Department:

College Preparation

Course Description:

This course is an orientation to the world of college. The course will include preparation of an academic plan to obtain an associate degree in a selected major. The course will also cover curriculum structure, program design, college success skills, transferring to a four-year institution, decision making, and career planning. This course must be taken before registering for the 25th credit hour at HCC. Students who have already taken a similar course elsewhere or who are transferring more than 30 hours to HCC are not required to take this course.

Course Competencies:

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

1. Locate and explain policies found in the college catalog, student handbook, and class schedule.
2. Figure a grade point average.
3. Practice efficient, effective note-taking skills.
4. Practice efficient, effective study skills.
5. Practice efficient, effective test-taking skills.
6. Categorize courses as basic skills, humanities and fine arts, social and behavioral sciences, natural and physical sciences, electives, and fundamentals.
7. Identify the different degrees and certificates offered by HCC.
8. Create a two-year plan of study and determine the transferability of courses in the plan.
9. Set goals, define success, and apply time management principles.
10. Describe financial aid options available and calculate the cost of attending HCC.
11. Explore college major options and career opportunities.
12. Explain the importance of assessment in college.
13. Conduct academic research using the HCC online library catalog as well as other electronic and printed material.
14. Conduct career planning research using Internet sources.

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. Setting Goals and Objectives  
L. Career Exploration and Planning

Learning Assessments:

Course competencies will be assessed by use of class assignments and exercises, journals, completion of college forms, Web site access activities, and a career exploration portfolio.

Instructional Materials:

Becoming a Master Student, Ellis, 13th Ed., Cengage Learning, 2010. ISBN 1111232083  
HCC Information Packets  
HCC Web site  
HCC Class Schedule, Student Handbook, and 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.