

**Bossier Parish Community College
Master Syllabus**

Course Prefix and Number: COMM 258 **Credit Hours:** 3

Course Title: Media Portfolio

Course Prerequisites: Permission of Department

Textbook: None

Course Description: This course covers the necessary tools and knowledge needed to find, apply, and interview for work. Students explore and reflect upon careers in their chosen disciplines. A career portfolio and supporting documents are created.

Learning Outcomes:

At the end of this course, the student will

- A. identify jobs available in chosen field of study and the corresponding qualifications;
- B. write a resume and cover letter;
- C. produce a career portfolio in chosen field of study;
- D. effectively participate in interviews; and
- E. represent themselves and their work online.

To achieve the learning outcomes, the student will

(The letter designations at the end of each statement refer to the learning outcome(s).)

- 1. research organizations and types of career positions. (A)
- 2. reflect on and write about personal skills, abilities, and experience while considering current industry standards and practices. (A)
- 3. interview a professional in selected job field. (A, E)
- 4. create a resume and cover letter. (B)
- 5. assemble a physical and digital portfolio. (C, D)
- 6. create a website and professional online presence. (D)
- 7. discuss techniques for acquiring and participating in job interviews. (E)
- 8. participate in an interview where they present and discuss their portfolio and experience. (E)

Course Requirements: This course requires attendance, class participation, assignments, exams and projects as determined by instructor.

Course Grading Scale:	90 – 100	A
	80 – 89	B
	70 – 79	C
	60 – 69	D
	0 – 59	F

Course Fees: \$70.00

Nondiscrimination Statement

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