Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: Counseling

Submitter

First Name: Guadalupe
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Course Prefix and Number: HD - 080

 # Credits: 12

Contact hours

Lecture (# of hours):
Lec/lab (# of hours):
Lab (# of hours):   360
Total course hours: 360

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: Career Development Pre-Internship

Course Description:

An opportunity to explor entry-level (pre-college) skills in a specific occupational area and to practice the basic career management skills necessary to obtain, sustain, and advance employment. A Training and Evaluation Plan is developed and managed in consultation with the student, internship supervisor, and faculty.
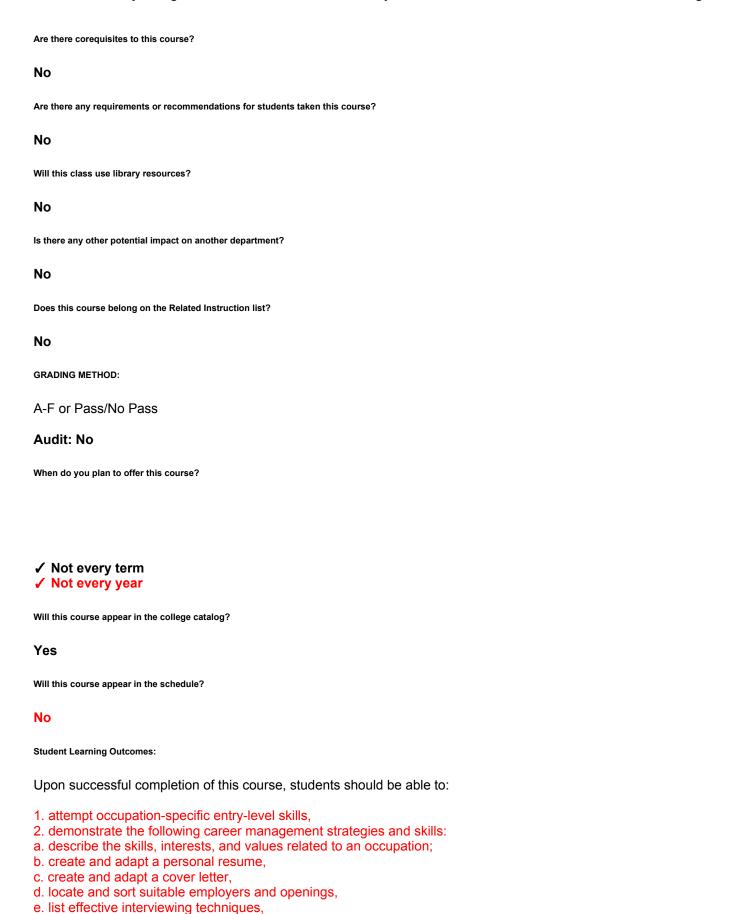
Type of Course: Developmental Education

Can this course be repeated for credit in a degree?

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

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?

✓ **Not every term**
✓ **Not every year**

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

No

Student Learning Outcomes:

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

1. attempt occupation-specific entry-level skills,
2. demonstrate the following career management strategies and skills:
a. describe the skills, interests, and values related to an occupation;
b. create and adapt a personal resume,
c. create and adapt a cover letter,
d. locate and sort suitable employers and openings,
e. list effective interviewing techniques,
f. list employer expectations for workplace behaviors.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Training and Evaluation Plans:
a. required skills to begin a targeted occupation.
b. learning objectives and the associated measurable indicators related to the student's skills cap.
2. Career management skills.
3. Basic job search strategies:
a. personal resumes.
b. cover letters.
c. suitable employers and job openings.
d. effective interviewing techniques.
4. Basic workplace behaviors:
a. employer expectations for workplace behaviors.
b. employer expectations for basic skills.
5. Basic strategies to manage knowledge, opportunity, and compensation.

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
: