

**Personal Development 005 “College Survival” (Transfer to CSU) - 2 units  
Fall 2013 (08/29/ 2013 to 12/12/13) – Section 1668**

**Professor of Counseling:** Nancy Brambila, M.S.

**Email:** [brambin@wlac.edu](mailto:brambin@wlac.edu)

**Office hours:** Thursdays from 4:30 pm -4:50 pm

**On campus course -West Los Angeles College**

**School Website:** [www.wlac.edu](http://www.wlac.edu)

**Address:** 9000 Overland Ave, Culver City, CA 90230

**DESCRIPTION:** This course will enable students to survive and succeed in a college program. Emphasis will be placed on making informed decisions, developing study skills, learning productive time management techniques, financial planning, and other personal skills.

**Required Text:**

West Los Angeles College Catalog

**Required Materials:**

1 three ring binder, Paper, #2 pencils, pens, highlighters, dividers and 3 in. X 5 in. index cards

**Personal Development 005 Course SLO**

*Identify and utilize campus resources when help is needed.*

**Course objective**

1. *Exploring Purpose for attending College.*
  - a. *Discuss West Los Angeles College student services*
  - b. *Where to go for help*
  - c. *WLAC Catalog*
  - d. *Applying what has been learned*
  - e. *Majors*
  - f. *Certificates*
  - g. *Associate of Art degrees*
  - h. *Transfer opportunities*
2. *Time Management*
3. *Understanding Emotional Intelligence*
4. *Learning Styles*

- a. *Discover How you Learn*
- b. *Being engaged in learning*
  - i. *Listening*
  - ii. *Taking notes*
  - iii. *Participating in class*
- c. *Reading to learn*
  - i. *Learning to remember*
- d. *Writing and Speaking effectively*
5. *Thinking Critically: The basis of a College Education.*
6. *Improving your Performance on Exams*
7. *Developing Library, Research and Information Literacy Skills*
8. *Preparing for Life*
9. *Managing your Money*
10. *Establishing and maintain relationships in college*

#### **LECTURE TOPICS**

<b>Week #1</b> (08/29/13)	<i>Introductions, Class Rules and Syllabus</i>
<b>Week #2</b> (09/05/13)	<i>College Orientation</i>
<b>Week #3</b> (09/12/13)	<i>Continuation of College Orientation</i>
<b>Week #4</b> (09/19/13)	<i>Various Resources Available to Students</i>
<b>Week #5</b> (09/26/13)	<i>Majors/Certificates/AA Degrees &amp; Transfer Options</i>
<b>Week #6</b> (10/03/13)	<i>Learning Styles</i>
<b>Week #7</b> (10/10/13)	<i>Continuation of Learning Styles</i>
<b>Week #8</b> (10/17/13)	<i>Test Taking Strategies</i>
<b>Week #9</b> (10/24/13)	<i>Reading and Information Literacy</i>
<b>Week #10</b> (10/31/13)	<i>Taking in and Recording Information</i>
<b>Week #11</b> (11/07/13)	<i>Solving Problems and Making Decisions</i>
<b>Week #12</b> (11/14/13)	<i>Time Management, Living within Your Means, Wellness and Stress</i>
<b>Week #13</b> (11/21/13)	<i>Developing Library, Research and Information Literacy Skill</i>
<b>Week #14</b> (11/28/13)	<b><i>Thanksgiving Holiday (class does not meet)</i></b>
<b>Week #15</b> (12/05/13)	<i>Diversity and Community</i>
<b>Week #16</b> (12/12/13)	<i>Final</i>

### **PERSONAL DEVELOPMENT 005 FINAL EXAM DATE**

**Thursday, December 12, 2013 at 4:00pm - 6:00pm**

**Course Grades:**

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

**\*Grading system more to follow.**

**\*Class participation and attendance is mandatory.**

**\*Assignments will be announced in class meetings.**

**Notice to All Students:**

In compliance with the American Disabilities Act, students with disabilities who need any assistance or accommodations should contact the instructor immediately. The instructor should be advised of these circumstances BEFORE an assignment, and within the first week of the semester. Verification must be made with the DSP&S office. They can be reached at (310) 287-4450.

**WEST LOS ANGELES COLLEGE**  
**2012-2014 CATALOG** (page 41)

## STUDENT CONDUCT

### RULES, REGULATIONS & POLICIES

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the Colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In the furtherance of the students' interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students. All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District. Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

**Article VIII - Conduct on Campus****Board Rule 9803.10 Willful Disobedience**

Willful disobedience to directions of College officials acting in the performance of their duties.

**Board Rule 9803.11 Violation of College Rules and Regulations**

Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

**Board Rule 9803.12 Dishonesty**

Dishonesty, such as cheating, or knowingly furnishing false information to the College.

**Board Rule 9803.13 Unauthorized Entry**

Unauthorized entry to or use of the College facilities.

**Board Rule 9803.14 College Documents**

Forgery, alteration, or misuse of College documents, records or identification.

**Board Rule 9803.15 Disruption of Classes**

Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.

**Board Rule 9803.16 Theft of or Damage to Property**

Theft of or damage to property belonging to the College, a member of the College Community, or a campus visitor.

**Board Rule 9803.17 Interference with Peace of College**

The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

**Board Rule 9803.18 Assault or Battery**

Assault or battery, abuse, or any threat of force or violence directed toward any member of the College Community or campus visitor engaged in authorized activities.

**Board Rule 9803.19 Alcohol and Drugs**

Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code Section 4230; any use of controlled substances the possession of which are prohibited by the same; or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District, or while participating in any District or college-sponsored function or field trip. "Controlled substances" as used in this section include, but are not limited to, the following drugs and narcotics:

- A. opiates, opium and opium derivatives
- B. mescaline
- C. hallucinogenic substances
- D. peyote
- E. marijuana
- F. stimulants and depressants
- G. cocaine

**Board Rule 9803.20 Lethal Weapons**

Possession, while on a college campus or at a college sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers, and other governmental employees charged with policing responsibilities.

\*\*\*\*\*Syllabus may be subject to change\*\*\*\*\*