



# CAREER & ACADEMIC PLANNING PROJECT

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College Success SDV 100  
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# MOTIVATION

It's not the load that breaks you down, it's the way you carry it.”  
— Lou Holtz

# Motivation

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- My personal motivation has always been my family and the belief that “A set-back can mean a set-up for the future.”
- My overall motivation lies in the fact that although I have had to overcome numerous obstacles within my life my persistence has always won out. Mostly because I want to be a great role model not only for my daughters and grandchildren but mostly to make myself happy and prove that I can do this. The lesson of perseverance has always been one that as a mother that I have tried to instill in my children and one that I continue to exercise everyday of my life. Knowing that ultimately effort will release its reward if I refuse to quit during the journey.



# CAREER GOALS

# Career Goals

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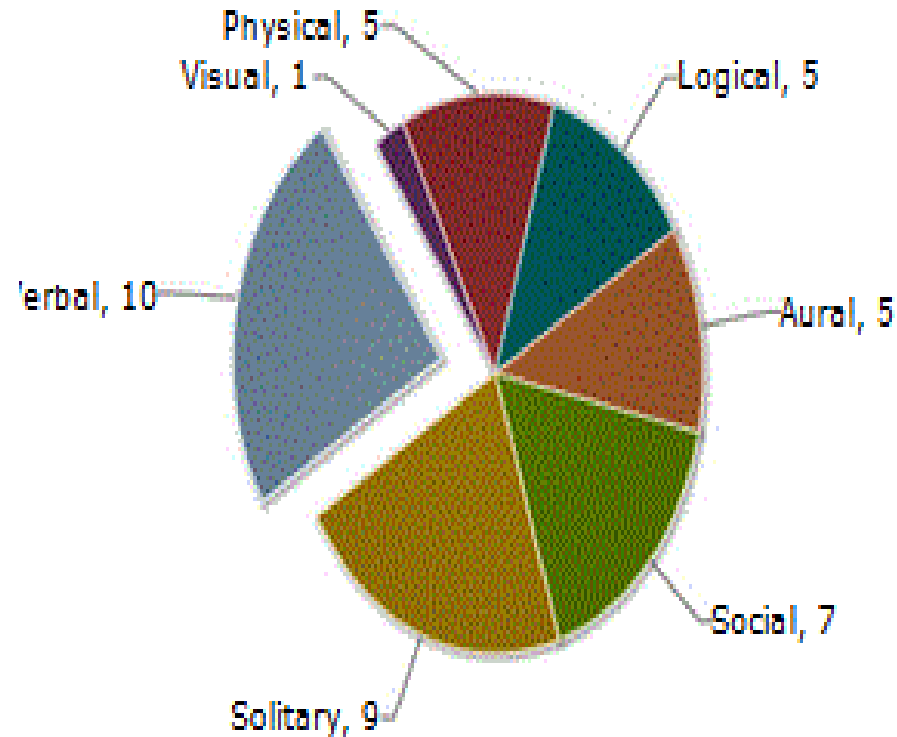


- My future career goal is to one day pursue a career as an Administrative Assistant.
- I enjoy providing administrative support to those in business, and helping to keep the office environment flow in an orderly fashion. I enjoy computers and doing paperwork. I also the customer service aspect of business which would allow me to greet and talk to people every day.

# Learning Style

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- Based upon my Smarter Measure results, my primary learning style is the verbal learning style.
- As a future administrative assistant, it is vital that I have great communication skills . So the fact that most of my learning is done through communicating and interaction with a wide range of people, I will be able to verbalize to clients and customers about the company business.



# Learning Style, Continued

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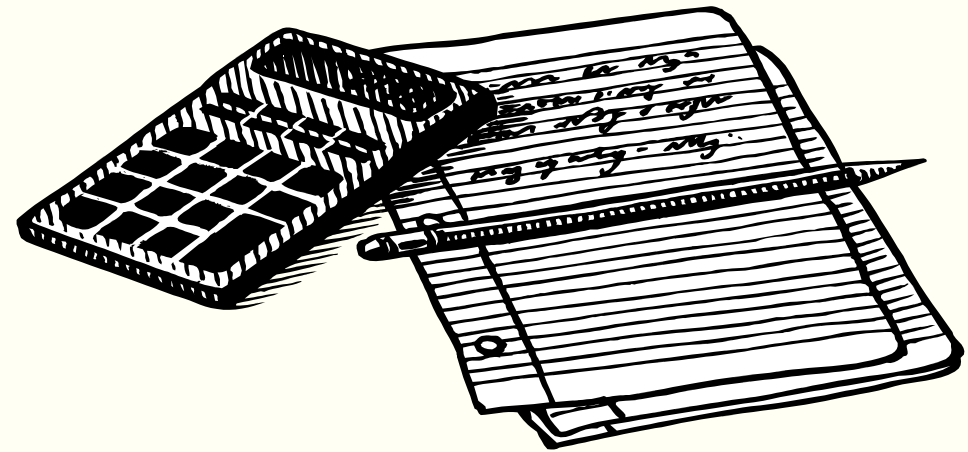
- My primary learning style is best in an organized classroom setting. I prefer structure, order and deadlines. I prefer lectures and sitting in a classroom.
- My VARK score tells me that I have a strong preference for learning by Reading and Writing (R & W).



# Skills

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- The skills that I would need to pursue a career as an administrative assistant is that I must be able to handle many details and challenging situations at once. Therefore I would need to have good technological skills which would involve me knowing how to create spreadsheets, websites, reports, and use databases.
- Having great communication skills means I would need to be able to communicate and interact with a wide range of people, and be able to tell them about the company business. I would also need good writing skills which would allow me to help my company or supervisor by being able to proofread and send correspondence, emails, and memos. Having good organizational skills, time management and good planning skills will allow me to keep not only myself organized, but my boss as well, because I will know how to manage my time well and that of my boss, and being able to plan out procedures that will enable the office to run in an efficient manner.
- Considering the skills needed for this career, the reason that this is a good career choice for me is that I enjoy talking and interacting with people on a daily basis. I especially enjoy multitasking, organization, and helping others stay on track. I enjoy reading and writing, and find myself proofing books even as I read them. I abhor having my time wasted as well as seeing other people's time wasted, therefore I pride myself on being a good planner, and coming up with innovative ways to help things flow smoothly.





# Personality

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- I see that my personality assessment does compliment my career choice.
- My Jung Typology profile states that I am ISFJ. Meaning that I am 78% Introvert, 12% Sensing, 25% Feeling, 78% Judging. This means I have a strong preference of Introversion over Extraversion, I have a slight preference of Sensing over Intuition, I have a moderate preference of feeling over thinking, and I have a strong preference of judging over perceiving.
- Thereby, as an ISFJ, my future career as an administrative assistant shows that I will have a strong ability to recall and remember information given to me by my future employer.
- In dealing with future customers , as an ISFJ, I would be very tactful, yet down-to-earth when it comes to dealing with the public.



# Reflection

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- In reflecting over my learning styles and preferences, I find that it was a very good match when it came to my future career goals. Although I am an introvert by nature, I know that it will serve me well, because hopefully my future employers will see this as a plus, and not a minus.
- Being an introvert many people tend to think we are very private people, therefore they trust us to keep confidential information, but at the same time my learning style is verbal, so therefore I will be able to speak up and be tactful at the same time.



# ACADEMIC PLAN & PREPARATION

“It always seems impossible until it’s done.” – Nelson Mandela

# Education/General Training

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- The degree level that most people would benefit from in order to become an administrative assistant would be to earn an associate's or bachelor's degree. Some colleges offer bachelor's degree programs in business administration, which are 4-year programs that prepare students for secretarial careers with corporations and businesses.
- Office administration training programs are available at community colleges and vocational schools. These courses may take up to one year, and can prepare someone for entry-level employment in the occupation. Some of the courses may include word processing, keyboarding and office applications.
- Someone wanting to pursue a bachelor's degree as an administrative assistant would pursue a major in business administration that would prepare students for secretarial careers with corporations and businesses. Although I could do well with an associates degree in my career choice, I might consider continuing my education at another institution such as Phoenix University online, because I would still have to work full-time to support myself. The major I would get a degree in would be Business Administration.

# Institution

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- Only a Associate's degree is necessary, however I would like to transfer to continue my education and gain training.
- University of Phoenix- Online does provide this degree in a Bachelor's degree. And since I would have to continue doing online schooling this would seem like a great option.
- George Mason is also another great option.

# NOVA Programs

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- Northern Virginia Community College-Academic Advising Report
- Academic Plan Code:2120
- Academic Plan Description: AAS-Business Management
- Plan Requirement Term:2013 Summer
- Status:\*\* Not Satisfied \*\*
- 2120 Business Management AAS - Introduction
- Transcript Summary

## Transcript Summary

Career	Cumulative GPA	Credits	Credits + Transfer	Grade Points
CRED	3.500	24.000	46.000	84.000

Credits = GPA credits taken + non-GPA credits taken (does not include in progress credits)

Credits + Transfer = Passed Progress Credits + All transfer credits (does not include in progress credits)

# NOVA Program- Continued

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## Course History

<u>Term</u>	<u>Subject</u>	<u>Catalog Nbr</u>	<u>Title</u>	<u>Grade</u>	<u>Units</u>	<u>Earned</u>	<u>Typ</u>
2013 Fall	CHD	EEE	CHD transfer course	T	3.00	3.00	TR
2013 Fall	ENG	EEE	ENG transfer course	T	3.00	3.00	TR
2013 Fall	ENG	111	College Compositrn I	T	3.00	3.00	TR
2013 Fall	ENG	112	Coll Composition II	T	3.00	3.00	TR
2013 Fall	HIS	101	Hist of West Civ I	T	3.00	3.00	TR
2013 Fall	PED	EEE	PED transfer course	T	1.00	1.00	TR
2013 Fall	SOC	200	Principles of Sociology	T	3.00	3.00	TR
2013 Fall	SSC	EEE	SSC transfer course	T	3.00	3.00	TR
2013 Fall	AST	107	Editing/Proofreadg Skills	B	3.00	3.00	EN
2013 Fall	AST	101	Keyboarding I	A	3.00	3.00	EN
2013 Fall	BUS	100	Intro to Business	A	3.00	3.00	EN
2013 Fall	HUM	201	Surv of West Cult I	B	3.00	3.00	EN
2014 Sprng	AST	141	Word Processing I	C	3.00	3.00	EN
2014 Sprng	BUS	201	Organ. Behavior	A	3.00	3.00	EN
2014 Sprng	BUS	241	Business Law I	A	3.00	3.00	EN
2014 Sprng	AST	243	Office Admin I	A	3.00	3.00	EN
2014 Fall	ITE	115	Intro Computer Appl/Concepts		3.00	3.00	IP
2014 Fall	SDV	100	College Success Skills		1.00	1.00	IP
2014 Fall	BUS	205	Human Resource Mgmt		3.00	3.00	IP
2014 Fall	PSY	200	Prin. of PSY		3.00	3.00	IP
2014 Fall	BUS	200	Prin of Management		3.00	3.00	IP

- I believe that this program of choice is very appropriate because it will put me on the right track towards getting a bachelor's degree.
- Program Advisor: Kush Jenkins
- Phone Number: 703-662-3262

## Guaranteed Admissions

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- By obtaining an Associates degree, I can transfer to an institution under the Guaranteed Admissions Agreement.
- George Mason has an agreement in the School of Business.





# ACADEMIC PLAN & CREATION

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# The Plan

## 1st Semester

SDV100 - College Success Skills <sup>a</sup> (1 Credit)	✓	In progress INPROGRESS, Fall 2014
ACC211 - Principles of Accounting I (3 Credits)	✓	Planned for Fall 2015
BUS100 - Introduction to Business (3 Credits)	✓	Grade A, Fall 2013
ENG111 - College Composition I (3 Credits)	–	<a href="#">Schedule Course</a>
MTH151 - Math For The Liberal Arts I <sup>b</sup> (3 Credits)	–	<a href="#">Schedule Course</a>
<b>3 credits from Social Science Elective - Electives should be selected with advice of a counselor or academic advisor</b>	✓	
PSY200 - Prin. of PSY (3 Credits)	✓	In progress, Fall 2014
<b>2 total credits PED/RPK <sup>c</sup></b>	✓	
PED116 - Fitness And Wellness (1 Credit)	✓	Planned for Spring 2015
PED110 - Zumba (1 Credit)	✓	Planned for Spring 2015

## 2nd Semester

ACC212 - Principles of Accounting II (3 Credits)	✓	Planned for Spring 2016
BUS125 - Applied Business Mathematics <sup>a</sup> (3 Credits)	✓	Planned for Fall 2015
BUS200 - Principles of Management (3 Credits)	✓	In progress INPROGRESS, Fall 2014
<b>Business Elective <sup>b</sup></b>	✓	
AST101 - Keyboarding I (3 Credits)	✓	Grade A, Fall 2013
ENG112 - College Composition II (3 Credits)	–	<a href="#">Schedule Course</a>
MKT201 - Introduction to Marketing (3 Credits)	✓	Planned for Fall 2015

# The Plan

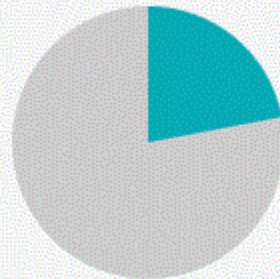
## 3rd Semester

BUS201 - Organizational Behavior (3 Credits)	✓	Grade A, Spring 2014
BUS202 - Applied Management Principles (3 Credits)	✓	Planned for Fall 2015
BUS241 - Business Law I (3 Credits)	✓	Grade A, Spring 2014
<b>CST Elective</b>	✓	
CST110 - Intro to Communication (3 Credits)	✓	Planned for Spring 2015
ECO120 - Survey of Economics <sup>a</sup> (3 Credits)	✓	Planned for Spring 2016
<b>3 credits from Humanities/Fine Arts Elective - Electives should be selected with advice of a counselor or academic advisor</b>	✓	
HUM201 - Surv of West Cult I (3 Credits)	✓	Grade B, Fall 2013

## 4th Semester

BUS205 - Human Resource Management (3 Credits)	✓	In progress INPROGRESS, Fall 2014
BUS220 - Introduction to Business Statistics (3 Credits)	✓	Planned for Spring 2016
<b>1 course from AST236, BUS226, ITE115</b>	✓	
ITE115 - Intro Computer Appl/Concepts (3 Credits)	✓	In progress, Fall 2014
BUS242 - Business Law II (3 Credits)	✓	Planned for Spring 2016
FIN215 - Financial Management (3 Credits)	✓	Planned for Fall 2016

## My Progress



**22% towards completion of your program**

**8 courses completed (24 credits)**

**6 courses in progress (16 credits)**

**5 of 24 requirements completed**

## Graduation

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- Upon completing my fourth semester, I intend to graduate in December of 2015, meaning my graduation application is due by October 1<sup>st</sup>.
- A letter of intent is not necessary for University of Phoenix online, nor for the other institutions that I am considering.

# Improvement

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- Three things I can do to support myself in my career choice is to:
- To look for opportunities via internet and newspapers to see if there are any job openings pertaining to my future career.
- Look for internship programs where I could utilize my education and training.
- Meet frequently with my program advisor to make sure that I am on the right path.

# Challenges

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- I do foresee some challenges along the way as I continue to reach for this goal.
- There will be moments during this season where I may be tempted to quit, but I will employ the study and stress management skills I have learned.
- I need to take and pass the math placement exam so I can take the math courses for my degree program. It has been many years since I have been involved with math at the college level; therefore I will seek tutoring help with my math skills.
- I am somewhat worried about my age and will I be stay healthy enough to continue going to school. I try to offset these feelings by eating and exercising, and regular visits to my doctor.

“EVERYONE CAN RISE ABOVE THEIR  
CIRCUMSTANCES AND ACHIEVE  
SUCCESS IF THEY ARE DEDICATED TO  
AND PASSIONATE ABOUT WHAT THEY  
DO.”  
- NELSON MANDELA.

