

 Preview Syllabus Item

Personal Development 20-Career Fitness:Exercising
Your Options!

West Los Angeles College
Personal Development 20
Career Fitness Section # 8177
Fall 2013

**Personal Development 20 –Career Fitness- Exercising Your Options-
Course Overview:**

Pre-Requisites: Completion of English 28 is highly recommended

Co-Requisite: None

Section: # 8177

Days/Hours: Online course

Class location: Etudes

Instructor: PG Banday

Email: bandaypg@wlaac.edu

Website: www.wlaac.edu

Contact Office Number: 310-287-4473

**Required Text: The Career Fitness Program: Exercising your Options: 9th
Edition**

Author: Diane Sukiennik

Publisher: ISBN#: 978-0-13-502980-0

Edition: 9th

Course Description:

This course is designed to assist students in an exercise of self-discovery and career exploration. Students will have the opportunity to build career awareness, personal awareness and educational awareness as it concerns the process of career development and choice. Students will engage in intensive self-assessment, values clarification, personality and interest as well as skill assessment that will assist them in the examination of educational programs and services to enhance the decision making process and to support each student in their individual career selection. Students will be exposed to job search, the

world of work, resume preparation , interviewing techniques and strategies for career management and success.

Course Objectives:

Students will demonstrate an awareness through written assignments , peer discussions, Mid-Term and Final Examination the components that are necessary to educational career, and life style planning. Topics examined consist of: personal assessment, skill assessment, values clarification, steps for success, personality and interests clarification, the world of work, career options, job search, resume writing, student educational plan development and completion, interviewing strategies, and career management.

Course Schedule:

Each week students are asked to read the assigned chapter indicated on the site and to complete the written assignments additionally students are directed to various online web-sites to do complementary work that supports the instruction from the text and modules. The degree to which students successfully complete the course is directly related to the completion of all assignments, Mid-Term, Final Examination and Peer discussions. Modules are available for students to review more information concerning the course topics.

Required Text:

The Career Fitness Program: Exercising your Options 9th edition available at the WLAC bookstore and online at Chegg , amazon.com or cheap textbooks.com and other online sites.

Companion Websites:

California Career CAFÉ: www.cacareercafe.com

Technical Concerns:

Please go to the WLAC Distance learning website for information that can assist you navigating through this course at www.wlac.edu/online where you will find tutorial videos, instructions on how to log in, technical requirements and resources for students. Please go to the online questions about class link there is a lot to know.

Assignments:

Weekly assignment information will open here Mondays at 8:00 am and are due Fridays at 1100 pm and will close (no longer available). This is where you will find your weekly reading assignment, web-link and exam information. Please respond in the assignment box provided in Etudes. Points are available for each assignment and discussion response. Mid-term and Final exam are assigned different point value.

Peer Discussion:

You are required to participate in weekly class discussions reflecting upon the course assignment topic as helpful to your career development. You can achieve 1 point per. Assignment to total 15 points for the semester for the discussion group participation. Responses should not exceed a paragraph, staying on topic in a respectful manner. Remember this is a Personal Development course open discussion that will be read by the Instructor. Do not make any personal, sensitive, revealing or private remarks that will be seen publicly in the class discussion. Attacks, vulgarity and comments that are not productive will be deleted and you will not receive credit for the assignment. Refer to Student Conduct Code 9803.15, stating that disruption of class or college activities is prohibited, see "Standards of Student Conduct" WLAC catalog for more information.

Late Assignments:

Subject to Instructor approval, please email the Instructor at bandaypg@gmail.com with your request to submit as late assignment .Late assignments may be reduced to partial credit depending on the submission.

Plagiarism:

Plagiarism is understood as cheating on an exam, working on assignment or task with another student when asked not to, and knowingly using another person's work without footnote or citation. Academic Dishonesty can result in disciplinary action on the part of the college or Instructor.

West Los Angeles College Institutional Student Learning Outcomes:

Institutional Student Learning Outcome: Assessment change and growth: use self-assessment and reflection strategies to continuously analyze personal, social, educational and career need, change, growth and values.

- PD 20 Student Learning Outcomes: Students will develop realistic Student Educational Plans to assist them in accomplishing their Educational goals that relate to their personal interests and values.

Institutional Student Learning Outcomes: Guidance: Pursue one's transfer, career and vocational and professional and personal development clarification.

- PD 20 Student Learning Outcomes: Student will take the Myers Briggs Type Indicator, Holland, and other comprehensive self-assessments. They will use the results of these assessments to develop a Student Educational Plan as an action plan in the selection of a career that will emphasize their natural strengths, core values and skills.

Institutional Student Learning Outcome: Communication: Effectively communicate thought in a clear, concise well organized manner, persuade, inform, and convey ideas in academic ,work, family and community environment.

- PD 20 Student Learning Outcomes: Students will identify their personality type and recognize how their personality relates to their career planning process. Students will learn how to write an effective resume, and cover letter. Additionally, students will learn job strategies, and informational interviewing, networking, and electronic job search techniques through exposure to multiple online sites.

Lecture Topics- Activities and Assignments

Please submit California Career CAFÉ Activities in the cacareercafe.com site. Assignments from the Career Fitness Text must be submitted in the ETUDES Assignment box provided in Etudes.

Week	Date	Lectures / Activities / Assignments	Points	Due Date
1	8/26/13	<p>Introduction to Careers: Assignment</p> <p>Career Fitness Text:</p> <p>1.1: First Impressions</p> <p>1.2: Identify your Interest</p> <p>1.3: Describe Yourself</p> <p>Familiarize yourself with the assigned text Career Fitness: Exercising your Options and the Companion websites: California Career Café at: www.cacareercafe.com where you will view the video "Where will you be 5 years from today?"also visit the text website at www.prenhall.com/sukiennik</p> <p>To help you Navigate through this course be sure to go to:</p> <p>The Frequently asked Questions in Etudes at: https://www.wlac.edu/online/students.html</p>	10	8/30/1

2	9/2/13	<p>Taking Stock: Assignment</p> <p>Go to cacareercafe.com visit the "Get Started" section complete the "Identify your Strengths and Talents" exercise</p> <p>Read Career Fitness Chapter 1</p> <p>Complete exercises:</p>	10	9/6/13
3	9/9/13	<p>Programming Yourself for Success: Assignment</p> <p>Visit cacareercafe.com/get started section: Complete the "Use your learning style"- "Be a great Student"- and "Make math matter" exercises.</p> <p>Read Chapter 2: Complete Exercises</p> <p>2.1 : Past Actions and Influences (type questions and answers)</p> <p>2.2 : Positive Self-Talk (type affirmations in the present)</p> <p>2.5 : Choose three (3) areas of Emotional Intelligence on the list that are important for you to work towards.</p>		9/13/1
4	9/16/13	<p>Values Clarification: Assignment</p> <p>Read Chapter 3 in the Career Fitness text</p> <p>Complete exercises:</p> <p>3.5 : Top 5 (type questions and answers)</p> <p>3.6 : Values related to Careers (type values and job descriptions)</p> <p>3.7 : Values related to Ethics (type questions and answers)</p> <p>Optional: Complete Values Assessment in www.O'NET.org website</p>	10	9/20/1

5	9/23/13	<p>Focusing on You- Personality and Interests: Assignment:</p> <p>Go to cacareercafe.com and complete Self-Assessment "Match your personality to Careers".</p> <p>Read Chapter 4 in the Career Fitness Text and Complete Exercises:</p> <p>4.1 : Your Personality Type (type 4 -letter personality preference)</p> <p>4.2 : Your Holland Interest Environment</p> <p>4.3 : Identifying Career Interest Areas (continued on page 74)</p> <p>4.10: Additional Career Assessments in the Career Zone site see web-link</p>	10	9/27/1
6	9/30/13	<p>Skills Assessment: Assignments:</p> <p>Read Chapter 5 Skills Assessment in the Career Fitness Text</p> <p>Complete Exercises:</p> <p>5.1 : Read Experiology and reflect</p> <p>5.3 : Description of Accomplishments (type question and answer)</p> <p>5.4 : Using the skills checklist on page 80, list skills used in accomplishments 5.3</p> <p>5.4 : Identify five skills you want to develop</p>	10	10/4/1
7	10/07/13	<p>Workplace Savvy/World of Work: Assignment</p> <p>Read Chapter 6 in Career Fitness:</p> <p>Complete Exercises:</p> <p>6.1: First Impressions (type questions using letter a-o and type answer)</p> <p>6.2: Gender Roles Questionnaire (type full question and answer)</p>	10	10/11/

		6.5 : Changing Nature of Work (type questions and answer) 6.6 In demand Jobs		
8	10/14/13	Mid-Term: Assignment: Complete the Exercise Summaries for Chapters 1-6 pages 174-178	50	10/18/
9	10/21/13	Information Integration: Assignment Go to cacareercafe.com/get a pathway Read Chapter 7 In Career Fitness text Complete Exercises: 7.2 : Job Research complete question 1-5 7.3 : I'd Do this Even if I didn't get Paid 7.6 : Gathering the facts (complete exercise) 7.8 : Visit http://www.onenetcenter.org/online.html On page 168 use the "Quick Guide to Choosing a Major" and select the major cluster that aligns with your academic strengths, preferences, interests, and emerging career.	10	10/25/
10	10/28/13	In Making Decisions: Assignment Visit the cacareercafe.com/get-started/-selfassessment.set goals From Chapter 8 Complete Exercises: 8.0 : List 5 recent decisions 8.1 : Factors adversely affecting decisions: Under each decision indicate the external and internal factors also indicate if they	10	11/01/

		<p>were slightly, moderately, or strongly present.</p> <p>8.2 : Review Goal setting</p> <p>8.3 : Recent Decisions</p> <p>8.4 : Priorities</p> <p>8.5 : Irrevocable Decisions</p> <p>8.6 : Harmful Decisions</p> <p>8.7 : Limiting Decisions</p> <p>8.8 : Contingent Decisions</p> <p>8.20 : Short and long term goal exercise</p> <p>8.9 : Priorities Exercise</p> <p>8.14: Values Exercise</p> <p>8.20 : Short and long term goal exercise</p>		
11	11/04/13	<p>Targeting your Job Search: Assignment:</p> <p>Go to cacareercafe.com and visit " Get Experience and Get Advice"</p> <p>Read Chapter 9 in the Career Fitness text and complete Exercises:</p> <p>9.1 Support Network Exercises (type answers)</p> <p>9.2 Information Interviews (type answers)</p> <p>Find Internships online: The Princeton review at www.review.com</p>	10	11/08/
12	11/11/13	<p>Resume and Portfolio: Assignment:</p> <p>Go to cacareercafe.com and look for: Get Job Ready complete exercises</p> <p>From the Career Fitness text Read Chapter 10 and complete exercises :</p>	10	11/15/

		<p>10.1: Resume and Portfolio Review (type answer)</p> <p>10.2: Create ad card file</p> <p>10.3: Write your Resume</p> <p>10.7: Write your Cover Letter</p> <p>Visit: www.careerlab.com/letters</p>		
13	11/18/13	<p>Interview Successfully: Assignments:</p> <p>Go to cacareercafe.com and look for "Get Hired" complete the exercises.</p> <p>Read Chapter 11 in the Career Fitness Text: Discuss the strategies from Chapter 11 that have changed you Interviewing techniques.</p>	10	11/22/
14	11/25/13	Thanksgiving Holiday		11/29/
15	12/02/13	<p>Semester Wrap-up: Assignment</p> <p>Visit cacareercafe.com/ and look for "Cool Connections"</p> <p>And "Find a Job".</p> <p>Read Chapter 12 in the Career Fitness text. Define how your educational goals align with your career goals and job search.</p> <p>As a Student: Type out your Educational Plan:</p> <ol style="list-style-type: none"> 1. Begin with your educational goal : Certificate, AA degree, Transfer , transfer with an AA degree or professional development. 2. Type out the : General Education (from the IGETC or CSU Certification and or /graduation courses (from Graduation Plan A or B you plan to take and when. 3. Type out the Courses for your major you plan to take and when (from Assist.org or the college catalog) to achieve your educational goal. 	10	12/06/

		If you can make an appointment with a Counselor to have him/her approve your plan.		
16	12/9/13	<p>Write a one page paper double spaced defining your process for:</p> <ol style="list-style-type: none"> 1. Reaching your career decision 2. The instruments, material , information, tools that were helpful to you in making this decision 3. Define your short and long term goal and explain how your educational pursuit supports your goals. <p>In addition to your paper:</p> <p>Submit your "Educational Portfolio" which is your most professionally written Cover Letter to a future employer, your Resume and Student Educational Plan.</p>	60	12/13/

Grade Scale:

A= 240 - 216

B= 215 - 196

C= 195 - 168

D= 167 - 144

F= 143 and below

Supplemental Reading:Career Match- Zichy - *Connects who you are with what you love to do*Do what you are: Discover the perfect Career -Barbara Barron Tieger -*Self-Discovery by Personality*What Color is Your Parachute- Richard Nelson Bolles-*Handbook for Career Change and Job Search*The Career Chronicles- Michael Gregory - *Resources from over 750 Professionals* [Personal Development 20 Syllabus Fall 2013.docx](#)[Return](#)