

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

OLS 327 - Career Exploration

0 Unit(s)

Prerequisite(s): OLS 325

Recommended Prep: NONE

Transfer Status: NT

51 hours Lab

In this course students develop career exploration skills that will help them select an occupational training experience in OLS 329. Emphasis is placed on one of the occupational certifications in carpentry, customer service, food service, greenhouse operations, hospitality, irrigation, retail sales, small engine repair, and warehousing. Activities include career planning, accessing computerized information systems for job searches, career decision making, and goal setting. Career and labor market resources and job information are presented. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Research online data bases for career opportunities in specific occupations such as carpentry, customer service, food service, greenhouse operations, hospitality, irrigation, retail sales, small engine repair, and warehousing.
- B. Utilize labor market and job-seeking resources to identify career opportunities.
- C. Select an occupation that aligns with his /her career plan and personal goals.
- D. Design a plan for obtaining the chosen career.
- E. Fill out a job application.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

		Lab	
<u>Topics</u>			<u>Hours</u>
1. Job-search techniques			5.00
2. Identifying optimum job prospects			5.00
3. Pathways to career attainment			5.00
4. Prioritizing career choices			5.00
5. Complimentary strengths and career choices			5.00
6. Online data research			5.00
7. Employer contact			5.00
8. Exploring applications			3.00
9. Application procedures			3.00
10. Analysis of job market			5.00
11. Future trends and locations			5.00
Total Hours			51.00

IV. METHODS OF INSTRUCTION

- A. Instructor Demonstrations
- B. Group Discussions
- C. Guest Speakers
- D. Class Activities
- E. Demonstrations
- F. Reading Assignments

V. METHODS OF EVALUATION

- A. Research Projects
- B. Portfolios
- C. Oral Presentation
- D. Class participation
- E. Written Assignments

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Read ads for employment and compare career goal to examine how they match with a classmate.
 - 2. Read four articles on two specific careers and share their advantages and disadvantages with the class.
- B. Writing Assignments
 - 1. Write a split-log comparison of two job possibilities and discuss it with the instructor.
 - 2. Compile a log of employment possibilities that best fit a career plan and submit the log to the instructor.
- C. Out-of-Class Assignments
 - 1. Not applicable.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Materials Other Than Textbooks:

- A. "Tools for Career Exploration: A Quick Resource Guide connecting You to the World of Work" (7 - 11)
- B. Online resources (e.g., Eureka, Occupational Outlook, etc.)
- C. Portfolio template and worksheets designed by instructor

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