

Course Outline of Record

1. Course Code: COUN-013
2.
 - a. Long Course Title: Strategies For College Transfer
 - b. Short Course Title: STRAT/COLL TRANSFER
3.
 - a. Catalog Course Description:
 This course provides students with a concrete plan for understanding and succeeding in transferring to a four-year college or university. Topics include the following: identifying long-term educational and career goals, utilizing technology to conduct college and career research (i.e., assist.org, Eureka), selecting a transfer institution, completing applications for transfer admission, and applying for financial aid and scholarships.
 - b. Class Schedule Course Description:
 This course provides students with a concrete plan for understanding and succeeding in transferring to a four-year college or university. Students may choose the Pass/No Pass grading option.
 - c. Semester Cycle (if applicable): N/A
 - d. Name of Approved Program(s):
4. Total Units: 1.00 Total Semester Hrs: 18.00
 Lecture Units: 1 Semester Lecture Hrs: 18.00
 Lab Units: 0 Semester Lab Hrs: 0
 Class Size Maximum: 30 Allow Audit: No
 Repeatability No Repeats Allowed
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
 Prerequisite: ENG 050
6. Textbooks, Required Reading or Software: (List in APA or MLA format.) N/A
7. Entrance Skills: *Before entering the course students must be able:*
 - a. Identify and employ prewriting activities.
 - ENG 050 - Identify and employ prewriting activities.
 - b. Understand the basics of the writing process and the importance of writing.
 - ENG 050 - Understand the basics of the writing process and the importance of writing.
 - c. Identify and compose a paragraph as a discrete unit of thought organized by a single topic.
 - ENG 050 - Identify and compose a paragraph as a discrete unit of thought organized by a single topic.
 - d. Formulate topic sentences, compose coherent paragraphs and create theses.
 - ENG 050 - Formulate topic sentences, compose coherent paragraphs and create theses.
 - e. Identify an essay as a short piece of writing that supports a writer's point of view through the use of detailed examples.
 - ENG 050 - Identify an essay as a short piece of writing that supports a writer's point of view through the use of detailed examples.
 - f. Demonstrate the ability to generate, develop and organize ideas into a cohesive essay using two or three paragraphs.
 - ENG 050 - Demonstrate the ability to generate, develop and organize ideas into a cohesive essay using two or three paragraphs.
 - g. Identify and employ transitions and connectors to show unity between ideas.
 - ENG 050 - Identify and employ transitions and connectors to show unity between ideas.
 - h. Demonstrate the ability to apply standard rules of grammar, punctuation and spelling in academic writing.
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i. Participate thoughtfully and critically in peer review, as well as self-evaluate, edit and revise

j. Demonstrate the ability to produce several drafts of essays through a series of revisions using a computer.

- ENG 050 - Demonstrate the ability to produce several drafts of essays through a series of revisions using a computer.

k. Read, comprehend, and summarize 8th grade level readings and identify main ideas and supporting details.

- ENG 050 - Read, comprehend, and summarize 8th grade level readings and identify main ideas and supporting details.

l. Identify and recognize diverse values and perspectives in short readings and academic writing.

- ENG 050 - Identify and recognize diverse values and perspectives in short readings and academic writing.

m. Recognize and explain patterns of idea development in short readings and academic writing.

- ENG 050 - Recognize and explain patterns of idea development in short readings and academic writing.

8. Course Content and Scope:

Lecture:

1. Effective decision making and selecting a transfer institution; motivation, goals and barriers are examined.
2. General transfer information
 1. Eligibility requirements
 2. Curriculum requirements, including admission, breadth and major coursework
 3. CSU and UC systems, and articulation agreements
 4. Student Support Services, including admissions, financial aid, housing and special support programs and services.
3. Integrating the use of technology in the college and career research process.
4. College publications, including catalogues, view sheets, brochures, et al.
5. The application process, including admission, financial aid, scholarship, and housing.
6. Developing a transfer Student Educational Plan

Lab: *(if the "Lab Hours" is greater than zero this is required)*

9. Course Student Learning Outcomes:

1. Identify the appropriate steps required to transfer to a four-year college.
2. Formulate a list of potential transfer institutions utilizing electronic, print, and personal perspectives.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Answer basic questions about the transfer process, including eligibility requirements, general education and major core requirements, application procedures, test scores and transcripts, letters of recommendation, declared majors, and impacted majors
- b. Use college catalogues
- c. Use of student support services
- d. Apply for financial aid, scholarships, housing, child care, and special services
- e. Make informed transfer choices

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

- a. Discussion
- b. Distance Education
- c. Lecture

Other Methods:

a. Guest speakers b. Student reports c. Audio/visual presentations

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 18.00

Outside Class Hours: 36.00

a. In-class Assignments

-participate in weekly discussions on transfer and scholarships search processes

b. Out-of-class Assignments

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a. Complete CSU on-line Admission Application (if appropriate) b. Complete UC on-line Admission Application (if appropriate) c. Prepare a personal statement d. Set up a scholarship portfolio

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Written homework
Written assignments (autobiographical essay; university report)
- Computational/problem solving evaluations
Computation (units, GPA)
- Student participation/contribution
Skill demonstration: written assignments, reading assignments, preparing a transfer program of study, researching college catalogues and other reference guides on paper and on-line.

14. Methods of Evaluating: Additional Assesment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO-GE C5 – Personal Growth and Development

Exhibit habits of intellectual exploration, personal responsibility, and well being.

IO - Personal and Professional Development

Develop realistic goals.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
CSU	CSU Fullerton	CRER 407	Cañada Collage	
CSU	CSU Fullerton	COUN 140		
CSU	CSU Long Beach	COUNS 1		
CSU	CSU Fullerton	CRER 410	Skyline College	
CSU	CSU Monterey Bay	PERS60-61A		

17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: Required Material?

Material or Item

Cost Per Unit

Total Cost

19. Provide Reasons for the Substantial Modifications or New Course:

adding distance education modality

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*

b. Replacement Course (*Enter original Course Code*): STDV-013

21. Grading Method (*choose one*): Pass/No Pass Optional

22. MIS Course Data Elements

a. Course Control Number [CB00]: CCC000507550

b. T.O.P. Code [CB03]: 493010.00 - Career Guidance and Orien

c. Credit Status [CB04]: D - Credit - Degree Applicable

d. Course Transfer Status [CB05]: B = Transfer CSU

e. Basic Skills Status [CB08]: 2N = Not basic skills course

f. Vocational Status [CB09]: Not Occupational

g. Course Classification [CB11]: Y - Credit Course

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- h. Special Class Status [CB13]: N - Not Special
- i. Course CAN Code [CB14]: N/A
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: Y - Not Applicable
- l. Funding Agency Category [CB23]: Y = Not Applicable
- m. Program Status [CB24]: 2 = Stand-alone

Name of Approved Program (if program-applicable): N/A

Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 0

Third Year: 0

24. Resources - Faculty - Discipline and Other Qualifications:

a. Sufficient Faculty Resources: Yes

b. If No, list number of FTE needed to offer this course: N/A

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (Explain:)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Khanh Hoang Origination Date 10/24/13