

**College of San Mateo
Official Course Outline**

1. **COURSE ID:** CRER 105 **TITLE:** College Planning
Semester Units/Hours: 0.5 units; a minimum of 8.0 lecture hours/semester
Method of Grading: P/NP Only

2. **COURSE DESIGNATION:**
Degree Credit
Transfer credit: CSU; UC
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:
 This course is highly recommended for all incoming students. Comprehensive college orientation provides information about educational goals, academic planning, the college academic and social culture, college policies and procedures that affect student success, learning styles, 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. 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. Identify strategies for improving academic performance.
 2. Locate and use on-campus programs and services that contribute to student success.
 3. Identify the primary functions of a community college (certificate achievement, associate degree achievement, university transfer).
 4. Research and explore college majors and transfer destinations.
 5. Establish an educational plan that includes appropriate classes for their academic goal.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
 Upon successful completion of this course, a student will be able to:
 1. Identify at least 3 strategies for improving their academic performance.
 2. Locate and use a variety of programs and services on campus that contribute to student success.
 3. Identify the 3 primary functions of a community college (certificate achievement, associate degree achievement, university transfer).
 4. Establish an educational plan (SEP) that includes appropriate classes for their academic goal.
 5. Research and explore college majors and transfer destinations

6. **COURSE CONTENT:**
Lecture Content:
 1. What is an education worth?
 - A. Employment trends
 - B. Job enhancement and career growth
 - C. Personal development
 2. Functions of a community college and educational goals
 - A. Certificate programs
 - B. Associate degree
 - C. University transfer
 3. Review of college culture
 - A. Learning HOW to learn
 - B. Adult experience and personal responsibility
 - C. Achieving balance
 - D. Social and cultural experiences
 - E. Academic experience - high school vs. college
 - F. Carnegie unit - student and learning requirements

- G. Engaging in learning
- H. Exploring and experimenting
- I. Typical pitfalls
- J. Identifying steps to college success
- 4. Review of college policies and procedures
 - A. Academic good standing - probation - dismissal
 - B. Matriculation - student educational plans
 - C. Enrollment strategies
 - D. Course repetition
 - E. Academic renewal
- 5. Review of programs and services designed to support student success and retention.
- 6. Establish a preliminary educational goal and create a student educational plan (SEP) - ideally with a Counselor - that includes the courses required to reach that goal.

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Activity
- C. Discussion
- D. Guest Speakers
- E. Other (Specify): Small group activities, Group discussion, Workbook exercises

8. REPRESENTATIVE ASSIGNMENTS

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

Writing Assignments:

- Homework
- Worksheets
- Reflection/Journal entries
- Researched project related to exploration of college majors and transfer destinations

Reading Assignments:

- CRER 105 Workbook

Other Outside Assignments:

- Develop a full student educational plan (SEP) with a Counselor

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work
- C. Homework
- D. Oral Presentation
- E. Projects
- F. Research Projects

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Staley, C. *Focus on community college success*, 3rd ed. Boston, MA: Wadsworth, Cengage Learning, 2012
- B. Barefoot, B. & Gardner, J.. *Your college experience: Strategies for success - two-year college edition*, 10th ed. Boston, MA: Wadsworth, Cengage Publishing, 2012
- C. Ellis, D.. *Becoming a master student*, 14th ed. Boston, MA: Wadsworth, Cengage Learning, 2013

Other:

- A. CSM College Catalog & Class Schedules
- B. CRER 105 Workbook

Origination Date: August 2010
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Course Originator: Martin Bednarek