

Audrey Le Baudour
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Section 4307
Tuesday 2:00pm – 5:00pm
Santa Rosa campus Maggini Building Rm. 2702
Office hours: 1:00pm – 2:00pm Rm. 2702
Final: none

COURSE DESCRIPTION

Development of a career or educational plan for obtaining necessary skills related to the changing role and opportunities of business professionals in the 21st century. Students will begin the development of a career portfolio to which documentation and resources will be added as they move through their educational program and careers.

For complete course outline information:

https://portal.santarosa.edu/SRWeb/SR_CourseOutlines.aspx?Semester=20183&CVID=24538

UNITS

This course is offered for one (1) Carnegie unit of college credit.

RECOMMENDED PREPARATION

Eligibility for English 100 or equivalent.

STUDENT LEARNING OUTCOME

Assess career progress and update plans needed for additional education and training by regularly managing and updating your career portfolio.

OBJECTIVES

Students will:

1. Select career fields/paths and employment opportunities that meet your personal goals.
2. Identify the knowledge and skills needed in your chosen career field.
3. Create a listing of educational and training options, programs, and degrees necessary to obtain identified knowledge and skills.
4. Develop short-term and long-term goals to meet educational and employment goals.
5. Identify and organize data to meet goals.

PARTICIPATION AND PROFESSIONALISM ie: Student Conduct

Arriving late disrupts your fellow students, so please be here on time. Students are expected to participate in class discussions and activities. In addition, respectful and courteous behavior is expected of all students. You are to abide by the SRJC policies for conduct and ethical student behavior. You are also expected to maintain academic honesty and integrity while in this course and throughout your SRJC career. You are responsible for the authenticity and content of the work that you submit. To view the student conduct and rights policies go to:
student-life.santarosa.edu/rights-and-responsibilities

ACCOMODATIONS

Every effort is made to conform to accessibility standards for all students. If you believe you need accommodations in this class, contact Disability Resources (527-4278).

TEXT AND SUPPLIES

No textbook required. Handouts will be distributed in class.

EVALUATION

The following scale will be applied to the total of all points:

COURSE GRADING SCALE

A	=	90	-	100%
B	=	80	-	89%
C	=	70	-	79%
D	=	60	-	69%
F	=	0	-	59%

ANTICIPATED SCHEDULE, ASSIGNMENTS, POINTS

Class 1 ICARE Ethics Activity	/10
Class 2 Personal Mission Statement	/20
Class 3 Skills Development Exercise	/20
Class 4 Career Goal	/10
Class 4 Educational Goals	/10
Class 4 Personal Assessments Hard/Soft Skills	/10
Class 5/6 Elevator Speech	/20