

Personal Development 040 – Course Syllabus

Online Course – West Los Angeles College

Winter 2016 – Section # 8241

1/4/2016 to 2/7/2016

Post-Secondary Education: The Scope of Career Planning - College Success Seminar

(UC: CSU) - 3 Units

**DESCRIPTION:** This course will examine issues related to higher education that impact student success. Topics will include an overview of the transfer process, academic success skills, value and the purpose of higher education, diversity in higher education, learning styles and memory, WLAC college policies and resources, health and wellness issues, decision making, factors that impact lifelong learning, effective oral, interpersonal and written communication strategies, critical thinking, career exploration and educational planning.

Section #8241 (online)

Instructor: **Professor: Dr. Banday**

**Contact me via the Private Message board under the Discussion link on the left.**

Materials Needed: Class textbook. Outside reading resources will be used and assigned to complete career research assignments.

Textbook: Becoming A Master Student -15th edition - ISBN 978-1-285-19389-2, Dave Ellis, Doug Toft contributing editor Cengage Learning

Houghton Mifflin Company, textbook can be purchased through the WLAC bookstore or online sources (student's should verify the ISBN with the online WLAC booklist). Feel free to search outside resources to purchase the course textbook, [www.half.com](http://www.half.com), [www.text.com](http://www.text.com), [www.amazon.com](http://www.amazon.com) - the text can also be rented through the WLAC Bookstore.

Course Online Locations: <http://etudes-ng.fhda.edu/portal>

**Course Layout:** *The goal of the text is to provide you with comprehensive skills to successfully guide you through higher education. These skills will also serve to benefit the decisions that you make throughout life. The course will follow the text as presented in twelve chapters and outside resources will be integrated to reiterate the text.*

semester. Verification must be made with the DSP&S office. They can be reached at (310) 287-4450.

Assignments:

Students are responsible for completing and submitting all assignments promptly. Assignments and exams not taken will receive a failing grade. There are no late assignments or make-ups.

Weekly Assignments		5x40 points each
Mid Term - Research Project	100	200 points 100
Final	100	100
Total Points	400	A= 360 + points B= 359- 320 points C= 319- 280 points D= 279 -240 points F = below 239 points

The instructor will conduct this course with these goals expressed within the *Student Learning Outcomes (SLO's)*:

**Course Student Learning Outcomes (SLO)**

Student will select an apply time management techniques to save time.

1. **Critical Thinking:** We will engage our individual and collective intellect with powers of observation and examination to deepen our understanding of real estate finance. *'Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.*
2. **Communication:** We will use various forms of communication such as written online chapter exercises and discussion assignments to convey an understanding of issues germane to many aspects of the subject matter. *"Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings."*

Expect a reply in 24 to 48 hours.

[Read the Frequently Asked Questions](http://www.wlac.edu/online/counselingfaq.htm)  
(<http://www.wlac.edu/online/counselingfaq.htm>)

The most commonly asked questions have been provided here. Simply click on the question for your answer.

[Academic Counseling Home](#)

[Steps to Success](#)

[WLAC Online Courses Website](#)