



COUN 100 - College Success Course Outline

Approval Date:

Effective Date: 05/31/2016

SECTION A

Unique ID Number CCC000251142

Discipline(s) Counseling

Division Counseling

Subject Area Counseling

Subject Code COUN

Course Number 100

Course Title College Success

TOP Code/SAM Code 4930.10 - Job-Seeking/Changing Skills / E - Non-Occupational

Rationale for adding this course to the curriculum Include options to teach the course online or in the hybrid format to reach a wider audience of students.

Units 3

Cross List N/A

Typical Course Weeks 18

Total Instructional Hours

Contact Hours

Lecture 54.00

Lab 0.00

Activity 0.00

Work Experience 0.00

Outside of Class Hours 108.00

Total Contact Hours 54

Total Student Hours 162

Open Entry/Open Exit No

Maximum Enrollment

Grading Option Letter Grade or P/NP

Distance Education Mode of On-Campus

Instruction Hybrid

Entirely Online

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability May be repeated 0 times

Catalog Description A course designed to assist students in obtaining the skills and knowledge necessary to reach their educational goals. Students will receive an extensive orientation to the college and its policies and programs. Students will also participate in career planning activities and be introduced to study skills in the areas of note-taking, reading skills, test-taking, and listening skills.

Schedule Description

SECTION D

Condition on Enrollment

1a. **Prerequisite(s):** *None*

1b. **Corequisite(s):** *None*

1c. **Recommended:** *None*

1d. **Limitation on Enrollment:** *None*

SECTION E

Course Outline Information

1. Student Learning Outcomes:

- A. Students will analyze their career choices based on personality assessments and career exploration.
- B. Students will recognize and use important student and academic support services that can help them to be more successful.

2. Course Objectives: Upon completion of this course, the student will be able to:

- A. Understand the admissions and registration process and how to utilize the college catalog and schedule of classes.
- B. Identify and implement a variety of skills, ideas, and techniques needed for academic success.
- C. Identify, locate, and utilize campus and community resources.
- D. Effectively integrate study, listening, note-taking, and test-taking techniques into his/her educational process.
- E. Incorporate stress and time management strategies into his/her personal and academic life.
- F. More effectively communicate through the development of speaking and writing skills.
- G. Understand and apply sound health and nutrition practices.
- H. Clarify and analyze skills, interests, and values as they relate to career goals.
- I. Make career and/or educational decisions through an integration of knowledge of self and the world of work.
- J. Develop a student educational plan.
- K. Initiate a life-long career planning and decision-making process.
- L.

3. Course Content

- A. Orientation
 - a. Matriculation
 - a. Admissions, assessment, and registration.

- b. Using the college catalog and schedule of classes.
 - c. Introduction to major areas of study.
 - d. Graduation requirements.
 - e. Scheduling courses/program planning.
 - b. Understanding college policies and procedures
 - a. Grading policies and procedures.
 - b. Satisfactory progress, probation, dismissal and reinstatement.
 - c. Student rights, responsibilities, and grievances procedures.
 - d. Standards of conduct, due process, disciplinary procedures.
 - c. College resources
 - a. Overview of student services programs and resources.
 - b. Ability to use resources for maximum personal benefit.
 - c. Student-faculty relationships.
 - d. Community services.
 - e. Accessibility for physically challenged students.
 - d. Relationships/Communication Skills
 - a. Learning interpersonal relationship skills.
 - b. Assertion vs. aggression.
 - c. Leadership skills.
 - d. Diversity /multicultural issues.
 - e. Health as it relates to college success
 - a. General health concerns.
 - b. Sound nutrition practices.
 - c. Alcohol, drugs, tobacco.
 - d. Stress management.
 - e. Human sexuality.
 - f. AIDS and related illnesses.
 - g. Safety and hazards.
 - f. Money
 - a. Money management and budgets.
 - b. Part-time and full-time work.
 - c. Resources to cover college costs - financial aid and scholarships (including rights, responsibilities, and compliance issues).
- B. Introduction to Study Skills
 - a. Keeping your emotional balance.
 - a. Anxiety inventories: general & academic.
 - b. Learning theory and styles.
 - c. Priorities and perspective.
 - d. Classroom behavior.
 - e. Teacher expectations.
 - b. Time Management
 - a. Time monitors.
 - b. Effective planning and prioritizing.
 - c. Overcoming procrastination.
 - c. Memory
 - a. How memory works.
 - b. Short and long-term memory.
 - c. Memory devices: mnemonics, associations, visualization.
 - d. Reading Skills

- a. SQ3R reading/note-taking - introduction.
 - b. Highlighting textbooks.
 - c. Reading for implications.
 - d. Content vs. . concept reading.
 - e. Library skills and resources.
- e. Listening Skills
 - a. Improving concentration and focus.
 - b. Active vs. . passive listening.
 - c. Listening for "signal" words.
- f. Note-taking Skills
 - a. Lecture and textbooks note-taking.
 - b. Outline format .
 - c. The Cornell Method.
 - d. Mind-mapping.
 - e. Abbreviations.
- g. Test-Taking Skills
 - a. Types of tests.
 - b. Test preparation.
 - c. Decreasing test anxiety.
- h. Writing and Speaking Skills
 - a. Reinforce, emphasize, and practice writing skills.
 - b. Emphasize and practice speaking skills.
 - c. Vocabulary development.
- i. Critical Thinking Skills
 - a. Assumptions and predictions.
 - b. Interpretations and evaluations.
 - c. Patterns of thinking.
 - d. Effective problem-solving techniques.
 - e. Decision-making skills.
- C. Career Search
 - a. Introduction to Career Planning
 - a. Career/life planning theory.
 - b. Career planning process.
 - c. Introduction & explanation of assessment instruments.
 - b. Taking, Scoring, and Interpreting Assessments.
 - c. Job Trend, Labor Market, and Demographic Information.
 - d. Goal Setting and Decision Making (Occupational & Educational).
 - e. Orientation to Career Resource Materials and EUREKA & SIGIPlus Computer Programs.
 - f. Research Occupational Information.
 - g. Orientation to the Use of Informational Interviews and Networking.
 - h. Integration of Information and Development of Appropriate Career Plans.
 - i. Development of Educational Plans.
 - j.

4. Methods of Instruction:

Discussion:

Distance Education:

Lecture:

5. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.

Typical classroom assessment techniques

- Exams/Tests --
- Quizzes --
- Portfolios --
- Papers --
- Oral Presentation --
- Group Projects --
- Class Participation --
- Class Work --
- Home Work --
- Student satisfaction with their educational experience --
- Labor Market Information --
- Final Exam --

Additional assessment information:

GRADES WILL BE BASED UPON:

1. Reading and writing assignments, for example from the textbook.
2. Midterm and final exam or project.

Letter Grade or P/NP

6. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

- A. Reading Assignments
 1. Assigned reading from textbook.
 2. Career research in Career Center, Library and online.
- B. Writing Assignments
 1. Written assignments related to reading and in-class assignments.
 2. Written report on career options.
- C. Other Assignments
 1. Informational Interviews.
 2. Completion of career assessment instruments.

7. Required Materials

A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.

Book #1:

Author: Dave Ellis
Title: Becoming a Master Student
Publisher: Houghton-Mifflin
Date of Publication: 2011
Edition: 13th

Book #2:

Author: C. Kanar

Title: Student Achievement Series: The Confident Student
Publisher: Cengage Learning
Date of Publication: 2011
Edition: 7th

Book #3:

Author: Downing, Skip
Title: On Course, Strategies for Creating Success in College and in Life
Publisher: Wadsworth Cengage
Date of Publication: 2011
Edition:

Book #4:

Author: Hopper, Carolyn H.
Title: Practicing College Learning Strategies
Publisher: Wadsworth Cengage
Date of Publication: 2013
Edition: 6th

B. Other required materials/supplies.