I. OVERVIEW
The following information will appear in the 2009 - 2010 catalog

GUIDE-110 Educational Planning

Acquaints MJC students with the college, its curriculum, facilities, services, academic regulations, vocational and certificate programs, degree and transfer requirements. Students must complete a conference with a counselor during the semester. An educational plan is developed according to each student's needs and goals. Field trips are not required. Course is applicable to the associate degree.

II. LEARNING CONTEXT
Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. COURSE CONTENT
1. Required Content:
   A. Post secondary educational overview and purpose
      1. Lifelong learning
      2. Vocational training
         a. courses
         b. certificate programs
         c. associate degree programs
         d. baccalaureate programs
      3. Lower division preparation for transfer
         a. general education
         b. preparation for a major
      4. CA system of higher education
         a. Community College
         b. CSU/UC
         c. Independent
   B. Educational goals in context of life goals
   C. Tentative choice of appropriate educational goal(s)
   D. Skills needed for success
      1. Approaches to learning
      2. Time management
      3. Study skills
      4. Library and research skills
      5. Using college resources effectively
      6. Using online resources
   E. Educational planning
      1. The campus(es) and its resources and services
      2. Educational alternatives and associated requirements
         a. courses and prerequisites (including testing)
         b. certificate programs
         c. vocational programs
         d. transfer programs
         e. competencies
         f. admissions requirements for transfer programs
      3. Developing a detailed educational plan

B. HOURS AND UNITS

Division: Counseling/Study Skills
C. METHODS OF INSTRUCTION (TYPICAL)

Instructors of the course might conduct the course using the following method:

1. Lecture/discussion
2. Individual and small group discussion
3. Media presentations
4. Structured problem-solving exercises
5. Online instruction
6. Guest speakers

D. ASSIGNMENTS (TYPICAL)

1. EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS

Time spent on coursework in addition to hours of instruction (lecture hours)

- Daily or weekly readings
- Daily or weekly homework assignments
- Daily or weekly on-line research on related topics
- Daily or weekly quizzes

2. EVIDENCE OF CRITICAL THINKING

Assignments require the appropriate level of critical thinking

- Students will examine and assess selected readings
- Students will develop an educational plan based on their career goals
- Students will discover and use various learning resources and student support services available to them on campus
- Students will compare the differences between the career technical education pathway and the university preparation pathway to choose which one is best for their respective goals
- Students will identify on-line resources such as csumentor, assist, ucop and others to use with their educational and career goals

E. TEXTS AND OTHER READINGS (TYPICAL)


3. Other: http://www.cccco.edu
   http://csumentor.edu
   http://ucop.edu
   http://aicc.edu
   http://assist.org
   http://fafsa.edu.gov
   http://eureka.org
III. **DESIRED LEARNING**

A. **COURSE GOAL**
   
   As a result of satisfactory completion of this course, the student should be prepared to:

   Demonstrate knowledge of MJC regulations, procedures, and curricula requirements including certificate, vocational degrees, and transfer degree programs. Create a detailed personal, educational, and career plan to follow towards their educational objective.

B. **STUDENT LEARNING GOALS**

   Mastery of the following learning goals will enable the student to achieve the overall course goal.

   1. **Required Learning Goals**
      
      Upon satisfactory completion of this course, the student will be able to:

      a. Summarize the role of community colleges in the context of post high school educational opportunities

      b. Identify their educational goals in the context of their life goals.

      c. Identify the skills needed to be successful in college and how to obtain them.

      d. Identify MJC regulations, procedures, and curricula requirements, including certificate, vocational degree, and transfer requirements.

      e. Complete a detailed Educational Plan based on current educational objectives.

IV. **METHODS OF ASSESSMENT (TYPICAL)**

A. **FORMATIVE ASSESSMENT**

   1. Class participation

   2. Written assignments

   3. Quizzes on daily or weekly lectures

   4. In class participation during group work and discussion

   5. Problem-solving exercises

B. **SUMMATIVE ASSESSMENT**

   1. Student Educational plan

   2. Conference with a counselor

   3. Written assignments