

Course Outline of Record

1. Course Code: COUN-011
2.
 - a. Long Course Title: Introduction To Scholarships
 - b. Short Course Title: INTRO TO SCHOLARSHIPS
3.
 - a. Catalog Course Description:
 Introduces students to scholarship and financial aid opportunities at the local, state, and national levels. Learn research techniques and utilize publications, software, internet sites, and community resources. Emphasis is on development of a personal organizational system to manage the process of the scholarship search. Identify scholarships that meet personal criteria. Personal statements, interview techniques, résumés, organization and time management skills are also covered.
 - b. Class Schedule Course Description:
 Teaches a method of researching scholarships; completing applications; writing a personal statement; and developing a portfolio which contains all necessary documentation for submitting winning applications.
 - c. Semester Cycle (if applicable): N/A
 - d. Name of Approved Program(s):
4. Total Units: 1.00 Total Semester Hrs: 36.00
 Lecture Units: 0.5 Semester Lecture Hrs: 9.00
 Lab Units: 0.5 Semester Lab Hrs: 27.00
 Class Size Maximum: 30 Allow Audit: No
 Repeatability No Repeats Allowed
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm I-A)
 Advisory: ENG 050 Basic knowledge of the internet; Basic word processing
6. Textbooks, Required Reading or Software: *(List in APA or MLA format.)*
 - a. Andrews, Eve-Marie (2007). *The Search for Scholarships* Rancho Mirage, CA Self Pub.
 College Level: Yes
 Flesch-Kincaid reading level: 12
7. Entrance Skills: *Before entering the course students must be able:*
 - a. Identify and employ prewriting activities.
 - ENG 050 - Identify and employ prewriting activities.
 - b. Understand the basics of the writing process and the importance of writing.
 - ENG 050 - Understand the basics of the writing process and the importance of writing.
 - c. Identify and compose a paragraph as a discrete unit of thought organized by a single topic.
 - ENG 050 - Identify and compose a paragraph as a discrete unit of thought organized by a single topic.
 - d. Formulate topic sentences, compose coherent paragraphs and create theses.
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 - e. Identify an essay as a short piece of writing that supports a writer's point of view through the use of detailed examples.
 - ENG 050 - Identify an essay as a short piece of writing that supports a writer's point of view through the use of detailed examples.
 - f. Demonstrate the ability to generate, develop and organize ideas into a cohesive essay using two or three paragraphs.
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g. Identify and employ transitions and connectors to show unity between ideas.

- ENG 050 - Identify and employ transitions and connectors to show unity between ideas.

h. Demonstrate the ability to apply standard rules of grammar, punctuation and spelling in academic writing.

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i. Participate thoughtfully and critically in peer review, as well as self-evaluate, edit and revise

j. Demonstrate the ability to produce several drafts of essays through a series of revisions using a computer.

- ENG 050 - Demonstrate the ability to produce several drafts of essays through a series of revisions using a computer.

k. Read, comprehend, and summarize 8th grade level readings and identify main ideas and supporting details.

l. Identify and recognize diverse values and perspectives in short readings and academic writing.

m. Recognize and explain patterns of idea development in short readings and academic writing.

8. Course Content and Scope:

Lecture:

1. Describe the process of organizing a scholarship portfolio
2. Teaching the basics of writing a personal statement
3. Present the elements of requesting letters of recommendation
4. How to write a scholarship résumé.
5. How to complete a personal data form.
6. How to write letters requesting recommendations; thank you for recommendations, and thank you for scholarships.
7. How to dress for interviews,
8. How to give a thank you speech
9. Teach the process of research, critical thinking, organization and time management.

Lab: *(if the "Lab Hours" is greater than zero this is required)*

1. Computer research
2. Record and file scholarships
3. Maintain a calendar of scholarship deadlines
4. Write several personal statements
5. Request letters of recommendation
6. Complete both paper and electronic applications
7. Organize scholarship portfolio
8. Complete a FAFSA application
9. Keep scholarship interview appointments

9. Course Student Learning Outcomes:

1. Identify a system of researching and applying for scholarships.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Research scholarships in appropriate books.
- b. Use software to find scholarship sources.
- c. Search the Internet for available financial assistance.
- d. Complete a FAFSA form.
- e. Complete scholarship applications
- f. Write a personal statement
- g. Develop a scholarship résumé
- h. Establish organizational skills
- i. Write thank you letters
- j. Demonstrate public speaking skills – do a mock presentation in appreciation of receiving a scholarship.
- k. Demonstrate professional appearance when accepting a scholarship
- l. Demonstrate knowledge of some common courtesies in a social environment
- m. Complete a Scholarship Portfolio

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11. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)

- a. Demonstration, Repetition/Practice
- b. Discussion
- c. Distance Education
- d. Laboratory
- e. Lecture

Other Methods:

a. Activities and written exercises b. Guest speakers (Financial Aid, COD scholarships, EOPS/CARE, Aces, Private scholarship donors, Previous scholarship recipients, Coast Guard, Peace Corps, Local bank.)

12. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)

In Class Hours: 36.00

Outside Class Hours: 18.00

a. Out-of-class Assignments

1. Explore scholarship sites on the internet
2. Research scholarship books.
3. Write a personal statement
4. Develop a scholarship résumé
5. Complete a FAFSA application
6. Request letters of recommendation
7. Complete scholarship applications
8. Compose a thank you letter
9. Keep all materials and portfolio organized
10. Maintain a calendar with deadlines of application dates. This necessitates an awareness of time management.
11. Present a verbal thank you to the class as though it were a scholarship committee.
12. Exercise critical thinking skills when reading the necessary qualifications for a scholarship

b. In-class Assignments

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13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Student participation/contribution
Weekly online discussions
- Other
 - a. Class participation
 - b. Rubric—Points will be designated for assignments
 - c. The personal statement, thank you speech, and flash drive will be given a higher point value.
 - d. Four written examinations

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO-GE C5 – Personal Growth and Development

Exhibit habits of intellectual exploration, personal responsibility, and well being.

IO - Personal and Professional Development

Develop realistic goals.

16. Comparable Transfer Course

University System

Campus

Course Number

Course Title

Catalog Year

17. Special Materials and/or Equipment Required of Students:

1. Three ring D binder (3 inch)
2. Dividers
3. Red, Green, and Black Pens
4. Research Cards
5. Flash drive

18. Materials Fees: Required Material?

Material or Item	Cost Per Unit	Total Cost
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19. Provide Reasons for the Substantial Modifications or New Course:

online format

20. a. Cross-Listed Course (*Enter Course Code*): N/A
 b. Replacement Course (*Enter original Course Code*): STDV-011

21. Grading Method (*choose one*): Pass/No Pass Optional

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000507549
- b. T.O.P. Code [CB03]: 493010.00 - Career Guidance and Orien
- c. Credit Status [CB04]: D - Credit - Degree Applicable
- d. Course Transfer Status [CB05]: B = Transfer CSU
- e. Basic Skills Status [CB08]: 2N = Not basic skills course
- f. Vocational Status [CB09]: Not Occupational
- g. Course Classification [CB11]: Y - Credit Course
- h. Special Class Status [CB13]: N - Not Special
- i. Course CAN Code [CB14]: N/A
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: Y - Not Applicable
- l. Funding Agency Category [CB23]: Y = Not Applicable
- m. Program Status [CB24]: 2 = Stand-alone

Name of Approved Program (*if program-applicable*): N/A

Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 30
 Third Year: 30

24. Resources - Faculty - Discipline and Other Qualifications:

- a. Sufficient Faculty Resources: Yes
- b. If No, list number of FTE needed to offer this course: N/A

25. Additional Equipment and/or Supplies Needed and Source of Funding.

Online resources

26. Additional Construction or Modification of Existing Classroom Space Needed. (*Explain:*)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

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28. Originator Khanh Hoang Origination Date 10/25/13