

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:** 108

Course Title: Achieving an Associate Degree and/or Vocational Certificate **Units:** .5

Hours/Week: Lecture: 8 hr total **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.)

Recommended for students who plan to complete a CSM Associate degree or Certificate program or are undecided about educational goals. Learn how to research programs, course requirements, and to use college resources to successfully identify and complete an Associate degree and/or Certificate. Also recommended for students who plan to transfer to a university since it is possible to concurrently complete an associate degree and transfer requirements. (CSU)

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 understand how to use the CSM catalog to locate Associate degree and certificate program information and requirements.

Students are able to identify career paths associated with specific degrees and certificates.

Students know the components of an Associate degree (residency, scholarship, basic competency, major, general education, unit requirements).
Students understand course sequencing and prerequisite requirements.

Students aware of college resources that support success.

Students understand the importance of educational planning.

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.)

CSM Associate Degree Majors and Certificates and career paths

Associate degree requirements

- Residency
- Scholarship
- Basic competencies
- PE
- Health Science
- American Institutions
- General Education
- Electives

The Graduation Pie

Major course requirements

Electives

Course and semester planning - the Student Educational Planning process

- mapping out English and reading requirements
- mapping out math requirements
- mapping out sequential courses
- mapping out major requirements
- mapping out general education requirements
- balancing each semester's work

CSM AA in Liberal Studies Option 1 and Option 2 for transfer students.

Student services resources, programs, services

Educational planning

- Student educational plan
- unit loads
- time management
- class scheduling

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 on all elements of associate degree and certificate completion

Use resource library in the Counseling Center - college catalog, college publications, website resources

Group activities - educational planning

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.)

Completion of in class work sheets

Students will provide a detailed personal narrative and student educational plan that identifies how they will achieve a specific Associate degree and/or certificate.

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

CSM College Catalog

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

Your College Experience - Strategies for Success, 3rd Edition, Garner/Jewler

Wadsworth Publishing, 2000

Prepared by:

(Signature)

Email address:

Submission Date:
