

COUN M03: ORIENTATION TO MOORPARK COLLEGE

Originator

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College

Moorpark College

Discipline (CB01A)

COUN - Counseling

Course Number (CB01B)

M03

Course Title (CB02)

Orientation to Moorpark College

Banner/Short Title

Orientation/Moorpark College

Credit Type

Credit

Start Term

Fall 2022

Catalog Course Description

Introduces college services and requirements in order to help students define and achieve their educational goals. Investigates a variety of topics such as: associate degree and transfer requirements, basics of time management, planning a career and major, financial aid and scholarship opportunities, using the college library, and other student services and workshops. Culminates in the development of an individual education plan.

Taxonomy of Programs (TOP) Code (CB03)

4930.10 - Career Guidance and Orientation

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

C (Not transferable)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

E - Non-Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

2 - Not Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

(P) Pass/No Pass Grading

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

8.75

Maximum Contact/In-Class Lecture Hours

8.75

Activity

Laboratory

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

8.75

Total Maximum Contact/In-Class Hours

8.75

Outside-of-Class

Internship/Cooperative Work Experience

Paid**Unpaid****Total Outside-of-Class****Total Outside-of-Class****Minimum Outside-of-Class Hours**

17.5

Maximum Outside-of-Class Hours

17.5

Total Student Learning**Total Student Learning****Total Minimum Student Learning Hours**

26.25

Total Maximum Student Learning Hours

26.25

Minimum Units (CB07)

.5

Maximum Units (CB06)

.5

Student Learning Outcomes (CSLOs)**Upon satisfactory completion of the course, students will be able to:**

1	identify appropriate college courses, services and activities for individual needs.
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Course Objectives**Upon satisfactory completion of the course, students will be able to:**

1	determine educational goals.
2	assess academic needs and identify barriers to achieving educational goals.
3	analyze college courses, services, workshops and other activities that provide help in achieving individualized educational goals.
4	complete readings, written exercises, counseling workshops and services from various campus programs to troubleshoot personal barriers to meeting educational goals.

Course Content**Lecture/Course Content**

30% - Overview of Moorpark College through a review of The Schedule of Classes, The Catalog, syllabi, explanation of course structure and other pertinent information and materials

- assess academic and personal needs
- assess potential educational barriers

30% - Group or individual sessions for discussion and submission of the following

- student education plan
- student I.D. card
- essays, worksheets, and reports
- activity log

40% - Investigate college services and programs that best address educational goals and assist in overcoming identified barriers

Laboratory or Activity Content

N/A

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Skills demonstrations

Other (specify)

Classroom Discussion

Projects

Participation

Reports/Papers/Journals

Other

Submission of a student education plan developed with the assistance of a college counselor.

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations

Class activities

Class discussions

Collaborative group work

Distance Education

Group discussions

Guest speakers

Internet research

Lecture

Small group activities

Other (specify)

Specify other method of instruction

Utilization of college courses, programs, services and workshops.

Describe specific examples of the methods the instructor will use:

The instructor will provide lectures that include the use of PowerPoint, facilitate class discussions and activities (small and large), and show short videos. Also, the instructor will model how to analyze materials such as case studies which help students learn to navigate psychological and societal barriers.

Representative Course Assignments

Writing Assignments

Summary and analysis of personal discovery exercises to determine educational goals and possible barriers.

Development of student education plan.

Reflections on how workshops and student services can meet educational goals and help remove barriers to achieving them and student education plan.

Critical Thinking Assignments

Participation in compare and contrast discussion held in class.

Participation in debates on key issues related to educational goals, barriers to achieving educational goals and resources for achieving educational goals.

Reading Assignments

Read assigned passages from the required textbook.

Read instructor handouts on various topics such as time management and learning styles.

Read articles on healthy choices for in-class discussions.

Skills Demonstrations

Demonstrate the ability to navigate the Moorpark College Website and the Student Portal.

Demonstrate the ability find classes that best fit their program of study.

Demonstrate the ability to find student services resources online and in person using the Moorpark College Website and/or portal.

Outside Assignments

Representative Outside Assignments

Assigned readings from workshops.

Construction of an education plan.

Assigned writing, exercises, and reflections.

Assigned research from workshops and campus services and programs.

Articulation

Comparable Courses within the VCCCD

COUN V03 - College Orientation

PG R001 - Orientation: All about Oxnard College

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

Area F: Ethnic Studies

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Textbook

Description

Ellis, Dave. *Becoming a Master Student: Making the Career Connection*. 17th ed., Wadsworth, 2022.

Resource Type

Textbook

Description

Downing, Skip. *On Course: Strategies for Creating Success in College, Career, and Life*. 9th ed., Wadsworth, 2019.

Resource Type

Textbook

Description

Lipsky, Sally A. *College Study: The Essential Ingredients*. 3rd ed., Pearson, 2012.

Resource Type

Other Resource Type

Description

Representative course materials include Moorpark College Catalog; Schedule of Classes; course syllabus and handouts from instructor, workshops and college services and programs.

Library Resources**Assignments requiring library resources**

Attendance at a library instruction session introducing the use of the Library's print and online resources.

Sufficient Library Resources exist

Yes

Example of Assignments Requiring Library Resources

Research potential educational barriers and determine ways to overcome them.

Distance Education Addendum**Definitions****Distance Education Modalities**

Hybrid (1%–50% online)
Hybrid (51%–99% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact**Hybrid (1%–50% online) Modality:**

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	The instructor will post a short reading, video, or short lecture on a career development theme. The instructor will then invite the students to comment or answer questions and write a short reflection. The students will read the reflections of a few classmates and provide feedback to each.

E-mail	The instructor will use the course announcement tool or email to provide students with up-to-date information with bulletins about the course, student services, or upcoming events. Students, in turn, may use the course inbox or campus student email accounts to contact the instructor with their questions or concerns. In particular circumstances, the students may also email their assignments or projects directly to the instructor instead of posting within the web-based learning management system (LMS).
Face to Face (by student request; cannot be required)	Students will have the option to meet the instructor in his/her office to get one-on-one assistance on course materials from the instructor. Also, the students may want to meet the instructor to have a face-to-face discussion about an issue of concern.
Other DE (e.g., recorded lectures)	The instructor may record the lectures and post them for students to view within a specified time frame to be ready for the accompanying exercises and activities. Students will upload their assignments to the web-based LMS be graded by the instructor.
Synchronous Dialog (e.g., online chat)	The instructor may be available on a particular day or days of the week within a specific time frame to help students answer their questions via an online chat. This period would be the equivalent of online office hours. The instructor may also require students to be present online during certain hours of the week and dialogue with one another; for example, a student may post a question about a case study, and other students will try to answer their question. This period would be a live discussion session.
Telephone	The instructor will provide a phone number to the students to leave a voicemail and expect a call back within 48 hours.
Video Conferencing	The instructor may be available on a specific day or days of the week within a certain time frame to help students answer their questions via live video conferencing. This period would be the equivalent of online office hours. Also, the instructor may choose to present a lecture to the students via video conferencing.

Hybrid (51%–99% online) Modality:

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100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
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Examinations**Hybrid (1%–50% online) Modality**

On campus
Online

Hybrid (51%–99% online) Modality

On campus
Online

Primary Minimum Qualification

COUNSELING

Review and Approval Dates

Department Chair

11/08/2021

Dean

11/08/2021

Technical Review

12/02/2021

Curriculum Committee

12/07/2021

DTRW-I

12/09/2021

Curriculum Committee

MM/DD/YYYY

Board

01/18/2022

CCCCO

MM/DD/YYYY

DOE/accreditation approval date

MM/DD/YYYY