

COURSE SYLLABUS

BA 47A Careers-Business 1 credit hour

Instructor: Gary T. Ward, Ph.D.

Class Meets TTH at 11 am, room SOC 36

Office Hours: MWF 2 to 2:50 pm; TTh, 10-11 am; or by appointment; Office BE 48B

Phone: 638-3641, ext 3266

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 understand the importance of setting goals
2. Students will be able to conduct self-assessment of their interests, talents, and skills
3. Students will be able to identify the elements involved in college major and career selection
4. Students will be able to identify and formulate guidelines for successful career search

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. Self-assessment instruments – understanding your interests, talents, and skills

Outcomes Assessment: Students will have achieved course objectives if they complete all self-assessment instruments.

Required Texts: BA 47A package at the bookstore

Evaluation and Grading:

	Dates	Weight
Self-assessment instruments	Various	5 at 100 pts = 500
	<u>Total</u>	<u>500 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 SELF-ASSESSMENT INSTRUMENTS FOR ANY UNAUTHORIZED ABSENCES. Last day to drop a course at Reedley College is Friday, October 15.

If a student notifies the instructor PRIOR to taking a self-assessment instrument and will not be able to take the instrument at the scheduled date and time, arrangements for the student to take the instrument at home will be acceptable. **Exception: Campbell Interest Inventory must be taken as scheduled, otherwise it must be completed and submitted to the Counseling Office.** 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	Jan 11 Syllabus, Introduction	Week 7	Feb 22 Career Interest Booklet
	Jan 13 What do I Want to do? The Perfect Job		Feb 24 Occupational Outlook for California
Week 2	Jan 18 Leadership/Vision Instrument	Week 8	Feb 29 The Personal Journal
	Jan 20 Score Leadership/Vision Instrument		Mar 2 Interpreting the Campbell Interest Inventory
Week 3	Jan 25 Personality Mosaic Instrument	Week 9	Mar 7 What career does this person have?
	Jan 27 Score Personality Mosaic Instrument		Mar 9 Class ends What Does it All Mean? What do I Want to do?
Week 4	Feb 1 Forced Choice Instrument		
	Feb 3 Score Forced Choice Instrument		
Week 5	Feb 8 Campbell Interest Inventory Instrument		
	Feb 10 Meyers-Briggs Instrument		
Week 6	Feb 15 Score Meyers-Briggs Instrument		
	Feb 17 How to Choose a Major		