Instructors will provide students with additional course-specific information, including attendance/makeup policies, assignment/test scheduling, and instructor contact information, as necessary and appropriate.

**Course Information**

**Course Description:** This course is designed to assist the learner to acquire skills necessary to achieve academic, personal, and professional success and to improve student retention. Areas of importance include Getting off to a Good Start, Learning and Personality Styles, Time and Personal Financial Management, Stress Management and Wellness, Studying and Test Taking Skills, Communication Skills, Career Planning and Goal Setting, Computer Applications/Technology Skills and Employability/Professional Skills.

**Credit/Contact Hours:** 3 Credit/71 Contact

**Prerequisite(s):** None

**Note:** A prerequisite is a course that students must complete before taking this class

**Co-requisite(s):** None

**Note:** A co-requisite is a course that must be taken during the same semester as this class

**Course Competencies:**
1. Getting off to a good start
2. Learning and Personality Styles
3. Time and Personal Financial Management
4. Stress Management and Wellness
5. Studying and Test Taking Skills
6. Communication Skills
7. Career Planning and Goal Setting
8. Computer Applications/Technology Skills
9. Employability/Professional Skills

**Textbook & Materials**

**Textbook Information:** [https://bookstore.ogeecheetech.edu/](https://bookstore.ogeecheetech.edu/)

**Materials:**
- Required – To be determined by course instructor
- Suggested - To be determined by course instructor
The grading scale is detailed in the Current Catalog and Student handbook and listed below for reference. All faculty members follow this scale when assigning grades to reflect a student’s performance in the classroom.

- **A**: 90-100
- **B**: 80-89
- **C**: 70-79
- **D**: 60-69
- **F**: 59 and below

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. As a student in this Ogeechee Technical College course, you will be expected to adhere to the highest standards of these 10 character traits in your behavior as well as your coursework.

**Course Attendance:** [http://www.ogeecheetech.edu/docs/d_InstitutionalEffectiveness/Policies_Procedures/V.F.1.%20Attendance%20Procedure.pdf](http://www.ogeecheetech.edu/docs/d_InstitutionalEffectiveness/Policies_Procedures/V.F.1.%20Attendance%20Procedure.pdf)

**Course Withdrawal:** [http://www.ogeecheetech.edu/future-students/cataloghandbook](http://www.ogeecheetech.edu/future-students/cataloghandbook)

Students with disabilities who believe that they may need accommodations in this class based on the impact of the disability are encouraged to contact Disability and Student Support Services at [http://www.ogeecheetech.edu/future-students/disability-services](http://www.ogeecheetech.edu/future-students/disability-services) to coordinate reasonable accommodations.

Students who may qualify for services on campus depending on the special needs they have and if they qualify as a special population should contact Special Populations Services at [http://www.ogeecheetech.edu/student-affairs/83](http://www.ogeecheetech.edu/student-affairs/83) for assistance.
**Warranty Statement**

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate-employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.