

# Course Syllabus

(Tentative)

## BA 47 Careers in Business 51848

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**Office Hours:**  
**Text:** Career by Design: Communicating Your Way to Success, Hanna, et al

### 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.

### Grading

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

|                        |     |
|------------------------|-----|
| Quizzes                | 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.

### 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: March 13, 2010**