Course Outline

COURSE: GUID 200  DIVISION: 60  ALSO LISTED AS:

TERM EFFECTIVE: Spring 2016
Inactive Course: 02/22/2016

SHORT TITLE: PLAN COLLEGE SUCCES
LONG TITLE: Planning College Success

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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<tr>
<td>.5 TO 2</td>
<td>18</td>
<td>Lecture:</td>
<td>.5 TO 2</td>
<td>9 TO 36</td>
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<td></td>
<td></td>
<td>Lab:</td>
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<td>Other:</td>
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<td></td>
<td>Total:</td>
<td>.5 TO 2</td>
<td>9 TO 36</td>
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COURSE DESCRIPTION:

Course is designed to enable students to plan a successful college experience. Content includes degree, major, graduation and transfer requirements. Skills necessary for academic success are presented and practiced. Students will learn general principles about libraries and the search for information. College support services will be identified and utilized during the course. This is a variable unit course; students will earn .5 unit of credit for every 9 hours of participation.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: C - Credit - Degree Non Applicable

GRADING MODES

L - Standard Letter Grade

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

 02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

1. Student will recognize and differentiate essential information to practice strategies necessary to become a successful college student and a lifelong learner.

Measure: Chapter quizzes/exams, group discussions, and written assignments.
2. Student will identify, locate, and utilize resources available in the Student Services area department. 

Measure: Campus tour, guest speakers from the various student services programs and departments, and/or student activity.

PLO:
ILO: 1, 2, 3, 4, 6
GE-LO: A1-A9, B8, E1-E3, F1-F2
Year Assessed: 2008/2009

3. Student will identify, locate, and utilize resources available in the Gavilan College Library.

Measure: Tour of the campus library, reference librarian presentation, research project, and class presentation.

PLO:
ILO: 1, 2, 3, 4, 6
GE-LO: A1, A5, A7
Year Assessed: 2008/2009

4. Student will integrate personal and career related information to develop an educational plan.

Measure: Educational plan, written assignments, and quizzes.

PLO:
ILO: 1, 3, 6
GE-LO: E1, F1
Year Assessed: 2008/2009

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Week 1     2 HOURS
Objective: Define strategies that lead to academic success. Discuss how personal motivations and aspirations change over time.
Lecture/Group work: Orientation to the course, introduction, overview of Gavilan College (scavenger hunt), Explain student support services
Assignment: read appropriate chapter in text Complete group activity and lecture related worksheets

Week 2     2 HOURS
Objective: Examine current time schedule; Prioritize activities; establish time plan; Monitor; Review, and change.
Lecture/group work: Time Management Assignments: read relevant chapter in text. Complete lecture related worksheets and group activity

Week 3     2 HOURS
Objective: Examine steps to implement change and assess current behaviors. Examine blocks to taking risks. Practice one new behavior.
Lecture/group work: Identify behaviors that ensure success
Assignments: read relevant chapter in text Complete Lecture related worksheets and group activity

Week 4     2 HOURS
Objective: Recognize the value of Blooms Taxonomy in applying critical
thinking skills. Lecture/group work: Critical Thinking Assignments:
Read relevant chapter in text. Complete lecture related worksheets and
group activity
WEEK 5  2 HOURS
Discuss the importance of goal setting in their personal and
educational career. Explain Locus of control and apply to self.
Lecture/group work: Setting Goals Assignments: Read relevant chapter
in text. Complete lecture related worksheets and group activity
WEEK 6  2 HOURS
Objective: Illustrate organization of information. Practice use of
memory aids.
Lecture/group work: Memory Aids Assignments: Read
relevant chapter in text. Complete lecture related worksheets and
group activity
WEEK 7  2 HOURS
Objective: Identify good listening skills. Practice to listen for key
points in a lecture setting. Critically interrupt what the lecture
was. Lecture/group work: Processing Information from lectures
Assignments Read relevant chapter in text. Complete lecture related
worksheets and group activity
WEEK 8  1 HOUR
Objective: Practice listening skills during a lecture. Practice note
taking skills during a lecture. Evaluate notes.
Lecture/group work: Listening skills Assignments: read relevant chapter in text. Complete
group activity
WEEK 9  1 HOUR
Review for midterm
WEEK 10  2 HOURS
Examine student's learning styles. Discuss the theory of multiple
intelligences.
Lecture/group work: Learning Styles Assignments: Read
relevant chapter in text. Complete lecture related worksheets and group activity
WEEK 11  2 HOURS
Explain preparing for an exam. Explain the different test taking
strategies Lecture Test Taking Strategies Assignments: Read relevant chapter in text Complete lecture related worksheets
WEEK 12  2 HOURS
Objective: Demonstrate preparation for essay questions. Demonstrate
preparation for true/false and multiple-choice tests.
Lecture/group work: Practicing different test taking strategies assignments group
activities and complete lecture related worksheets
WEEK 13  2 HOURS
Objective: Define stress and physiologic process; identify stress management techniques. Lecture: Managing Stress  Assignments: read relevant chapter in text. Complete lecture related worksheets

WEEK 14  2 HOURS
Objective: Assess current stress level Practice one stress management technique Group work: Managing Stress  Assignments: Complete group activity

WEEK 15  2 HOURS
Objective: Identify key resources and facilities on campus. Discuss college etiquette. Lecture: College Etiquette  Assignments: read relevant chapter in text. Complete lecture related worksheets and group activity

WEEK 16  2 HOURS
Objective: Demonstrate how to register for incoming semester using an education plan and schedule. Explain the grade point average system. Practice projecting grade point average for the semester. Lecture College Essentials Assignments: Read relevant chapter in text. Complete group activity

WEEK 17  1 HOUR
Objective: Utilize online catalog and universal search module. Differentiate uses of special resources. Lecture/Tour: Gavilan Library Assignments: Read relevant chapter in text. Complete individual project. Complete Portfolio work

WEEK 17  1 HOUR
Objective: Review for final

WEEK 18  2 HOURS
Take final exam

Each week the student will read assigned chapters and complete appropriate assignments to meet the one-to-two lecture out-of-class standard.

METHODS OF INSTRUCTION:
Lecture, demonstration/return demonstration, small group exercises.

METHODS OF EVALUATION:
The types of writing assignments required:
Written homework
Reading reports
Essay exams
The problem-solving assignments required:
Homework problems
Quizzes
Exams
The types of skill demonstrations required:
Class performance
Other: Portfolio group activity
The types of objective examinations used in the course:
Multiple choice
True/false
Matching items
Completion
Other: short answer
Other category:
Portfolio
The basis for assigning students grades in the course:
Writing assignments: 15% - 25%
Problem-solving demonstrations: 20% - 20%
Skill demonstrations: 20% - 20%
Objective examinations: 20% - 20%
Other methods of evaluation: 15% - 25%

REPRESENTATIVE TEXTBOOKS:
Required:
Carolyn H. Hopper, Practicing Learning Strategies, Cengage Learning, 2010, or other appropriate college level text.
Reading level of text: 10th Grade, Verified by: Dana Young
Other textbooks or materials to be purchased by the student: College catalog and class schedule

ARTICULATION and CERTIFICATE INFORMATION
Associate Degree:
GAV E2, effective 200470
CSU GE:
IGETC:
CSU TRANSFER:
Not Transferable
UC TRANSFER:
Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: Y
Noncredit Category: Y
Cooperative Education:
Program Status: 2 Stand-alone
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department:
CSU Crosswalk Course Number:
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: E
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000283483
Sports/Physical Education Course: N
Taxonomy of Program: 493013