

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

AB 20 - Careers in Agriculture, Environmental Science and Natural Resources 1 Unit(s)

Prerequisite(s): NONE

Recommended Prep: Reading Level IV; English Level III; Math Level II

Transfer Status: CSU

17 hours Lecture

This course is a study of the agriculture, environmental science and natural resources industries with a focus on career opportunities, self evaluation, and skills necessary for successful job procurement. Topics include job trends, resumes and cover letters, interviewing skills, and the types of careers available in agriculture, environmental science, and natural resources.

II. OBJECTIVES

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

- A. Identify career opportunities in agriculture, environmental science, and natural resources.
- B. Define their career goals and create an educational plan to achieve these goals.
- C. Prepare an effective resume and cover letter and demonstrate effective job interviewing skills.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

		Lecture	
<u>Topics</u>			<u>Hours</u>
1. Introduction			1.00
2. Employment Trends			1.00
3. Establishing Goals			1.00
4. Sources of Employment Information			3.00
5. Placement and Interest Testing			2.00
6. Personal Inventory			1.00
7. Personal Education Plan			1.00
8. Resumes, Cover Letters			3.00
9. Job Interviews			2.00
10. Career Options			1.00
11. Self Evaluation			1.00
Total Hours			17.00

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Guest Speakers
- C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- D. Demonstrations

V. METHODS OF EVALUATION

- A. Quizzes

- B. Portfolios
- C. Papers
- D. Homework
- E. Mid-term and final examinations
- F. Essays and research papers

VI. EXAMPLES OF ASSIGNMENTS

A. Reading Assignments

1. Read the examples of effective cover letters provided by the instructor. Identify the three primary components of an effective cover letter. Be prepared to discuss in class.
2. Read the examples of effective resumes provided by the instructor. Identify the five primary sections and their sequence in an effective resume. Be prepared to discuss in class.

B. Writing Assignments

1. Prepare a professional resume. Highlight your employment objective(s), academic qualifications, and work history.
2. Prepare a professional quality cover letter. Be sure to establish in your letter the purpose of the letter, your key qualifications, and a request for an interview.

C. Out-of-Class Assignments

1. Visit the Butte College Career Development Center. Take the "career assessment" activity to identify potential career fields that correspond to your interests. Be prepared to share what you learned in class.
2. Use the Eureka computer database in the Butte College Career Center to identify the education requirements, job duties, and pay range for three job categories of interest to you.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Textbooks:

- A. Echaore-McDavid, S. Career Opportunities in Agriculture, Food, and Natural Resources. 1st Edition. Checkmark Books, 2010.
- B. Schultze, Q. Resume 101: A Student and Recent-Grad Guide to Crafting Resumes and Cover Letters that Land Jobs. 1st Edition. Ten Speed Press, 2012.

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