Los Angeles City College  
Fall 2012

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<tr>
<th><strong>Course Title:</strong></th>
<th>Personal Development 20 (CSU) 3 Units</th>
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<tr>
<td><strong>Advisory:</strong></td>
<td>English 28 or equivalent</td>
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<tr>
<th><strong>Instructor:</strong></th>
<th>Sonia Soto-Bair</th>
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<tr>
<td><strong>Office Location:</strong></td>
<td>Administration Building 108 M</td>
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| **Office Hours:** | 8:00 - 8:50 Monday - Wednesday  
1:45 - 5:00 Monday  
Appointment Recommended |
| **Telephone:** | (323)953-4000 X1255                  |
| **E-mail:**    | sotobacs@lacitycollege.edu           |

**STUDENT LEARNING OUTCOME (SLO) *1**
Upon successful completion of Personal Development 20, the students will have a Career Portfolio.

**Textbooks:**  
- Your Career: How to Make It Happen 8th Edition by Levitt and Harwood  
- From Master Student to Master Employee 3rd Edition by Ellis  
- Assessments: Cops, Copes and MBTI

**Suggested Readings**
1. The College Handbook by the College Board  
2. Book of Majors by College Board Publication  
3. College Money Handbook by Peterson  
4. How to Get Into College by Newsweek  
5. Occupational Outlook Handbook  
6. Forbes America’s Top Colleges for 2011

**Materials:**
- 3-ring notebook  
- Subject dividers

**Course Description:**
This class is designed to assist with self-exploration, career transitions and employment readiness skills in order to function successfully in our society. Critical thinking skills will be used to develop career planning by assessing areas pertinent to decision-making throughout one’s life span. Skills necessary for successful job enrichment will be included.
Course Objective

- Complete a Career Portfolio
- Explain and identify the various resources provided on the college campus
- Demonstrate skills necessary for academic success as related to careers
- Demonstrate skills in planning and preparing for a successful career
- Analyze society/personal effects upon values, interests, skills, life-roles, etc. in career development
- Demonstrate knowledge in communication, assertiveness, and self-esteem in personal and professional environments
- Ability to research the job market
- Apply principles for obtaining a successful place of employment
- Identify techniques of job survival and career expansion
- Enjoy the experience in class

Course Content Includes the Following *2

<table>
<thead>
<tr>
<th>Week</th>
<th>Content</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>Course Introduction and Orientation&lt;br&gt;Aug. 27</td>
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<td><strong>Week 2</strong></td>
<td>Setting Goals and Solving Problems&lt;br&gt;Sept. 3</td>
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<td><strong>Week 3</strong></td>
<td>Time Management – Staying Focused on one’s Goal,&lt;br&gt;Sept. 10</td>
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<td><strong>Week 4</strong></td>
<td>Part 1 – Chapters 1-3, Starting Your Career: The Job Search&lt;br&gt;Sept. 17</td>
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<td><strong>Week 5</strong></td>
<td>Career Exploration Theories (Super, Holland, etc); Choosing a Career; LACCD/LACC Catalog&lt;br&gt;Sept. 24</td>
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<td><strong>Week 6</strong></td>
<td>Discovering Yourself, Discovering Careers: “From Master Student to Master Employees, Chapter 1 and 2; Informational Interviewing and Research; <strong>ASSESSMENTS</strong>&lt;br&gt;Oct. 1</td>
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<td><strong>Week 7</strong></td>
<td><strong>TEST:</strong> Part 2 – Chapters 4-5, Sources of Job Information: Your Winning Network, Research Careers and Finding Job Leads, from “Your Career: How To Make It Happen”&lt;br&gt;Oct. 8</td>
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<td><strong>Week 8</strong></td>
<td>Part 3 – Chapters 6, Essential Job Search Communications:&lt;br&gt;Oct 15</td>
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Week 9  
Oct. 22  
**RESUME DUE:** Chapter 7: Job Applications and Cover Letters  
Review the Job Search Process; **TEST**

Week 10  
Oct. 29  
**COVER LETTER DUE:**  
Part 4 – The Job Interview Chapters 8-9, Interview Essential, Ask for and Get the Interview, “Your Career and How to Make It Happen;  
**PREFERRED INTERVIEW QUESTIONS:**

Week 11  
Nov. 5  
**PERSONAL BUSINESS CARD DUE; TEST**  
Communicating (Verbal and Non-Verbal), Chapter 9 “From Master Student to Master Employee”

Week 12  
Nov. 12  
**TEST:** Chapter 10-11, “Your Career and How to Make It Happen,” Interview Styles and Questions, Interview Like a Pro;  
**SECOND COMMERCIAL PRESENTATION:**

Week 13  
Nov. 19  
**THANK YOU LETTER DUE:** Part 5: The Next Steps Chapter 12,13; Following Up and Negotiating Offers and Handling Rejection, Take Charge of Your Career, Ace Employment Tests, “Your Career: How To Make It Happen”;

Week 14  
Nov. 26  
Chapter 14 Take Charge of Your Career, “Your Career: How to Make It Happen”; **TEST:** Note Taking, Reading “From Master Student to Master Employee,” Chapters 4 and 5.

Week 15  
Dec. 3  
Chapter 10 Working, “From Master Student to Master Employee,” Managing Meetings and Finances; Money, Chapter 6, “From Master Student to Master Employee,” Review for Final

Week 16  
Dec. 10  
**FINAL Date to be discussed in class.**

**Grade Depends Upon The Following:**

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<tr>
<th>Points</th>
<th>Your Points</th>
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<tr>
<td>(Credit/No Credit Option Available)</td>
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<tr>
<td>Assessments (MBTI, COPS, COPES, PROFILE Pre/Post)</td>
<td>10</td>
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<tr>
<td><strong>Career Portfolio (Projects)</strong></td>
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<tr>
<td>Autobiography</td>
<td>10</td>
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<td>Resume; Letters of Recommendation</td>
<td>20</td>
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<td>Cover Letter</td>
<td>10</td>
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<td>Thank You Letter</td>
<td>10</td>
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<td>Preferred Interview Questions</td>
<td>10</td>
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<td>Personal Card/Case Studies</td>
<td>10</td>
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<td>Presentation/60-Second Personal Marketing Presentation</td>
<td>10</td>
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<tr>
<td>Informational Interview, Research</td>
<td>10</td>
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<tr>
<td>Tests (including Final Exam)</td>
<td>300</td>
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Master Student Master Employee Chapters 1-12
Career Application, Quiz, and Transferable Skills 120
Your Career . . . Critical Thinking Questions: 14 Chapters 70

Total Possible Points 590
Effort 5
Service Learning/Volunteering (10 Hours) 5

Grading:
A = 90 -100%       B = 80 – 89%       C = 70 – 79%       D = 65 - 69%

*1 Career Portfolio

Exemplary: The student’s portfolio is flawless and contains a personal role description, personal biography, list of values, skills, preferred informational interview questions, and letters of recommendation.

Acceptable: The student’s portfolio contains one or fewer errors and a personal role description, personal biography, list of values, skills, as well as preferred informational interview questions.

Unacceptable: The student’s portfolio contains more than one error in any of the following elements, and is missing one or more of the following: a personal role description, personal biography, list of values and skills, preferred informational interview questions.

*2 Topics and schedule subject to change.

Attendance Requirement:
Your attendance in class is expected. You are expected to be on time. Your active participation is an integral part of this course. If you are unable to attend this class, it is your responsibility to notify me. Two unexcused absences may result in being dropped from the course. If I am not in class, you can wait 15 minutes. Students can write their names on a sheet of paper to be submitted at the next class session.

Make-up Work:
Make-up work is not accepted without prior arrangements. All assignments are due when stipulated.

Assignments: Computer generated assignments are expected unless instructed otherwise. Allow time for the unexpected. Calls/e-mails are responded to within a normal work schedule.

Method of Instruction:
Instruction will be by lecture, discussion, readings, multi-media, and possibly guest speakers. All students are expected to complete assignments.
**Cell Phone/Texting Policy:**
No cell phone or texting use is allowed in classroom. Please turn off all pagers and cell phones before class.

**Cheating Policy:**
Unethical conduct will not be accepted. Refer to school catalog, department standards, of class schedule for consequences.

**Reasonable Accommodations:**
Students with a verified disability who may need a reasonable accommodation(s) for this class are encouraged to notify me and contact the Office for Special Services (CH 109, (323) 953-4000 X2270) as soon as possible. All information will remain confidential.