



## **BGN 110 – EXPLORING BUSINESS CAREERS**

### **ORIENTATION**

### **COURSE OUTLINE AND EVALUATION**

#### **GOAL**

Develop skills and knowledge for effectively managing your career given the ever-changing nature of work in the 21<sup>st</sup> century.

Development of a career/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.

#### **UNITS**

This course is offered for one (1) Carnegie unit of college credit.

#### **RECOMMENDED PREPARATION**

Eligibility for English 100 or equivalent.

#### **STUDENT LEARNING OUTCOME**

Assess career progress and update plans needed for additional education and training by regularly managing and updating your career portfolio.

#### **OBJECTIVES**

Students will:

1. Select career fields/paths and employment opportunities that meet your personal goals.
2. Identify the knowledge and skills needed in your chosen career field.
3. Create a listing of educational and training options, programs, and degrees necessary to obtain identified knowledge and skills.
4. Develop short-term and long-term goals to meet educational and employment goals.
5. Identify and organize data to meet goals.

**BGN 110**  
**Course Outline and Evaluation**

**TEXT AND SUPPLIES**

No textbook required. Handouts will be distributed in class.

**EVALUATION**

Based on today's workplace trends, in-class work/activities will reflect the required skills of moving from **co-dependent** (teacher centered) to the **independent** (individual responsibility) to the **interdependent** (self-managed team) method of operation.

Points for various activities and projects are listed on the "Points Listing" handout. The following scale will be applied to the total of all points:

**COURSE GRADING SCALE**

A	=	90	-	100%
B	=	80	-	89%
C	=	70	-	79%
D	=	60	-	69%
F	=	0	-	59%

**INSTRUCTOR INFORMATION**

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