

"The first principle of success is desire—knowing what you want." —Robert Collier

# Syllabus

## Career Planning

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**Office hours:**

By Appointment (714)432-5078  
Monday- Thursday 9:00 - 5:00  
Friday 9:00 – 2:00

**Class Web Sites:**

www.orangecoastcollege.edu  
www.planningzone.com/120

<b>1. Participation in online discussions</b>	= 25%
<b>2. Quizzes</b> • Weekly - Online	=25%
<b>3. Completion of assessments tests</b> <ul style="list-style-type: none"> <li>▪ Personality – Myers-Briggs Type Indicator</li> <li>▪ Interests – Campbell Interest/skills Indicator</li> <li>▪ Skills – Eureka Skills – In the career center</li> <li>▪ <a href="http://access.bridges.com/">http://access.bridges.com/</a> - Learn (major finder/ Learn quiz)</li> <li>▪ <a href="http://access.bridges.com/">http://access.bridges.com/</a> - Work (career finder/ Work quiz )</li> <li>▪ <a href="http://usa.cxbridges.com">http://usa.cxbridges.com</a></li> <li>▪ Values Assessment - .PDF download</li> </ul>	=25%
<b>4. Final &amp; assignments</b> <ul style="list-style-type: none"> <li>▪ Resume &amp; Cover Letter</li> <li>▪ Informational Interview &amp; Final - <b>Presentation</b></li> <li>▪ Career Research Sheets (6)</li> <li>▪ Shopping List &amp; Goal setting</li> <li>▪ Readings &amp; Related questions</li> </ul>	= 25%
<b>Required Text: “Life Makeovers” By Cheryl Richardson</b>	

70% is required for credit

- ✓ In order to receive credit for the class students may not miss more than 1 class meeting.
- ✓ Missed work cannot be made up without prior instructor approval.
  - Leaving a voicemail message outlining your situation is NOT acceptable.
- ✓ If you withdraw from the course, it is **your** responsibility to notify the Records Office.
- ✓ This class meets on campus 4 times as follows: weeks 1, 3, 5, 7.

**WebCT username and password:**

User name = the first 2 letters of your first name the first 4 letters of you last name and the last 2 digits of your SS #

Password = "occ" then the last 4 digits of your SS #

**Online Research & Assessments (Career Explorer)**

<http://access.bridges.com>

username: 0001240

Password: vinesink