

Course Syllabus

BA 47-54154 Careers in Business Spring 2019

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Text: Personal Development for Life and Work, 10th Edition,
Masters and Wallace

Outline:

In the process of completing this course, students will:

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.

Grading

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

17 Weekly Assignments	340 pts	49%
3 Careers in Business Assignments	120 pts	17%
3 Business Biographicals Assignments	120 pts	17%
1 Final Exam	120 pts	17%

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 and Late Assignments

At the instructor's discretion, you may be dropped if you fail to attend two class meetings. Late arrivals will accumulate toward absence limit. Assignments will NOT be accepted if late.

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 8, 2019