

College of San Mateo
Official Course Outline

1. **COURSE ID:** COUN 120 **TITLE:** College and Career Success
Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours
Method of Grading: Grade Option (Letter Grade or P/NP)

2. **COURSE DESIGNATION:**
Degree Credit
Transfer credit: CSU
AA/AS Degree Requirements:
 CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development
CSU GE:
 CSU GE Area E: LIFELONG LEARNING AND SELF-DEVELOPMENT: E1

3. **COURSE DESCRIPTIONS:**
Catalog Description:
 (Formerly CRER 120) A comprehensive approach to college and career planning. Emphasizes educational planning, self-assessment, decision making, college success strategies, study skills/learning styles and techniques for addressing personal changes associated with college and career. Explores college life, student responsibilities and career options. A materials fee as shown in the Schedule of Classes is payable upon registration.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
 Upon successful completion of this course, a student will meet the following outcomes:
 1. Orientation to College: Know how to use the CSM College Catalog, Schedule of Classes and various computer resources such as CSM web stie, Assist.org, etc. Develop a student educational action plan that outlines short or long-term educational goals.
 2. Study Skills: Demonstrate knowledge of time management skills by creating and using a perosnal planner or electronic calendar. Develop and use a personal study plan and track results.
 3. Career and Life Planning: Demonstrate ability to describe, interpret and use self-knowledge gained through assessments in the career/major decision-making process by selecting an appropriate career/major.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
 Upon successful completion of this course, a student will be able to:
 1. Explanation and discussion of the Matriculation process and the role and responsibility of both the student and the college
 2. Educational planning including requirements and pathways to an AA/AS, certificates, specific majors and transfer
 3. Development of college-level learning skills to augment the undergraduate educational experience; reading and studying, listening and memory, taking notes, test taking, quantitative learning, research and writing
 4. A comprehensive approach to career and life planning as it applies to choosing a major/career
 5. Self-assessment, decision making, educational planning, college success strategies
 6. Techniques for addressing personal changes associated with college and career
 7. Exploration of college life, responsibilities and career/major options
 8. Acquiring a degree, AA/AS, certificate, transfer to CSU, UC, private colleges

6. **COURSE CONTENT:**
Lecture Content:
 1. Orientation to College
 - A. College Policies
 - B. College Procedures
 - C. Studenthood; student responsibilities and appropriate behavior
 - D. Instructiional Resources
 - E. Student Services; role of counseling in students' lives
 - F. Matriculation process and requirements
 - G. Course Planning and Strategizing
 - H. Creating Resources for Success
 - I. How to get a Mentor

- J. Educational Pathways and Requirements
- K. Preparing an Educational Plan
- 2. Study Skills
 - A. Effective study habits, college level learning skills
 - B. Principles of time management
 - C. Critical listening, note taking
 - D. Critical thinking
 - E. Improving memory
 - F. Reading and studying
 - G. Note taking and test taking
 - H. Quantitative learning
 - I. Research and writing
 - J. Assessment of individual learning styles and life styles
- 3. Career and Life Planning
 - A. Self-assessment, interests, personality, values, skills, life goals and aspirations.
 - B. Exploration and research, personal contacts, Career Development Center, EUREKA, Internet sites, etc.
 - C. Workplace of the 21st Century, employer expectations, SCANS, labor market
 - D. Decision Making, goal setting, action plans, evaluation of the plan
 - E. Internships, Volunteer work, Service Learning, Summer and part-time jobs, Informational interviewing, Job shadowing

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Activity
- C. Discussion
- D. Guest Speakers
- E. Observation and Demonstration
- F. Other (Specify): Self-assessment and evaluations, Journals and reflection papers, readings, in-class writing, job shadowing, informational interviewing, Computer-aided instruction, Internet research, Eureka, Tours of campus

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

COUN 120 Workbook and instructor-generated worksheets to encourage self reflection about college life, personal study habits, time management, college resources and services for students. Career and college major assessments to encourage identification and clarification of personality traits, skills, interests, motivation and other preferences to help identify majors and related careers. Use of electronic and printed resources to explore educational goals, potential majors and related careers and transfer destinations. Career and job search related assignments including writing a resume, applying for work, interviewing and appropriate follow-up.

Reading Assignments:

COUN 120 Workbook
CSM Catalog and Course Schedules

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Exams/Tests
- C. Group Projects
- D. Homework
- E. Papers
- F. Projects
- G. Quizzes
- H. Research Projects
- I. Essays, Workbook exercises, Portfolio of representative work. A comprehensive Student Educational Plan (SEP) created with a Counselor.

10. **REPRESENTATIVE TEXT(S):**

Possible textbooks include:

- A. Barefoot, B., Gardner, J.. *Your college experience: Strategies for Success*, 11 ed. Boston & New York: Bedford/St. Martin's, 2014
- B. Dave Ellis. *Becoming a Master Student*, 15th ed. Houghton Mifflin Company, 2014
- C. Sukiennik, D., Bendat, W.,Raufman, L.. *The Career Fitness Program*, 10th ed. Prentice Hall, 2012

Other:

- A. CSM Catalog and Class Schedule
Division prepared materials and handouts; Purchased or instructor prepared self-assessment tools such as interests, personality, values, skills, and life goals/ aspirations
- B. COUN 120 Workbook created by Counseling faculty

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Course Originator: Martin Bednarek