***BA 47 – Spring 2016***

***Instructor:*** *Ms. Kellie Black*

***Office****: Arranged*

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**Course Title & Code #: BA 47 – Careers-Business**

**Meeting Day, Time & Location: Fridays 10:00 to 10:50 Room: BUS 43**

**Course Description:** A course to prepare students for the career work force. Career and education planning, self-assessment, resume formatting, cover letter formatting, job applications, and interviewing. (A, CSU)

**Prerequisites:** None. Advisories include: Eligibility for ENGL 125 & 126 and MATH 101

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| **COURSE OUTCOMES:** |
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| Upon completion of this course, students will be able to: |  |
| 1. contrast, compare, judge, and appraise multiple career opportunities through self-assessment instruments using business terms and vocabulary. 2. fill out a job application correctly and evaluate it as a tool to be used by an employer. 3. evaluate different resume styles, choosing a style that is suitable for themselves and the job they are applying for, and writing an appropriate and effective resume. 4. evaluate cover letters, choose appropriate cover letter content, and write an effective cover letter. 5. use inductive and deductive reasoning and employ effective interview techniques and skills. |  |
| **COURSE OBJECTIVES:** |  |
| In the process of completing this course, students will: |  |
| 1. appraise different education and career goals related to business. 2. conduct self-assessment using validated instruments. 3. fill out a job application correctly. 4. organize, compose, and arrange an effective cover letter. 5. organize, compose, and arrange an effective resume.  * demonstrate proper interviewing techniques and skills. |  |

**Learning Methods & Course Activities:**

* Lectures based on textbook materials
* Required readings and class discussions
* Problem solving
* Internet Research

**Assessment:** Students completing all exams, assignments, and activities with a cumulative, average grade of "C" or better will be deemed as having achieved the course objectives previously stated.

**Textbook: Personal Development For Life and Work,** Authors: Masters and Wallace  
ISBN 978-0-538-45023-2

**Grading**

Course Activities & Evaluations: Earned Percentage of Possible Points - Grade:

Participation/Discussions 20% 90 - 100% A

Homework Assignments 30% 80 - 89% B

Quizzes & Exams 40% 70 - 79% C

Final 10% 60 - 69% D

< 60% F

(weights are approximate)

**Points/Assignments:**

**INTERNET & E-MAIL**

* Access to broadband Internet is required. If you do not have an Internet connection, you may use the resources in the Reedley College Library or at other computer labs on campus.
* **An email address is required for all students**.
* If you do not already have one, please either obtain an email address through the RC Library – or any one of the many free email services out there (gmail, hotmail, etc.).
* Please note: I teach multiple courses (and multiple sections of some courses) so I have some rather strict rules about email. They are as follows:
  + \*Use the subject line correctly. Each e-mail you send to me must include the following subject line:
  + **Course number, your first and last name, and the subject you are writing about**
  + *For example, if I was a student in BA 39 ( Finite Math), the subject line on my email would be as follows: BA 39 Cari Tollefson Question about homework*
* Use the spell checker.
* Your e-mail messages represent you. Be accurate and be professional.
* Use proper grammar.
* Make a habit of constantly improving the way you communicate.
* Do not type in all capital letters.
  + That is the same as yelling.

Please remember that you are in training for your professional career. One of the best places to start practicing is in this class.

\*if your e-mail does not have the required information in the subject line, your email may not be read.

**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

**GRADING**

* Your course grade will be based on the percentage of points (total earned / total possible), and **grades are weighted** based on type of assignment. Please see specific grading weights on page one of your course syllabus.

**ATTENDANCE & PARTICIPATION**

* You are expected to attend each class session on every day at a specific time. However, I may post extra credit assignments, announcements, assignment files, etc. so it is a good idea to get in the habit of logging into your Blackboard page for your course on a daily basis.
* Your attendance and participation will be graded based on the amount of classes attended & some specific participation items that will be announced throughout the class

**HOMEWORK, QUIZZES, & EXAMS**

* Homework assignments are a way for you to dig deeper into the course materials and prepare for the tests and exams. **Homework will not be accepted late**. You are welcome to turn in your homework early if you think you might miss class.
* **Please make sure to submit assignments in Microsoft Office compatible form. Assignments submitted in Word Perfect or other non-industry standard form will not be accepted. No make-ups will be given, so make sure you understand how to save files in .doc or .rtf formats.**
* If you are participating in school-sanctioned activities (sports, field trips, etc.) and find it necessary to miss class, it is your responsibility to make sure that all your work is turned in and tests/quizzes are taken prior to your departure. There will be no special dispensation for absences, homework & tests/quizzes missed.
* You will have a quiz for each chapter of the text. Each quiz will be 15 points. You will be given 15 minutes to complete each quiz. Please make sure to study before attempting each quiz.
* You will have a midterm and a final. The number of questions for each and the chapters covered will be determined on a class-by-class basis. More information will be given before you attempt each of these.
* Accommodations will be made for students with disabilities.

**Naming Homework files:**

Please use your first name, last name, and assignment title as the name for all homework files.

**Grades are final unless an error in math is found in the computation of your grade**

**Drop Policy:**

* If you decide to drop the course, please do not simply stop attending. In order to officially drop a class you must fill out a program change card, available in the Admissions and Records Office. Drop dates are listed in your Reedley College Class Schedule. If you simply stop attending, you will be assigned a letter grade. If a student does not show an adequate effort in the beginning weeks of the course (meaning no assignments are completed) then the student will be dropped by faculty.

**Student Conduct:**

* As stated in your schedule of courses, students are expected to conduct themselves in a responsible manner whenever they are on campus or representing the college in any activity. Board Policy 5410 states the specific rules and regulations and a copy of the policy is available in the college library, the admissions office, Dean of Students & Dean of Instruction offices as well as the student activities office.
* Conduct standards are designed to perpetuate the college’s educational purposes, allowing students to enjoy the right of freedom to learn. To that end, students who fail to meet the conduct standards, or who interfere with the rights of freedom to learn of others will be removed from class.

\***Ethics**:

* You will notice that we will discuss ethical issues, as such you should understand that cheating and plagiarism is not acceptable in this class (or any other).

**\*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 of the Rehabilitation Act, please contact me, or the **DSPS office - ext 3332**  as soon as possible
* \*Please see the Reedley College catalog for clarification of issues and additional guidelines.

**General Guidelines for Class:**

Quizzes & Exams: You’ll notice that there are time limits for taking quizzes and exams online. The time limits have been established to accurately assess a student who studies the material prior to completing the quiz/exam. Points will be taken from students who go over the time limit. This is to ensure that students do not have time to simply look up all answers in the text. Please make sure to be prepared **before** taking a quiz/exam.

Submitting Assignments: Assignments will be accepted only through the Blackboard system. Please submit assignments in the Assignments section of Blackboard. There should be a link to submit each individual assignment. **Do not use the Digital Drop Box. Do not e-mail your instructor assignments**. Neither will be accepted. Assignments will not be accepted late. Make sure to label assignments correctly.

Course Resources: In general, students will be able to find resources needed for assignments and projects in the Resources section of Blackboard. Students who have oral presentation requirements should have access to equipment and software for recording and uploading video. This can be as simple as a webcam with microphone. Other students may decide to use a digital camera (video) and upload video. Either way is adequate.

Grading: Although assignment grades are posted on Blackboard, calculations in Blackboard are not accurate with overall grades. Student grades are weighted by category. There is a document in the Resources section of Blackboard that explains how to calculate your current, overall grade.

THIS SYLLABUS AND THE COURSE ACTIVITIES SCHEDULE ARE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE INSTRUCTOR.