

Las Positas College
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Course Outline for BUSN 821

WORK FORCE DEVELOPMENT ORIENTATION

Effective: Fall

I. CATALOG DESCRIPTION:

BUSN 821 — WORK FORCE DEVELOPMENT ORIENTATION — 0.30 - 0.60 units

Orientation to Work Force Development opportunities, support, and responsibilities. Computer usage and connections to Internet East Bay Works and other information resources.

0.30 - 0.60 Units Lab

Grading Methods:

Letter or P/NP

Discipline:

	<u>MIN</u>	<u>MAX</u>
Lab Hours:	16.00	32.00
Total Hours:	16.00	32.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

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

- A. identify potential occupational opportunities that could provide options;
- B. describe the educational job training options available and the particulars of the option selected;
- C. coordinate data with occupational and educational opportunities;
- D. explain and access on the Internet support services available internal and external to the college;
- E. identify resources to support the completion of responsibilities to the program;
- F. operate a personal computer to access and use basic Internet resources, specifically the East Bay Works site.

V. CONTENT:

- A. Occupational opportunities within commute distances
- B. Traditional and non-traditional training opportunities
- C. Data collection and interpretation
- D. Overview of Internet support services to job trainees
- E. Performance of obligations to program
- F. Internet and supplemental resources to trainees in transition into the workplace
- G. Text

VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. **Discussion** -
- C. Writing of information and resume
- D. **Audio-visual Activity** - Computer and Audiovideo applications
- E. Readings from the Internet and hardcopy sources
- F. Large group, small group and individual activities

VII. TYPICAL ASSIGNMENTS:

A. Lectures 1. What is the Internet B. Demonstration 1. Accessing the Internet C. Reading 1. Instructions to access the Internet and specific programs D. Classroom activities 1. Access the Internet on a computer, then review options and selections of East Bay Works. Read from East Bay Works E. Writing of a resume

VIII. EVALUATION:

- A. **Methods**
- B. **Frequency**

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IX. TYPICAL TEXTS:

1. Internet: East Bay Works
2. Las Positas College Catalog

X. OTHER MATERIALS REQUIRED OF STUDENTS: