

IMPORTANT NUMBERS

Carroll Campus

997 Hwy 16
Carrollton, Georgia 30116
770.836.6800
ESL/Adult Education
770.838.3192

Coweta Campus

200 Campus Drive
Newnan, Georgia 30263
770.755.7800
ESL/Adult Education
770.254.2829

Douglas Campus

4600 Timber Ridge Dr.
Douglasville, Georgia 30135
770.947.7300
ESL/Adult Education
770.947.72324

LaGrange Campus

1 College Circle
LaGrange, Georgia 30240
706.845.4323
Career Services
770.824.5245
Mentor/Tutor
706.756.4678
ESL/Adult Education
770.756.4587

Murphy Campus

176 Murphy Campus Blvd.
Waco, Georgia 30182
770.537.6000
Special Populations Services
770.824.5241
WIOA
770.824.5246

NONTRADITIONAL PROGRAMS FOR MEN AND WOMEN

Technical Certificates of Credit

- Commercial Truck Driving
- Basic Welding Specialist
- Emergency Medical Technician
- Fire Fighter I
- Industrial Electrician
- Automotive Manufacturing
- Phlebotomy Technician
- Patient Care Assisting

Diplomas

- Electrical Control Systems
- Drafting Technology
- Automotive Fundamentals
- Culinary Arts
- Air Conditioning Technology
- Practical Nursing
- Cosmetology

Degrees

- Criminal Justice Technology
- Digital Media Technology
- Networking Specialist
- Computer Information System
- Management & Supervisory Development
- Radiologic Technology
- Dental Hygiene
- Sports and Fitness Management



A Unit of the Technical College System of Georgia

Special Populations

- **Single Parents**
- **Displaced Homemakers**
- **Limited English Proficiency**

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TIME MANAGEMENT SKILLS

- Organize your school supplies and personal belongings
- Use a planner and scheduler
- Allow an extra 20 minutes for arrival time
- Turn off all electrical devices during crunch times
- Set times for reading, completing, and submitting assignments and personal business
- Remain calm when feeling stressed. Allow your stress to become a motivator
- Use a book bag to keep all of your school supplies secured
- Prioritize
- Plan time to relax and have fun
- Make a list of responsibilities
- Prepare for the next day the night before
- Establish a set schedule for your children
- Get plenty of sleep and eat properly

STUDY SKILLS

- Prepare yourself mentally to study
- Use a planner and scheduler
- Allow 1 ½ hours per day to study for each subject
- No cramming
- When reading do not highlight, but rather make notes
- Whichever your preference, study where it is quiet or has background noise
- When in class make good notes
- Spend less time on material you have mastered
- Take breaks
- Apply all subject material to real life situations
- Ask questions
- Activate time management skills
- If possible, study in the room where you will take your tests
- Study with a friend
- Use flashcards
- Stay relaxed

TEST TAKING SKILLS

- Eat properly and get plenty of rest daily and not just the day of the test
- Trust yourself and your first answer
- Learn the differences between explain, describe, and analyze
- Think about strategies to minimize test anxiety
- Pace yourself on the test
- Answer questions you know first and then concentrate on the others
- Read all directions and ask for clarification if needed
- Remain focused
- Accept all questions at face value, don't try to add to it or make assumptions
- Have all necessary test supplies, (i.e. pencils, pens, rulers, calculations)
- Resist the urge to cheat
- Refrain from negative thoughts

