



COURSE OUTLINE : ST DV 130

D Credit – Degree Applicable

COURSE ID 010575

Created: October 2021

COURSE DISCIPLINE : ST DV
COURSE NUMBER : 130
COURSE TITLE (FULL) : Professional Career Paths - Business
COURSE TITLE (SHORT) : Professional Career Paths - Business
ACADEMIC SENATE DISCIPLINE: Counseling

CATALOG DESCRIPTION

ST DV 130 introduces the main components of identifying a major in business entrepreneurship and management. Career fields include, but are not limited to, management, marketing, sales, real estate, banking, finance, human resources, database administration, and computer support for business organization. Through self-assessment, this course explores individual work interests, personality, preferences/ temperament, skills, values, strengths, and career goals in order to find purpose in academic curriculum. This course includes career planning, occupational research, and career decision-making to formulate a real-world perspective on the local and national opportunities in these fields and the requirements needed to achieve them. Topics include job searching, networking, and interviewing skills in preparation for an internship search, as well as how to research job trends, salary, employment projections, and educational requirements.

Total Lecture Units:3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours:54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Recommended Preparation: ENGL 100 or ESL 141.



ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	ESL	141	Grammar and Writing IV	<p>Compose a 400 to 450-word thesis-based essay which:</p> <p>(a) summarizes and cites appropriately a reading passage provided as a prompt,</p> <p>(b) includes a clear thesis statement,</p> <p>(c) uses evidence to support the thesis,</p> <p>(d) shows clear organization into an introduction, body, and conclusion, and</p> <p>(e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis.</p>	Yes
2	ENGL	100	Writing Workshop	Read, analyze, and evaluate contemporary articles and stories to identify topic, thesis, support, transitions, conclusion, audience, and tone;	Yes
3	ENGL	100	Writing Workshop	read, analyze, and evaluate student compositions for unity, development, use of evidence, interpretation, coherence, and variety of sentence form;	Yes
4	ENGL	100	Writing Workshop	write a summary of a contemporary article or story with correct citation techniques;	Yes
5	ENGL	100	Writing Workshop	write an argumentative essay that has an introduction, body paragraphs, and a conclusion, demonstrating a basic understanding of essay organization;	Yes
6	ENGL	100	Writing Workshop	write an argumentative essay that integrates the ideas of others (i.e., authors) through paraphrasing, summarizing, and quoting with correct citation techniques;	Yes
7	ENGL	100	Writing Workshop	write compositions (e.g., summaries and argumentative essays) that are easy to read and follow, though some errors in grammar, mechanics, spelling, or diction may exist;	Yes
8	ENGL	100	Writing Workshop	proofread and edit essays for content, language, citation, and formatting problems.	Yes



EXIT STANDARDS

- 1 Identify important values, skills, and interests as they relate to Business, Entrepreneurship and Management LPP
- 2 Rank and determine preferred skills, values, and interests.
- 3 Connect personality preferences/temperament and how they influence the career decision making process and career satisfaction.
- 4 Develop career portfolio for more targeted career decision making.
- 5 Differentiate between various Business, Entrepreneurship and Management LPP occupational data and how it relates to career satisfaction.
- 6 Select a Business, Entrepreneurship and Management LPP tentative career goal compatible with one’s values, personality, skills, interests, and goals.
- 7 Develop a Student Education Plan and career plan based on tentative career goal selected.
- 8 Demonstrate an understanding of career life balance and how it relates to the world of work.
- 9 Use the Career Center resources available for research and the important sources of labor market information (reference books, computer databases, etc.).
- 10 Apply the skills of networking, informational interviews, and other job prep resources.
- 11 Write a proper resume and cover letter that adheres to Business occupational standards.
- 12 Locate and apply to internships, part-time, and full-time positions.

STUDENT LEARNING OUTCOMES

- 1 Identify best fit Business, Entrepreneurship and Management LPP careers that correlate with values, skills, personality preferences, and interests.
- 2 Utilize the Career Center resources available for occupational research
- 3 Create a comprehensive student education plan as it relates to their academic and career goals

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Career Decision Making Process <ul style="list-style-type: none"> • Self- Assessment • Career Exploration • Career Identification • Action Plan 	3	0	3



2	<p>Values Assessment</p> <ul style="list-style-type: none"> • Values as they relate to Business, Entrepreneurship and Management LPP • Influences on individual values (family, culture, religion) and personal philosophies • Role of values in contributing to career goals and work environment choices 	5	0	5
3	<p>Business, Entrepreneurship and Management LPP Interest Inventories</p> <ul style="list-style-type: none"> • Interest inventories (Holland Theory), evaluation, and interpretation 	5	0	5
4	<p>Personality Assessment</p> <ul style="list-style-type: none"> • Personality/ temperament preference assessment, evaluation, and interpretation • Personality preferences desired in Business, Entrepreneurship and Management LPP professionals 	5	0	5



5	<p>Skills</p> <ul style="list-style-type: none"> • Skills inventories to develop and identify current skills sets valued by Business, Entrepreneurship and Management LPP professionals • Transferrable soft and hard skills necessary for the Business, Entrepreneurship and Management LPP (professional interactions, workplace skills, job preparation) • Critical Thinking • Problem Solving • Develop Team Building Skills • Effective communication • Listening • Speaking • Non-verbal • Written 	5	0	5
---	--	---	---	---



6	<p>Business, Entrepreneurship and Management LPP Industries and Occupational Data</p> <ul style="list-style-type: none"> • Introduction to careers within business emphases/ concentrations (management, entrepreneurship, accounting, marketing, sales, real estate, banking, finance, human resources, international business/trade/commerce, organizational leadership, management information systems, database administration, network systems, and computer support for business organizations) • Navigate career resources such as career literature, web resources (as listed below), industry and faculty panels • Research labor market and economic trends and their effects on career satisfaction • Learn informational interviewing techniques as a resource for career research and networking 	5	0	5
7	<p>Business, Entrepreneurship and Management LPP Industries Portfolio</p> <ul style="list-style-type: none"> • Understand and connect career assessments results as they relate to careers of interest • Education and training needed for potential careers • Development of short- and long-term goals • Evaluation of career research information 	5	0	5
8	<p>Understand Your Personal Preferences/ Temperament</p> <ul style="list-style-type: none"> • Envision the future by defining career satisfaction • Interpret personal preferences/ temperament to determine an ideal Business, Entrepreneurship and Management LPP emphases/ concentration and occupations 	5	0	5



9	<p>Determine Lifestyles and Personal Values for Career Satisfaction</p> <ul style="list-style-type: none"> • Connect personal life goals to career satisfaction • Create work-life balance 	5	0	5
10	<p>Career Plan</p> <ul style="list-style-type: none"> • Determine possible Business, Entrepreneurship and Management LPP career occupations • Clarify educational pathway and develop Comprehensive Student Educational Plan (CSEP) • Align educational goals to create a career development plan • Explain certificate, AD-T, AA/AS degree, and/or transfer requirements, job preparation and experience required of career choice 	6	0	6
11	<p>Career/Life Management Strategies</p> <ul style="list-style-type: none"> • Focus on evolution of the workplace • Adaptability to the changing world of work • Resiliency • Coping/ Stress Management 	5	0	5
				54

OUT OF CLASS ASSIGNMENTS

- 1 Occupational Career Research Assignment: After narrowing down occupational options, research Business, Entrepreneurship and Management LPP careers in depth.
- 2 Informational Interview Assignment: Summarize results of informational interviews and evaluate in relationship to Business, Entrepreneurship and Management LPP career.
- 3 Business, Entrepreneurship and Management LPP career exploration and comparison assignment
- 4 Career Portfolio (different types of portfolio- different options)
- 5 Resume (Attend Resume Writing for Business Careers Workshop)
- 6 Appointment with Career Counselor



METHODS OF EVALUATION

- 1 Class Participation
- 2 Class Work
- 3 Competency based writing which demonstrate the students' ability to apply skills and concepts learned to minimum standards established by the instructor
- 4 Group Projects
- 5 Homework
- 6 Oral Presentations
- 7 Papers
- 8 Portfolios
- 9 Individual Projects
- 10 Research Projects
- 11 Career Journal

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
Career Clusters Website	Required	Dept of Labor		OER	O*NET Dept of Labor	https://www.onetonline.org/find/career?c=4&g=Go and https://www.onetonline.org/find/career?c=11&g=Go	2021



COURSE OUTLINE : ST DV 130

D Credit – Degree Applicable

COURSE ID 010575

Created: October 2021

Occupation Outlook Handbook	Required	Dept of Labor		OER	U.S. BUREAU OF LABOR STATISTICS	https://www.bls.gov/oo/h/	2021
Career Field - Business Information and Resources Website	Required	UC Berkeley		OER	UC Berkeley Career Center	https://career.berkeley.edu/Business/Business	2021
Business Degrees and Careers Website	Required			OER	Learn How to Become	https://www.learnhowtobecome.org/finance-business-careers/	2021
IT Career Paths Website	Required	ITCareerFinder		OER	IT Career Finder	https://www.itcareerfinder.com/it-careers.html	2021
Candid Career Website	Required			OER	Candid Career	https://www.candidcareer.com/channel_detail.php?chid=18&p=industry&shared=Glendale&UID=4417	2021
Career Coach	Required	CCCCO		OER	CCCCO	https://www.glendale.edu/about-gcc/gcc/career-coach	2021
EUREKA: A goldmine of Career Information website	Required			OER	EUREKA/State of CA	https://www.eureka.org/join/user_info.asp	2021
College Central Network: Glendale Community College Website	Required	Central College Network		OER	College Central Network	https://www.collegecentral.com/glendale/index.cfm	2021
What Can I Do With This Major? Website	Required	University of Tennessee's Center for Career Development		OER	University of Tennessee's Center for Career Development	https://whatcanidowiththismajor.com/major/majors/	2021
Glendale Community College Career Center Website	Required	Glendale Community College		OER	Glendale Community College	https://www.glendale.edu/students/student-services/career-center	2021
Career/Life Planning and Personal Self Exploration	Required			OER	Santa Ana College	https://courses.lumenlearning.com/sac-counseling16/	