

COCONINO COMMUNITY COLLEGE
COURSE OUTLINE

Prepared by: Linda Barker
General Education Outcomes Reviewed
Status: Permanent
Effective: Fall 2015

January 12, 2015
Fall 2015

A. Identification

1. Subject Area: College Literacy (COL)
2. Course Number: 130
3. Course Title: Resume, Financial, and College Literacy
4. Credit Hrs. 3
5. Course Description : This course is introductions to academic content, degree programs, personal and professional assessment, resume critique and college readiness. There will be a focus on faculty access, course, and campus resources with an opportunity for interested students to progress into personal learning portfolios. Pre/Co-requisite: ENG101 or Consent of Instructor. General Education: Arts and Humanities. Three lecture.

B. Course Goals

To provide students with the general knowledge and understanding of planning, financial, and educational literacy as they embark on their degree pursuits. This class explores the implications of college value, readiness, and completion through analysis of each student's personal and professional narrative.

C. Course Outcomes: Students will:

1. discuss institutional literacy, which includes language and culture within higher education;
2. evaluate how to navigate family, peer, and professional connections while pursuing higher education goals;
3. evaluate personal and professional goals;
4. create a dynamic resume and personal narrative;
5. evaluate their long term academic goals through personalized advising and planning;
6. examine financial literacy by investigating the benefits and risks of scholarships, student loans and college value in relationship to their personal and professional goals;
7. examine planning literacy through what role each student identifies in their life;
8. and examine how to manage time, and seek the services within the institution that will best serve their needs.

D. Course Outcomes Assessment will include: a variety of assessment techniques including written assignments, exams, resume, and personal narrative.

E. Course Content will include:

1. institutional literacy: language and culture within higher education; how to navigate family, peer, and professional connections while pursuing higher education goals;
2. financial literacy: benefits/risks of scholarships, student loans (live like a student, while a student, not for life)
3. and planning literacy: what roles each student carries, how to manage time, and seek the services within the institution that will best serve their needs.