

Human/Career Development

Overview

Human/Career Development courses are designed to assist students with recognizing their full potential through developing self awareness, educational management and lifelong independent career planning skills. Instruction includes obtaining skills necessary to succeed in college and make positive and productive work/life decisions.

Dean	Dana Wassmer (/about-us/contact-us/faculty-and-staff-directory/dana-wassmer)
Department Chair	Cori Burns (/about-us/contact-us/faculty-and-staff-directory/cori-burns)
Career and Academic Community	Health and Human Services (/academics/career-and-academic-communities/health-and-human-services)
Phone	(916) 691-7390
Email	wassmed@crc.losrios.edu (mailto:wassmed@crc.losrios.edu)

Human/Career Development (HCD) Courses

HCD 89 Study Strategies Lab

Units:	0.5 - 1
Hours:	27 - 54 hours LAB
Prerequisite:	None.
Catalog Date:	January 1, 2021

This course will provide non-traditional instructional support for students with disabilities who are enrolled in other college classes. Graded on a credit/no credit basis. This is an open-entry, open-exit class that can be taken for 0.5-1.0 units.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- identify and utilize pertinent learning strategy skills from the following areas (research methods; textbook reading strategies; note taking strategies; organization of written assignments; editing and proofing of papers; test preparation and test-taking strategies; and time management.) (SLO #1)
- utilize lab time to complete homework assignments, accessing peer and tutorial support when necessary.
- learn how to advocate for themselves and to use DSPS Program services and accommodations.

HCD 110 Building Foundations for Success

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
General Education:	AA/AS Area III(b)
Catalog Date:	January 1, 2021

This course provides success strategies and support services to entry level students. The strategies and support services are threaded through three critical areas that enhance student success: academic skills, personal life management, and educational navigation.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- Learn beginning level student success strategies (SLO #1)
- Apply appropriate strategies for time management, goal setting, and note taking.
- Analyze attitudes toward studying and current study habits.
- Recognize personal learning styles.
- Apply study techniques to enhance classroom success.
- Apply test-taking strategies to prepare for and take exams.
- Develop analytical and problem solving skills with regard to circumstances occurring in personal, educational, and workplace environments.
- Demonstrate an ability to create a lifestyle balance plan.
- Demonstrate ability to apply, at a basic level, principles and practices of stress management.
- Apply techniques to improve and enhance physical and emotional wellness.
- Identify healthy support networks.
- Identify him- or her-self through communication and understanding as a racial person in a diverse state.
- Identify college programs and services.

- Describe her or his rights and responsibilities as a college student.
- Demonstrate an understanding of college procedures and policies (e.g. petitioning, probation, withdrawing, etc.).

HCD 112 College Survival

Units:	0.25 - 1
Hours:	4.5 - 18 hours LEC
Prerequisite:	None.
General Education:	AA/AS Area III(b)
Catalog Date:	January 1, 2021

The purpose of this course is to help the entry-level college student develop the confidence, knowledge, and skills necessary to become successful in college. Topics covered in College Survival include campus resources, academic planning, self-esteem and motivation, assertiveness and interpersonal relationships, as well as the principles of time and stress management.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate skills in the application of the universal tools utilized by all successful learners (SLO #1).
- Learn how to set personal and academic goals and maintain the motivation to achieve them.
- Develop a personalized student educational plan (SEP).
- Identify the locations and become knowledgeable about the services provided by the critical student support service programs.
- Explain the principles and tools of time and stress management and demonstrate skill in the application of the techniques of time and stress management.
- Learn and practice the basic skills needed to be appropriately assertive and develop and maintain positive interpersonal relationships.

HCD 122 Study Skills

Units:	1
Hours:	18 hours LEC
Prerequisite:	None.
General Education:	AA/AS Area III(b)
Catalog Date:	January 1, 2021

This course covers specific study skills strategies. It provides the opportunity to analyze attitudes toward studying, and current study skill habits. Topics include specific learning styles, strategies for time management, goal setting, note-taking, memory improvement, reading skills, and how to prepare for, and take exams.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO: Understand the skills, attitudes and abilities needed to be an informed and successful college student.
- Demonstrate appropriate time management and goal setting skills.
- Describe personal learning style and how it impacts study methods.
- Apply note-taking methodology and incorporate these techniques into lecture notes
- Learn how to utilize the Survey, Question, Read, Recite & Write, Review (SQ4R) reading technique and know how to systematically mark and take study notes on a college level textbook.
- Recognize the components of memorization and then employ memory and concentration techniques.
- Demonstrate test-taking strategies including how to prepare for, and take exams.
- Demonstrate the ability to use basic library resources.

HCD 132 Career Exploration

Units:	1
Hours:	18 hours LEC
Prerequisite:	None.
General Education:	AA/AS Area III(b)
Catalog Date:	January 1, 2021

Students learn how to balance career and personal life when making career decisions, become skilled in the use of career information resources, understand the nature of the changing labor market, and when appropriate, acquire job search skills. Topics covered include assessment of values, skills, interests, and personality factors relevant to career and life planning. Student will gain insight into the relationship between career and academic/educational planning. Career assessments may be required.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- Analyze principles of decision making (SLO1).
- Apply decision making principles to career planning.
- Describe personal decision-making style.
- Describe relevant aspects of career and life planning (SLO2).

- Identify her/his interests, personal characteristics, skills and work values and how those relate to career and life planning.
- Explain the organization of the world of work.
- Demonstrate skills in researching accurate and current occupational information (SLO3).
- Demonstrate ability to use Career Services.
- Use appropriate resources to obtain information about the changing labor market and its impact upon career planning strategies.
- Distinguish between primary and secondary sources of labor market information.
- Describe the goal-setting process and apply to life and career planning (SLO4).
- Identify occupations/occupational clusters consistent with her/his interests, skills, work values, personal characteristics.
- Identify a major or majors that are consistent with occupations/occupational clusters.
- Create, or update, as appropriate, an educational plan consistent with occupational goals.

HCD 299 Experimental Offering in Human Career Development

Units:	0.5 - 4
Prerequisite:	None.
Catalog Date:	January 1, 2021

HCD 310 College Success

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	ENGRD 110 and ENGWR 101
Transferable:	CSU; UC
General Education:	AA/AS Area III(b); CSU Area E1
Catalog Date:	January 1, 2021

This course is designed to assist students in obtaining the skills and knowledge necessary to reach their educational objectives. Topics to be covered include: motivation and discipline, memory development, time management, communication skills, career planning, study skills and techniques, question-asking skills and personal issues that face many college students. Campus resources and information competency will also be covered. It is highly recommended for first time college students; however, continuing students also benefit from this course. The course may be offered for specific populations. Career and/or Learning Styles assessments may be required, and a field trip may be required.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- DEVELOP SELF DISCOVERY AND UNDERSTANDING (SLO #1)
- Evaluate various self-discovery assessment techniques
- Analyze learning styles such as auditory, visual and kinesthetic
- DEVELOP CRITICAL THINKING AND LIFE PLANNING SKILLS (SLO #2)
- Demonstrate critical and creative thinking skills
- Apply effective time management, study skills and life planning techniques
- Incorporate interpersonal relationship skills and conflict resolution strategies
- Differentiate factors involved in life planning and career decision making
- LOCATE AND UTILIZE CAMPUS RESOURCES (SLO #3)
- Identify and investigate various campus resources, including programs and support services
- Demonstrate information competency

HCD 320 Skills for Online Student Success

Units:	1
Hours:	18 hours LEC
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	January 1, 2021

This course is designed to familiarize students with the skills required to succeed in an online course. Students will explore how to use various Internet tools to effectively learn in an online environment. Topics include online course equipment needs; using a word processor to support class assignments; sending email attachments; effective use of discussion groups, email, and synchronous chat sessions; researching on the Internet; evaluating Internet sources; working collaboratively online. This course is graded on a pass/no pass basis.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- USE THE COLLEGE'S LEARNING MANAGEMENT SYSTEM (LMS). (SLO #1)
- locate content available within the college's LMS.
- contribute to online discussion taking place within the college's LMS.
- complete assessments conducted using tools available in the college's LMS.
- DEMONSTRATE SKILLS THAT SUPPORT SUCCESS IN AN ONLINE LEARNING ENVIRONMENT. (SLO #2)

- create a personal schedule that includes time for online coursework.
- conceive an online identity through regular participation in class discussion.
- cooperate effectively in online group activities.
- ASSESS ONLINE LEARNING ISSUES. (SLO #3)
- recommend guidelines for ethical behavior in an online learning environment.
- analyze information found online.
- evaluate the effects of emerging technologies on the online learning environment.

HCD 340 Job Search Portfolio Development

Units:	1
Hours:	18 hours LEC
Prerequisite:	None.
Transferable:	CSU
General Education:	AA/AS Area III(b)
Catalog Date:	January 1, 2021

This course is designed to help students create a job search portfolio for their internship or job search and to assist students in developing successful job search strategies. Through assignments, practice interviews and in-class activities, students will create and finalize necessary documents for a job search portfolio and participate in a series of mock interviews.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- DEVELOP EFFECTIVE JOB SEARCH MARKETING TOOLS AND EVALUATION SKILLS BY ANALYZING VARIOUS JOB SEARCH APPROACHES.
- Develop a personal job search portfolio including an application, cover letter, resume, letters of reference, work samples, certificates/awards and other examples of accomplishments.
- Demonstrate successful presentation, interviewing and negotiating skills.

HCD 346 Career and Workforce Skills

Units:	1
Hours:	18 hours LEC
Prerequisite:	None.
Transferable:	CSU
General Education:	AA/AS Area III(b)
Catalog Date:	January 1, 2021

This course provides students with opportunities to develop marketable skills in preparation for employment and assists students in learning about the world of work. Course content includes understanding the application of education to the workforce, developing workplace skills and competencies. The content of this course covers the orientation materials and meets the orientation requirement for Work Experience 198, 298 and 498 at Cosumnes River College.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- DEMONSTRATE AN UNDERSTANDING AND APPLICATION OF PROFESSIONAL WORKPLACE BEHAVIOR.(SLO 1)
- Understand the effects time, stress, and organizational management have on performance.
- Demonstrate an understanding of consistently practicing ethics and confidentiality in a workplace.
- Demonstrate an understanding of basic communication tools and their appropriate use.
- Demonstrate an understanding of workplace etiquette.
- DESCRIBE THE CAREER/LIFE PLANNING PROCESS AND RELATE ITS RELEVANCY TO ONE'S CAREER.(SLO 2)
- Link personal goals to long term achievement.
- Display an understanding of creating a professional first impression.
- Understand how networking is a powerful job search tool.
- Understand necessary elements of a résumé.
- Understand the importance of interview preparation.
- Identify how continual learning increases career success.

HCD 362 Work/Life Management

Units:	2
Hours:	36 hours LEC
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	January 1, 2021

This course explores planning for personal work/life management. Includes training in life problem-solving with relationship to personal, educational, and workplace productivity. Topics include exploration of one's own values, interests and abilities; stress reduction, wellness, and leisure; building family and social support; and educational and career management. The course will provide activities which will assist students with decision-making, goal setting, and learning to use tools for dealing with change.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO #1: DEVELOP ANALYTICAL AND DECISION-MAKING SKILLS TO EVALUATE PRESENT CIRCUMSTANCES AND FUTURE POSSIBILITIES.
- Discuss the changing nature of today's workforce, its impact and lifestyles.
- SLO #2: IDENTIFY OCCUPATIONAL, PERSONAL, AND EDUCATIONAL GOALS.
- Demonstrate knowledge and application of organizational strategies for effective time and personal management.
- Demonstrate the ability to construct an individual work/lifestyle balance plan.

HCD 382 Learning Strategies for College and Life

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU
General Education:	AA/AS Area III(b); CSU Area E1
Catalog Date:	January 1, 2021

This course provides a universal learning environment that supports students with specific learning differences, through adaptive strategies and techniques essential for achieving academic and personal success. Topics include adaptive technology, organization, learning modalities, time management, memory development, motivation, note-taking, personal wellness, study skills, testing techniques, and critical thinking methods. Also covered are communication approaches, personal and academic barriers, and disability awareness. Additionally, campus/community resources, college regulations, and proficiency expectations are covered.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO 1: EVALUATE INDIVIDUAL STRENGTHS AND WEAKNESSES FOR LEARNING, AND DESCRIBE STRATEGIES AND APPROPRIATE EDUCATIONAL INTERVENTIONS TO FACILITATE ACADEMIC SUCCESS.
- Describe the rationale behind specific learning strategies and accommodations.
- Identify and apply strategies for academic and personal success: life planning skills, organization, time management, self-advocacy, general and adaptive technology, critical thinking, interpersonal communication, and personal wellness.
- Locate and utilize applicable campus and community resources, online resources, and study groups.
- SLO 2: DEMONSTRATE KNOWLEDGE OF CAMPUS POLICIES AND PROCEDURES.
- SLO 3: ANALYZE THE PSYCHOLOGY OF MOTIVATION AND GOAL SETTING TO CHANGE MOTIVATION AND SET APPROPRIATE EDUCATIONAL AND LIFE GOALS.
- SLO 4: EXAMINE THE HUMAN MEMORY SYSTEM AND APPLY MEMORY STRATEGIES COMPATIBLE WITH PERSONAL LEARNING STYLE.
- SLO 5: RECOGNIZE AND UTILIZE SPECIFIC READING, WRITING, MATH, TEST-TAKING, AND NOTE-TAKING STRATEGIES AND ACCOMMODATIONS.

HCD 495 Independent Studies in Human Career Development

Units:	1 - 3
Hours:	54 - 162 hours LAB
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	January 1, 2021

An independent studies project involves an individual student or small group of students in study, research, or activities beyond the scope of regularly offered courses. See the current catalog section of "Special Studies" for full details of Independent Studies.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO #1: Actively engage in intellectual inquiry beyond that required in order to pass a course of study (College Wide Learning Outcome – Area 4).
- Discuss and outline a proposal of study (that can be accomplished within one semester term) with a supervising instructor qualified within the discipline.
- Design an independent study (to be completed individually or by collaboration of a small group) to foster special knowledge, skills, and experience that are not available in any one regularly scheduled course.
- Use information resources to gather discipline-specific information.
- SLO #2: Utilize modes of analysis and critical thinking to apply theoretical perspectives and/or concepts in the major discipline of study to significant problems and/or educational activities (College Wide Learning Outcome – Area 3).
- Analyze and apply the knowledge, skills and experience that are involved in the independent study to theoretical perspectives and/or concepts in the major discipline of study.
- Explain the importance of the major discipline of study in the broader picture of society.
- SLO #3: Communicate a complex understanding of content matter of the major discipline of study (College Wide Outcome – Area 3).
- Demonstrate competence in the skills essential to mastery of the major discipline of study that are necessary to accomplish the independent study.
- SLO #4: Identify personal goals and pursue these goals effectively (College Wide Outcome – Area 4).
- Utilize skills from the "academic tool kit" including time management, study skills, etc., to accomplish the independent study within one semester term.

HCD 499 Experimental Offering in Human Career Development

Units: 0.5 - 4
Prerequisite: None.
Catalog Date: January 1, 2021

HCD 1000 Supervised Tutoring

Units: 0
Prerequisite: None.
Catalog Date: January 1, 2021

This course offers individualized tutoring designed to assist students to increase their success in college courses. Students may enroll for support of more than one college course per semester. Content will vary depending upon the adjunct course. Attention will be given to essential study skills and utilization of campus learning resources. May be repeated in subsequent semesters.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- Provide a method of instruction which involves a student tutor and assists one or more students who need special supplemental instruction in the subject or skill.
- demonstrate essential study skills.
- effectively utilize available campus learning resources.
- demonstrate a positive attitude toward continued learning in the subject area.