I. Course Number and Title

A. COL160 Career/Life Planning  
B. Prerequisites - None  
C. 1 credit hour  
D. Total Clock Hours: 1 Total Class Hours: 15

II. Department:  

College Preparation

III. Course Description:

This course is an orientation to the World of Work. Students prepare a career plan to obtain an associate degree in their selected major. Planning begins with exercises designed to develop a working knowledge of curriculum structure and program design. Students will learn and practice career planning and decision making that will be useful throughout life. Instructors are student advisors. This course must be completed before a student registers for their 25th semester credit at HCC. Students who have earned or who have transferred 30 semester credits to HCC need not complete the course, but will need to meet all other graduation requirements.

IV. Course Competencies:

The point value for the following may vary by instructor. The recommended point value is 5 points per assignment with the exception of Orientation Day, which is 20 points. Any student who missed Orientation day will not be eligible to continue the Career & Life Planning course until the following semester.

1. Student will attend and participate in Orientation activities.

2. Student will have the opportunity to learn, locate and understand College policies found in the catalog, student handbook, and class schedule.
3. Student will have learn about how to evaluate and identify note-taking skills, study skills, and test-taking skills.

4. Learn to identify courses as basic skills requirements, humanities, social and behavioral sciences, natural sciences, physical sciences, electives, and fundamental courses as well as the different degrees and certificates offered by Highland Community College.

5. Determine how to create a two-year plan of study and how the course choices a student makes will/won't transfer to a four-year school. A plan is demonstrated and discussed.

6. Learn to set goals, define success, and apply time management principles, through demonstration and practice.

7. Understand the various Financial Aid options available and calculate the cost of attending HCC.

8. Learn to identify and set goals and objectives, communication skills and develop a knowledge of careers.

9. Understand the institutional assessment process and the importance of assessment.

10. Students will use a computer to complete their Library Orientation section. On line cataloging is demonstrated and practiced by use of the Internet. Students learn how to research using several sources of electronic and printed information.

11. Students in this course will use a computer to complete their Career Planning section. They will obtain information by using the Internet in order to learn about themselves and specific careers. Some websites they may use are: assessment.com, dol.gov, jobstar.org, collegegrad.com and bls.gov.

V. Assessment Items:

1. Exercises are given to students over common college policies and the class schedule.

2. Completion of Note Taking Posttest, Study Skills Exercises, and Test Taking Exercises.

3. Complete the Two-year Plan of Study.
4. Complete the Course Classification Exercise.

5. Each student will evaluate how the courses chosen for the two-year plan of study will transfer to one of the schools with HCC transfer agreements.

6. Completion of the Library Orientation Exercises including requesting a Kansas Access Library Card and development of a login and password for the Highland Community College Library database.

7. Completion of the Time Management Exercise.

8. Completion of the Expense Exercise.


10. Completion of a Career Exploration assignment including information about interests, values, skills and occupational information including: the nature of the work, the working conditions, training and qualifications, the future outlook, and related occupations.

VI. Course Content:

   Academic Guidelines and Procedures
   Note Taking
   Study Skills
   Test Taking
   Associate Degrees and General Education
   Two-Year Plan of Study
   Transfer Procedure
   The HCC Library
   Time Management
   Financial Information
   Goals and Objectives
   Career Exploration and Planning

VII. Instructional Materials:

A. Textbook for Student Orientation Program - Career & Life Planning
B. HCC Class Schedule
C. HCC Student Handbook
D. HCC Catalog

Guidelines for Requesting Accommodation Based on Documented Disability or Medical Condition
It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

**On-Campus Students:** At enrollment all on campus students will complete a form which will allow them to self-identify any disability. Questions should be directed to the Disabilities Coordinator.

**Off-Campus Regional Students:** Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor preferably prior to the first night of class or early in the semester.