

COURSE SYLLABUS

BA 47B Careers-Business 1 credit hour

Instructor: Gary T. Ward, Ph.D.

Class Meets TTH at 11 am, room BUS 43

Office Hours: M-F 10 to 10:50 am or by appointment; Office BE 48B

Phone: 638-3641, ext 266 (?)

Course Description:

A course to prepare students for the career work force. Special emphasis will be placed on career and education planning and preparation through self-assessment (47A), goal setting (47A), resume writing (47B), and interviewing (47B).

Library/Internet Use: Library and/or the Internet may be required for some assignments

Prerequisites: None

Learning Objectives and Outcomes:

1. Students will be able to construct a resume
2. Students will be able to construct a cover letter
3. Students will be able to identify the elements of a job application and fill it out
4. Students will be able to identify and formulate guidelines for successful job interviewing

Learning Methods:

1. Lecture - guides to shape our learning environment
2. Class Discussion - free exchange of ideas and experiences
3. Required Readings - outside articles may supplement text readings
4. Skill Building – resumes, cover letters, applications, job interviews

Outcomes Assessment: Students will have achieved course objectives if they complete all assignments with a grade of C or better.

Required Texts: None

Evaluation and Grading:

	Dates	Weight
Job Application	Nov 16	100 pts
Resume	Dec 7	100 pts
Cover Letter	Dec 7	100 pts
Exam	Dec 7	100 pts
	<u>Total</u>	<u>400 pts</u>

Course grades will be based on the total number of points obtained by an individual as a percent of total points possible. Additional points (up to 100) may be awarded at the end of the semester based on class participation. There is no extra credit work. Percentages are as follows: 90-100 A; 80-89 B; 70-79 C; 55-69 D; <55 F.

Policies and Procedures:

Failure to attend class on a regular basis will adversely affect your performance in this course. Plagiarism of any kind may result in a grade of "F" for the course. An absence without first notifying the instructor PRIOR TO THE ABSENCE constitutes an UNAUTHORIZED absence. THERE ARE NO MAKE-UP ASSIGNMENTS OR EXAMS FOR ANY UNAUTHORIZED ABSENCES. Last day to drop a course at Reedley College is Friday, October 15. However, since this course does not start until October 19, contact the Admissions Office for potential drop date for this half-semester course.

If a student notifies the instructor PRIOR to taking an exam or submitting an assignment and will not be able to take the exam or submit the assignment at the scheduled date and time, arrangements for the student to take the exam or submit the assignment at another date/time will be arranged. All grades are final unless an error in math has been made by the instructor. The instructor reserves the right to adjust the course outline, scoring, grading, and content as needed.

COURSE OUTLINE

Week 1	Oct 19 Syllabus, Introduction	Week 6	Nov 23 Job Interviews continued
	Oct 21 Getting the Edge		Nov 25 Thanksgiving Day Holiday
Week 2	Oct 26 Resume Writing	Week 7	Nov 30 Job Interviews continued
	Oct 28 Resume Writing continued		Dec 2 Job Interviews completed
Week 3	Nov 2 Writing Cover Letters First draft of Resume Due	Week 8	Dec 7 Exam covering resume writing, cover letters, job applications, and job interviewing
	Nov 4 Cover Letters continued		Resumes and cover letters due
Week 4	Nov 9 Completing Job Applications First draft of cover letter due		Dec 9 Review exam Class ends
	Nov 11 Veterans Day Holiday		
Week 5	Nov 16 Job Applications due Successful Job Interviewing		
	Nov 18 Job Interviewing continued		