**BGN 110 Course Outline as of Fall 2018**

# CATALOG INFORMATION

Dept and Nbr: BGN 110          Title: EXPLORING BUS. CAREERS
Full Title: Exploring Business Careers
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 or P/NP
Repeatability:    00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly:         BOT 56B

**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:**

**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 or P/NP)
Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100
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:**
Both Certificate and Major Applicable

# COURSE CONTENT

**Student Learning Outcomes:**
At the conclusion of this course, the student should be able to:
1. Assess career progress and update plans needed for further education and training.
2. Regularly manage and update a career portfolio.

**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 plannning
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% |
| --- | --- |

**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% |
| --- | --- |

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

| Portfolio | Skill Demonstrations 30 - 50% |
| --- | --- |

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

| None | Exams 0 - 0% |
| --- | --- |

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

| Participation | Other Category 5 - 15% |
| --- | --- |

## Representative Textbooks and Materials:
Instructor prepared materials