

Hagerstown Community College
OFFICIAL MASTER SYLLABUS DOCUMENT

COURSE: TRK 108, Commercial Vehicle Transportation – Career Development, 1 Credit

INSTRUCTOR: _____ **SEMESTER/YEAR: Spring 2018**

COURSE DESCRIPTION: This course provides students with an overview of career paths, employment preparation, and job opportunities, specific to the commercial vehicle transportation field. Students will become familiar with industry image, research techniques, and adjusting to a new career. This class is self-paced and is conducted on the Moodle platform. Students must have access to a computer. *1 Credit Hour*

TEXTBOOK:

Job Search Basics, Third Edition
[Michael Farr](#) 2006
Publisher: JIST Works
ISBN: 1593573138

STUDENT LEARNING OUTCOMES:

1. Demonstrate the ability to use technology to access employment opportunities
2. Demonstrate the ability to interpret and labor market information.
3. Demonstrate the ability to complete employment applications.
4. Demonstrate job interview skills.
5. Identify industry expectations of a truck driver’s image.

Total Hours of Coursework:

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit.

For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework. **Total Hours of coursework required for TRK 108 equals 39 hours for 1 credit.**

MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE

	DIRECT Faculty Instruction In-class	Student Work Out of Classroom
	12.5 hours required	25 hours required
In-class “lecture” 6 Chapter Quizzes	13.5 hours	6.5 hours
Reading chapters		4 hours
4 Forums of Discussion Board	Included in lecture time	4.5 hours prep

Participation		
3 Case Specific Research Assignments	Included in lecture time	7.5 hours
Cumulative final exam (Academic Testing Center)	Included in lecture time	3 hours exam prep
Total Hours	13.5 hours	25.5 hours

Services for Students with Disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.