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.

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, and electives.
7. Determine how a course in the two-year plan of study will transfer to a four-year school.
8. Locate reference material in the library.
9. Set goals, define success, and apply time management principles.
10. Describe the various financial aid options available and calculate the cost of attending HCC.
11. Explore college major options and career opportunities.

Course Content:

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

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.