

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information

Department: Counseling

Submitter

First Name: Stephanie

Last Name: Schaefer

Phone: 6135

Email: sschaefer

Course Prefix and Number: HD - 208

Credits: 3

Contact hours

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 33

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 & Life Planning

Course Description:

Helps re-entry adults identify interests, abilities, values, and transferable skills and apply this information to goal setting and career decisions. Students identify and explore options for training, education, and employment. Covers job search skills, such as interviewing, resume writing, and developing a career portfolio. Each student develops an action plan identifying goals and next steps.

Type of Course: Lower Division Collegiate

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

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?

Yes

Co-reqs: HD-202

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

No

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

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: Yes

When do you plan to offer this course?

- ✓ 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. acquire knowledge and enhance social skills for personal and professional growth,
2. illustrate understanding of vocational interests, aptitudes, abilities and transferable skills;
3. identify community and academic resources for further education, training and employment;
4. display personal skills in networking for success in school and on the job,
5. create individual goals and objectives to eliminate personal barriers to economic self-sufficiency,
6. create a detailed action plan, which will contain both long and short-term educational and career goals.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Decision making models.
2. Non-traditional work alternatives.
3. Identifying community resources.
4. Financial planning.
5. Internet career search resources.
6. Completing job applications.
7. Preparation for job interview.
8. Informational interviewing.
9. Resume development.
10. Developing a career portfolio.
11. Cover letters and follow-up.
12. Networking for job success.
13. Developing support systems.
14. School success factors.
15. Work success factors.
16. Negotiating job, benefits, work roles.

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%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

Identify comparable course(s) at OUS school(s)

How does it transfer? (Check all that apply)

general elective

:

First term to be offered:

Next available term after approval

:
