

CLASS NUMBER AND NAME:	GB101/GB150 CAREER TRANSITIONS
TOTAL HOURS/UNITS:	25 HOURS/2.5 UNITS
PREREQUISITES:	NONE
TEXTS AND MATERIALS:	<ul style="list-style-type: none">• The Pacific Institute (2006). <i>Thought Patterns for a Successful Career</i>. Seattle: The Pacific Institute.• Three-ring binder or folder for notes and class handouts.• Pen, pencil, highlighter.• Numerous class handouts will be utilized.
CLASS DESCRIPTION:	<p>This course is designed to provide the student with skills to assist in:</p> <ol style="list-style-type: none">a) the transition to the college environment,b) personal development and goal setting and, ultimately,c) the transition to the professional business environment. <p>Emphasis is placed on self-exploration and self-improvement. The class is held in an informal lecture/class discussion format, consisting of videos, lectures, guest facilitators, and homework. Student participation is expected and encouraged; respect and tolerance of other points of view is stressed.</p>
CLASS OBJECTIVES:	<ul style="list-style-type: none">• To aid the student in adjusting to college life and the professional business environment.• To provide the student with tools to aid in self-exploration, self-esteem, and self-improvement.• To explore how the mind (particularly the subconscious) works.• To develop goal-setting and visualization, and to learn how to overcome obstacles to success.• To examine habits, attitudes and beliefs, how they are developed, and how they can be changed.
CLASS FORMAT OVERVIEW:	The course material will be presented in a combination of lecture and discussion formats, and will include class assignments.

METHODS OF INSTRUCTION: Lecture, class discussion, 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.

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

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

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

**GB101 Career Transitions
Day Schedule**

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	<ul style="list-style-type: none"> ▪ Introduction and Orientation ▪ Joe Pace Intro Video 	<ul style="list-style-type: none"> ▪ DiSC Lecture 	<ul style="list-style-type: none"> ▪ DiSC Lecture 	<ul style="list-style-type: none"> ▪ Roy's DiSC Presentation 	<ul style="list-style-type: none"> ▪ Roy's DiSC Presentation
Week 2	<ul style="list-style-type: none"> ▪ Unit 1 ▪ Unit 2 	<ul style="list-style-type: none"> ▪ Mary Ellen's School Policy and Procedures Presentation 	<ul style="list-style-type: none"> ▪ Unit 3 ▪ Unit 4 	<ul style="list-style-type: none"> ▪ No Class (5th Period only) due to Faculty/Staff Meeting 	<ul style="list-style-type: none"> ▪ Unit 5
Week 3	<ul style="list-style-type: none"> ▪ Unit 6 	<ul style="list-style-type: none"> ▪ Unit 7 ▪ Unit 8 	<ul style="list-style-type: none"> ▪ Graduation Pictures (Roy and Sherie) 	<ul style="list-style-type: none"> ▪ Unit 9 ▪ Unit 10 	<ul style="list-style-type: none"> ▪ Unit 11
Week 4	<ul style="list-style-type: none"> ▪ Unit 12 ▪ Unit 13 	<ul style="list-style-type: none"> ▪ Unit 14 	<ul style="list-style-type: none"> ▪ Unit 15 	<ul style="list-style-type: none"> ▪ Unit 16 	<ul style="list-style-type: none"> ▪ Unit 17
Week 5	<ul style="list-style-type: none"> ▪ Unit 18 	<ul style="list-style-type: none"> ▪ Unit 19 	<ul style="list-style-type: none"> ▪ Unit 20 	<ul style="list-style-type: none"> ▪ Unit 21 ▪ Graduation (Roy and Sherie) 	<ul style="list-style-type: none"> ▪ Grading

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

GB101 Career Transitions
6-week Evening Schedule

Week	Topics/Lessons	Assignments	Due Dates
Week 1	Introduction Orientation Looking forward Safely Units 1-4	Reflection questions for Units 1-4	Reflection questions: Class meeting after the unit is presented
Week 2	DiSC Presentation Units 5-7	Reflection questions for Units 5-7 “My Story” essay	Reflection questions: Class meeting after the unit is presented Essay due week 3
Week 3	School policies and procedures Units 7-11	Reflection questions for Units 7-11 “Dream Big” essay	Reflection questions: Class meeting after the unit is presented Essay due week 4
Week 4	Units 12-16	Reflection questions for Units 12-16	Reflection questions: Class meeting after the unit is presented
Week 5	Units 17-20	Reflection questions for Units 17-20 Final Project	Reflection questions: Class meeting after the unit is presented Final project due week 6
Week 6	Unit 21 Career Services Presentation	Reflection questions for Unit 21 Final Project	Reflection questions: Class meeting after the unit is presented

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

GB101 Career Transitions

3-week Evening Schedule

Week	Topics	Assignments	Due Dates
Week 1	Introduction Looking forward Safely Units 1-7 DiSC Presentation	Reflection questions for Units 1-7 “My Story” Essay	Reflection questions: Class meeting after the unit is presented Essay due week 2
Week 2	School policies and Procedures Units 7-16	Reflection questions for Units 7-16 “Dream Big” essay	Reflection questions: Class meeting after the unit is presented Essay due week 3
Week 3	Units 17-21 Career Services Presentation	Reflection questions for Units 17-21 Final Project	Reflection questions: Class meeting after the unit is presented Final project due during final meeting

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