

**Department:**

College Preparation

**Course Description:**

This course is designed to enhance student success and retention as well as create a greater understanding of what it takes to be successful in college and in life. This course will explore topics such as career planning and exploration, the scholarship application process, resume writing, transfer assistance, and financial literacy. In this course, students will learn various strategies for creating academic, professional, and personal success.

**Course Competencies:**

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

1. Apply and complete transfer scholarship applications.
2. Analyze their individual skills, values, and interests, and connect these to a career choice.
3. Discuss and reflect upon a career interest.
4. Generate grade and attendance reports for their enrolled classes.
5. Self-evaluate their strategies for attaining their academic goals.
6. Develop a working resume.
7. Complete a mock interview to develop job seeking skills.

**Course Content:**

- A. Scholarships
  1. How to find scholarships
  2. Scholarship deadlines
  3. How to apply
  4. Understanding your academics
- B. Financial Literacy
  1. Financial Aid Office Presentation
  2. Money saving and investing
  3. Money needs vs. wants
  4. Essential money skills
  5. Money choices and their consequences
- C. Career Exploration
  1. Career interest
  2. Vision boards
  3. Self-assessment tools
  4. Resume

**Learning Assessments:**

Course competencies will be assessed by class attendance, class participation, weekly assignments, and class projects.

## Instructional Materials:

Instructional materials provided by the instructor.

### **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](#).