I. Description of Course:

1. Department/Course: PD - 105
2. Title: College Success
3. Cross Reference:
4. Units: 3
   Lec Hrs: 3
   Lab Hrs: 4
5. Repeatability: No
6. Grade Options: Letter Grade, May Petition Credit/No Credit (GC)

7. Degree/Applicability:
   Credit, Degree Applicable, Transferable - CSU (T)

8. General Education:

9. Field Trips: Not Required

10. Requisites:
    Advisory ENGL 101A Reading and Written Composition

11. Catalog Description:
    The goal of this course is to assist students in developing personal and academic skills
    needed to be successful in college and life. This course integrates personal growth, learning
    techniques, academic and career success, problem solving, critical and creative thinking. The
    course focus is on the following topics: self evaluation and assessment, goal setting, career
    decision making, educational planning, time and financial management techniques, instructor-student
    relationships, effective writing/communication, cultural diversity, health maintenance, stress
    management, campus resources, learning styles and strategies including lecture note-taking, test
    taking, memory and concentration.

12. Class Schedule Description:
    A comprehensive student-centered class focusing on skills needed to enhance college
    success and life skills.

13. Counselor Information:
    This class is meant to assist students in mastering the skills needed for college & life
    success.

II. Student Learning Outcomes

The student will:

1. Employ self management skills to attain academic, career and life goals.
2. Apply study skills and techniques needed to achieve academic success and continue the
   lifelong learning process.
3. Demonstrate ability to research and utilize educational, career and campus/community
   resources.
4. Develop awareness of self and relationship with others.

III. Course Outline:
1. Self Discovery/Motivation
   1. Analyze life aspirations
   2. Explore motivation
   3. Diagram personal strengths and weaknesses
   4. Life line/autobiography

2. Learning Styles/Personality
   1. Theories on learning styles
   2. Examine learning style preferences
   3. Personality style: understanding yourself & your behavior
   4. Career inventory

3. Goals/Decision Making
   1. Long term, short term and current goals
   2. Internal/External motivation factors
   3. Values & fitting in with the world

4. Time Management/Procrastination
   1. Time management strategies and procrastination habits
   2. Procrastination theories
   3. Strategies to overcome procrastination
   4. Making a time schedule
   5. Synthesizing learning: semester plan

5. Critical/Creative Thinking
   1. Explore problem solving techniques
   2. Analyze decision making process
   3. Application of learning styles to current classes
   4. Analyze self in relationship to others

6. Reading/Studying
1. Evaluate reading techniques/SQ3R

2. Chapter survey/annotation

7. Memory/Listening
   1. Components of memory
   2. Memory techniques (mnemonics)
   3. Active listening

8. Note Taking
   1. Note taking systems
   2. Strategies for taking successful notes
   3. Listening with a purpose
   4. Identifying 3 stage note taking process

9. Research/Writing
   1. Library research
   2. Research methods
   3. Importance of good writing
   4. Steps of the writing process
   5. Writing excellence

10. Preparing for Exams and Test Taking
    1. Discuss types of exams and how to prepare
    2. Analyze various types of questions used in exams and preparation
    3. Test taking strategies
    4. Dealing with test anxiety

11. Cultural Diversity/Communication
    1. Discuss stereotypes and case studies
    2. Improving communication and relationships
3. Communicating with professors
4. Identify steps to cultural awareness and appreciation

12. Stress and Wellness Issues

1. Physical and emotional effects of stress
2. Stress management & enhancing your well-being
3. Identify resources
4. Personal health evaluation
5. Studying healthy habits: nutrition, sex, drugs, etc.

13. Career/Money

1. Strategies for making career and life choices
2. Career preparation: resume writing, interviews, workplace success
3. Financial goals and long range planning
4. Explore budget strategies
5. Financial aid, loans & scholarships

14. Moving Ahead

1. Research on campus & community student services
2. Presentation of research
3. Dealing with change
4. Investigating self & your lifespan

15. College/Degree/Future Planning

1. Exploring majors
2. AA degree and certificate requirements
3. Compare requirements for UC, CSU and Private Universities
4. Examine & evaluate university programs
5. Using advising resources: online, Transfer Center, etc.
6. Your role in the world
IV. Course Assignments:
   A. Reading Assignments
      1. Students will be assigned relevant chapters to read from their textbook and supplemental materials provided by the instructor.
   B. Projects, Activities, and other Assignments
      1. Collaborative learning through participation in classroom discussions that utilize critical thinking skills. Topics include: goals, motivation, theories of learning, study strategies, time management, communication, cultural diversity and health issues.
      2. Prepare academic and career plans (working with a counselor).
      4. Various research assignments focused on enhancing college and life success.
      5. Presentation of research related to resources needed to succeed in college and life.
   C. Writing Assignments
      1. Analytical journal assignments applying theories from class to personal experience.
      2. Written autobiography.
      3. Variety of assignments requiring application of material from class and text.

V. Methods of Evaluation/Assessment:
   A. Short answer and/or multiple choice exams on study strategy concepts.
   B. Completion of assignments, research projects and assessments.
   C. Skill demonstrations.
   D. Attendance and active participation in class.

VI. Methods of Instruction:
   A. Distance Learning
   B. Demonstration
   C. Lecture
   D. Discussion

VII. Textbooks:
   Required

   Optional

VIII. Supplies:
   A. Student may be required to purchase a package including self-assessments and other supplemental materials.

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