

Area: Student Services  
 Dean: Keltie Jones  
 Phone: (916) 484-8375

American River College's counseling and guidance classes are designed to help the student in achieving success in college through a variety of classes, which include study skills, exploration of careers, and field experience in the disabled student services program.

**HCD 111 College Discovery Program 1 Unit**  
*Hours: 18 hours LEC*

This course is a review of opportunities and resources relevant to student success at American River College. It will focus on goals and objectives, campus requirements, and skills, techniques, and attitudes compatible with student progress. Examination of student services, instructional area, and campus life. May be taken twice for credit.

**HCD 114 Human Potential Seminar 2 Units**  
*Hours: 36 hours LEC*

This course provides an in-depth examination of techniques to be used in enhancing one's chances for success in college. It is designed to meet the needs of students who are experiencing difficulty in achieving their goals in higher education. Course topics include: motivation, goal setting, communication skills, time management, exam preparation, note taking and reading college textbooks. It is required for most dismissed students for readmission to the college.

**HCD 115 Orientation to College .5 Units**  
*Hours: 9 hours LEC*

This course is an introduction to college services and programs at American River College. Topics covered include campus resources, procedures and college requirements. Additionally, a campus tour is required.

**HCD 122 Study Skills 1 Unit**  
*Same As: INDIS 100*  
*Hours: 18 hours LEC*

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. This course is not open to students who have completed INDIS 100.

**HCD 136 Career Preparation and the World of Work 3 Units**

*Hours: 54 hours LEC*

This course provides career planning based on the assessment of interests, personality traits, values, and skills. It develops strategies for a career campaign, including cover letter/resume writing. It concentrates on the physical and emotional demands of work, the study of work among professional, technical, and laboring groups, as well as large and small companies.

**HCD 310 College Success 3 Units**

*Advisory: ENGRD 116 or ESLR 320; ENGRW 102 or 103 or ESLW 320*

*General Education: AA/AS Area III(b)*

*Course Transferable to UC/CSU*

*Hours: 54 hours LEC*

This course will cover the skills and knowledge necessary for college success. Topics to be covered include motivation and self discipline, learning styles, memory development, time management, communication skills, goal-setting, study techniques, critical thinking skills, and personal issues that face many college students. Campus resources and college regulations will also be covered.

**HCD 316 Athletic Seminar 1 Unit**

*Course Transferable to CSU*

*Hours: 18 hours LEC*

This course addresses the concerns and issues of student athletes. Course topics include support services at ARC, educational planning, career planning, study skills, two-year and four-year eligibility rules, recruitment rules, and nutrition.

**HCD 318 Transfer: Making It Happen 2 Units**

*General Education: AA/AS Area III(b)*

*Course Transferable to CSU*

*Hours: 36 hours LEC*

This course provides the necessary tools and skills to successfully transfer from a community college to a four-year college or university. In addition, it demonstrates the applications of knowledge from college research, self-analysis, and differentiation between college selection and majors.

**HCD 330 Life and Career Planning 1 Unit**

*Advisory: ENGRW 51, ESLR 310, or ESLW 310*

*General Education: AA/AS Area III(b)*

*Course Transferable to CSU*

*Hours: 18 hours LEC*

This course is a comprehensive approach to life and career planning based on extensive measurement of aptitude, interests, personality type, values, and skills. Personal and career goals are formulated using career research and decision-making strategies. Course topics include changing career trends and job search techniques.

**HCD 331 Career and Job Search Strategies 1 Unit**

*Advisory: HCD 330*

*General Education: AA/AS Area III(b)*

*Course Transferable to CSU*

*Hours: 18 hours LEC*

This course is designed to assist in the development of research skills in preparation for future employment in a competitive employment market. Topics include researching career fields, setting specific career/educational goals, and examining employment trends. It also includes resume writing, interview skills, and job search strategies.

**HCD 336 Exploring Health Careers 1 Unit***General Education: AAAS Area III(b)**Course Transferable to CSU**Hours: 18 hours LEC*

This course will introduce a wide variety of health-related occupations with particular emphasis on educational programs and career opportunities. Through analysis of interests, personality, and research, an individual college and career plan will be developed.

**HCD 337 Volunteer Experience in Health Careers 1.5 Units***Advisory: ENGWR 102 or ENGWR 103 or ESLW 320 or ESLL 320, HCD 336.**Course Transferable to CSU**Hours: 9 hours LEC; 54 hours LAB*

This course offers an opportunity to obtain a “hands-on” volunteer health career experience. Placement will be in hospitals, dental offices, physical therapy clinics, animal health centers, or other locations utilizing health professionals. May be taken twice for credit.

**HCD 380 Specific Learning Skills Assessment 1 Unit***Course Transferable to CSU**Hours: 18 hours LEC*

This course is designed for the student with special learning difficulties who may have a specific learning disability. Individual assessment of learning strengths and weaknesses will be completed to determine eligibility for Learning Disabilities services using criteria mandated by the California community college system. Offered on a credit/no credit basis only.

**HCD 382 Specific Learning Strategies 3 Units***Course Transferable to CSU**Hours: 54 hours LEC*

This course provides learning support related to specific learning disabilities. It will present academic strategies to compensate for learning disabilities in order to provide for success in other college course work. May be taken twice for credit.

**HCD 384 Field Experience in Disabled Student Programs and Services 3 Units***Advisory: ENGWR 102 or 103 or ESLW 320 or ESLR 320.**Course Transferable to CSU**Hours: 162 hours LAB*

This course provides the student with an in-depth understanding, increased knowledge, and direct application of the techniques and skills required to assist disabled students to be successful in the college setting. The majority of course time will be spent providing support services to students with disabilities. Placement will be determined by the instructor. May be taken three times for credit.

**HCD 386 Experiences in Disabled Student Programs and Services .5-3 Units***Advisory: ENGWR 102 or 103 or ESLW 320 or ESLL 320.**Course Transferable to CSU**Hours: 162 hours LAB*

This course allows students an initial opportunity to provide direct, supervised services to disabled college students, thereby assisting in their adaptation to the physical and academic environment of the community college setting. Placement on campus determined by instructor. Course can be entered up to twelfth (12th) week. May be taken for a maximum of nine (9) units.