

CATALOG INFORMATION

Dept and Nbr: ADLTED 614.4 Title: FNCL PREP FOR SUCCESS  
Full Title: Financial Preparation for Successful Transition to Work  
Last Reviewed: 5/13/2019

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0	Lab Scheduled	3.00	6	Lab Scheduled	52.50
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 52.50

Title 5 Category: Non-Credit  
Grading: Non-Credit Course  
Repeatability: 27 - Exempt From Repeat Provisions  
Also Listed As:  
Formerly:

**Catalog Description:**  
This last course in a four-course sequence builds personal, academic, and career skills needed to successfully transition from college into the workplace. The course teaches students how to be financially independent and sustainable in college and career.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Completion of ADLTED614.3

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: This last course in a four-course sequence builds personal, academic, and career skills needed to successfully transition from college into the workplace. The course teaches students how to be financially independent and sustainable in college and career. (Non-Credit Course)  
Prerequisites/Corequisites:  
Recommended: Completion of ADLTED614.3

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Complete application and marketing materials for four-year colleges and vocational training
2. Establish a system to track and evaluate scholarship and job offers
3. Establish a monthly budget and responsibly manage debt
4. Complete financial aid applications

### **Objectives:**

1. Further develop and apply foundational skills for academic and vocational success
2. Explain the various kinds of scholarships and financial aid
3. Realistically create and use a monthly budget
4. Complete the financial aid application process

### **Topics and Scope:**

#### **I. Recruitment and Transfer Considerations**

- A. Refining recruitment and application materials
- B. Creating materials that stand out
- C. Relationship management with college and employer contacts
- D. Tracking applications and outcomes
- E. Evaluating offers
- F. Managing acceptance and rejection

#### **II. Financial Sustainability**

- A. Banking
- B. Budgeting
- C. Responsible use of credit
- D. Debt management

### III. Financial Aid and Student Debt

- A. Financial Aid resources, opportunities, and access
- B. Scholarships
- C. Financial Aid application and obligations
  - 1. FAFSA (Federal Student Aid application) process
  - 2. Other application processes

#### Assignment:

1. Assigned readings (10 to 15 pages per week)
2. Personal budget
3. Written reflections on recruitment, employment, and transfer (3 to 5)
4. Quizzes on personal finance and financial aid (4 to 6)
5. Practice and application worksheets (4 to 6)

#### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written reflections to assignment readings and classroom experiences

Writing  
10 - 20%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Personal Budget

Skill Demonstrations  
10 - 20%

**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes

Exams  
20 - 30%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance, participation, practice and application worksheets

Other Category  
40 - 50%

#### Representative Textbooks and Materials:

Instructor prepared materials  
My 10 year Plan online tool by Academic Innovations

