Hagerstown Community College  
Master Syllabus  

**Course Information**  
Course #: TRK 108, Commercial Vehicle Transportation – Career Development, 1 Credit  
SEMESTER/YEAR: Summer 2019

**Instructor Information**

**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.

**Textbook and Course Materials**  
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.

**Course Content Objectives**  
- Networking  
- Applications  
- Interviewing  
- Career change  
- Industry image  
- Employment opportunities

**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

<table>
<thead>
<tr>
<th>Activity</th>
<th>DIRECT Faculty Instruction In-class</th>
<th>Student Work Out of Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class “lecture” 6 Chapter Quizzes</td>
<td>13.5 hours</td>
<td>6.5 hours</td>
</tr>
<tr>
<td>Reading chapters</td>
<td></td>
<td>4 hours</td>
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<tr>
<td>4 Forums of Discussion Board Participation</td>
<td>Included in lecture time</td>
<td>4.5 hours prep</td>
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<tr>
<td>3 Case Specific Research Assignments</td>
<td>Included in lecture time</td>
<td>7.5 hours</td>
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<tr>
<td>Cumulative final exam (Academic Testing Center)</td>
<td>Included in lecture time</td>
<td>3 hours exam prep</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>13.5 hours</strong></td>
<td><strong>25.5 hours</strong></td>
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</tbody>
</table>

**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.