

College of San Mateo Course Outline

- New Course
 Update/No change
 Course Revision (Minor)
 Course Revision (Major)

Date: 9/13/07

Department: CRER & Life Planning Number: 105

Course Title: College Planning Units: .5

Hours/Week: Lecture: 8 total hrs Lab:

By Arrangement:

Length of Course

- Semester-long
 Short course (Number of weeks 1 - 8)
 Open entry/Open exit

Grading

- Letter
 Credit/No Credit
 Grade Option (letter or Credit/No Credit)

1. Prerequisite (Attach Enrollment Limitation Validation Form.)

none

2. Corequisite (Attach Enrollment Limitation Validation Form.)

none

3. Recommended Preparation (Attach Enrollment Validation Form.)

none

4. Catalog Description (Include prerequisites/corequisites/recommended preparation.)

This course is highly recommended for all incoming students. It is a comprehensive college orientation and provides information about educational options and goals, California systems of higher education, academic planning, the college academic and social culture, college policies and procedures that affect student success, matriculation requirements, student learning styles, obstacles to success, time management, overcoming past substandard academic performance, success strategies and how to use them, and a review of college services and programs that enhance success and retention. (CSU/UC)

5. Class Schedule Description (Include prerequisites/corequisites/recommended preparation.)

same as above

6. Course Outcomes (Identify 5-8 expected learner outcomes using active verbs.)

Students can identify at least 3 strategies for improving academic performance.

Students can identify and locate programs and services that contribute to student success.

Students can identify 3 main functions of a community college (certificate achievement, associate degree achievement, university transfer).

Students know that time management affects college success.

Students understand the demands of college academic programs.

7. **Course Content** (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, you may attach a sample course syllabus with a timeline.)

What is an education worth?

- Employment trends
- Job enhancement and career growth
- personal development

Functions of a community college and educational goals

- certificate programs
- Associate degree
- university transfer

Review of college culture

- learning HOW to learn
- adult experience and personal responsibility
- achieving balance
- social and cultural experiences
- academic experience - high school vs college
- carnegie unit - student and learning requirements
- engaging in learning
- exploring and experimenting
- typical pitfalls
- identifying steps to college success

Review of college policies and procedures

- academic good standing - probation - dismissal
- matriculation - student educational plans
- enrollment strategies
- course repetition
- academic renewal

Review of programs and services designed to support student success and retention.

8. **Representative Instructional Methods** (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Include examples of out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills.)

- Lecture
- Small group activities
- Group discussion
- Workbook exercises

9. **Representative Methods of Evaluation** (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class, then applied skills.)

Develop a full student educational plan

Final project -

for the student on probation or dismissal status: Complete a paper that identifies issues that contributed to your current academic status and what steps you will take to improve academic standing and successfully meet educational goals.

for the student taking the course as a comprehensive orientation experience: Complete a paper that identifies what strategies you intend to take from this course and use to enhance your ability to succeed in college.

10. **Representative Text Materials** (With few exceptions, texts need to be current. Include publication dates.)

College Catalog

Living and Learning, Corey/Corey/Corey, Wadsworth Publishing, 2004

Your College Experience - Strategies for Success, 3rd Edition,

Garner/Jewler, Wadsworth Publishing, 2000

Becoming a Master Student, Tenth Edition, David Ellis, Houghton Mifflin Co

Prepared by:

(Signature)

Email address:

Submission Date:
