I. Course Number and Title:

A. COL 130A College Success and Orientation  
B. Prerequisites - None  
C. 1 credit hour

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.

IV. Course Competencies:

A. Locate and understand College policies found in the catalog, student handbook, and class schedule.  
B. Learn to figure a grade point average.  
C. Identify note-taking skills.  
D. Identify study skills.  
E. Identify test-taking skills.  
F. Learn to identify courses as basic skills requirements, humanities, social and behavioral sciences, natural sciences, physical sciences, electives, and fundamental courses.  
G. Determine how the course in the two-year plan of study will transfer to a four-year school.  
H. Locate reference material in the library.  
I. Learn to set goals, define success, and apply time management principles.  
J. Understand the various Financial Aid options available and calculate the cost of attending HCC.  
K. Explore career and major options.

V. Assessment Items:
VI. Course Content:

A. HCC Academic Policies and Procedures
B. Planning Skills
C. Memory Skills
D. Reading Skills
E. Note-Taking Skills
F. Test Taking and Study Skills
G. Thinking Skills
H. Communication
I. Career Planning

VII. Instructional Materials:

A. Textbook – Becoming a Master Student by Dave Ellis from Houghton Mifflin Publishers
B. HCC Information Packets
C. HCC Website

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.