

CATALOG INFORMATION

Dept and Nbr: ADLTED 766.4 Title: COLLEGE/JOB TRANSITIONS  
Full Title: Workforce Preparation 4: College Transitions to Careers  
Last Reviewed: 4/23/2018

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	8	Lecture Scheduled	0
Minimum	0	Lab Scheduled	4.00	4	Lab Scheduled	32.00
		Contact DHR	0		Contact DHR	0
		Contact Total	4.00		Contact Total	32.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 32.00

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

**Catalog Description:**  
This course is designed to show students the pathway from education to jobs and careers. It will introduce students to the necessary information, resources, choices, strategies, and decision-making processes used to transition to a variety of post-secondary educational programs. The course will cover how to identify and use college resources available at both the two-year and four-year colleges. Students will learn how to market their skills, talents, and educational attainments to potential employers.

**Prerequisites/Corequisites:**

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: This course is designed to show students the pathway from education to jobs and careers. It will introduce students to the necessary information, resources, choices, strategies, and decision-making processes used to transition to a variety of post-secondary educational

programs. The course will cover how to identify and use college resources available at both the two-year and four-year colleges. Students will learn how to market their skills, talents, and educational attainments to potential employers. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

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

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

**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. Identify key resources necessary to apply to college, register for classes and finance a college education.
2. Develop and update a ten-year transition plan through college and leading to a career.

**Objectives:**

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

1. Explain how to find and use appropriate college search resources effectively
2. Identify where to find degree and certificate programs and the coursework necessary to complete them
3. Describe and locate college and career services and resources on the SRJC campus
4. Explain the differing types of colleges in the California System of Higher Education and the impact of a college degree on employment opportunities
5. List necessary steps to achieve academic, employment, and personal goals
6. Develop a comprehensive transition plan for college and a career

**Topics and Scope:**

- I. Time Management Decisions Faced by the Students
  - A. Extra-curricular Activities and Athletic Programs
  - B. Social and Networking Activities
  - C. Family Responsibilities
  - D. Work Responsibilities

- E. Healthy Living Choices
- II. Personal Social Development
  - A. Strategies to handle potential stumbling blocks
  - B. Attitudes and coping skills required for a productive educational experience
  - C. How attitude impacts performance
  - D. Maintaining a positive attitude
  - E. Communication and interpersonal skills required for personal success
- III. Overview of College Services, Resources, and Locations
  - A. Admissions and Records
  - B. Assessment
  - C. Bookstore
  - D. Campus Police
  - E. Career Center
  - F. Counseling
  - G. Disability Resources Department
  - H. Financial Aid
  - I. Student Health and Psychological Services
  - J. Scholarship
  - K. Transfer Center
  - L. Work Experience
- IV. Academic Expectations
  - A. Adjusting to college life
  - B. Establishing positive study environments and habits
  - C. Effective listening skills
  - D. Effective note taking skills
  - E. Effective time management and organizational skills
  - F. Positive student engagement
- V. College Degrees and Certificates
  - A. Industry Certifications
  - B. Non-credit Certificates
  - C. Credit Certificates
  - D. Associate Degrees
    - 1. Local
    - 2. Transfer
  - E. Bachelor's Degrees
  - F. Master's Degrees
  - G. Doctorate Degrees
  - H. Prerequisites for college classes
- VI. California Higher Education Systems
  - A. California Community College
  - B. California State University
  - C. University of California
  - D. Private colleges and universities
  - E. Career Technical Education programs and schools
- VII. Transfer Choices and Decision Factors
  - A. General education patterns and articulation
    - 1. Articulation of courses to four-year colleges
    - 2. SRJC articulation website
    - 3. Santa Rosa Junior College Associate of Arts/Science general education
    - 4. California State University general education
    - 5. IGETC/UC general education
    - 6. Private universities' and colleges' general education

7. Career Technical Education programs and schools
- B. Financial Aid Packages
  1. Types of financial aid
  2. Scholarships
  3. Loans
  4. Work-Study Programs
  5. Evaluation financial aid packages
- C. The undecided student
  1. Counseling courses
  2. Career Center
  3. Transfer Center
- VIII. Goal Setting
  - A. Requirements
    1. Academic
    2. Career
    3. Extra-curricular and Athletic Activities
    4. Community Involvement
    5. Other
  - B. Self-assessment
  - C. Academic plan
  - D. Creating an Academic Portfolio
  - E. Creating a Personal Statement
  - F. Drafting the Ten-year Plan

**Assignment:**

1. Assigned readings (5-10 pages per week)
2. Quizzes (3-5)
3. Create a student portfolio related to academic achievement and school involvement
4. Create a personal statement for a college application
5. Complete appropriate General Education worksheets
6. Develop an academic plan to meet educational requirements leading to a career
7. Draft a ten-year plan to complete academic requirements needed to transition to a career

**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.

Academic Portfolio; personal statement; draft of ten-year plan

Writing  
30 - 40%

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

Academic Transition Plan; General Education worksheets

Problem solving  
20 - 30%

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

None

Skill Demonstrations  
0 - 0%

**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.

Class participation and attendance

Other Category  
20 - 30%

**Representative Textbooks and Materials:**

SRJC Student Guide (most recent version)

Career Choices and Changes. 6th ed. Bingham, Mindy and Stryker, Sandy. Academic Innovations Publishing 2018

Instructor prepared materials