# Course Syllabus

(Tentative)

## BA 47 Careers in Business

51019

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**Office:** BUS 40 **Phone:** 638-3641 Ext. 3615

**Office Hours:**

**Text:** Personal Development for Life and Work, 10th Edition,

Masters and Wallace

**Outline:**

In the process of completing this course, students will:

* Conduct self-assessment including the use of validated instruments.
* Appraise different education and career goals related to business.
* Begin to understand how personality affects career success.
* Fill out a job application correctly.
* Organize, compose, and arrange an effective resume.
* Organize, compose, and arrange an effective cover letter.
* Demonstrate proper interviewing techniques and skills.

**Grading**

Your final grade will be dependent on exams, homework, and participation.

Quizzes/Papers 30%

Homework 40%

Participation 10%

Resume & Cover Letters 20%

Final grades will be based on the following scale:

90%-100% A

80%-89% B

70%-79% C

60%-69% D

Below 60% F

**Attendance:**

At the instructor’s discretion, you may be dropped if you fail to attend two class meetings.

**Accommodations for Students with Disabilities**

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 or the Rehabilitation Act, please contact me as soon as possible.

### Last day to drop this course: