

BOT 56B Course Outline as of Fall 1998**CATALOG INFORMATION**

Dept and Nbr: BOT 56B Title: EMPLOYMENT ISSUES

Full Title: Employment Issues for Professional Office Workers

Last Reviewed: 1/25/2021

| Units | | Course Hours per Week | | Nbr of Weeks | Course Hours Total | |
|---------|------|-----------------------|------|--------------|--------------------|-------|
| Maximum | 1.00 | Lecture Scheduled | 1.00 | 17.5 | Lecture Scheduled | 17.50 |
| Minimum | 1.00 | Lab Scheduled | 0 | 17.5 | Lab Scheduled | 0 |
| | | Contact DHR | 0 | | Contact DHR | 0 |
| | | Contact Total | 1.00 | | Contact Total | 17.50 |
| | | Non-contact DHR | 0 | | Non-contact DHR | 0 |

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

Development of a career/educational plan for obtaining necessary skills related to the office workers' changing role and opportunities in the 21st century. Students will begin the development of a career portfolio to which documentation and resources will be added as they work through certificate required courses.

Prerequisites/Corequisites:

Concurrent Enrollment in BGN 111 (or BOT 56A)

Recommended Preparation:

Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:**Schedule of Classes Information:**

Description: Development of a career/educational plan for obtaining necessary skills related to the office workers' changing role and opportunities in the 21st century. Students will begin the development of a career portfolio to which documentation and resources will be added as they work through certificate required courses. (Grade Only)

Prerequisites/Corequisites: Concurrent Enrollment in BGN 111 (or BOT 56A)

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

| | | | |
|----------------------|----------------------|----------------------|---------------------|
| AS Degree: | Area | Effective: | Inactive: |
| CSU GE: | Transfer Area | Effective: | Inactive: |
| IGETC: | Transfer Area | Effective: | Inactive: |
| CSU Transfer: | Transferable | Effective: Fall 1998 | Inactive: Fall 2013 |
| UC Transfer: | | Effective: | Inactive: |

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

1. Using effective research strategies, identify selected career fields/paths and employment opportunities that meet your personal goals.
2. Identify from print, electronic, and other sources the knowledge and skills needed in these career fields/paths and employment opportunities listed in number 1.
3. Compare various employment options and knowledges and skills listed in number 2 including advantages and disadvantages of each.
4. From previously gathered research, create a listing of educational and training options, programs, and degrees necessary to obtain identified knowledges and skills.
5. Evaluate each of the opportunities identified in number 4 including advantages and disadvantages of each.
6. Select specific opportunities and develop a systematic plan to complete each of these in order to meet employment goals.
7. As knowledges and skills are gained, begin development of a portfolio.
8. Identify and prepare the common sections of an effective portfolio.
9. Determine unique sections based on specific employment goals.
10. Identify and obtain needed resources for preparing a professional-level portfolio showcasing your knowledges and skills.
11. Develop a strategic plan for continuous improvement of knowledge and skills.
12. Compile a comprehensive listing of available options and resources for on-going, just-in-time training.

Topics and Scope:

1. Exploration of Business Office Careers
 - A. Research career fields/paths and employment opportunities
 - B. Organize research data
 - C. Analyze research data
2. Educational Planning
 - A. Research potential programs and/or degrees
 - B. Analyze research
 - C. Develop a plan to reach goals
3. Portfolio Development
 - A. Essential sections
 - B. Possible sections based on employment goals
 - C. Resources needed to organize portfolio
4. Continuous Training
 - A. Career advancement/promotion issues
 - B. Training options

Assignment:

1. Reading assignments from textbook and outside sources.
2. Write a variety of reports from one-page documents to a research-based formal report.
3. Individual and group activities apply effective listening, speaking, problem solving.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Reading reports, Term papers, Projects

Writing
20 - 40%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Projects

Problem solving
10 - 30%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances

Skill Demonstrations
10 - 20%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items

Exams
5 - 20%

Other: Includes any assessment tools that do not logically fit into the above categories.

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| Attendance and participation |
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| Other Category 5 - 15% |
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Representative Textbooks and Materials:

WORKING WITHOUT A NET, Morris R. Shechtman, Prentice Hall, 1994

JOBSHIFT: HOW TO PROSPER IN A WORKPLACE WITHOUT A JOB,

William A. Bridges, Addison-Wesley Publishing Company, 1993

CREATING YOUR SKILLS PORTFOLIO, Carrie Straub, Crisp Publications, 1997