**MCCCD Curriculum Match with   
*College & Career Success Online*  
by Chapter and Topics**

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| MCCCD Official Course Competencies | Corresponding Chapters in College & Career Success online |
| 1. Identify and describe campus student support resources. (I) | College & Career Success online is customized to include the contact information for all student services at your college. The Professional Guide has suggestions and exercises for acquainting students with campus resources. Additional resources are located in the Instructor Manual at [www.collegesuccess1.com](http://www.collegesuccess1.com) . |
| 2. Identify and apply time management strategies. (II) | Chapter 5: Managing Time and Money |
| 3. Identify and apply goal­setting strategies. (III) | Chapter 5: Managing Time and Money |
| 4. Identify preferred learning style and describe it’s relationship to teaching and learning strategies. (IV) | Chapter 7: Using Brain Science to Improve Study Skills |
| 5. Identify and utilize interpersonal communication skills. (V) | Chapter 10: Communication and Relationships |
| 6. Identify and utilize strategies to organize study materials. (VI) | College and Career Success Online is integrated with your course management system which includes the course syllabus and assignments. |
| 7. Identify and utilize note­taking strategies. (VII) | Chapter 8: Taking Notes, Writing, and Speaking |
| 8. Identify and utilize textbook, academic, and classroom strategies. (VIII) | Chapter 7: Using Brain Science to Improve Study Skills |
| 9. Identify and utilize test taking strategies. (IX) | Chapter 9: Test Taking |
| 10. Identify and utilize strategies to improve memory. (X) | Chapter 6: Using Brain Science to Improve Memory |
| 11. Identify and utilize strategies for critical and creative thinking. (XI) | Chapter 11: Critical and Creative Thinking |
| 12. Describe the process of educational and career planning. (XII) | Chapter 4: Planning Your Career and Education |
| 13. Describe current occupational trends and outlooks. (XIII) | Chapter 4: Planning Your Career and Education |
| 14. Utilize career planning resources. (XIV) | Chapter 4: Planning your Career and Education. Recommend guest speaker from Career Services and tour of the facility. |
| 15. Develop an education plan. (XV) | Chapter 4: Planning Your Career and Education. Recommend students be required to see a counselor to develop an educational plan consistent with their career choice. |

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| MCCCD Official Course Outline | | Corresponding Topics from  College and Career Success Online |
| 1. Campus Student Support Resources | 1. Student Services 2. Academic support services | A variety of exercises in the Instructor Manual help students familiarize themselves with support services. The text is customized to include the contact information for campus specific services. |
| 1. Time Management | 1. Analyzing present use of time 2. Prioritizing 3. Scheduling 4. Calendars | Topics include how to estimate study and work time, the ABC’s of time management, schedule your success, manage your time with a web application, time management tricks, dealing with time bandits, and interactive exercises to help students practice these concepts. |
| 1. Goal Setting | A. Identify motivators  B. Values clarification  C. Design short and long-term goals | Topics include lifetime goals, smart goals, the difference between a goal and a fantasy, goals and values, and both written and interactive exercises to practice these topics. |
| 1. Learning Style | A. Assess learning style  B. Teaching styles  C. Learning strategies | The AchieveWORKS Learning and Productivity assessment is based on the latest research in neuroscience which shows that students learn best when using multiple senses. The assessment helps students explore many modes of learning and how to learn in a way that is most productive for them.  Topics from the text also include understanding faculty teaching styles and understanding expectations. |
| 1. Interpersonal Communication | A. Verbal and non­verbal  B. Active listening  C. Assertive communication  D. Conflict resolution | Topics include understanding personal communication styles, problems in communication, how to be a good listener, crisis communication, the language of responsibility, barriers to effective communication, tips for effective communication, assertive communication, dealing with conflict, and maintaining good relationships. |
| 1. Materials Organization | A. Course syllabi and outline  B. Assignments | *College and Career Success Online* integrates with your course management system which contains the course syllabus, course outline and assignments. |
| 1. Note taking | A. Outlining  B. Mind mapping  C. Cornell  D. Other note­taking technique | Topics include: the college lecture, how to be a good listener, tips for good note taking, the Cornell format, the outline method, the mind map, taking notes in math, improving and note taking efficiency. |

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| MCCCD Official Course Outline | | Corresponding Topics from  College and Career Success Online |
| 1. Reading | A. SQ3R  B. Other textbook reading techniques | Topics include SQ4R (the reflections step is added), applying memory techniques to reading, reading strategies for different subjects, improving reading concentration, e-learning techniques, and guidelines for marking your textbook. |
| 1. Test taking | A. Study environment  B. Test preparation  C. Test formats  D. Test anxiety | Topics include preparing for tests, distributing the practice, reviewing effectively, predicting test questions, emergency procedures, ideas that don’t work, dealing with test anxiety, dealing with math test anxiety, taking tests (true-false, multiple choice, matching, sentence completion, essay, and open book tests), and what to do when your test is returned. |
| 1. Memory | A. Short and long term  B. Repetition  C. Association  D. Mnemonics | Topics include  short term versus long term memory, minimizing forgetting, practical memory techniques based on brain science (think positively about learning, develop an interest, repetition, see the big picture first, meaningful organization, the magical number 7 theory, visualization, intent to remember, elaboration, distribute the practice, create a basic background, stress and emotions, relax while studying), using mnemonics and other memory tricks (acrostics, acronyms, peg systems, loci systems, visual clues, say it aloud, have a routine, write it down, remembering names), and optimize your brain power. |
| 1. Critical and Creative Thinking | 1. Evaluating 2. Synthesizing 3. Analyzing 4. Brainstorming | Topics include fallacies in reasoning, the critical thinking process, tips for critical thinking, critical thinking over the Internet, critical thinking and moral reasoning, the three S’s of creativity (Sensitivity, Synergy, and Serendipity), acquiring wisdom and knowledge, brainstorming exercise. |
| 1. Educational and Career Planning Process | 1. Self assessment 2. Assessing options 3. Decision-making | Topics include planning your education; matching your career plan to your personal strengths, interests, and values; the career decision-making process. |

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| MCCCD Official Course Outline | | Corresponding Topics from  College and Career Success Online |
| 1. Workplace Trends and Occupational Outlook | 1. Changes in the workplace 2. Growth oriented industries 3. Occupational outlook for specific job titles | Topics include generational influences, developments affecting future careers, career trends for 2020, work skills for the 21st Century, how to research your career, career outlook, 10 fastest growing occupations, 10 industries with the largest wage and salary employment growth, 10 occupations with the largest numerical job growth, sample occupations and income, and occupations with the highest income. |
| 1. Career Planning Resources | 1. Technology 2. Printed materials 3. People/network | The career portfolio with assessment results and links to matching careers is a tool for the first-year experience course, throughout college, and making the transition from college to employment. The basics of cover letters, resumes and interviewing are included. Indeed.com provides links to actual job openings for career exploration and future employment. |
| 1. Educational Plan | 1. General education guidelines 2. Degree programs and requirements 3. University transfer guidelines | The importance and basic steps in creating an educational plan are included. It is important to require students to make a counseling appointment to complete their educational plans to match their career goals. |