

Clackamas Community College
Online Course/Outline Submission System

Print	Edit	Delete	Back
Reject	Publish		

Section #1 General Course Information**Department:** Cooperative Work Experience**Submitter**

First Name: Brenda
Last Name: Marks
Phone: 3205
Email: bmarks

Course Prefix and Number: CWE - 181**# Credits:** 1**Contact hours**

Lecture (# of hours): 10
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 10

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Cooperative Work Experience Preparation**Course Description:**

Develops skills and documents to assist students in preparing for CWE learning. Includes using online career development tools, cover letters, portfolio documents, informational interviewing, and interacting with HR offices.

Type of Course: Career Technical Preparatory**Reason for the new course:**

Students are demonstrating the need for a preparatory course to get ready for the CWE learning site.

Is this class challengeable?**No**

Can this course be repeated for credit in a degree?

Yes

Up to how many credits can this course be repeated to satisfy a degree requirement? 3

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

Yes

Have you talked with the appropriate chair?

Yes (A 'Yes' certifies you have talked with the chair and have received approval.)*

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: No

When do you plan to offer this course?

- ✓ **Summer**
- ✓ **Fall**
- ✓ **Winter**
- ✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. assess values and priorities related to career decisions,
2. use on-line career tools such as OLMIS, CIS, and ONET to gain information about employers, jobs and skills;
3. write a cover letter for a specific position,
4. write a resume for a specific position,
5. conduct an informational interview,
6. prepare for and participate in job interviews.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Values and priorities related to career decisions.
2. On-line career tools such as OLMIS, CIS, and ONET.
3. Cover letters.
4. Resumes.
5. Informational interviewing.
6. Job interviewing.

Does the content of this class relate to job skills in any of the following areas:

- | | |
|--------------------------------------|-----------|
| 1. Increased energy efficiency | No |
| 2. Produce renewable energy | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment | No |
| 5. Supports green services | No |

Percent of course: 0%

First term to be offered:

Next available term after approval

:
