



**POFT 1300
Career Planning and Exploring
Fall 2023
Internet Course**

Instructor Information: Hollie Jones, MBA, hjones4@com.edu

Student hours and location: Wednesday 6:00-9:00 pm, by appointment online

Required Textbook/Materials: *Your Career. How to Make It Happen.* Harwood, Owens, Kadakia, Ninth Edition with access code to MindTap.

Course Description: An introduction to the process of career decision-making, educational planning, and job searching. Topics include analyzing personal career interests, personal finance, values, and aptitudes; surveying and researching career fields with related educational and training requirements; practicing the decision-making process; and basic job search skills such as completing applications, writing letters of application, developing and using resumes, and interviewing

Course requirements: Students will participate in a variety of assessment activities and projects to determine competencies as assigned by the instructor. These assignments include:

Chapter Quizzes: Each chapter quiz assesses your comprehension of the material covered in that chapter of the textbook.

Video Assignments: Each chapter has two video assignments in MindTap assesses your comprehension of the material covered in that chapter of the textbook.

Projects: In the assignments, students will apply the material covered in the textbooks and the discussion forums to the real-world problems associated with job search and career planning.

Final Assignment: In the final assignment, students will apply their strengths to a job search, perform a job analysis, and prepare for an interview.

Determination of Course Grade/Detailed Grading Formula:

Point Values			
Activity	Point Value	# of Activities	Total Points
Chapter Quizzes	10	14	140
Tests	100	1	100
Assessments	25	26	650
Projects/Assignments	50	5	250
Discussion Board	10	5	50
Total Possible Points			1190

Late Work, Make-Up, and Extra-Credit Policy: Only one attempt will be allowed per examination. No retakes are allowed. Make-ups are generally not allowed, but the instructor reserves the right to make individual decisions prior to the opening of the exam. One exam will be dropped from your final grade calculation, but assignments cannot be dropped.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Identify career options and aptitudes.	Personal Responsibility	Course Project 1 - Research Assignment
Explain the nature of the career decision-making process and its ongoing application.	Critical Thinking Skills	Video Assessments
Develop a resume and cover letter	Communication Skills	Course Projects 2 & 3
Demonstrate interviewing skills	Communication Skills	Course Project 4
Describe follow-up procedures.	Communication Skills	Final Assignment


Attendance Policy: While this is an online asynchronous course it is strongly recommended that you log in daily to complete assignments and check for course updates to ensure success in this course.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with the college policy and the student handbook. Academic dishonesty-such as cheating on exams is an extremely serious 5 offenses and will result in a grade of zero on the exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Andrew Gregory, Department Chair, Business and Accounting at 409-933-8339 or agregory2@com.edu.

Course outline:

Principles of Business					POFT 1300 - Fall 2023		
Schedule of Activities (16-week course)							
Module	Dates	Required Reading	Tests (IN CLASS for CL students)	Video Assessments	Projects/Assignments	Quizzes	Due Date (Midnight)
Module 1	Week 1				Introduction		09/03/23
Module 2	Week 2	Chapter 1		Video Asses. 1-1 & 1-2	Project 1	Quiz 1	09/10/23
Module 3	Week 3	Chapter 2		Video Asses. 2-1 & 2-2		Quiz 2	09/17/23
Module 4	Week 4	Chapter 3		Video Asses. 3-1 & 3-2		Quiz 3	09/24/23
Module 5	Week 5	Chapter 4		Video Asses. 4-1 & 4-2		Quiz 4	10/01/23
Module 6	Week 6	Chapter 5		Video Asses. 5-1 & 5-2	Project 2	Quiz 5	10/08/23
Module 7	Week 7	Chapter 6		Video Asses. 6-1 & 6-2		Quiz 6	10/15/23
Module 8	Week 8	Chapter 7		Video Asses. 7-1 & 7-2		Quiz 7	10/22/23
Module 9	Week 9	Chapter 8		Video Asses. 8-1 & 8-2	Project 3	Quiz 8	10/29/23
Module 10	Week 10	Chapter 9		Video Asses. 9-1 & 9-2		Quiz 9	11/05/23
Module 11	Week 11	Chapter 10		Video Asses. 10-1 & 10-2		Quiz 10	11/12/23
Module 12	Week 12	Chapter 11		Video Asses. 11-1 & 11-2	Project 4	Quiz 11	11/19/23
Module 13	Week 13	Chapter 12		Video Asses. 12-1 & 12-2		Quiz 12	11/26/23
Module 14	Week 14	Chapter 13		Video Asses. 13-1 & 13-2		Quiz 13	12/03/23
Module 15	Week 15	Chapter 14				Quiz 14	12/10/23
Module 16	Week 16		Final Exam		Final Assignment		12/13/23
Point Values				Important Notes			
Activity	Point Value	# of Activities	Total Points	Late Work is Accepted with 20% penalty (See Syllabus for Limitations)			
Chapter Quizzes	10	14	140	Tests and Quizzes - 1 attempt only			
Tests	100	1	100	Tests and Quizzes - 1 attempt only			
Assessments	25	26	650				
Projects/Assignments	50	5	250				
Discussion Board	10	5	50				
Total Possible Points			1190	Any bonus points are at the discretion of the instructor.			
<i>* Calendar/Activity changes and updates can be changed at the discretion of the Instructor</i>							

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [Student Handbook 2023-2024 v2.pdf](#). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered

through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.