#### ADLTED 766.4 Course Outline as of Fall 2024

# **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	x N	br of Weeks	<b>Course Hours Total</b>	
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:**

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

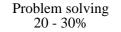
**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

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

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

Academic Transition Plan; General Education worksheets

Writing 30 - 40%



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

performance exams.

#### None

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

Quizzes

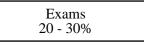
**Other:** Includes any assessment tools that do not logically fit into the above categories.

Class participation and attendance

# **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

Skill Demonstrations 0 - 0%



Other Category 20 - 30%