**Community College 101**

April 10th – May 16th, 2012

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| **Class Days & Times:** | Tues, Wed, Thurs12:30 – 2:00PM | **Instructor:** | Monica Cheng(206) 934-7478Monica.Cheng@seattlegoodwill.org |
| **Class Location:** | North Seattle Community CollegeOpportunity Ctr, Rm 230/101-D |  **Website:** | <http://goingtocollege.weebly.com> |

**Course Description**

This course is for students who are interested in entering a job training program at a community college. By the end of this course, students will have gained the knowledge and preparation needed to begin taking classes at a local community college. Students will leave class with a better awareness of what it takes to go to college, a concrete education plan, and will have completed necessary applications and assessments. Welcome!

**Materials & Supplies**

* **Course Binder**: The course binder contains all the handouts you will need for this class. Please bring your binder to **every** class.
* **Planner**: You will receive a planner to use for writing down college deadlines, important dates, and tasks.
* **Class Website**: The class website contains all class materials, additional resources and a contact page.

**Attendance, Participation & Homework**

Students are expected to attend class regularly and participate in class activities and discussions. Be respectful of all class members. If you must miss a class, please notify the instructor ahead of time if possible. In the case of unexpected illness, please notify the instructor that day. **If you are 30 or more minutes late, you will be marked absent**. **If you are absent or tardy three times, you must meet with the Instructor to address the issue. You will be dropped from class if you are absent five or more times.** In order to prepare you for college classes, there will be periodic homework assignments. **You are expected to complete all homework** **on-time** as part of your participation in class.

**Course Completion Criteria**

Successful completion of this class allows you to receive ongoing one-on-one support and be eligible for Goodwill funding for school-related expenses. In order to successfully complete this class, you must meet the attendance and participation expectations and demonstrate your proficiency in the following areas:

* Understand basic college terminology & the process for enrolling in school
* Complete the CASAS 130 appraisal/test
* Complete an individualized career and education plan with instructor
* Understand common college funding sources and complete financial aid application (FAFSA) online
* Complete the COMPASS placement test at a local community college
* Have a working budget & spending plan completed

**Support Services & Extra Help**

If you are having difficulty understanding some of the class material, please talk with your instructor to get help. If you need help with a non-class issue that is impacting your success in class (transportation, childcare, health, clothing, etc.), please talk to your Instructor or Case Manager.

**Weekly Course Outline**

\*Note: Students will be expected to schedule several individual appointments with instructor

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| **4/10 – 4/12 (Week 1): Class Introduction, Exploring College & Career Options, Readiness for College**  |
| **Class Topics**4/10* Introductions, Course Overview
* Course Binder Overview
* Myths About Returning to School
* Self-Investment
* Intro to Career Pathway Maps

4/11* Labor Market Overview
* FAFSA Required Documents

4/12* Goal Setting
* Circles of Support
* Change & College Culture
 | **Activities*** Icebreaker
* College Awareness Assessment
* Review Course Outline & Binder
* Using Planner: Important Dates Discussion: Myths
* Discussion: Self-Investment
* Costs of School activity
* Lecture: Career Mapping
* Review College Glossary
* Daily Thought/Response Cards
* Good Paying Careers Presentation
 | **Materials*** Student Course Binder
* Myths Handout
* Costs of School Handout
* Career Pathway Maps
* College Glossary (ref.)
* Good Paying Careers Slides
* Good Paying Careers Action Plan
* FAFSA Checklist
* Goal Setting Tips Handout & Worksheet
* College Culture Handout
* Circle of Support Sheet
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| **4/17 – 4/19 (Week 2): Financial Aid, FAFSA Completion, Introduction to Community Colleges** |
| **Class Topics**4/17* Financial Aid Overview

4/18* Online FAFSA application

**DUE: Materials from FAFSA Checklist**4/19* Class Schedules & Online Services
* Intro to the Community College
* Steps for Enrolling In College
* Orientation of College Campus
* College Student Services
 | **Activities*** Financial Aid Guest Speaker
* Presentation: Steps for Enrolling in College & Areas of College Campus
* Campus Locations/Maps Activity
* Student Services Scavenger Hunt
* Complete FAFSA Application Online
* Reading a Quarterly Schedule & Individual Student Class Schedule
* Student Online Services Demo
 | **Materials*** Funding Sources Handout
* FAFSA Checklist
* Financial Aid Data Sheets
* College Quarterly Schedule
* Sample Student Schedule
* Steps & Doors for Going to College Handout
* “New Student Checklists”
* Campus Maps
* College Glossary
* College Resources Handout
* “Check Out A College” brochures
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| **4/24 – 4/26 (Week 3): Test Preparation, CASAS/COMPASS Assessments, Campus Tour** |
| **Class Topics**4/24* CASAS Overview & Expectations
* Math & Reading Practice
* Time Tracker Estimate

**DUE: Student Services Worksheet** 4/25* Review COMPASS Writing HW
* COMPASS Overview
* Test-taking & Test Anxiety

4/26* Campus Tour
 | **Activities*** CASAS Practice Questions Online
* Time Tracker Estimate (collect)
* Discussion: Review, Questions & Impression of CASAS
* Reading COMPASS Scores
* COMPASS Simulation Website
* Discussion: Test-Taking & Test Anxiety
 | **Materials*** CASAS/COMPASS Handout
* CASAS Practice Questions
* Time Tracker Exercise Pt I
* Sample COMPASS scores
* COMPASS Overview Sheet
* Test-Taking Tips Handout & PowerPoint
* Test Anxiety Handout
* Time Tracker Homework
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| **5/1 – 5/03 (Week 4): COMPASS/Test Preparation, Exploring Interests, Career Planning, CASAS Test** |
| **Class Topics**5/01* Practice COMPASS Questions
* Review 1-Week Time Tracker HW

5/02* Interests, Needs & Wants
* Career Planning

5/03* Take CASAS 130
* More Practice COMPASS Questions

**DUE: COMPASS Writing Questions** | **Activities*** Do Practice COMPASS Questions
* Interests Assessment
* Needs & Wants Assessment
* Internet Activity: Career Exploration
* Personalized Career/Education Map
* Take CASAS 130 Test
 | **Materials*** COMPASS Questions
* Interest Assessment
* Needs & Wants Exercise
* Career Planning Handout
* Blank Career/Educ. Map
* CASAS 130+ Answer Sheet
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| **5/08 – 5/10 (Week 5): Student Success Skills, Learning Styles, Financial Literacy Introduction** |
| **Class Topics**5/08* Note-Taking: Lectures & Reading
* Time Management

**DUE: 1-Week Time Tracker Wksht****HW: 1-Week Spending Tracker Wksht** 5/09* Learning Styles & Study Skills

**QUIZ: College Terms** 5/10* Overview of Online Learning
* Overview of Financial Literacy
 | **Activities*** Practice Note-Taking Passage
* Time Management: Urgent vs. Important
* Complete VARK Questionnaire
* Discussion: Online Learning Options
* ANGEL Demonstration
* Financial Literacy Activities (TBD)
 | **Materials*** Types of Note-Taking

 Handout* Note-Taking Tips Handout
* Reading Tips Handout
* Completed Time Tracker Worksheet
* Time Management Strategies Handout
* Online VARK Questionnaire
* VARK Helpsheets
* VARK Study Tips Handout
* ANGEL Website
* Financial Literacy Handouts
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| **5/15—5/16 (Week 6): Self-Advocacy, Financial Literacy Pt 2, Final Class Reflections** |
| **Class Topics**5/15* Job Search Resources
* Overview of Public Benefits
* What’s Next?: Self-Advocacy, Problem Solving & Talking to Instructors

5/16* Financial Literacy: Spending Plans, Budgeting, Banking, Credit

**DUE: 1-Week Spending Tracker** | **Activities*** Guest Speaker: Meredith Bane, NSCC Career Services
* Discussion: Public Benefits
* Questioning for Self-Advocacy/Problem-Solving Activity
* Discussion: Talking to Instructors
* Financial Literacy Activities (TBD)
* Create Personal Budget
* Final Reflections
 | **Materials*** Public Benefits Handout
* PeoplePoint Benefits Handout
* Asking the Right Questions & Communicating With Professors Handout
* Budget Worksheets
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\*Note: Instructor reserves the right to modify schedule if necessary to accommodate the class’ learning needs.