I. Course Number and Title:

A. COL160 Career/Life Planning  
B. Prerequisites - None  
C. 1 credit hour  
D. Credit Hours 1, Clock 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.

A. Highland Community College Orientation:

1. Familiarize students with IQ Web and student HCC e-mail.  
2. Locate and understand College policies found in the catalog, and class schedule.  
   Including ADA, Academic Integrity, Adding/Dropping Policies, CAAP Test, 
   Sexual Harassment, ASSET Testing, Transcripts, etc  
3. Locate and understand current semester schedule using IQ Web.  
4. Learn to figure a grade point average.  
5. Learn the differences and requirements for each Associate Degree 
   Including: Course classifications, glossary and abbreviations, basic skills
requirements
6. Explore transfer policies and acceptance of HCC courses to various institutions.
7. Including: 10-steps to a successful transfer & transfer request form.
8. Financial Aid & Scholarship Opportunities – understand the various options available and how to figure EFC.
9. Students will use a computer to complete their Library Orientation section. Online cataloging is demonstrated and practiced by use of the Internet. Students learn how to research using several sources of electronic and printed information.
10. 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.

B. Becoming a Master Student:

1. Chapter 1: Discovery & Intention, Learning styles, Multiple Intelligence, The Master Student, and the Value of Higher Education
2. Chapter 2: Time Management, Goals and Objectives
3. Chapter 3: Memory Skills
4. Chapter 4: Reading Skills
5. Chapter 5: Note-Taking Skills
6. Chapter 6: Test Taking and Study Skills
7. Chapter 7: Critical Thinking Skills
8. Chapter 8a: Communication, Conflict Management, and Relationships
9. Chapter 8b: Writing papers and speeches, Information via the web, Library Orientation and HCC Web-based Library Orientation
10. Career Planning

V. Assessment

1. Complete a web page scavenger hunt and send the instructor an e-mail using HCC e-mail account
2. Further understanding using scavenger hunt to find catalog policies and schedules and the completion of the Policy Exercise
3. Schedule Exercise
4. GPA Exercise
5. Individual degree check using degree sheets and course classification exercise.
7. Financial Aid exercise
8. Chapter 1: Complete the Learning Style Inventory
9. Chapter 2: Time monitor/ time plan process exercise and journal

1. Goals exercise pg 72&73
VI. Course Content:

A. HCC Academic Policies and Procedures
B. Discovery & Intention
C. Time/ Goals and Objectives
D. Memory Skills
E. Reading Skills
F. Note-Taking Skills
G. Test Taking and Study Skills
H. Critical Thinking Skills
I. Communication, Conflict Management, and Relationships
J. Writing Papers, Speeches, Web-Search, and Library Orientation
K. Career Planning

VII. Instructional Materials:

• HCC Packet of information
• HCC Catalog
• Becoming a Master Student – Dave Ellis

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.