ABSE70 : CAREER EXPLORATION

General Information

Author:	• Maria Czech
Course Code (CB01) :	ABSE70
Course Title (CB02) :	CAREER EXPLORATION
Department:	ABSE
Proposal Start:	Spring 2025
TOP Code (CB03) :	(4930.62) Secondary Education (Grades 9-12) and G.E.D.
CIP Code:	(53.0201) High School Equivalence Certificate Program.
SAM Code (CB09) :	Non-Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000302564
Curriculum Committee Approval Date:	05/08/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/08/2024
Course Description and Course Note:	ABSE 70 is designed to assist students in their exploration of possible careers. Students explore their occupational interests, career requirements, and career preparation. Students will utilize the services of the Career Center for their assessment and exploration. It meets the requirements for a high school diploma. Laboratory 90 hours. Note: This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of the course results in 5 high school credits.
Justification:	Mandatory Revision
Academic Career:	• Noncredit
Author:	

Academic Senate Discipline

Primary Discipline:	• Interdisciplinary-Basic: Skills: Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is a basic skills course.

☐ Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

• Grade Only

Course Support Course Status (CB26)

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	90
Total Course Out-of-Class Hours	0
Total Student Learning Hours	90

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Elementary and Secondary Basic Skills.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

☐ Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	90	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	90
Studio	0
Total	90
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

This is a self-paced course in an open-entry, open-exit lab environment.

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL40 - ENGLISH AS A SECOND LANGUAGE LEVEL 4

<u>Objectives</u>
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Write a three-paragraph composition that contains an introductory paragraph, a body, and a conclusion.
- Decode 3,000-word reading passages, identify main ideas and supporting details, make inferences, and summarize short passages.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Other

Methods of Instruction	Multimedia

Methods of Instruction	Collaborative Learning

Out of Class Assignments

N/A

Methods of Evaluation	Rationale
Writing Assignment	Written reports on each of five careers
Writing Assignment	Written report on job search
Activity (answering journal prompt, group activity)	Completed job application
Writing Assignment	Written report on informational interview
Activity (answering journal prompt, group activity)	Resume
Presentation (group or individual)	Oral presentation on the career search process and outcome

Textbook Rationale

This course uses OER material to help guide research and career exploration. No textbook used.

Textbooks

Author	Title	Publisher	Date	ISBN
No Value	No Value	No Value	No Value	No Value

Other Instructional Materials (i.e. OER, handouts)

Description	Instructor-generated background information on the civilization being studied
Author	No value
Citation	No value
Online Resource(s)	No value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Explain the job requirements for five different careers.

Describe the education and training required for each career.

Complete a job application.

Write a resume.

SLOs

Demonstrate a clear understanding of the career exploration process and how their own skills and interests match up to a chosen career path.
Expected Outcome Performance: 70.0

Investigate work tasks, settings, salary, job outlook and resources corresponding to careers they are considering.
Expected Outcome Performance: 70.0

Write professional documents (resume, cover letter, etc.) to use for job applications.
Expected Outcome Performance: 70.0

Course Content

Lecture Content

No value

Laboratory/Studio Content

Interest Inventories (20 hours)
- Eureka Career
- Decision Maker
- Keirsey Temperament Sorter II

Career Exploration (20 hours)
- Description of the job
- Academic preparation
- Skills
- Market and salary
- Attraction and disincentives
    - Personal exploration- exploration of influence when choosing particular vocations
        - Personal interest, family encouragement/pressure, salary, expectations, etc.

Job Search (20 hours)
- Job announcements
    - requirements
    - desirable qualifications
- Evaluation of jobs
    - personal interest
    - location
    - compensation
- Future steps
    - education
    - training

Informational Interview (10 hours)
- Schedule an interview
- Prepare a list of questions
- Write a report of the interview

Job Applications (10 hours)

Resume Writing (10 hours)

Total hours: 90

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value