

KERN COMMUNITY COLLEGE DISTRICT – CERRO COSO COLLEGE

PDEV C131 COURSE OUTLINE OF RECORD

1. **DISCIPLINE AND COURSE NUMBER:** PDEV C131
2. **COURSE TITLE:** Making Transfer Easy
3. **C-ID:**
4. **CATALOG COURSE DESCRIPTION:** This course provides an introduction to the transfer research process designed for planning long term educational and career goals. Universities, transfer requirements, application process, degrees offered, housing, financial aid, scholarships, and supportive services are evaluated.
5. **GRADING METHOD**
 - Default:** S = Standard Letter Grade
 - Optional:** P = Pass/No Pass; A = Audit
6. **TOTAL UNITS:** 1
7. **INSTRUCTIONAL METHODS / UNITS & HOURS:**
 - Lecture** 18
 - Lab**
 - Activity**
 - Open Entry/Open Exit**
 - Volunteer Work Experience**
 - Paid Work Experience**
 - Non Standard**
 - Non-Standard Hours Justification:**
8. **REPEATABILITY**
 - Type:** Non-Repeatable Credit
 - Limit:**
9. **MATERIALS FEE:** No
10. **CREDIT BY EXAM:** No
11. **CORE MISSION APPLICABILITY:** UC/CSU Transfer
12. **STAND-ALONE:** No
13. **PROGRAM APPLICABILITY**
 - Required:**
 - Elective:**
14. **GENERAL EDUCATION APPLICABILITY**
 - Local:**
 - IGETC:**
 - CSU:** CSU GE Area E: Lifelong Understanding and Self-Development = E - Lifelong Understanding and Self-Development;
 - UC Transfer Course:**
 - CSU Transfer Course:**
15. **STUDENT LEARNING OUTCOMES—Upon completion of the course, the student will be able to**
 1. Identify general education requirements for transfer to UC/CSU and multiple private universities in California.
 2. Demonstrate proficiency in finding major prep and lower division major requirements using the articulation website.
 3. Articulate major choices and connect majors with career options.

4. Access CSU and UC application websites and successfully log in and complete applications for either CSU or UC system schools.
5. Identify similarities and differences in transfer requirements between UC and CSU system schools.
6. Analyze the benefits and challenges of attending and completing degrees within each system (UC, CSU and Private) of higher education.

16. **REQUISITES**

Advisory: Reading - 1 Level Prior to transfer
Writing - 2 Levels Prior to Transfer

17. **DETAILED TOPICAL OUTLINE:**

- Lecture: A. Variables to consider when choosing a college (A, B, D, E, F)
1. Availability of your preferred major
 2. Degree of selectivity
 3. Financial considerations such as cost of the education and living costs
 4. Geographical factors
 5. Personal factors
- B. Overview of the different university systems (A, B, D, E, F)
1. UC
 2. CSU
 3. Private universities, out-of-state and online programs
- C. Researching college information (A, B, D, E, F)
1. Catalogs
 2. Computerized search engines such as Eureka, ECOS and CSU Mentor
 3. University websites
- D. Community college preparation (A, B, D, E)
1. Levels of articulation using ASSIST
 2. Transfer general education required
 3. Major preparation
- E. Application process (C)
1. Electronic applications
 2. Timelines especially regarding impacted programs
 3. Application essays
- F. Financial aid and scholarships (F)
1. Need-based resources – state and federal financial aid
 2. Merit based scholarships
- G. Developing a personalized transfer plan (A, B, C, D, E, F)
1. Developing an educational plan for community college work
 2. Factors that will improve your chances of admission to the university

18. **METHODS OF INSTRUCTION--Course instructional methods may include but are not limited to**

1. Audiovisual;
2. Demonstration;
3. Discussion;
4. Field trip;
5. Group Work;
6. Guest Lecturers;
7. Lecture;
8. Library;
9. Other (Specify);
10. Outside reading;
11. Problem Solving;
12. Written work;

19. **OUT OF CLASS ASSIGNMENTS: Out of class assignments may include but are not limited to**

Complete a Student Education Plan Complete an outline for UC Personal Statement requirement Complete a CSU and UC application without submission Complete a comprehensive transfer plan Comparison essay of UC and CSU campuses Complete Transfer Information worksheet Complete Financial Aid and Scholarship assignment

20. **METHODS OF EVALUATION: Assessment of student performance may include but is not limited to**

Essays
Quizzes
Discussions
Complete comparison form of financial aid and scholarship resources
Complete comparison form of one UC and one CSU campus

21. **TEXTS, READINGS, AND MATERIALS: Instructional materials may include but are not limited to**

Textbooks Cerro Coso Community College. (2010) *College Catalog 2010-2012*, , Cerro Coso Community College

Manuals Hamilton, Karee. (2011-01-28 00:00:00.0) *Making Transfer Easy Manual*, Cerro Coso Print Shop

Periodicals

Software

Other www.assist.org www.csumentor.edu www.ucop.edu Website resources that students will use to obtain information for comparison and requirements for transfer.

22. **METHOD OF DELIVERY:** Online with some required face-to-face meetings ("Hybrid"); iTV – Interactive video = Face to face course with significant required activities in a distance modality ;Online (purely online no face-to-face contact) ;Face to face; Online course with on ground testing;

23. **MINIMUM QUALIFICATIONS:** Counseling (Masters Required);

24. **APPROVALS:**

Origination Date 08/18/2010

State Approval Date

Content Review 2011-02-25 00:00:00.0

APP Status Date

CIC Approval Date

Board of Trustees

Last Outline Revision 2011-02-25 00:00:00.0

CC Approval 2011-02-25 00:00:00.0

CIPD Approval

Board of Trustees 2011-04-14 00:00:00.0

State Approval

Requisite Validation

UC Approval

CSU Approval 50 = Summer 2003

IGETC Approval

CSU GE Approval

Course ID (CB00) CCC000303948

TOP Code (CB03) 4930.13 - Academic Guidance;

Course Credit Status (CB04) D - Credit - Degree Applicable;

Course Transfer Status (CB05) 2

Course Units of Credit Maximum High (CB06): 1

Course Units of Credit Minimum Low (CB07): 1

Course Basic Skills (BS) Status (CB08): N = Course is not a basic skills course.

SAM Code (CB09): Non-Occupational;

Cooperative Education Course Status (CB10): Not part of Coop Work Exp;

Course Classification Code (CB11): Liberal Arts and Sciences;

Course Special Status (CB13): N - Not Special;

CAN Code (CB14):

CAN-Code Seq (CB15):

Course Prior to College Level (CB21): Not Applicable;

Course Non-Credit Category (CB22): Not Applicable, Credit Course;

Funding Agency Category (CB23):

Course Program Status (CB24): 1 - Program Applicable;

Karee Hamilton PDEV C131 online
Fall 2007 semester (70384)
Class Syllabus

General Course Information

Course Title: PDEV 131 Making Transfer Easy

Course Description:

This course provides an introduction to the transfer research process designed for planning long term educational and career goals. Topics covered will include evaluating universities, transfer requirements, application process, degrees offered, housing, financial aid, scholarships, and supportive services.

Text:

None required. Students will access information from various sources, such as: the internet, university transfer materials, college catalogs, internet search resources, and by utilizing the online transfer centers.

Course Objectives:

Upon successful completion of the course, the student will be able to:

- A. develop criteria to be considered in selecting a college
- B. research information about majors or career interests using college catalogs and electronic resources
- C. demonstrate an understanding of the application process for admission, financial aid and scholarships.
- D. compare the UC, CSU, and private school systems in terms of costs, general education and transfer policies.
- E. develop a personalized transfer plan answering the what, where, when and hows of successful transfer.
- F. research financial aid and scholarship resources to maximize the affordability of a university education.

Evaluation:

Transfer Information Sheet	25 Points
Comparison of Two Universities	100 Points
Education Plan	100 Points
Application	50 Points
Essay Outline	50 Points
Comprehensive Transfer Plan	150 Points
Discussion Participation	80 Points
Check for Knowledge Quizzes	50 Points

Discussions:

It is important, in this class for you to be an active participant in the discussions. We will

have weekly threaded discussions. In order to be successful in the class, you will need to post your response, as well as, respond to the posting of your classmates. Your level of participation in the discussions will be factored into your grade.

Discussions will be monitored by me at all times. Please be sure that all of your postings are appropriate and relevant to the topic of the class.

Syllabus:

The syllabus is the most important area of the class. The assignments/discussions/links for each week will be made available by 9:00am on the Monday of each week. All assignments are due at **midnight** on the listed due date. This course is not self-paced, you are expected to follow the week by week syllabus. This is important to allow class discussion. For this reason, lectures, discussions and assignment details will be added week-by-week.

Week One (October 8 – October 14)

Introductions and Transfer Overview

Please take some time to familiarize yourself with the class website and the content areas.

Lecture: Transfer Overview/ College Selection Variables

Please go to the “Lecture” area of the course and select and read the lecture titled Transfer Overview.

Discussions:

Introduction-Discussion area of the class and provide the class with a brief introduction. Please address the following questions:

What motivated you to take this class?

What do you hope to learn?

Where are you in the transfer process?

What educational goals are you pursuing currently?

What major do you plan to complete at the four-year institution?

Transfer Overview/College Selection Variables- Given your circumstances, which of the variables will most impact your college selection decision?

If you already have a college in mind, how does it fit with these factors?

Assignment:

Transfer Survey- Complete the Transfer Information Sheet. This will provide me with important information about your needs in this class and allow me to adjust the course content to make sure we cover the appropriate information. **Due Date: 10/14/07**

Week Two (October 15 – October 21)

System Overview

Lecture: Overview of different university systems

Discussion:

Overview and Research of College Information- In the discussion, please respond to the following:

What are your biggest concerns about transfer?

Did the "lecture" information leave you with questions? If so, what are they?

What research resources did you find most helpful? For those of you who are considering an online program, was the distance education information provided helpful?

Assignments:

University Catalog/Website Worksheet- Due Date: 10/21/07

Week Three (October 22 – October 28)

College Research Resources

Lecture: College Research Resources

Discussion:

College Research Resources- In the Discussion, please respond to the following:

Which of the resources did you find to be most useful?

Was there any information you were unable to find?

Assignment:

Research Project Comparing Two Universities- Due Date: 11/4/07

Using the resources reviewed in the College Research Resources Lecture, complete the above research worksheet.

Week Four (October 29 – November 4)

Unit Five- Community College Preparation

Lecture: Community College Preparation

Discussion:

Community College Preparation- In the Discussion, please respond to the following:

How well prepared are you at this point?

Is it clear to you the courses you will need to focus on for transfer?

Questions?

Check For Knowledge-3

Assignment:

Educational Plan- Due Date: 11/11/07

Based on the information you have about the preparation requirements at the community college level, develop an educational plan with a Cerro Coso Counselor for your educational goal. You can request an education plan online at: <http://www.cerrocoso.edu/student services/counseling/intakeform.htm> Please be sure to indicate in the question field that you are requesting the education plan for this class. Please also indicate in this area any additional information than is relevant to your education plan. If you have previous college course work from another institution, you will need to provide copies to the counseling center, if you have not already done so. **There will be a delay of 4-5 business days to your request for a Student Education Plan. Please allow for this delay in meeting the due date for the assignment.**

Week Five (November 5 – November 11)

Educational Planning (Major/Career)

Lecture: Educational Planning

Discussion:

Educational Planning- In the Discussion, please respond to the following: **TBA (to be announced)**

Assignments:

Comprehensive, Personalized Transfer Plan- Due Date: 11/18/07

Week Six (November 12 – November 18)

Application Process/Essay

Lecture: Application Process/Essay

Discussion: TBA (to be announced)

Assignments:

Completed application for the CSU, UC System or other four-year institution - Due Date: 11/25/07

Outline of application essay/personal statement- Due Date: 11/30/07

Week Seven (November 19 – November 25)

Financial Aid/Scholarships

Lecture: Financial Aid/Scholarships

Discussion: TBA (to be announced)

Week Eight (November 26 – November 30)

To be determined by the needs of the class and student input.