

CLASS NUMBER AND NAME:

GBN101 CAREER TRANSITIONS

TOTAL HOURS/UNITS:

24 HOURS/2 UNITS

PREREQUISITES:

NONE

TEXTS AND MATERIALS:

- The Pacific Institute, LLC (2015). *Thought Patterns for a Successful Career—Mastering the Attitude of Success*. Seattle: The Pacific Institute. (ISBN 9781930622302)
- Financial Literacy course materials.
- Three-ring binder or folder for notes and class handouts.
- Pen, pencil, highlighter.
- Numerous class handouts will be utilized.

CLASS DESCRIPTION:

This course is designed to help students with personal development, goal setting, and successful transitions to a college and business environment. The value of a college education and personal financial responsibility are explored with emphasis on managing within a budget.

CLASS OBJECTIVES:

- Develop goal-setting and visualization as techniques to overcome obstacles to success.
- Understand factors contributing to Personality.
- Understand the nature of Scotomas and how they influence perception and behavior.
- Understand how the mind (particularly the subconscious) works.
- Practice with tools to aid in self-exploration, self-esteem, and self-improvement.
- Write and use affirmations to support changes in attitudes, beliefs, and habits.
- Demonstrate knowledge of basic personal financial management including use of budgets and credit.

CLASS FORMAT OVERVIEW:

The course material will be presented in a combination of lecture and discussion formats, and will include class assignments.

REQUIREMENTS:

Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material.

METHODS OF INSTRUCTION: The class is held in an informal lecture and class discussion format. Video presentations, small group projects, and guest speakers are utilized.

CLASS ATTENDANCE: Regular class attendance is required to pass this course. Attendance and participation are a factor in the student's grade.

TESTING: Tests will be given as determined by the instructor.

LATE ASSIGNMENTS: Unless coordinated beforehand with the instructor, **A MINIMUM OF A 10 PERCENT (10%) PENALTY WILL BE ASSESSED FOR ALL LATE WORK.**

GRADING POLICIES: The course grade will be based on a weighted average of attendance and participation, two reports and completion of class assignments:

50%	Attendance and Participation
12.5%	“My Story” Assignment
12.5%	“Dream Big” Assignment
25%	Reflective Questions

FINAL GRADE The final letter grade will be based on the following percentages:

100 - 90 %	A
89 - 80 %	B
79 - 70 %	C
69 - 60 %	D
Below 60 %	F

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

1. Understand the importance of assessing skills and setting goals for career success.
2. Understand how human beings perceive and process information.
3. Determine and evaluate his or her individual Personality Profile Style.
4. Understand how and why we react to others' Styles.
5. Demonstrate attainment of learning outcomes by earning a minimum passing grade of “D” for the class.

GBN101 Career Transitions

Weekly Schedule

	Topic/Lessons	Assignments	Due Dates
Week 1	<ul style="list-style-type: none"> • Introduction and Orientation • DiSC Presentation 	<ul style="list-style-type: none"> • Read Student Manual (on flash drive) • Read DiSC Behavioral Overview 	<ul style="list-style-type: none"> • Thursday of Week 1
Week 2	<ul style="list-style-type: none"> • School Policies and Procedures • Financial Literacy • Units 1-4 	<ul style="list-style-type: none"> • Reflection questions for Units 1-4 HW: 1 hour daily 4 hours per week 	<ul style="list-style-type: none"> • Reflection questions: Class meeting after the unit is presented
Week 3	<ul style="list-style-type: none"> • Units 5-8 • Pictures 	<ul style="list-style-type: none"> • Reflection questions for Units 5-8 • “My Story” essay HW: 1 hour daily 4 hours per week 	<ul style="list-style-type: none"> • Reflection questions: Class meeting after the unit is presented
Week 4	<ul style="list-style-type: none"> • Units 9-12 	<ul style="list-style-type: none"> • Reflection questions for Units 9-12 • “Dream Big” essay HW: 1 hour daily 4 hours per week 	<ul style="list-style-type: none"> • Reflection questions: Class meeting after the unit is presented
Week 5	<ul style="list-style-type: none"> • Units 13-16 	<ul style="list-style-type: none"> • Reflection questions for Units 13-16 HW: 1 hour daily 4 hours per week 	<ul style="list-style-type: none"> • Reflection questions: Class meeting after the unit is presented
Week 6	<ul style="list-style-type: none"> • Units 17-18 • Career Services Presentation 	<ul style="list-style-type: none"> • Reflection questions for Units 17-18 • Affirmations HW: 1 hour daily 4 hours per week 	<ul style="list-style-type: none"> • Reflection questions: Class meeting after the unit is presented

HW: designates the amount of homework per assignment.

The instructor reserves the right to adjust this schedule as necessary to meet the course objectives.