Department:

College Preparation

Course Description:

This course is an orientation to the world of college. The course covers curriculum structure and program design and includes the preparation of a career plan based on obtaining an associate degree in a selected major. Decision making skills will also be practiced. This course must be completed before students register for their 25th semester credit at HCC. Students who have earned or who have transferred at least 30 semester credits to HCC are not required to take the course.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Locate and explain college policies found in the HCC catalog, student handbook, and class schedule.
2. Practice effective techniques and skills for taking notes, studying, and taking tests.
3. Categorize courses as basic skills, humanities and fine arts, social and behavioral sciences, natural sciences, physical sciences, electives, or fundamentals.
4. Explain academic degree and certificate options offered by HCC.
5. Explain the general education requirements for various degrees from HCC.
6. Identify courses that are required or suggested for a specific degree program.
7. Identify how elective courses fit into a specific program of study.
8. Create a two-year plan of study and determine the transferability of courses in the plan.
9. Set goals and objectives, determine success, and apply time management principles.
10. Identify financial aid options available and calculate the cost of attending HCC.
11. Practice effective communication skills.
12. Explain the process and importance of institutional assessment.
13. Conduct academic research using a variety of library resources.
14. Use various research methods and sources to determine career options and opportunities.

Course Content:

A. Academic Guidelines and Procedures
B. Note Taking
C. Study Skills
D. Test Taking
E. Associate Degrees and General Education
F. Two-Year Plan of Study
G. Transfer Procedure
H. The HCC Library
I. Time Management  
J. Financial Information  
K. Goals and Objectives  
L. Career Exploration and Planning

Learning Assessments:

Course competencies will be assessed by class exercises, assignments, attendance, participation in course activities, and exams.

Instructional Materials:

Textbook for College Success and Orientation  
YouTube Videos posted on the HCC Website (Student Services » Resources » Orientation)  
HCC Student Handbook  
HCC Catalog (Online)

Guidelines for Requesting Accommodations 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.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.