

**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:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 1998	Inactive: Fall 2013
<b>UC Transfer:</b>		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%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Projects	Problem solving 10 - 30%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances	Skill Demonstrations 10 - 20%
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**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items	Exams 5 - 20%
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category  
5 - 15%

**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