# Course Syllabus

BA 47-54154 Careers in Business

Spring 2019, Online

Instructor: John Morrison

Office: TBA

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

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Course Overview:

In the process of completing this course, students will become better prepared for the work force, through 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.

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| --- | --- | --- |
| Assignments | Points | % of Grade |
| 17 Weekly Assignments | 340 pts | 49% |
| 3 Careers in Business Assignments | 120 pts | 17% |
| 3 Business Biographical 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 |
| 65%-69% | D |
| Below 65% | F |

Attendance and Late Assignments

For online classes, attendance is measured by assignment completion. Therefore, at the instructor’s discretion, you may be dropped if you fail to attend two class meetings, meaning, two missed assignments. 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

