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:

			Effective:	Inactive:
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.

Attendance and participation	

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