BOT 56C Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: BOT 56C Title: SURVIVAL ISSUES
Full Title: Survival Issues for Professional Office Workers
Last Reviewed: 2/28/2000

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	17.5	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00 Total Student Learning Hours: 157.50

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:
Evaluate income, expenses, and resources to effectively plan career strategies for self-sufficiency.

Prerequisites/Corequisites:
Course Completion of BGN 111 (or BOT 56A) and Course Completion of BGN 110 (or BOT 56B)

Recommended Preparation:
Course Completion of BGN 81

Limits on Enrollment:

Schedule of Classes Information:
Description: Evaluate income, expenses, and resources to effectively plan career strategies for self-sufficiency. (Grade Only)
Prerequisites/Corequisites: Course Completion of BGN 111 (or BOT 56A) and Course Completion of BGN 110 (or BOT 56B)
Recommended: Course Completion of BGN 81
Limits on Enrollment:

Transfer Credit:
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:	Effective:	Inactive:
UC Transfer:	Effective:	Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
1. Compare the industrial age security norms with the information/ knowledge age boom and burst cycles.
2. Explain the significant differences between the industrial age and the information/knowledge age that have a major impact on your economic survival.
3. During these transitional times, analyze how each of the employment/ working options can be maximized to support your lifestyle.
4. With the myriad of employment options during this knowledge/ information age, explain how you will remain flexible during your working years.
5. List various forms of compensation.
6. Identify how each can be maximized and what adjustments need to be made in order to support your lifestyle.
7. As an individual member of this global society, explain how the economy in other major parts of the world affects your being able to support your lifestyle.
8. Outline steps necessary to develop a strategic plan to be self-sufficient in these unsettling times.
9. List the various aspects of income, credit, savings, and investments.
10. Use an electronic calculator and/or spreadsheet program to examine and compare income, credit, savings and investments and their interrelationships matched against spending to ensure a sound financial future.
11. Long-term financial planning is critical. Use an electronic calculator and/or spreadsheet program to examine and compare all sources of potential income identifying how they interrelate and support your long-term goals.

Topics and Scope:

1. Survival Issues
   A. Where you currently are
   B. Non-stop change
   C. Your transformation
   D. Fringe benefits
2. Employment Options
   A. Working for others
   B. Self-employment
   C. Home-based businesses
3. Employment/Worker Opportunities
   A. Full-time--core employees
   B. Part-time
   C. Temporary
   D. Permanent
   E. You and Company
   F. Contracting
4. Forms of Compensation
   A. Salary
   B. Hourly
   C. Overtime
   D. Bonus
   E. Contract
5. Relationship to the Whole
   A. You and your family's needs--lifestyle
   B. U.S. economy
   C. Global economy
6. Implications of Individual Responsiblity
   A. Self-sufficiency
   B. Control of future through strategic planning
7. Understanding Financial Resources
   A. Income
   B. Credit
   C. Savings
   D. Investments
8. Specific Choices and their Interrelationships
   A. Work choices as basis for income
   B. Spending decisions as related to income
   C. Savings to meet high-cost plans
   D. Investments to support lifestyle after working years
9. Lifetime Financial Planning
   A. Social security
   B. Individual retirement plans
   C. Investment options
   D. Insurance
   E. Professional planning assistance

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 applying 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 - 70%

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	Other Category 5 - 10%

Representative Textbooks and Materials:

CAREERING AND RE-CAREERING FOR THE 90's, Dr. Ronald L. Krannich, 3rd edition, Impact Publications, 1993
WORKING WITHOUT A NET, Morris R. Shectman, Prentice Hall, 1994
ECONOMICS EXPLAINED, Heilbroner & Thurow, 4th Edition, Touchstone Book--Simon & Schuster, 1998
PERSONAL FINANCE PLANNER, Les Dlaby, 5th Edition, Irwin-McGraw-Hill, 1999
PROJECT MANAGEMENT, Marion Haynes, 4th Edition, Crisp Publication, 1998
JOB SHIFT, William A. Bridges, Addison-Wesley Publishing Co., 1993
CRAZY TIMES CALL FOR CRAZY ORGANIZATIONS, THE TOM PETERS SEMINAR, Tom Peters, Random House Audio, 1994.