



COLL1040 COLLEGE FOUNDATIONS

COURSE SYLLABUS

Online

Fall Semester 201912

COURSE INFORMATION

Credit Hours/Minutes: 3/2625 Institutional Credit

Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20142

Preferred Method of Contact: EMAIL

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: Brad Hart

Adjunct College Email Address: [Brad Hart \(brhart@southeasterntech.edu\)](mailto:brhart@southeasterntech.edu)

Campus/Office Location: Vidalia Main Campus. Room 106

Office Hours: By Appointment

Phone: 912-538-3173

Fax Number: 912-538-3156

Full-Time Instructor Name: David Standard

Email Address: [David Standard \(dstandard@southeasterntech.edu\)](mailto:dstandard@southeasterntech.edu)

Campus/Office Location: Vidalia Main Campus. Room 418

Office Hours: Monday - Thursday. 9:30 am – 12:00 noon

Phone: 912-538-3173

Fax Number: 912-538-3156

Tutoring Hours: Thursdays 4:30 pm – 5:30 pm

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

College 1040, College Foundations. Beskeen, Cram, Duffy, Freidrichsen and Reding. **(Book Store Purchase Only)**.

REQUIRED SUPPLIES & SOFTWARE

Supplies can include pencils, pens, paper, notebooks, etc. **Students are required to use Microsoft Applications for this class, specifically Microsoft Word.** Access to a computer is mandatory!

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of study. Topics include: Computer Applications / Technology Skills, Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, and Career Exploration.

MAJOR COURSE COMPETENCIES

Topics include: Computer Terminology, Intro to Windows environment, Intro to Internet and Email, Intro to Word Processing Software, Intro to Spreadsheet Software, Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, and Career Exploration

PREREQUISITE(S)

None

COURSE OUTLINE

1. Computer Terminology
2. Intro to Windows Environment
3. Intro to Internet and Email
4. Intro to Word Processing Software
5. Intro to Spreadsheet Software
6. Getting Off to a Good Start
7. Learning & Personality Styles
8. Time & Money Management
9. Stress Management & Wellness
10. Study & Test Taking Skills
11. Communication Skills
12. Career Exploration

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws or receives an "F" (Failing 0-59) in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. **Students are expected to complete all tests**

and assignments by the due dates. Students are required to submit all assigned chapter assignments via the weekly drop boxes. ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS. Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55pm on Monday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

REMEMBER:

- **Submit all assignments via Microsoft Office applications, No PDFs.**
- **Always use American Psychological Association (APA) formatting (including headings).**
- **Do not plagiarize. All assignments should be completed in your own words.**
- **Submit all assignments as attachments through the provided digital drop box. (Assignments submitted in text box will receive a 0.)**
- **Do not submit any written assignment in text-like format. Use standard forms of writing.**
- **It is a good idea to save all your assignments on a jump drive or the student drive.**

Online students are responsible for checking e-mails and Blackboard announcements daily.

EVERFI: Southeastern Technical College has partnered with **EverFi**, whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention and financial literacy, in higher education institutions across the country. This is a **Mandatory requirement for this course. Failure to complete will result in an F for the course.** The live dates for EVERFI are located on your syllabus. Please locate the EVERFI folder in BLACKBOARD and follow directions.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact **Helen Thomas** (hthomas@southeasterntech.edu), 912-538-3126, to

coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

Online Proctored Event Withdrawals

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event

may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The Final/Proctored Exam will cover all information from course PowerPoints, Module Videos, Previous Assignments and Exams

The required Final / Proctored event for this class is scheduled on the following dates and times:

Vidalia Campus., Monday November, 26 at 8:00AM

or

Swainsboro Campus. Wednesday November, 28 at 8:30AM

Rooms will be announced at a later date via email.

NO BOOKS ALLOWED IN TESTING ROOM

Please log into the proctored event folder and sign up for your preferred campus.

Do not forget to bring your ID.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Failure to take the chapter tests or final exam at the end of the semester will result in a grade of zero. No make-up exams are allowed. If Internet or browser failure occurs, contact instructor immediately. A decision

will be made at that time if the exam will be reset. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam. Assignment due dates are listed on the syllabus. Therefore, you are expected to have the assignment completed by the date that it is due. **There will be NO MAKEUP of Final Exams!**

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/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.

GRADING POLICY

Assessment/Assignment	Percentage
Exams	40%
Assignments	40%
Proctored Final	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

COLL 1040 College Foundations
Fall Semester 201912 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p style="text-align: center;">Week 1 August 13-19</p>	<p>Module 1 Computer book: COLL1040 College Foundations</p>	<p>Introduction to Course Syllabus, Outline, Rules, Regulation Coverage</p> <p>Module 1: <i>Computer Terminology</i></p>	<p>Log on to Blackboard and read orientation. STC Pledge Acknowledgement Quiz (Located in getting started).</p> <p>Student Introduction Discussion Board- (Located in getting started)</p> <p>Complete New Student Questionnaire- The Above assignments are required to keep your spot in class. Failure to complete the above assignments by due date will result in being dropped from the class as a no show.</p> <p>Review PowerPoints in Module 1</p> <ul style="list-style-type: none"> • Computer Concepts • Intro into Technology <p>Print syllabus and lesson plan. Become familiar with contents of Blackboard.</p> <p>All Assignments due August 20 by 11:55pm</p>	<p style="text-align: center;">1 a, b, c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 2 August 20-26</p>	<p>Module 1 Continued</p> <p>Computer Book: <i>COLL1040 College Foundations</i></p>	<p>Module 1: <i>Computer Terminology</i></p> <p>EVERFI is LIVE</p>	<p>Complete Module 1 Assignments</p> <p>Exam: Computer Concepts.</p> <p>Independent Challenge 1- Computer Concepts</p> <p>Independent Challenge 2- Computer Concepts</p> <p>Watch Module video:</p> <ul style="list-style-type: none"> • What is Data Processing <p>All Assignments due August 27 by 11:55pm</p>	<p>1</p> <p>a, b, c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p align="center">Week 3 August 27- September 2</p>	<p>Module 2 Computer Book: <i>COLL1040 College Foundations</i></p>	<p>Module 2: <i>Introduction to Windows Environment</i></p>	<p>Complete Module 2 Assignments Skills Review- Windows Independent Challenge 3- Windows Office 2016-PowerPoint</p> <p>Watch Module Video:</p> <ul style="list-style-type: none"> • Windows 10 (Beginners Guide) 2018 <p>All assignments due Sept 3 by 11:55pm.</p>	<p align="center">2 a, b, c</p>
<p align="center">Week 4 September 3-9</p>	<p>Module 3</p>	<p>Module 3: <i>Introduction to Internet, Researching on the Internet and Email</i> EVERFI Part 2</p>	<p>Complete Module 3 Assignments Exam: Researching Review Owl Purdue APA Reference Guide Review PowerPoint:</p> <ul style="list-style-type: none"> • Reading and Researching Online <p>APA Quiz</p> <p>Watch Module Videos:</p> <ul style="list-style-type: none"> • Online Research: Tips for Effective Search Strategies • GALILEO • Office 365 How to Email • A Quick Guide to Plagiarism <p>COMPLETE Part 2 of EVERFI</p> <p>All assignments due Sept. 10 by 11:55pm.</p>	<p align="center">3 a, b, c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p align="center">Week 5 September 10-16</p>	Module 4	<p>Module 4: <i>Introduction to Word Processing Software</i></p>	<p>Complete Module 4 Assignments</p> <p>Skills Review- Word Visual Workshop- Word page 136 Visual Workshop- Word page 188</p> <p>Watch Module Video:</p> <ul style="list-style-type: none"> • Beginners guide to Microsoft Word <p>All assignments due September 17 by 11:55pm.</p>	<p align="center">4 a, b, c</p>
<p align="center">Week 6 September 17-23</p>	Module 5	<p>Module 5: <i>Introduction to Spreadsheet Software</i></p>	<p>Complete Module 5 Assignments</p> <p>Independent Challenge 2 Independent Challenge 3- Excel Skills Review- Excel</p> <p>Watch Module Video:</p> <ul style="list-style-type: none"> • The Beginners Guide to Excel <p>All assignments due September 24 by 11:55pm.</p>	<p align="center">5 a, b, c</p>
<p align="center">Week 7 September 24-30</p>	Module 6	<p>Module 6: <i>Getting Off to a Good Start</i></p>	<p>Complete Module 6 Assignments</p> <p>Scavenger Hunt Quiz Introspection Paper</p> <p>Watch Module Videos:</p> <ul style="list-style-type: none"> • Helen Thomas • Paul Graham • Leah Dasher <p>All assignments due October 1 by 11:55pm.</p>	<p align="center">6 a, b, c</p>
<p align="center">Week 8 October 1-7</p>	Module 6 Continued	<p>Module 6: <i>Getting Off to a Good Start</i></p>	<p>Complete Module 6 Assignments</p> <p>Review PowerPoint-Grit Grit-Power of Perseverance Discussion Board</p> <p>All assignments due October 8 by 11:55pm.</p>	<p align="center">6 a, c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 9 October 8-14</p>	<p>Module 7</p>	<p>Module 7: <i>Learning and Personality Styles</i></p>	<p>Complete Module 7 Assignments Exam: Getting Off to a Good Start Learning And Memory Discussion Board Watch Module Videos:</p> <ul style="list-style-type: none"> • How to triple your memory • Techniques to Enhance Learning and Memory <p>Review PowerPoints:</p> <ul style="list-style-type: none"> • Learning by Doing • Discovering Your Learning Style <p>All assignments due October 15 by 11:55pm.</p>	<p>7 a, c</p>
<p>Week 10 October 15-21</p>	<p>Module 8</p>	<p>Module 8: <i>Time and Money Management</i></p>	<p>Complete Module 8 Assignments Review PowerPoint:</p> <ul style="list-style-type: none"> • Learning Time Management <p>Time Management Discussion Board Watch Module Videos:</p> <ul style="list-style-type: none"> • Financial Literacy- Parts 1 & 2 • Darryl Cross Time Management/ Quadrants • Steven Covey (Big Rocks) <p>All assignments due October 22 by 11:55pm.</p>	<p>8 a, b, c</p>
<p>Week 11 October 22-28</p>	<p>Module 8 Continued</p>	<p>Module 8: <i>Time and Money Management</i></p>	<p>Complete Module 8 Assignments Exam: Time and Money Management Budget Spreadsheet All assignments due October 29 by 11:55pm.</p>	<p>8 a, b, c</p>
<p>Week 12 October 29- November 4</p>	<p>Module 9</p>	<p>Module 9: <i>Stress Management and Wellness</i></p>	<p>Complete Module 9 Assignments Exam: Wellness & Stress Management Review PowerPoint:</p> <ul style="list-style-type: none"> • Wellness <p>Fake it 'til You make it Discussion Board All assignments due November 5 by 11:55pm.</p>	<p>9 a, c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 13 November 5-11	Module 10	Module 10: <i>Studying and Test Taking Skills</i>	Complete Module 10 Assignments Exam: Studying Smart and Note Taking Exam: Mastering Tests Review PowerPoints: <ul style="list-style-type: none"> • Studying Smart • Taking Notes in Class • Mastering Tests Ten Rules of Test Taking Drop Box Cornell Note Taking & Mind Mapping Discussion Board Test Taking Discussion Board Watch Module Videos: <ul style="list-style-type: none"> • Study Less Study SMART • LBCC- Memory Tricks All assignments due November 12 by 11:55pm.	9 a, c
Week 14 November 12-18	Module 11	Module 11: <i>Communication Skills</i>	Complete Module 10 Assignments Exam: Communication Review PowerPoints: <ul style="list-style-type: none"> • Communication Body Language-Power of the Handshake Discussion Board Watch Module Video: <ul style="list-style-type: none"> • 10 ways to have a better conversation All assignments due November 19 by 11:55pm.	9 a, c
Week 15 November 19-20 21&22 Are Thanksgiving Holidays	Module 12	Module 12: <i>Career Exploration</i>	Complete Module 12 Assignments Randy Pausch Discussion Board Goals/UGA Speech All assignments due November 26 by 11:55pm.	9 a, b, c
November 26- December 2	Proctored Final	Final	Proctored Final Exam <u>Vidalia Campus-</u> Monday November 26 <u>Swainsboro Campus-</u> Wednesday November 28 Failure to attend Proctored Final will result in an F for the course.	1-9 a, b, c

COMPETENCY AREAS

1. Computer Terminology
2. Intro to Windows Environment
3. Intro to Internet and Email
4. Intro to Word Processing Software
5. Intro to Spreadsheet Software
6. Getting Off to a Good Start
7. Learning & Personality Styles
8. Time & Money Management
9. Stress Management & Wellness
10. Study & Test Taking Skills
11. Communication Skills
12. Career Exploration

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.