.)
- K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

<b>Outcomes</b>	<b>Assessments – How it is met &amp; When it is met</b>
Choose 1-2 viable career options to research	Career project weeks 1-3
Research necessary training/education for career choice	Career project weeks 1-3
Determine personal motivation for career, advanced training, and coursework	Reflection journal week 3
Set specific, measurable goals for the future	Reflection journal week 3
Examine time management skills and create an organizational plan	Create a master schedule week 4
Justify the need for interdependence	Reflection journal week 5
Diagnose diversity issues and determine a solution for each	Reflection journal week 6
Evaluate the two loci of control used most frequently and its benefit or detriment	Compare and contrast essay week 7
Practice self-efficacy/assertiveness	Exercise on self-efficacy and assertiveness week 8
Examine grit and growth mindset	Take a Grit test and reflection journal on results week 9
Create a financial plan for education and living expenses	Fill out a financial plan and personal budget sheet week 10-11
Explore various study skills	Exercises and reflection journals in reading, note taking, memory, and test taking strategies weeks 12-15

M. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70–72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63–66	D	1.00	Below Average
60–62	D-	0.67	Poor
00--59	F	0.00	Failure

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.\* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

\* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

**Important information regarding College Procedures and Policies can be found on the syllabus supplement located at**

<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>



## North Central State College

### SYLLABUS ADDENDUM

**Academic Division:** Liberal Arts      **Discipline:** FYEX  
**Course Coordinator:** James Predovich  
**Course Number:** FYEX 1000-920      **Course Title:** College Career and Success  
**Semester / Session:** Fall 2025      **Start / End Date:** 8/11/2025 – 12/12/2025

#### Instructor Information

**Name:** Candace Lybarger      **Phone Number:** 419-545-4301  
**E-Mail Address:** [CLybarger@ncstatecollege.edu](mailto:CLybarger@ncstatecollege.edu)  
**Office Location:** By appointment via Zoom      **Office Hours:** By appointment via Zoom

#### I. Topical Timeline (Subject to Change):

Weeks	Topics
1	FOCUS 2 Portfolio; How to be Successful in College; Initial Soft skills
2	College Comparisons; Career opportunities; Benefits of working with an Academic Advisor
3	Planning for Your Future; Career Research; Career Project
4	College Connections; Student Assessment; Value of College; Student Organizations
5	Learning Styles; Personal Learning Style Essay
6	Time Management; Prioritizing Tasks; Avoiding Procrastination
7	Motivation; Persistence; GRIT
8	Effective Note-taking; Active Listening
9	Memory; Test Taking Strategies; Personal Inventory
10	Research Tools; Appropriate Resources
11	Effective Communication; Communication & Technology
12	Stereotypes; Managing Relationships
13	Financial Literacy Modules
14	Financial Literacy; FSA;
15	Financial Literacy; Work/School/Home Life Balance
16	Post Soft Skills Assessment; Wellness
17	Finals Week- Celebrating Success; Reflection

## **II. Course Assignments:**

1. 15 Class Discussion Posts
2. Initial Soft Skills Assessment
3. Weekly Schedule
4. Self-Assessment
5. Effective Note Taking
6. College Comparison
7. FSA Code
8. Exam Personal Inventory
9. Study Questionnaire
10. Financial Literacy Modules
11. Soft Skills Post Assessment
12. Focus 2 Portfolio
13. Learning Style Questionnaire
14. Learning Style Preference Essay
15. VxE=Motivation
16. 12-GRIT Scale
17. Career Project

### **Schedule of Events: Schedule subject to change**

#### **Week 1                      Due Sunday, August 17<sup>th</sup> at 11:59 pm**

- \* Discussion #1
- \* FOCUS 2 Portfolio
- \* Soft Skills Assessment- Initial

#### **Week 2                      Due Sunday, August 24<sup>th</sup> at 11:59 pm**

- \* Chapter 12 required reading
- \* College Comparison Worksheet
- \* Discussion #2

#### **Week 3                      Due Sunday, August 31<sup>st</sup> at 11:59 pm**

- \* Discussion #3
- \* Career Project

#### **Week 4                      Due Sunday, September 7<sup>th</sup> at 11:59 pm**

- \* Discussion #4
- \* Chapter 1 required reading
- \* Self-Assessment

**Week 5**

**Due Sunday, September 14<sup>th</sup> at 11:59 pm**

- \* Chapter 2 required reading
- \* Discussion #5
- \* Learning Style Questionnaire
- \* Learning Style Preference Essay

**Week 6**

**Due Sunday, September 21<sup>st</sup> at 11:59 pm**

- \*Chapter 3 required reading
- \* Discussion #6
- \*Weekly Schedule

**Week 7**

**Due Sunday, September 28<sup>th</sup> at 11:59 pm**

- \* Chapter 4 required reading
- \* Discussion #7
- \* Motivation Formula
- \* GRIT Scale

**Week 8**

**Due Sunday, October 5<sup>th</sup> at 11:59 pm**

- \* Chapter 5 required reading
- \* Discussion #8
- \* Effective Note Taking

**\*Fall Break October 6<sup>th</sup> -10<sup>th</sup>, 2025- NO CLASSES\***

**Week 9**

**Due Sunday, October 19<sup>th</sup> at 11:59 pm**

- \* Chapter 6 required reading
- \* Discussion #9
- \* Personal Inventory Exam
- \* Study Questionnaire

**Week 10**

**Due Sunday, October 26<sup>th</sup> at 11:59 pm**

- \* Chapters 7 required reading
- \* Discussion #10

**Week 11**      **Due Sunday, November 2<sup>nd</sup> at 11:59 pm**

- \* Chapter 8 required reading
- \* Discussion #11

**Week 12**      **Due Sunday, November 9<sup>th</sup> at 11:59 pm**

- \* Chapter 9 required reading
- \* Discussion #12

**Week 13**      **Due Sunday, November 16<sup>th</sup> at 11:59 pm**

- \* FoolProof: Modules 1, 2, 4
- \* No Discussion

**Week 14**      **Due Sunday, November 23<sup>rd</sup> at 11:59 pm**

- \* Chapters 10 required reading
- \* Discussion #13
- \* FoolProof: Modules 11, 12
- \* Create FSA Code

**Week 15**      **Due Sunday, November 30<sup>th</sup> at 11:59 pm**

- \* Chapters 11 required reading
- \* FoolProof: Modules 14, 15, 16
- \* No Discussion

**Week 16**      **Due Sunday, December 7<sup>th</sup> at 11:59 pm**

- \* Discussion #14
- \* Post Soft Skills Assessment

**Week 17**      **Due Friday, December 12<sup>th</sup> at 11:59 pm**

- \* Discussion #15

### **III. Grading and Testing Guidelines:**

The points you earn in FYEX 1000 will come from discussions, assignments, assessments, and projects. There will also be readings from our OER online textbook, “College Success.” Please make sure to watch the weekly lectures that are posted.

Class Discussions: Each discussion consists of two parts to complete. For full potential points, you must reply to the original post AND respond to a peer's post.

Class Assignments: Classroom assignments have been created to supplement each week's reading and discussion topics. Nominal points will be deducted from assignments for grammar and spelling issues.

Projects: The Career Project is fairly large and is worth 50 points. More detailed information is posted in Canvas.

Financial Literacies: FYEX 1000 has partnered with Directions Credit Union. You will complete 8 FoolProof modules and upload the transcripts as your assignment grade.

#### **IV. Class Attendance and Homework Make-Up Policy:**

\*Please note that if you do not submit the assignments and discussions from Week 1, you will be withdrawn from the course. I adhere to the NC State guidelines regarding administrative withdrawal procedures for non-attendance and non-participation. Logging into the course but not completing any work does not constitute participation.

Late Penalties: All assigned work is due Sunday of that week by 11:59 pm. Once the clock hits 11:59:01 pm, your work is considered late. You may submit your work late for a 2.5% deduction per day. After 40 days, you will receive a zero. Please budget your time accordingly. Please note that all week 16 assignments will be due on Friday, December 12<sup>th</sup> at 11:59 pm.

You are expected to log on daily to Canvas and monitor the course. Please make yourself aware of all Canvas announcements and messages. I highly recommend you use a computer/laptop for this course. While the mobile app is nice, it has limited functionality and will not give you the full experience.

\*Important Dates\*

- Last day for a 100% refund: August 15th, 2025
- Last day for a 50% refund: August 24th, 2025
- Last day to withdraw with a grade of "W"- November 4th, 2025

#### **V. Classroom Expectations:**

I am very excited to guide you through FYEX 1000 this term. If at any time you have questions or concerns, please don't hesitate to reach out to me at [CLyburger@ncstatecollege.edu](mailto:CLyburger@ncstatecollege.edu) or 419-545-4301. I am also more than willing to set up a time to meet with you via Zoom.

As you begin this semester, please put forth your best effort and keep a positive attitude. Now is the time to think about time management and set weekly goals. You are responsible for completing the assigned chapters each week. The readings will help you fully participate in discussions and complete assignments. Pay attention to due dates- be responsible and do not procrastinate. I look forward to spending the next 16 weeks with you!