

CATALOG INFORMATION

Dept and Nbr: ADLTED 614.2 Title: FUND SKLS FOR SUCCESS
Full Title: Foundational Skills and Healthy Habits for Success
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 second course in a four-course sequence builds personal, academic, and career skills for success in college and the workplace. Students will focus on building foundational skills and healthy habits to balance the demands of school, work, and other obligations. This course will also cover funding opportunities and the process of accessing financial aid to pay for college and vocational training.

Prerequisites/Corequisites:

Recommended Preparation:
Completion of ADLTED 614.1

Limits on Enrollment:

Schedule of Classes Information:
Description: This second course in a four-course sequence builds personal, academic, and career skills for success in college and the workplace. Students will focus on building foundational skills and healthy habits to balance the demands of school, work, and other obligations. This course will also cover funding opportunities and the process of accessing financial aid to pay for

college and vocational training. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Completion of ADLTED 614.1

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:
UC Transfer:		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. Define and practice foundational skills necessary for success in personal, academic, and workplace environments
2. Develop healthy habits for self-care while balancing a range of obligations
3. Identify funding opportunity resources and outline processes for applying for financial aid

Objectives:

Students will be able to:

1. Develop and apply foundational skills for academic and career success
2. Develop and use healthy habits and self-care skills
3. Prepare to apply for a variety of funding opportunities, including financial aid (FAFSA)

Topics and Scope:

I. Foundational Skills for Success

A. Motivation

1. Mindset
2. Types of motivation
3. Motivational theory
4. The role of motivation in goal setting
5. Backwards planning and design process

B. Critical Thinking

1. Knowledge (identification and recall)
2. Comprehension (organization and selection of facts/ideas)
3. Application (use of facts/ideas)

4. Analysis and Interpretation (perspective and bias)
 5. Synthesis (combining ideas to form new ideas/recommendations)
 6. Evaluation (developing opinions/decisions)
 7. The role of critical thinking in academic and career success
- C. The Creative Process
1. Five steps in the creative process
 - a. Preparation
 - b. Incubation
 - c. Illumination
 - d. Evaluation
 - e. Implementation
 2. Innovation, ideation, and originality
 3. Managing creative differences
- D. Communication
1. Two-way communication
 2. Oral presentations
 3. Academic and workplace writing standards and applications
 4. Giving and receiving feedback and criticism
- E. Collaboration and Group Work
1. Defining a collaborative environment in academics and the workplace
 2. Group work process
 3. Conflict management

II. Healthy Habits and Self-Care Skills

- A. Winning mentality
- B. Overcoming injury and illness
- C. Mental health
- D. Nutrition
- E. Sleep
- F. Stress management

III. Financing College and Career

- A. College
 1. Financial Aid resources, opportunities, and access
 2. Financial Aid application and obligations (FAFSA process)
 3. Scholarships
- B. Career
 1. Seven funding sources depending on the type of business/idea/career
 2. Accessing funding sources

Assignment:

1. Readings (10 to 15 pages per week)
2. Student surveys (3 to 4)
3. Group and individual critical responses to video prompts (4 to 6)
4. Written responses on foundational and self-care skills units (3 to 5)
5. Quizzes (4 to 6)

Practice and Application Exercises

1. Annotated readings (2 to 3)
2. Formatted notes (2 to 3)
3. Written or edited paragraphs (3 to 5)

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 responses

Writing
15 - 20%

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

Critical responses to video prompts

Problem solving
15 - 20%

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

Practice and application exercises

Skill Demonstrations
15 - 20%

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

Quizzes

Exams
15 - 20%

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

Participation and attendance; student surveys; active discussion of assigned readings

Other Category
30 - 40%

Representative Textbooks and Materials:

Instructor prepared materials