

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

## COUNSELING (COUNS)

**DIVISION:** Student Development  
**DEPARTMENT:** Counseling  
**DEPT CHAIR:** Bob Miller  
**PHONE:** 408-855-5094  
**COUNSELING:** 408-855-5030  
**WEBPAGE:** www.missioncollege.org/depts/coun  
**EMAIL:** bob\_miller@wvm.edu

Counseling is available for all students on a drop-in basis or by private appointments. All students are encouraged to meet with a counselor to formalize an Education Plan by the time they have completed 12 units. Counselors are available to assist you with academic, personal and career issues. The Counseling courses can assist students in making career and educational decisions, enhancing study skills, and staying motivated.

### Student Learning Outcomes

The Mission College Counseling Department offers counseling programs, services, and courses to provide students with the skills needed to be successful in their academic, personal, and career goals. Students will be able to identify and apply these skills as they pertain to their individual lives.

Upon completion of Counseling courses, students will be able to:

- Utilize study skills (such as note taking, test taking, time management) necessary to succeed in college and in their personal lives.
- Identify and apply personal values and career preferences as they relate to making effective career and major choices.
- Recognize the power of life planning and goal setting, and use effective strategies for making wise choices, taking responsibility and thinking critically.

Students utilizing Counseling programs and services will:

- Understand the academic regulations, standards, and requirements needed for completion of their academic goals
- Actively participate in the development of an educational plan (short term or long term).
- Select appropriate college courses, programs and services to meet their individual needs and to support their academic success.
- Feel personally acknowledged and more confident in their ability to benefit from learning opportunities at the college.

### SCHEDULE MATRIX:

COURSE	FALL	SPRING	SUMMER	WEEKEND
COUNS 000A	X	X	X	X
COUNS 001	X	X	X	
COUNS 003				
COUNS 005	X	X	X	
COUNS 007	X			
COUNS 010		X		
COUNS 012	X	X	X	
COUNS 012A	X	X		
COUNS 023	X	X		
COUNS 040A,B,C				
COUNS 051A		X		
COUNS 053				
COUNS 055		X		
COUNS 102	X	X		
COUNS 003, COUNS 040A, COUNS 040B, COUNS 040C, COUNS 053, COUNS 145, COUNS 145A, COUNS 900 (TAUGHT AS NEEDED)				

## COUNSELING (COUNS)

### 000A • ORIENTATION

**0.5 unit**

*Total Lecture 8.0 hours*

This course provides new students with basic information needed to attend college. It includes an orientation to Mission College programs and services; basic skills assessment information; registration procedures; an overview of general education requirements; and educational planning. This course may also be offered via distance learning. *Pass/No Pass Only.*

### 001 • COLLEGE SURVIVAL SKILLS

**2.0 units**

*Total Lecture 36.8 hours*

*Acceptable for credit: California State University*

This course provides the opportunity to learn self-management and study skills essential for success in college. It introduces the student to the theory and application of effective learning and academic strategies, personal development and techniques of interpersonal communications will be addressed. *Pass/No Pass Option.*

### 003 • STRATEGIES FOR PERSONAL AND PROFESSIONAL GROWTH

**2.0 units**

*Total Lecture 36.8 hours*

This course will present students with practical and proven strategies for improving the skills necessary to be successful in college and in their personal lives. Students will explore and practice strategies to set clear goals, make wise choices, improve self management, enhance creative and critical thinking skills, and acquire skills for life-long learning. *Pass/No Pass Option.*

### 005 • STRATEGIES FOR SUCCESS

**3.0 units**

*Total Lecture 54.4 hours*

*Acceptable for credit: University of California, California State University*

This is a comprehensive course that integrates critical and creative thinking proficiency, personal growth and values, and academic study strategies. This survey course includes a study of the role of education in life, college systems, effective learning strategies, academic survival, career information, awareness of personal development and techniques of interpersonal communication. Emphasis is on the attainment of life-long success in academic, professional and personal development. *Pass/No Pass Option.*

### 007 • UNIVERSITY TRANSFER PLANNING

**1.0 unit**

*Total Lecture 16.0 hours*

*Acceptable for credit: (University of California - pending), California State University*

This course provides in-depth information and assistance with the transfer process to four-year colleges/universities. It is designed to enable students to actively participate in planning their educational and career goals by providing information about the process and requirements for transferring from a community college to a university. Lower division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid and scholarship information are covered. Use of college catalogs, printed directories and the Internet are necessary to complete assignments. *This course may also be offered via distance learning. Pass/No Pass Option.*

### 010 • INTRODUCTION TO CRISIS INTERVENTION

**3.0 units**

*Total Lecture 54.4 hours*

*Acceptable for credit: California State University*

This course provides training in basic crisis intervention skills and application of these skills to a wide range of issues, situations, and settings including domestic abuse, suicide, sexual assault, death, addiction, and posttraumatic stress. *Pass/No Pass Option.*

### 012 • CAREERS AND LIFE STYLES

**3.0 units**

*Total Lecture 54.4 hours*

*Acceptable for credit: California State University*

This course assists the student in examining the components of career choice. The focus is on career, personal and educational awareness as they relate to the process of career choice and major selection. Students will identify personal interests, values, abilities and skills and will use self-assessment instruments to help them identify career options. Life-styles and personal satisfaction will be discussed as related to the world of work. Decision-making strategies, resume writing, interviewing skills and job search techniques will be reviewed. This course may also be offered via distance learning. *Materials Fee: \$24.00. Pass/No Pass Option.*

# COUNSELING • DESIGN DRAFTING TECHNOLOGY

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## 012A • CAREERS AND LIFE STYLES

1.0 unit

Total Lecture 16.0 hours

Acceptable for credit: California State University

This course assists students in exploring individual interests through the use of a variety of career assessments. The focus is on career, personal and educational awareness as they relate to the process of career choice and major selection. Students will identify personal interests, values, abilities and skills and will use self-assessment instruments to help them identify career options. This course may also be offered via distance learning. *Materials Fee: \$24.00. Pass/No Pass Option.*

## 012A1 • CAREERS AND LIFE STYLES

0.5 units

Total Lecture 8.0 hours

Through the use of a variety of career assessment inventories, participants will identify interests, abilities, skills, and career alternatives. An introduction to the Career/Transfer Center materials and their use will be given. *Pass/No Pass Option.*

## 012C - CAREER JOB SEARCH SKILLS

1.0 Unit

Total Lecture 16.0 hours

This course assists students in the area of job search skills. Students learn to market themselves using resume writing, and interview skills. Students learn to identify different types of skills and how they relate to job requirements. *Pass/No Pass Option.*

## 023 • BECOMING A MASTER STUDENT-ATHLETE

2.0 units

Total Lecture 36.8 hours

Acceptable for credit: California State University

In this course student-athletes learn tools for success to be applied in the classroom and in their sport. This survey course includes a study of the role of education in life, college systems, effective learning strategies, academic survival, career information, and awareness of personal development and techniques of interpersonal communication. In addition, students learn how to balance academics and athletics, and how to prepare for a bright future. *Pass/No Pass Option.*

## 040B, C • LEADERSHIP TRAINING

1.0, 1.5 units

Total Lecture 16.0, 27.2 hours

Acceptable for credit: California State University

Students will study and develop leadership skills for use within the college and the community in social and political organizations. The course provides exploration of values and goals. Students learn techniques in problem solving and critical thinking, theory of group processes, and parliamentary procedures. The Brown Act is also covered. The course is designed to train students to assume student leadership roles, and prepare students to participate effectively in campus organizations. This course is required of all student body officers and senators. *Pass/No Pass Option.*

## 051A • PERSONAL GROWTH-INCREASING SELF-ESTEEM AND SETTING GOALS

1.0 unit

Total Lecture 16.0 hours

Acceptable for credit: California State University

This course will assist students in increasing an awareness of themselves and others, identifying strengths and weaknesses in potential for personal growth, and enhancing self-esteem. It is designed to increase the ability to function more effectively and to handle personal problems and decisions. Topics to be addressed are assessing self-esteem, making and reaching goals, identifying fears and learning how to overcome them, clarifying values, and improving communication skills. *Pass/No Pass Option.*

## 053 • OVERCOMING MATH ANXIETY

1.0 unit

Total Lecture 16.0 hours

Acceptable for credit: California State University

This course will assist students in understanding what causes math anxiety. Students will learn techniques to manage math anxiety through stress reduction and the change of negative thought processes. Topics will include learning how to identify the emotional components which trigger math anxiety and how to apply techniques to conquer this form of anxiety. *May be repeated one time. Pass/No Pass Option.*

## 055 • VALUING DIVERSITY

3.0 units

Total Lecture 54.4 hours

Acceptable for credit: California State University

This is a theoretically based course which examines and explores students' multicultural awareness, knowledge base and practices and which allows them to develop new skills. The course addresses the complexities of interpersonal relationships among and between several cultures and ethnic groups within our society. Students examine cultural perceptions, while exploring self-concepts, values, beliefs, communication styles, religion, gender, ageism, and lifestyles in order to promote respect for differences and develop a sense of community. *Pass/No Pass Option.*

## 102 • STUDENT SUCCESS

0.5 units

Total Lecture 8.0 hours

This course will provide workshops and activities for participants of special programs (e.g. ACCESS, EOPS, CalWORKs, etc.). *May be repeated three times. Pass/No Pass Option.*

## 145A, 145B • BEGINNING STUDY SKILLS (NON-ASSOCIATE DEGREE COURSE)

0.5, 1.0 units

Total Lecture 8.0 hours, 16 hours

A course designed to improve students' study skills and help them become more aware of their potential for serious study. Opportunity is provided for personalized assistance in examining one's goals and motivation for attending college as well as supervised practice in implementing new approaches to time management, note taking, preparation and taking of examinations and other study habits and techniques. *Pass/No Pass Option.*

## 900 • ORIENTATION (NON-ASSOCIATE DEGREE COURSE)

0.5 units

Total Lecture 8.0 hours

A mini course designed to acquaint the student with the intricacies of the college scene - both academic and social. *Pass/No Pass Option.*

## DESIGN DRAFTING TECHNOLOGY (DRAFT)

(See Technology Studies Department)