

COUN-100: COLLEGE SUCCESS

Effective Term

Fall 2016

SECTION A - Course Data Elements**CB04 Credit Status**

Credit - Degree Applicable

Discipline

Minimum Qualifications	And/Or
Counseling (Master's Degree)	

Subject Code

COUN - Counseling

Course Number

100

Department

Counseling

Division

Counseling (COUN)

Full Course Title

College Success

Short Title

College Success

CB03 TOP Code

4930.10 - Career Guidance and Orientation

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

E - Non-Occupational

Rationale

Include options to teach the course online or in the hybrid format to reach a wider audience of students.

SECTION B - Course Description**Catalog Course 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.

SECTION C - Conditions on Enrollment**Open Entry/Open Exit**

No

Repeatability

Not Repeatable

Grading Options

Letter Grade or Pass/No Pass

Allow Audit

Yes

Requisites**SECTION D - Course Standards****Is this course variable unit?**

No

Units

3.00

Lecture Hours

54.00

Outside of Class Hours

108

Total Contact Hours

54

Total Student Hours

162

Distance Education Approval**Is this course offered through Distance Education?**

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent
Online with Proctored Exams	Permanent

SECTION E - Course Content**Student Learning Outcomes**

	Upon satisfactory completion of the course, students will be able to:
1.	Students will analyze their career choices based on personality assessments and career exploration.
2.	Students will recognize and use important student and academic support services that can help them to be more successful.

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1.	Understand the admissions and registration process and how to utilize the college catalog and schedule of classes.
2.	Identify and implement a variety of skills, ideas, and techniques needed for academic success.
3.	Identify, locate, and utilize campus and community resources.
4.	Effectively integrate study, listening, note-taking, and test-taking techniques into his/her educational process.
5.	Incorporate stress and time management strategies into his/her personal and academic life.
6.	More effectively communicate through the development of speaking and writing skills.
7.	Understand and apply sound health and nutrition practices.
8.	Clarify and analyze skills, interests, and values as they relate to career goals.
9.	Make career and/or educational decisions through an integration of knowledge of self and the world of work.

10. Develop a student educational plan.
11. Initiate a life-long career planning and decision-making process.

Course Content

1. Orientation
 - a. Matriculation
 - i. Admissions, assessment, and registration.
 - ii. Using the college catalog and schedule of classes.
 - iii. Introduction to major areas of study.
 - iv. Graduation requirements.
 - v. Scheduling courses/program planning.
 - b. Understanding college policies and procedures
 - i. Grading policies and procedures.
 - ii. Satisfactory progress, probation, dismissal and reinstatement.
 - iii. Student rights, responsibilities, and grievance procedures.
 - iv. Standards of conduct, due process, disciplinary procedures.
 - c. College resources
 - i. Overview of student services programs and resources.
 - ii. Ability to use resources for maximum personal benefit.
 - iii. Student-faculty relationships.
 - iv. Community services.
 - v. Accessibility for physically challenged students.
 - d. Relationships/Communication Skills
 - i. Learning interpersonal relationship skills.
 - ii. Assertion vs. aggression.
 - iii. Leadership skills.
 - iv. Diversity /multicultural issues.
 - e. Health as it relates to college success
 - i. General health concerns.
 - ii. Sound nutrition practices.
 - iii. Alcohol, drugs, tobacco.
 - iv. Stress management.
 - v. Human sexuality.
 - vi. AIDS and related illnesses.
 - vii. Safety and hazards.
 - f. Money
 - i. Money management and budgets.
 - ii. Part-time and full-time work.
 - iii. Resources to cover college costs - financial aid and scholarships (including rights, responsibilities, and compliance issues).
 - g. Introduction to Study Skills
 - i. Keeping your emotional balance.
 - ii. Anxiety inventories: general & academic.
 - iii. Learning theory and styles.
 - iv. Priorities and perspective.
 - v. Classroom behavior.
 - vi. Teacher expectations.
 - h. Time Management
 - i. Time monitors.
 - j. Effective planning and prioritizing.
 - k. Overcoming procrastination.
2. Memory
 - a. How memory works.
 - b. Short and long-term memory.
 - c. Memory devices: mnemonics, associations, visualization.
3. 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.
- 4. Listening Skills
 - a. Improving concentration and focus.
 - b. Active vs. passive listening.
 - c. Listening for "signal" words.
- 5. Note-taking Skills
 - a. Lecture and textbooks note-taking.
 - b. Outline format .
 - c. The Cornell Method.
 - d. Mind-mapping.
 - e. Abbreviations.
- 6. Test-Taking Skills
 - a. Types of tests.
 - b. Test preparation.
 - c. Decreasing test anxiety.
- 7. Writing and Speaking Skills
 - a. Reinforce, emphasize, and practice writing skills.
 - b. Emphasize and practice speaking skills.
 - c. Vocabulary development.
- 8. Critical Thinking Skills
 - a. Assumptions and predictions.
 - b. Interpretations and evaluations.
 - c. Patterns of thinking.
 - d. Effective problem-solving techniques.
 - e. Decision-making skills.
- 9. Career Search
 - a. Introduction to Career Planning
 - i. Career/life planning theory.
 - ii. Career planning process.
 - iii. 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.

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Discussion	
Lecture	

Online Adaptation

Types	Examples of learning activities
Activity	
Discussion	
Group Work	
Journal	
Lecture	

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards

Chat Rooms
 Discussion Boards
 E-mail Communication
 Telephone Conversations
 Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
 Discussions
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Exams/Tests	Final Exam
Quizzes	
Portfolios	
Essays/Papers	Group Projects
Oral Presentations	
Other	
Class Participation	Class Work
Other	
Homework	
Other	Student satisfaction with their educational experience. Labor Market Information.

Assignments

Reading Assignments

1. Assigned reading from textbook.
2. Career research in Career Center, Library and online.

Writing Assignments

1. Written assignments related to reading and in-class assignments.
2. Written report on career options.

Outside-of-Class Assignments

1. Informational Interviews.
2. Completion of career assessment instruments.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

David Ellis

Title

Becoming a Master Student

Edition/Version

13th

Publisher

Houghton-Mifflin

Year

2011

Material Type

Textbook

Author

C. Kanar

Title

Student Achievement Series: The Confident Student

Edition/Version

7th

Publisher

Cengage Learning

Year

2011

Material Type

Textbook

Author

Downing, Skip

Title

On Course, Strategies for Creating Success in College and in Life

Publisher

Wadsworth Cengage

Year

2011

Material Type

Textbook

Author

Hopper, Carolyn H.

Title

Practicing College Learning Strategies

Edition/Version

6th

Publisher

Wadsworth Cengage

Year

2013

SECTION G - Diversity, Equity and Inclusivity**Course Codes (Admin Only)****CB00 State ID**

CCC000251142

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

Y - Credit Course

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No