COLLEGE OF THE DESERT

Course Code COUN-060

Course Outline of Record

1. Course Code: COUN-060
2. a. Long Course Title: College Success Skills
   b. Short Course Title: COLLEGE SUCCESS
3. a. Catalog Course Description:

   This course helps college students learn the information and develop the skills necessary for success in college. Course topics include an overview of higher education, student support services (including financial aid), study skills (including time management, note taking and test preparation), and an introduction to transfer and career development. Students are helped to develop realistic educational plans consistent with their educational goals. Students may choose the Pass/No Pass grading option.

   b. Class Schedule Course Description:

   Course topics include an overview of higher education, student support services, study skills, and an introduction to transfer and career development. Students may choose the Pass/No Pass grading option.
   c. Semester Cycle (*if applicable*): not applicable
   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: 35   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)
   N/A
6. Textbooks, Required Reading or Software: *(List in APA or MLA format.)*
   a. Gardner, John N., Barefoot, Betsy O. (2015). *Your College Experience: Strategies for Success* (12th/e). Boston Bedford/St. Martin's. ISBN: 9781457699665
   College Level: Yes
   Flesch-Kincaid reading level: *N/A*
   b. College of the Desert Catalog
7. Entrance Skills: *Before entering the course students must be able:*

8. Course Content and Scope:
   Lecture:

   > 1. Higher Education
   >   1. The college and university options in California, including the UC and CSU systems.
   >   2. Degree options.
   > 2. COD Curriculum
   >   1. General use of the COD catalog and the semester schedule.
   >   2. Degree and certificate programs available.
   >   3. Major and general education requirements.
   >   4. Occupational and transfer requirements.
   >   5. Identify transfer, non-transfer and non-credit courses.
   >   6. Educational planning.
   > 3. Academic Regulations

1. Enrollment policies.
2. Frequently used forms: add/drop, evaluation, progress etc.
3. How to calculate a grade point average.
4. Academic honors.
5. The language of higher education (glossary college terms).
6. Student email and Educational Technology
4. Services (campus resources, including financial aid)
5. Student Development
1. Self-Esteem.
2. Motivation.
6. Study Skills and Time Management
1. Listening.
2. Taking Notes.
3. Study skills and test preparation.
4. Degree completion time line.
7. Introduction to Career Development
1. Overview of career planning.
2. Career Assessment
3. Decesion Making

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

9. Course Student Learning Outcomes:

    1. Identify campus student support programs for successful completion of their academic goals.

    2.
    Identify campus resources such as tutoring, workshops, career services to help with their academic success.

    3. Identify and select appropriate courses needed to complete their educational goals.

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

    a. Demonstrate knowledge of basic college requirements and procedures.

    b. Demonstrate the ability to locate information pertaining to matriculation, certification, graduation and transfer.

    c. Recognize a variety of campus resources to assist students.

    d. Develop basic study skills strategies that improve performance.

    e. Identify areas for potential career development.

    f. Develop a personal educational plan (Student Educational Plan, SEP).

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

    a. Activity
    b. Demonstration, Repetition/Practice
    c. Discussion
    d. Lecture
    e. Participation
    f. Self-exploration

    Other Methods:

    a. Guest speakers b. Lesson handouts c. Videos

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. Out-of-class Assignments

    1. Development of Student Educational Plan
    2. Financial Aid and/or Scholarship Application
    3. Career Exploration Project

      b. In-class Assignments

> 1. Time Management Activity 2. Catalog Research 3. Personal Responsibility Activity

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*
    - Written homework
      Personal Responsibility
    - Group activity participation/observation
      The Late Paper Critical Thinking Activity
    - True/false/multiple choice examinations
      Quizzes
    - Other
      a. The evaluation process will emphasize several aspects of student performance. i. The student will achieve some of the class goals by attending class regularly, punctually and participating in class discussions. ii. The student will demonstrate learning skills by satisfactorily completing required assignments and assessments. iii. The student will demonstrate knowledge by asking pertinent questions as well as responding to questions. iv. The student will demonstrate understanding of educational planning by designing a personalized Student Educational Plan (S.E.P.)

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*
    IO - Personal and Professional Development
    Self-evaluate knowledge, skills, and abilities.
    PO-SSS Personal Development and Responsibility
    Display habits of intellectual exploration, personal responsibility, and physical well being.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
CSU	CSU Dominguez Hills	SOM 201	Strategies for College and Career Success	2016
CSU	CSU Long Beach	C/LA 195	Introduction to The Learning Community-Transition to College Success	2016
CSU	CSU Channel Island	UNIV 100	University Life and College Success	2016

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:

Change Credit Status from Not Degree Applicable to Degree Applicable and change Transfer Status from Not transferable to Transferable to CSU only.

20.   a. Cross-Listed Course *(Enter Course Code)*: *N/A*
        b. Replacement Course *(Enter original Course Code)*: STDV-060

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

22. MIS Course Data Elements
      a. Course Control Number [CB00]: CCC000584762
      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
      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 Monica Lopez   Origination Date 01/24/17