

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**CREDIT COURSE NOT APPLICABLE TO THE A.A. DEGREE**

(Use this form only for courses which do not apply to the A.A. Degree)

**COURSE NUMBER AND TITLE:** COUN 49 Introduction to Financial and Academic Resources

**UNIT VALUE:** 0.5

**MINIMUM NUMBER OF SEMESTER HOURS:** 8

**BASIC SKILLS REQUIREMENTS:** Appropriate language skill

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:** none

**COREQUISITE:** none

**RECOMMENDED PREPARATION:** None

**SCOPE OF COURSE:** Survey of financial and supportive resources available to students, including part-time employment. The course content includes an overview of financial aid programs and eligibility requirements, campus support programs, community support services, money management, and educational planning. This course may be used to fulfill the financial aid orientation requirement.  
*Grading: Credit/No Credit only.*

**SPECIFIC COURSE OBJECTIVES:** Successful students will:

1. Compare and contrast federal and state financial aid programs
2. Synthesize and apply financial aid eligibility requirements
3. Compare and contrast financial aid and institutional policy
4. Define and analyze a student budget
5. Compare and contrast financial tools and resources
6. Apply the principles of academic planning to develop a personal educational plan

## **CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis may vary with each instructor.

1. Course Overview
  - a. Objectives, assignments, requirements, and grading system
2. Student financial Assistance Programs
  - a. Overview of Federal financial aid programs
  - b. Overview of State financial aid programs
  - c. Overview of application process for federal and state financial aid]
  - d. Overview of Scholarship programs
3. Financial Aid Eligibility Requirements
  - a. Palomar College institutional probation and dismissal policy
  - b. Financial Aid Satisfactory Academic Progress Policy
  - c. Evaluation of Case samples
4. Student Support and Services
  - a. Counseling
  - b. Tutoring Center
  - c. Math Center
  - d. Writing Center
  - e. Reading Center
  - f. EOPS
  - g. DSPS
  - h. Cal Works
  - i. Veteran Services
  - j. Health Services
  - k. Student Affairs
5. Money Management
  - a. Assessing spending habits
  - b. Preparing a student budget
  - c. Economizing
  - d. Saving
  - e. Debt management
    - i. Credit card information and considerations
    - ii. Student Loans
    - iii. Money Management Classes and Seminars
  - f. Student Employment
    - iv. Work Study
    - v. Career Services
      1. Resume and Interviewing Skills
      2. Job listing
    - vi. Relationship of working to school
    - vii. Internships
6. Community Resources
  - a. Outside job sources
    - i. One-stop Career Center
    - ii. Internet job boards
    - iii. Employment Development Department
  - b. Consumer Credit Counselors
  - c. Community Agencies

- 7. Educational Planning
  - a. Educational Planning Tools
    - i. College Catalog
    - ii. Class Schedule
    - iii. Academic Counselors
    - iv. Counseling Classes
    - v. Transfer Center
    - vi. Advising Sheets (General Education and Articulation Agreements)
  - b. Developing an Educational Plan
    - i. Considerations
      - 1. Time Frame
      - 2. Course Load
      - 3. Skill Level
      - 4. Career Goal
      - 5. Course Prerequisites
      - 6. Program/Degree Requirements
    - ii. Academic Path
      - 1. Certificate Program
      - 2. AA Degree Program
      - 3. Transfer Program
    - iii. Developing a Two Semester Educational Plan

**REQUIRED READING:** Course packet with selected handouts.

**SUGGESTED READING:** The most current edition of the following documents:

California Student aid Commission and EDFUND. Fund Your Future Financial Aid Workbook for Students.

California Student Services. Palomar Student Guidebook.

Palomar College Catalog.

Palomar College Class Schedule.

U.S. Department of Education. The Student Guide.

**REQUIRED WRITING:** None

**OUTSIDE ASSIGNMENTS:**

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes. Outside assignments may include, but are not limited to, developing a personal student budget, library, electronic, and other research preparing collaborative projects expanding on topics presented in class, reading the course packet, and completing selected financial aid forms.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

**DISTANCE LEARNING:**

**This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply.**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

Graded Credit/No Credit Only

A grade of "Credit" (CR) will be awarded to students who complete a personal student budget form, a preliminary educational plan, and participate I class. Class participation may involve group discussions and problem solving, collaborative projects, oral presentations, or other classroom activities that would assess knowledge of stated objective.

Students who do not complete the above listed assignments will receive a grade of "No Credit" (NC).

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes  No  Number of times course may be taken for credit: \_\_\_\_\_

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

**CONTACT PERSON:** Renee Roth

**SIGNATURES ON FILE**