**BA 47**

**Careers in Business**

**Spring 2014**

**Hours: Wednesday 9:00-9:50 am, POR - 2**

**Amber Balakian**

**Email:** **amber.balakian@reedleycollege.edu**

**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: January 31, 2014

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| **DATE** | **Wednesday** |
| **Week 1** | IntroductionsRead Chp. 1 HW – Chapter ActivitiesJob Application & Sample Question Research  |
| **Week 2** | Read Chp. 2Least/Most Favorite PrepHW – Least/Most Favorite Shadowing (must be completed by end of semester)Chapter Activities |
| **Week 3** | Read Chp. 15HW – Cover Letter & ResumeChapter Activities |
| **Week 4** | Read Chp. 3HW - Chapter Activities |
| **Week 5** | Read Chp. 4HW – Chapter ActivitiesHW – Image Collage (online) |
| **Week 6** | Read Chp. 5HW – Chapter Activities**Quiz**  |
| **Week 7** | Read Chp. 6HW - Chapter ActivitiesMicro Presentation Prep |
| **Week 8** | Read Chp. 7Micro PresentationsHW - Chapter Activities |
| **Week 9** | Read Chp. 8Team BuildingHW - Chapter Activities**First Resume/Cover Letter Revision Due** |
| **Week 10** | Read Chp. 9Negotiation SimulationHW – Negotiation ReflectionChapter Activities |
| **Week 11** | Read Chp. 10 & 11HW – Life PlanChapter Activities |
| **Week 12** | Read Chp. 12HW - Chapter Activities |
| **Week 13** | Read Chp. 13 **Life Plan due** |
| **Week 14**November 11 | Read Chp. 14HW - Chapter Activities |
| **Week 15** | Read Chp. 15 HW - Chapter Activities**Final Resume & Cover Letter Due** |
| **Week 16** | Read Chp. 16HW - Chapter Activities |
| **Week 17** | TBA |
| **Week 18** | TBA |
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