

**West Los Angeles College  
Personal Development 40  
College Success Seminar**

**Professor Alma Narez-Acosta**

**(310) 287-4259**

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**Office Location: SSB- 330 (EOPS Office)**

Required Textbook: Becoming a Master Student, Fourteenth Edition; Dave Ellis

The mission of this course is to empower and inspire students to be successful, by their standards, in their lives (personal and professional) and in their studies by learning strategies that they can immediately and continuously apply throughout life and that enable them to leave the course with confidence, enthusiasm, and passion to succeed.

**Course Requirements and Expectations:**

- Students must log in to course at least once a week and check for Messages/Announcements every time you log in
- Once you check for Messages/Announcements proceed to Assignments
- Utilize the Discussions and Private Message feature to contact me or email me at narez-a@wlaac.edu (I prefer to be contacted by the Private Message feature on ETUDES; I usually respond within 24-48 hours excluding weekends and Holidays.)
- Complete weekly assignments by deadlines. **Please be advised that assignments will only be accessible for the week that they are assigned.**
- Every Monday a new assignment will be made active and will remain active the following Monday.
- Late assignments will not be accepted.

- You will have seven days to complete weekly assignments unless otherwise noted.
- Quizzes will only be accessible for the week that they are assigned.
- Incomplete assignments will be returned with no credit given.
- Optional Extra Credit will be available at the end of the semester.
- This is a college classroom. Netiquette will be highly enforced. Please refer to the following website for proper online netiquette: The Core Rules of Netiquette: <http://www.albion.com/netiquette/corerules.html>

### Course Student Learning Outcome:

Select and apply time management techniques to save time.

**Assignments:** (Assignments specifics will be due weekly and have individual deadlines. Assignment specifics will be noted in ETUDES.)

Assignment 1	Personal Reflection (5 points)
Assignment 2	Introduction--Making Transitions (worth 10 points); Quiz 1 (10 points)
Assignment 3	Chapter 1; First Steps (worth 10 points);
Assignment 4	Chapter 2; Time (worth 10 points)
Assignment 5	Chapter 3; Memory; Quiz -Chapter 3 (10 points)
Assignment 6	Chapter 4; Reading (worth 10 points)
Assignment 7	Chapter 5; Notes; Quiz- Chapter 5 (worth 10 points)
Assignment 8	Chapter 6; Tests
Assignment 9	Chapter 7; Thinking; Quiz- Chapter 7 (10 points)
Assignment 10	Chapter 8; Communicating
Assignment 11	Chapter 9; Diversity
Assignment 12	Chapter 10: Money
Assignment 13	Chapter 11: Health (worth 10 points)
Assignment 14	Chapter 12 What's Next?
Final-Required	(worth 50 points)

**Grading:**

Grading is based on a standard college scale of A, B, C, D, and F. Your letter grade will be computed by adding the number of points you have attained through completing the various course assignments (both required and optional).

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

Disclaimer: This syllabus is tentative and changes may be necessary. A revised syllabus may be issued at the discretion of the instructor.