

Department:

College Preparation

Course Description:

This course is an introduction 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, 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, test-taking, and study skills.
4. Categorize courses as basic skills, humanities and fine arts, social and behavioral sciences, natural and physical sciences, and electives.
5. Determine how a course in the two-year plan of study will transfer to a four-year school.
6. Learn how to access library resources.
7. Set goals, define success, and apply time management principles.
8. Describe the basic concepts of financial literacy including financial aid options and the cost of attending HCC.
9. Explore college major options and career opportunities.

Course Content:

- A. HCC Academic Policies, Procedures, and Support Systems
- B. Memory Skills
- C. Reading Skills
- D. Note-Taking Skills
- E. Test-Taking Skills
- F. Critical Thinking
- G. Communication
- H. Financial Literacy
- I. Transfer and Career Planning

Learning Assessments:

Competencies may be evaluated by multiple measures, including presentations, class assignments and exercises, journals, Web site access activities, and a career exploration project.

Instructional Materials:

Textbook: Ellis, D. (2016). *Becoming a Master Student* (16th ed.). Boston: Cengage. ISBN 978-1-337-09710-9

HCC Information

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” on our [Disability Services website](#).

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.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).