

# Community College 101

April 11<sup>th</sup> – May 17<sup>th</sup>, 2011



**Class Days & Times:** Mon, Tues, Wed  
2:30PM – 4:00PM

**Instructor:** Monica Cheng  
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**Class Location:** Seattle JTE  
Room 203

**Class 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

4/11 – 4/13 (Week 1): Class Introduction, Exploring College & Career Options, Readiness for College		
<p><b>Class Topics</b></p> <p>4/11</p> <ul style="list-style-type: none"> <li>• Introductions, Course Overview</li> <li>• Course Binder Overview</li> <li>• Myths About Returning to School</li> <li>• Self-Investment</li> <li>• Intro to Career Pathway Maps</li> </ul> <p>4/12</p> <ul style="list-style-type: none"> <li>• Labor Market Overview</li> </ul> <p>4/13</p> <ul style="list-style-type: none"> <li>• Goal Setting</li> <li>• Circles of Support</li> <li>• Change &amp; College Culture</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Pair Introductions</li> <li>• College Awareness Assessment</li> <li>• Review Course Outline &amp; Binder</li> <li>• Discussion: Myths</li> <li>• Discussion: Self-Investment</li> <li>• Costs of School activity</li> <li>• Lecture: Career Mapping</li> <li>• Review College Glossary</li> <li>• Using Planner: Important Dates</li> <li>• Good Paying Careers Presentation</li> </ul>	<p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Student Course Binder</li> <li>• Myths Handout</li> <li>• Costs of School Handout</li> <li>• Career Pathway Maps</li> <li>• College Glossary (ref.)</li> <li>• Good Paying Careers Slides</li> <li>• Good Paying Careers Action Plan</li> <li>• FAFSA Checklist</li> <li>• Goal Setting Tips Handout &amp; Worksheet</li> <li>• College Culture Handout</li> <li>• Circle of Support Sheet</li> </ul>
4/18 – 4/20 (Week 2): Introduction to Community Colleges, Financial Aid, FAFSA Completion		
<p><b>Class Topics</b></p> <p>4/18</p> <ul style="list-style-type: none"> <li>• Intro to the Community College</li> <li>• Steps for Enrolling In College</li> <li>• Orientation of College Campus</li> <li>• College Student Services</li> </ul> <p>4/19</p> <ul style="list-style-type: none"> <li>• Class Schedules &amp; Online Services</li> <li>• Financial Aid Overview</li> </ul> <p>4/20</p> <ul style="list-style-type: none"> <li>• Online FAFSA application</li> </ul> <p><b>HOMEWORK DUE: Bring materials from FAFSA Checklist</b></p> <p><b>DUE: Student Services Worksheet</b></p>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Presentation: Steps for Enrolling in College &amp; Areas of College Campus</li> <li>• Guest Speaker: Former Student</li> <li>• Campus Locations/Maps Activity</li> <li>• Student Services Scavenger Hunt</li> <li>• Reading a Quarterly Schedule &amp; Individual Student Class Schedule</li> <li>• Student Online Services Demo</li> <li>• Financial Aid Guest Speaker</li> <li>• Complete FAFSA Application Online</li> </ul>	<p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Steps &amp; Doors for Going to College Handout</li> <li>• Campus Maps</li> <li>• College Glossary</li> <li>• College Resources Handout</li> <li>• “New Student Checklists”</li> <li>• College Quarterly Schedule</li> <li>• Sample Student Schedule</li> <li>• Funding Sources Handout</li> <li>• FAFSA Checklist</li> <li>• FAFSA Website</li> <li>• Financial Aid Data Sheets</li> </ul>
4/25 – 4/27 (Week 3): Test Preparation, CASAS/COMPASS Assessments, Interviewing & Job Search		
<p><b>Class Topics</b></p> <p>4/25</p> <ul style="list-style-type: none"> <li>• CASAS Overview &amp; Expectations</li> <li>• Math &amp; Reading Practice Questions</li> <li>• Time Tracker Estimate</li> </ul> <p>4/26</p> <ul style="list-style-type: none"> <li>• Take CASAS 130 Test</li> <li>• Debrief CASAS Test</li> </ul> <p>4/27</p> <ul style="list-style-type: none"> <li>• Interviewing &amp; Job Search</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• CASAS Practice Questions Online</li> <li>• Time Tracker Estimate (collect)</li> <li>• Take CASAS 130 Test</li> <li>• Discussion: Review, Questions &amp; Impression of CASAS</li> <li>• Reading COMPASS Scores</li> <li>• Guest: GW Employment Services</li> </ul>	<p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• CASAS/COMPASS Handout</li> <li>• CASAS Practice Questions</li> <li>• Time Tracker Exercise Pt I</li> <li>• CASAS 130+ Answer Sheet</li> </ul>

<b>5/02 – 5/04 (Week 4): COMPASS/Test Preparation, Exploring Interests, Career Planning</b>		
<p><b>Class Topics</b></p> <p>5/02</p> <ul style="list-style-type: none"> <li>• COMPASS Overview</li> <li>• Test-taking &amp; Test Anxiety</li> <li>• Review 1-Week Time Tracker HW</li> </ul> <p>5/03</p> <ul style="list-style-type: none"> <li>• Practice COMPASS Questions</li> <li>• Review COMPASS Writing HW</li> </ul> <p>5/04</p> <ul style="list-style-type: none"> <li>• Interests, Needs &amp; Wants</li> <li>• Career Planning</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Discussion: Test-Taking &amp; Test Anxiety</li> <li>• Do Practice COMPASS Questions</li> <li>•</li> <li>• Interests Assessment</li> <li>• Needs &amp; Wants Assessment</li> <li>• Internet Activity: Career Exploration</li> <li>• Personalized Career/Education Map</li> </ul>	<p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Sample COMPASS scores</li> <li>• COMPASS Overview Sheet</li> <li>• Test-Taking Tips Handout &amp; PowerPoint</li> <li>• Test Anxiety Handout</li> <li>• COMPASS Questions</li> <li>• Time Tracker Homework</li> <li>• Interest Assessment</li> <li>• Needs &amp; Wants Exercise</li> <li>• Career Planning Handout</li> <li>• Blank Career/Educ. Map</li> </ul>
<b>5/09 – 5/11 (Week 5): Learning Styles, Student Success Skills, Financial Literacy Introduction</b>		
<p><b>Class Topics</b></p> <p>5/09</p> <ul style="list-style-type: none"> <li>• Learning Styles &amp; Study Skills</li> </ul> <p><b>QUIZ: College Terms</b></p> <p><b>HOMEWORK DUE: Practice COMPASS Writing Questions</b></p> <p>5/10</p> <ul style="list-style-type: none"> <li>• Note-Taking: Lectures &amp; Reading</li> <li>• Time Management</li> </ul> <p><b>HOMEWORK DUE: 1-Week Time Tracker Worksheet</b></p> <p>5/11</p> <ul style="list-style-type: none"> <li>• Overview of Online Learning</li> <li>• Overview of Financial Literacy</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Complete VARK Questionnaire</li> <li>• Practice Note-Taking Passage</li> <li>• Time Management: Urgent vs. Important</li> <li>• Discussion: Online Learning Options</li> <li>• ANGEL Demonstration</li> <li>• Financial Literacy Activities (TBD)</li> </ul>	<p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Online VARK Questionnaire</li> <li>• VARK Helpsheets</li> <li>• VARK Study Tips Handout</li> <li>• Types of Note-Taking Handout</li> <li>• Note-Taking Tips Handout</li> <li>• Reading Tips Handout</li> <li>• Completed Time Tracker Worksheet</li> <li>• Time Management Strategies Handout</li> <li>• ANGEL Website</li> <li>• Financial Literacy Handouts</li> </ul>
<b>5/16—5/17 (Week 6): Financial Literacy Pt 2, Next Steps, Final Class Reflections</b>		
<p><b>Class Topics</b></p> <p>5/16</p> <ul style="list-style-type: none"> <li>• Financial Literacy: Spending Plans, Budgeting, Banking, Credit</li> </ul> <p>5/17</p> <ul style="list-style-type: none"> <li>• Overview of Public Benefits</li> <li>• What's Next?: Self-Advocacy, Problem Solving &amp; Talking to Instructors</li> </ul> <p><b>HOMEWORK DUE: Spending Tracker</b></p>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Financial Literacy Activities (TBD)</li> <li>• Create Personal Budget</li> <li>• Discussion: Public Benefits</li> <li>• Questioning for Self-Advocacy/Problem-Solving Activity</li> <li>• Discussion: Talking to Instructors</li> <li>• Final Reflections</li> </ul>	<p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Budget Worksheets</li> <li>• Public Benefits Handout</li> <li>• PeoplePoint Benefits Handout</li> <li>• Asking the Right Questions &amp; Communicating With Professors Handout</li> </ul>

\*Note: Instructor reserves the right to modify schedule if necessary to accommodate the class' learning needs.