

Counseling 020 “Scope of Career Planning”

(Transfer to UC/CSU) - 3 units

Location: Online

Winter 2016 (01/04/ 2016 to 02/07/16) – Section 8240

Professor of Counseling: Nancy Brambila, M.S.

Telephone: 310-287-4449

Email: brambin@wla.edu

Office hours: online via ETUDES messenger

Online course -West Los Angeles College

School Website: www.wla.edu

Address: 9000 Overland Ave, Culver City, CA 90230

RECOMMENDED: Personal Development 008 should be taken prior to Personal Development 020.

DESCRIPTION: This course provides students with the information to make appropriate educational, career and lifestyle choices. Topics examined include educational programs and their requirements, career resources and the career decision-making process, career planning, personal assessment, steps for success, values clarification, exploring personality and interests, skills assessment, the world of work, career options, making decisions, job search, preparing a winning resume, interviewing skills, and strategies for managing your career. Students will design their own educational plan.

Required Textbook:

Career Directions: The Path to your Ideal Career, Fifth Edition; Donna J. Yena

Required Materials:

RELIABLE INTERNET ACCESS AND COMPUTER OR LABTOP

Counseling 020 Course SLO

SLO- 1. Analyze and describe personal talents and preferences to select a college major. (Division has completed Final assessment phase Spring 2015 – Division can decide if they would like to continue to assess SLO 1 until results are satisfactorily met – need to discuss.)

SLO-2. Examine and differentiate between Certificates, Associates Degrees and transfer options.

SLO-3. Developed a resume which reflects their desired job or career.

Course objective:

1. Career Path Overview
2. Self-Assessments
3. Ability to set goals and make decisions.
4. Personal Development
5. The Millennial Workplace
6. Create a Portfolio

LECTURE TOPICS

Week #1 (01/04/16)	Introductions, Class Rules and ACCEPT Course Syllabus
Week #1 (01/04/16)	Chapter 1 "The Millennial Workplace"
Week #1 (01/04/16)	Chapter 2 "Self-assessment"
Week #1 (01/04/16)	Chapter 3 "Goal Setting and Career Decision Making "
Week #2 (01/11/16)	Chapter 4 "Personal Development"
Week #2 (01/11/16)	Chapter 5 "Career Paths Overview"
Week #2 (01/11/16)	Chapter 6 "Your Career Portfolio"
Week #3 (01/18/16)	Chapter 7 "Career Networking"
Week #3 (01/18/16)	Chapter 8 "Internship and Co-op Program"
Week #3 (01/18/16)	Chapter 9 "Sources of Jobs"
Week #4 (01/25/16)	Chapter 10 "Resumes and Job Applications"
Week #4 (01/25/16)	Chapter 11 "Letters"
Week #4 (01/25/16)	Chapter 12 "Successful Interviews"
Week #5 (02/01/16)	Chapter 13 "Accepting or Rejecting a Job"
Week #5 (02/01/16)	Chapter 14 "Growing Your Career"
Week #5 (02/01/16)	Chapter 15 "Contemporary Issues in the Workplace"
Week #5 (02/05/16)	Final due by February05, 2016

COUNSELING 020 FINAL EXAM DUE DATE

Friday, February 5, 2016 at 11:00pm

<i>Week</i>	<i>Activities /Assignments</i>	<i>Due Date</i>
Week # 1	Personal Reflection paper “What are my natural talents?”	01/11/16
Week # 2	Accept syllabus, Class Rules and Icebreaker	01/15/16
Week # 3	Chapter 2 Self-assessment Activities 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 AND <i>Resume</i> THESE ASSIGNMENTS ARE MANDATORY!	01/22/16
Week # 4	Informational Interview Paper THIS ASSIGNMENT IS MANDATORY!	01/29/16
Week # 5 Chapter 4- Reading	Research Paper “What is my major?” AND FINAL THIS ASSIGNMENT AND FINAL ARE MANDATORY !	02/05/16
<i>Due dates and activities subject to change.</i>		

Assignments

1. Personal Reflection paper --“What are my natural talents?”	10 points
2. Icebreaker Activity	5 points
3. Class Rules Activity	5 points
4. Chapter 2 Self-assessment Activities 2.1, 2.2, 2.3, 2.4, 2.5, 2.6	30 points
5. Informational Interview Paper THIS ASSIGNMENT IS MANDATORY	50 points
6. Research Paper “What is my major?”--THIS ASSIGNMENT IS MANDATORY	25points
7. Resume -- THIS ASSIGNMENT IS MANDATORY -- THIS ASSIGNMENT IS MANDATORY	25 points
8. Final is REQUIRED	50 points

Course	Grades	Percentage
A	=	85% – 100%
B	=	75% – 84%
C	=	65% – 74%
D	=	55% – 64%
F	=	54% or below

	Points
A	= 170 – 200
B	= 150 – 169
C	= 130 – 159
D	= 110 – 129
F	= 109 or below

***Class participation and attendance is mandatory on ETUDES discussion board.**

Distance Learning Location

Heldman Learning Resource Center (HLRC)

4th Floor, Room 4A

Our Address

West Los Angeles College
Distance Learning Program
9000 Overland Avenue
Culver City, CA 90230
United States of America

Distance Learning Team

Eric Ichon - Dean of Distance Learning & Instructional Technology

ichone@wlaac.edu

310.287.4558

Rita Shemwell - Online Technical Support Assistant

shemwer@wlaac.edu

310.287.4306

Cyrus Helf - Multimedia Specialist

helfco@wlaac.edu

310.287.4592

Notice to All Students:

In compliance with the American Disabilities Act, students with disabilities who need any assistance or accommodations should contact the instructor immediately. The instructor should be advised of these circumstances BEFORE an assignment, and within the first week of the semester. Verification must be made with the DSP&S office. The DSPS office telephone number is (310) 287-4450 and the email address is dsps@wlaac.edu.

WEST LOS ANGELES COLLEGE 2012-2014 CATALOG (page 41)

STUDENT CONDUCT RULES, REGULATIONS & POLICIES

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the Colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In the furtherance of the students' interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students. All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District. Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's

status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

Article VIII - Conduct on Campus

Board Rule 9803.10 Willful Disobedience

Willful disobedience to directions of College officials acting in the performance of their duties.

Board Rule 9803.11 Violation of College Rules and Regulations

Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

Board Rule 9803.12 Dishonesty

Dishonesty, such as cheating, or knowingly furnishing false information to the College.

Board Rule 9803.13 Unauthorized Entry

Unauthorized entry to or use of the College facilities.

Board Rule 9803.14 College Documents

Forgery, alteration, or misuse of College documents, records or identification.

Board Rule 9803.15 Disruption of Classes

Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.

Board Rule 9803.16 Theft of or Damage to Property

Theft of or damage to property belonging to the College, a member of the College Community, or a campus visitor.

Board Rule 9803.17 Interference with Peace of College

The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

Board Rule 9803.18 Assault or Battery

Assault or battery, abuse, or any threat of force or violence directed toward any member of the College Community or campus visitor engaged in authorized activities.

Board Rule 9803.19 Alcohol and Drugs

Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code Section 4230; any use of controlled substances the possession of which are prohibited by the same; or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District, or while participating in any District or college-sponsored function or field trip. "Controlled substances" as used in this section include, but are not limited to, the following drugs and narcotics:

- A. opiates, opium and opium derivatives
- B. mescaline
- C. hallucinogenic substances
- D. peyote
- E. marijuana
- F. stimulants and depressants
- G. cocaine

Board Rule 9803.20 Lethal Weapons

Possession, while on a college campus or at a college sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers, and other governmental employees charged with policing responsibilities.

***** Syllabus may be subject to change *****

DISCLAIMER: *This syllabus is tentative and changes may be necessary. A revised syllabus may be issued at the discretion of the instructor.*