BAS 250 Business Employability Seminar
BAS 250 SYLLABUS

COURSE MODULE DESCRIPTION

Creates an error-free portfolio of business employment documents, using computer technology to assist with composition, proofreading, and formatting. Demonstrates proper interviewing skills through mock interviews. Course is offered on a pass/fail basis.

Credits: 1.0

Contact Hours: 15.0

Prerequisites/Co-requisites: (CIT 105 Introduction to Computers, Sophomore standing, and Business Administration Program Students only) or Consent of Instructor.

NOTE: This course is a Pass or Fail Course. You must have 70% or higher to Pass the course AND complete the ePortfolio.

Instructor Information

To view information (including contact information) about your course module instructor, click on "Meet Your Instructor" option from the menu on the left in your Blackboard course.

Course Communication

If you need to schedule a phone conference or an in-person visit with your instructor, click the link located in Email Your Instructor menu option to email your instructor (select all instructors) to email your instructor about making an appointment. Ensure that the course and section appear in the subject line of your email and adhere to netiquette while communicating with your instructor. Your instructor is here to guide you through the content and with any questions you may have. Responses are generally given within 24 hours (at the most 48 hours).The instructors profile provides contact and other information. If you have questions about the course, please do not hesitate to contact the instructor. If you are having technical problems with the course, be sure to contact the Blackboard Help desk, click Help and Support on the menu, or click the Help Tab at the top of the Blackboard page.

KCTCS Email information: http://kctcs.edu/en/email.aspx

For this course you are required to use your KCTCS email account when communicating with the instructor and other students.

Schedule/Calendar

Each student's time in the course will vary from 5 to 15 weeks depending on your course start and end date. In Blackboard you will be provided a course checklist that lists items for completion in the course and that will allow you to determine your personal calendar for completing course activities, assignments, and quizzes.

Suggested course calendar:

Week 1	Complete the Start Here >>> section in the Module and Pre-Assessment Exam for the module
Week 2	Complete Unit 1

Week 3	Complete Unit 2 and ePortfolio
Week 4	Complete Unit 3 and ePortfolio
Week 5	Complete Unit 4 and finalize ePortfolio

*This is only a suggested calendar for the module to give you a typical timeline for completion; students may move as fast or as slow to complete the module within the 5 week time frame.

Refunds and No-Show's

Below you will find a refund schedule. The refund schedule gives you important dates on when you are eligible and how much you are eligible for a refund if you plan to withdraw from the course. Additionally, the refund schedule also lists the timeframe for completing the no-show activity. The no-show activity is your initial check to verify attendance for the course. For example, if your course is a 10 week course, you must complete the no-show activity within the 4th day from the course start date to verify your attendance in the course. To complete the no-show activity, you will start by reading the syllabus then take the syllabus quiz that will verify your attendance at the beginning of the course. To make sure you are not reported as absent or not attending the course, you will need to make sure to complete the syllabus quiz on or near your start date.

Timeframe for Refunds*			
Session	100% and No-Show Activity Completion Timeframe	50%	No Refund
15 week	Within 7th day	8th-27th days	After 28th day
14 week	Within 6th day	7th-25th days	After 25th day
13 week	Within 6th day	7th-24th days	After 24th day
12 week	Within 5th day	6th-22nd days	After 22nd day
11 week	Within 5th day	6th-20th days	After 20th day
10 week	Within 4th day	5th-18th days	After 18th day
9 week	Within 4th day	5th-16th days	After 16th day
8 week	Within 4th day	5th-15th days	After 15th day
7 week	Within 3rd day	4th-13th days	After 13th day
6 week	Within 2nd day	3rd-10th days	After 10th day
5 week	Within 2nd day	3rd-9th days	After 9th day
4 week	Within 1st day	4th-7th days	After 7th day
3 week	Within 1st day	2nd-5th days	After 5th day
2 week	Within 1st day	2nd-4th days	After 4th day
1 week	Within 1st day	2nd-2nd days	After 2nd day

*Dates for 100%, 50% and no refund are from the start date of the course.

Attendance is verified throughout the course until you reach your end date. You will need to make sure you are accessing the course and completing course requirements (listed in the course calendar) on a consistent basis as attendance must be verified through out your time in the course until a grade is posted (P, F, or W).

COURSE MODULE INFORMATION

Student Competencies and Outcomes

Upon completion of this course, the student will be able to:

1. Identify personal strengths and weaknesses and assess their impact in the employment process;

      1.1 Explore personal assessments to assess strengths and weaknesses.

      1.2 Identify action strategies to increase strengths and decrease weaknesses.

2. Compose, format and edit business employment documents using standard accepted forms;

      2.1 Design and create a professional resume, cover letters, and other business documents.

      2.2 Employ proper job hunting techniques to find open jobs related to major and complete a job application.

      2.3 Create an electronic (online) portfolio.

3. Prepare for an interview by demonstrating proper professional image and interviewing skills;

      3.1 Identify and understand interview strategies.

      3.2 Demonstrate proper dress for an interview.

4. Revise materials so that ideas are expressed succinctly, in precise language in an appropriate format.

      4.1 Review and revise all employment documents for all types of errors.

      4.2 Replicate employment documents for an electronic (online) portfolio

Course Outline

I. Self-Assessment

- Strengths
- Weaknesses

II. Business Employment Document Origination & Preparation

- Memorandum
- Cover Letter
- Application Blank
- Resume
- Thank You Letter

III. Interview Preparation

- Techniques
- Types
- Professional Image
- Mock Interview

IV. Examples of Exemplary Work

- Assorted Class Assignments
- Revised/Edited Work

GENERAL EDUCATION COMPETENCIES

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including:

- inquiry and analysis
- critical and creative thinking
- written and oral communication
- quantitative literacy
- information literacy
- teamwork and problem solving

C. Personal and social responsibility, including:

- civic knowledge and engagement (local and global)
- intercultural knowledge and competence
- ethical reasoning and action
- foundations and skills for lifelong learning

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialize skills

GRADING CRITERIA

Course Pre-Test

This course requires the completion of a course Pre-Test. This will allow you to see what areas you are strong in and what areas need additional work, and make you eligible for credit for any prior learning that you may have. The pre-assessment is *NOT* calculated in your final grade. You get only one attempt and must complete the test once you begin the test. You must take this test to continue in the course/module.

Credit for Prior Learning

KCTCS Online open-entry courses/modules are based on the goal that students will demonstrate competency. Through KCTCS Online, students have one opportunity to receive credit for prior learning. To receive this credit, students must demonstrate mastery of the course competencies through the following steps:

- Take the test. The test may only be taken once. If you meet the 90% on the pre-test, you can take the CPL (Credit for Prior Learning) test.
- If you score 90% on the CPL test, you will meet part 1 of the requirement for achieving Credit for Prior Learning for this course. Part 2 is the completion of the ePortfolio that is in Unit 2. Unit 2 will become available to you if you achieve 90% or higher on the CPL test. Once you complete both parts 1 and 2 with a 90% or higher, you will have demonstrated mastery of competencies for this course.

The final grade is based upon the actual score earned on the post-test and the ePortfolio. Both of these scores together must be greater than 90% to achieve Credit for Prior Learning.

- If you do not demonstrate mastery of competencies on the CPL test, you will be required to work through the entire course successfully completing all of the course requirements and the course per-test, or until the end date of the course - whichever comes first. Upon the end date of the course, the student will receive a final grade based required course requirements.

Remember the mastery level is 90% or greater for the Credit for Prior Learning (CPL) Test and the ePortfolio. This means you will need to score 90% or greater to proceed. For this course, you will still be required to complete the ePortfolio.

Assignments and Quizzes

The course contains various activities, assignments, and quizzes including: online readings and presentations, assignments, videos, and self-assessment learning assignments. All assignments (including chapter quizzes and discussion board questions) are required for mastery of content to be achieved. Assignments (60%) and unit quizzes (10%) count 70% of the overall course grade. This includes completion of course participation assignments (also known as discussion board forums). There is one participation assignment in each chapter.

ePortfolio

In this course, you will complete an online portfolio (or ePortfolio). You will be given the instructions on various ways in which this task can be completed. The project counts 30% of the total grade. The ePortfolio will contain items such as career plans, recommendation letters and/or contacts, resumes, letters, works of proficiency, other artifacts, etc.

Summary of Tasks

The following grading scale will be used:

Task	Percentage
ePortfolio	30%
Unit Assignments (including Discussion Boards)	60%
Unit Quizzes	10%
Total	100%

All assignments, projects, and assessments will be graded and feedback provided within 24-48 hours of submission.

Students are required to score a 70% or higher of the total in order to pass this course and be assigned a P grade in order to complete and move forward to other module enrollment.

Grading Scale

The following grading scale will be used to assess your overall average for all course-related assignments/assessments/discussions. This course module is only offered on a pass/fail basis.

Pass (P grade) = 70 – 100

Fail (F grade) = 69.9 or below

*Remember, this class is a pass/fail course and awards only a P or F grade.

Incompletes are not given for this course. You are expected to work at a consistent pace

throughout the course and complete all course work by the course end date.

Plagiarism Statement

Plagiarism and cheating are serious academic offenses. The KCTCS regulations pertaining to plagiarism and cheating can be found in Sections 2.3.1.1, 2.3.1.2, and 2.3.1.3 of the *KCTCS Code of Student Conduct* at:

http://kctcs.edu/en/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx

Penalties for violation of these policies can be found in Section 2.3.2.1 and 2.3.2.2.

Disability Statement

The Kentucky Community and Technical College System would like to help students with disabilities achieve their highest potential in academic studies. In order to receive accommodations on assignments or examinations, proper documentation must first be provided to the Office of Disability Services at your home campus. You must then self-identify and conference with the Director of Disability Support Services or Manager of Disability Services to begin receiving accommodations in the course/module. For more information, contact the KCTCS Online Help Desk:

http://learnondemand.kctcs.edu/CurrentStudents/Disability.aspx

Financial Aid

Financial aid for the KCTCS Online program functions differently than financial aid for courses on campus or online through Distance Learning. Please contact the KCTCS Online Student Services Help Desk for more information.

Dropping a Course

The student can receive a P, F, or W in this course. For information about how dropping this course will affect your grade and future financial aid, please view your academic calendar in Student Self-Service or contact the KCTCS Online Student Services Help Desk for more information.

HELP AND SUPPORT

The Blackboard Support Center

The Blackboard Support Center (at https://elearning.kctcs.edu/webapps/portal

/frameset.jsp?tab_tab_group_id=_16_1#global-nav-flyout) can help provide support via Frequently Asked Questions, email, chat, and phone regarding Blackboard 24 hours a day, 7 days a week.

Student Services/Blackboard Help

The KCTCS Online Student Services Help Desk provides Frequently Asked Questions, email, chat, and phone service 24 hours a day, 7 days a week. Student Services staff can help you with any question you have about the application process, financial aid, registering for classes, tuition payments, and other student services.

Course-Specific Questions

If you have a specific question about the course or the content, please contact your instructor as soon as possible. Your instructor's contact information is under the "Meet Your Instructor" link or :"Email Your Instructor" on the course menu. Please allow 24-48 hours for your instructor to respond to your questions.

Starfish

Starfish is a student support tool that can help you succeed in your course. Your instructor can raise flags if there's a concern about your progress, give you kudos for good performance, or make to-do items for you that will help you succeed. You can also use Starfish to schedule appointments with your instructor or your Virtual Student Success Coach. Be sure to click on "Starfish" from the menu list in your Blackboard course to learn more and to create your student profile!

INSTRUCTIONAL MATERIALS

Required eResources

There are no costs for the eResources for this course. All content is open educational resources and free to you as a student. The only cost associated with this course is the tuition cost and any other fees (such as buildsmart, technology, or other college related fee). All resources are available in your Blackboard course.
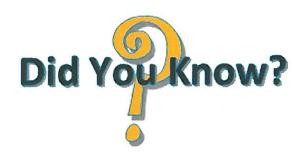
This course covers units 1 - 12 from the following eBook: *Six Steps to Job Search Success, v1.0*

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Minimum technical requirements:

- Windows XP or above, Mac OSX 10.5 "Leopard" or above
- 512 MB RAM (2GB or higher optimal)
- Reliable e-mail software and active e-mail account
- Reliable Internet access (High speed such as cable or DSL recommended)
- Printer strongly recommended
- Your course may require special plug-ins (free) to access Streaming Media (video clips)
- Use of a Browser (See browser list. Check browser.)

For this course you are required to use your KCTCS email account when communicating with the instructor and other students.

Software Requirements

Did You Know?

All currently enrolled KCTCS students are eligible to install the full version of Office 365 Pro on up to 5 devices for free?

This includes PC, Mac, Apple tablets and phones, and Android tablets and phones. The software will continue to work as long as you are enrolled in at least one class at a KCTCS college. This gives you access to Outlook (for email), Word, Excel, and PowerPoint.
Read more at: http://kctcs.edu/email/FAQs.aspx

Office 365

Learners will need to make sure appropriate software and plug-ins are installed on your computer. Be sure to review, and if necessary, install appropriate software and plug-ins listed in the software section of the Start Here >>>>> area in the Blackboard module shell.

- Adobe Reader
- Adobe Flash Player
- Adobe Shockwave Player
- Microsoft Office
- Microsoft Windows Media Player
- QuickTime
- Real Player

* Disable any pop-up blockers on your system while using Blackboard.

Other Resources

To assist with communication it is recommended that you purchase a microphone/headset/webcam.

- Microphone/headset - to utilize Voice Tools available on Blackboard including Blackboard Collaborate and Live Classroom.
- WebCam (optional) - allows visual communications on the learners end.

Additionally, if you have a smart phone or tablet, you can download and use the Bb Mobile Learn App.

Minimum Hardware Requirements

- Pentium 800MHz or equivalent
- 256MB RAM
- 2GB free disk space

- Sound capability with speakers (for courses with multimedia
- Reliable Internet connection. DSL, Cable, Satellite, or faster Internet connection highly recommended. Dial-up connection (56k) is <u>NOT</u> recommended.

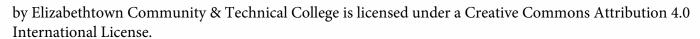Internet Connection Requirements Platform

- PC (Windows 2000/XP/Vista)
- Mac OS 10.3/10.4/10.5

Browsers

It is recommended learners have more than one browser installed.   At times it may be necessary to access certain web applications using various browsers.   These browsers are free to download and install.

- Google Chrome - https://www.google.com/intl/en/chrome/browser/
- Mozilla Firefox - http://www.mozilla.org/en-US/firefox/new/
- Microsoft Internet Explorer - http://windows.microsoft.com/en-us/internet-explorer/download-ie

Be sure you understand how to disable any pop-up blockers on your system. This may be necessary while using Blackboard