



Password Technical College
44 Calle Dr. Santiago Veve
San Germán, PR 00683
<http://passwordtech.edu20.org>

SYLLABUS

GENERAL INFORMATION

Course Title: Professional Development

Code: GEND 1050

Contact Hours: 43

Academic Term: 7/Sept/2021 to 16/Sept/2021

Professor: Joel Vargas

E-Mail: jvargas@passwordpr.com

COURSE DESCRIPTION

This course discusses the knowledge and ways to change ourselves professionally and socially to accomplish a better path to rapid decisions, professional efficient, precise, organize and to build a better day by day life's.

OBJECTIVES

This course will take you through various strategies as a discipline to personal growth together with daily efficiency, reaching a peak efficiency point changing the way we plan and our daily agendas.

1. Identify the plan and objectives
2. Planification with antecedence
3. Categorize objectives
4. Be fair and straight with you
5. know their weaknesses and strengths



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6. Motivation and attention as indispensable tools
7. Divide and conquer your agenda
8. Centralizing your diary with categories and focusing on the objective to pursue with rectitude and education

THEMATIC CONTENT

The following concepts are discussed below:

1. Set the Table
2. Plan Every Day in Advance
3. Apply the 80/20 Rule to Everything
4. Consider the Consequences
5. Practice Creative Procrastination
6. Use the ABCDE Method Continually
7. Focus on Key Result Areas
8. The Law of Three
9. Prepare Thoroughly Before You Begin
10. Take It One Oil Barrel at a Time
11. Upgrade Your Key Skills
12. Leverage Your Special Talents
13. Identify Your Key Constraints
14. Put the Pressure on Yourself
15. Maximize Your Personal Power
16. Motivate Yourself into Action
17. Get Out of the Technological Time Sinks
18. Slice and Dice the Task
19. Create Large Chunks of Time

20. Develop a Sense of Urgency

21. Single Handle Every Task

Days	Modules	Works
Class #1 Module 1	<ul style="list-style-type: none"> • Set the Table • Plan Every Day in Advance • Apply the 80/20 Rule to Everything 	<ul style="list-style-type: none"> • Pre-Test Comprehension Test • Assessment 1- Ponga la Mesa
Class #2 Module 1	<ul style="list-style-type: none"> • Consider the Consequences • Practice Creative Procrastination • Use the ABCDE Method Continually 	<ul style="list-style-type: none"> • Quiz 1- Estrategias 1-3
Class #3 Module 2	<ul style="list-style-type: none"> • Focus on Key Result Areas • The Law of Three • Prepare Thoroughly Before You Begin 	<ul style="list-style-type: none"> • Assessment 2- Ponga la Mesa y Planifique
Class #4 Module 3	<ul style="list-style-type: none"> • Take It One Oil Barrel at a Time • Upgrade Your Key Skills • Leverage Your Special Talents 	<ul style="list-style-type: none"> • Mid-Term Exam



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Class #5 Module 3	<ul style="list-style-type: none">• Identify Your Key Constraints• Put the Pressure on Yourself• Maximize Your Personal Power	<ul style="list-style-type: none">• Quiz 2- Estrategias 11-14
Class #6 Module 4	<ul style="list-style-type: none">• Motivate Yourself into Action• Get Out of the Technological Time Sinks	<ul style="list-style-type: none">• Assessment 3- Preparase y ponga un ladrilla despues de otro
Class #7 Module 4	<ul style="list-style-type: none">• Slice and Dice the Task• Create Large Chunks of Time	<ul style="list-style-type: none">• Quiz 3- Estrategias 15-18
Class #8 Module 5	<ul style="list-style-type: none">• Develop a Sense of Urgency• Single Handle Every Task	<ul style="list-style-type: none">• Post-Test Comprehension• Final Exam



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EVALUATION CRITERIA

CRITERIA	Grade total
1 Mid-Term Exam	100
1 Final Exam	100
Quizzes	100
Homeworks 1-3	100
Attendance	100
Total	500

*4 Points less for each absence. 100 Points when starting the course.

*Assignments are always due in class on the day designated. You are responsible for any work lost due to technical problems, etc. Late papers will lose a letter grade for each day that they are late. Any exceptions must be properly documented and discussed in advance for an extension to be arranged.

EDUCATIONAL RESOURCES

- Tracy, B. (2003). Traguese ese Sapo: 21 Estrategias para tomar decisiones rapidas y mejorar la eficacia personal. Khoeler Publisher INC, San Francisco, CA.
- Tracy, B. (2003). Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time . Khoelr Publisher INC, San Francisco, CA.



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NOTES

Reasonable Accommodation: Any student who requires reasonable accommodation must request them at the beginning of the course or as soon as they acquire the required knowledge that through the Professor in charge and be notifying the Academic Director.

Honesty, fraud, plagiarism: Dishonesty, fraud, plagiarism and any other inappropriate behavior about the student's academic performance, constitute violations of the catalog of the institution, its Rules of Conduct and Duties of Student. Major infractions, as provided in the catalog may result in the suspension of the institution for a defined time or permanent expulsion as stipulated in the Rules of Conduct and Duties of Student.