

Course Syllabus

BA 47-58888 Careers in Business
Fall 2016, Wed 9:00am

Instructor: Mark L. Oller **Email:** mark.oller@reedleycollege.edu
Office: BUS 40 **Phone:** 559.642.8033
Text: Personal Development for Life and Work, 10th Edition,
Masters and Wallace

Outline:

In the process of completing this course, students will:

- Evaluate personal strengths through skill development
- Evaluate various career paths for specific industries
- Develop personal habits and manners appropriate to the workplace
- Produce proper and effective business communications
- Identify attitudes and habits conducive to personal success
- Identify sources for skill development

Grading

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

Quizzes/Papers	16%
Weekly Assignments	27%
Class Participation	17%
Final Exam	40%

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 and Late Assignments

At the instructor's discretion, you may be dropped if you fail to attend two class meetings. Late arrivals will accumulate toward absence limit. Assignments will NOT be accepted if late.

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 14, 2016