**BA 47**

**Careers in Business**

**Fall 2013**

**Hours: Monday 8:00-8:50 am, Business 40**

**Amber Balakian**

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**Office Hours: Upon request**

**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.
* 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.

**Required Text**

Personal Development for Life and Work – by Masters/Wallace

Publisher: Cengage

**Grading**

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

Quizzes & Final Exam 40%

Homework 40%

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 the equivalent of two weeks during the first nine weeks of the course. After the first nine weeks, the instructor can not drop you from the course.

**Blackboard**

* The website is:  
  [http://blackboard.reedleycollege.edu](http://blackboard.reedleycollege.edu/)
* The standard Blackboard login is:  
  **Username**: your student id number  (example: 0123456)  
  **Password**:  your student id number
* Blackboard help is available 24/7
* The phone number is 1.866.401.7784

**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: October 11, 2011

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| **DATE** | **MONDAY** |
| **Week 1**  August 12 | Introductions  Read Chp. 1  HW 1 – Chapter Activities; Job Application & Sample Question Research |
| **Week 2**  August 19 | Read Chp. 2  Least/Most Favorite Prep  HW 2 – Least/Most Favorite Shadowing (must be completed by end of semester) |
| **Week 3**  August 26 | Read Chp. 15  HW – Cover Letter & Resume |
| **Week 4**  September 2 | LABOR DAY  No Class |
| **Week 5**  September 9 | Read Chp. 3 & 4  HW 3 – Chapter Activities  HW 4 – Image Collage (can be online) |
| **Week 6**  September 16 | Read Chp. 5  HW 5 – Chapter Activities  **Quiz** |
| **Week 7**  September 23 | Read Chp. 6  Micro Presentation Prep |
| **Week 8**  Sept 30 | Read Chp. 7  Micro Presentations |
| **Week 9**  October 7 | Read Chp. 8  Team Building  **First Resume/Cover Letter Revision Due** |
| **Week 10**  October 14 | Read Chp. 9  Negotiation Simulation  HW 6 – Negotiation Reflection |
| **Week 11**  October 21 | Read Chp. 10 & 11  HW 7 – Life Plan |
| **Week 12**  Oct 28 | Read Chp. 12  HW 9 - Experience of Being Other |
| **Week 13**  November 4 | Read Chp. 13 & 14  **Life Plan due** |
| **Week 14**  November 11 | VETERANS DAY No Class |
| **Week 15**  November 18 | Read Chp. 16  **Final Resume & Cover Letter Due** |
| **Week 16**  November 25 | No Homework – THANKSGIVING BREAK |
| **Week 17**  December 3 | Final Presentations |
| **Week 18**  December 11 | Final Presentations  Final Reflection due  FINAL WED – Dec 11 |
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