

**BOT 56B Course Outline as of Summer 2011****CATALOG INFORMATION**

Dept and Nbr: BOT 56B Title: BUSINESS CAREER PLANNING

Full Title: Career Planning for Business Professionals

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	6	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 or educational plan for obtaining necessary skills related to the changing role and opportunities of business professionals in the 21st century. Students will begin the development of a career portfolio to which documentation and resources will be added as they move through their educational program and careers.

**Prerequisites/Corequisites:**

Course Completion or Current 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 or educational plan for obtaining necessary skills related to the changing role and opportunities of business professionals in the 21st century. Students will begin the development of a career portfolio to which documentation and resources will be added as they move through their educational program and careers. (Grade Only)

Prerequisites/Corequisites: Course Completion or Current 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:**

Upon completion of the course, students will be able to:

1. Select career fields or paths and employment opportunities that meet their personal goals.
2. Identify the knowledge and skills needed in their chosen career field.
3. Compare various employment options including advantages and disadvantages of each.
4. Create a listing of educational and training options, programs, and degrees necessary to obtain identified knowledge and skills.
5. Develop systematic plans to meet educational and employment goals.
6. Identify and organize the common sections of an effective portfolio.
7. Determine unique sections of the portfolio based on specific employment goals.
8. Develop a strategic plan for continuous improvement of knowledge and skills.
9. Compile a comprehensive listing of available options and resources for just-in-time training and lifelong learning.

### **Topics and Scope:**

1. Exploration of business careers
  - A. Researching career fields and employment opportunities
  - B. Organizing research data
  - C. Analyzing research data
2. Educational planning
  - A. Researching potential programs and degrees
  - B. Analyzing research
  - C. Establishing goals and developing 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 and lifelong learning
  - A. Career advancement and promotion issues
  - B. Training options

### Assignment:

1. Weekly reading of 10 to 15 pages from textbook, other written materials, and Internet resources
2. Written report on interviews conducted with one to two business professionals
3. Written report on career progress and educational planning
4. Portfolio

### 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, reports	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.

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

Portfolio	Skill Demonstrations 30 - 50%
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**Exams:** All forms of formal testing, other than skill performance exams.

None	Exams 0 - 0%
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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%
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### Representative Textbooks and Materials:

Guide to Portfolios: Creating and Using Portfolios for Academic, Career, and Personal Success, by Mary Robins, Prentice Hall, 2009.