

Clackamas Community College

Online Course/Outline Submission System

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ERM-107 Career Portfolio

General education certified: Yes **No**

- Writing
- Oral Communication
- Arts and Letters
- Science & Computer Science
- Mathematics
- Social Science
- Cultural Literacy
- Health & Physical Education

 Approved Date (mm/dd/yyyy): / / **Section #1 General Course Information****Department:** Energy & Utility Resource Management**Submitter**

First Name: Shelly
Last Name: Tracy
Phone: 0945
Email: shellyt

Course Prefix and Number: ERM - 107**# Credits:** 4**Contact hours**

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 44

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 Portfolio

Course Description:

Develop and customize a professional portfolio to record the application of knowledge and skills which may relate to student's targeted career field. Portfolio consists of resume, reference letters, work samples, narrative, and certifications.

Type of Course: Career Technical Preparatory

Is this class challengeable?

Yes

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)?

Yes**Check which General Education requirement:** **Writing**

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

Yes

Name of degree(s) and/or certificate(s): Energy & Resource Management AAS & One Year Certificate, Utility Workforce Readiness Career Pathway Cert., Utility Trade Prep: Lineworker Pathway Cert., Utility Field Technician Pathway Cert., Occupational Health and Safety Pathway Cert.

Are there prerequisites to this course?

Yes

Pre-reqs: Pass RD-090 with a C or better or placement in RD-115; pass MTH-060 with a C or better or placement in MTH-065; pass WR-095 with a C or better or placement in WR-121; pass CS-090 with a C or better or placement in CS-120.

Have you consulted with the appropriate chair if the pre-req is in another program?**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?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

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 Only

Audit: Yes

When do you plan to offer this course?

✓ Fall

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. illustrate their knowledge, skills and abilities using various forms of documentation to display personal abstract, service projects, certificates of achievement, certifications, degrees and community service projects;

2. describe various careers in the industry field of choice,
 3. demonstrate computer literacy regarding computer components, terminology, use of word processing software, file management tasks, navigating the world wide web, performing Internet searches, and using e-mail;
 4. articulate one's history, goals, values and possible career choices in a narrative form;
 5. complete the National Career Readiness Certificate (NCRC) with the use of WIN assessment courseware in building knowledge, abilities and confidence for success.
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**AAOT/ASOT GENERAL EDUCATION OUTCOMES
COURSE OUTLINE MAPPING CHART**

Mark outcomes addressed by the course:

- Mark "C" if this course completely addresses the outcome. Students who successfully complete this course are likely to have attained this learning outcome.
- Mark "S" if this course substantially addresses the outcome. More than one course is required for the outcome to be completely addressed. Students who successfully complete all of the required courses are likely to have attained this learning outcome.
- Mark "P" if this course partially addresses the outcome. Students will have been exposed to the outcome as part of the class, but the class is not a primary means for attaining the outcome and assessment for general education purposes may not be necessary.

As a result of completing the AAOT/ASOT general education requirements, students will be able to:

WR: Writing Outcomes

- P** 1. Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.
- P** 2. Locate, evaluate, and ethically utilize information to communicate effectively.
3. Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

1. Engage in ethical communication processes that accomplish goals.
2. Respond to the needs of diverse audiences and contexts.
3. Build and manage relationships.

MA: Mathematics Outcomes:

1. Use appropriate mathematics to solve problems.
2. Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

AL: Arts and Letters Outcomes

1. Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life.
2. Critically analyze values and ethics within range of human experience and expression to engage more fully in local and global issues.

SS: Social Science Outcomes

1. Apply analytical skills to social phenomena in order to understand human behavior.
2. Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

SC: Science or Computer Science Outcomes

1. Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.
2. Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically examine the influence of scientific and technical knowledge on human society and the environment.

3. Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

Outcomes Assessment Strategies:

- ✓ **General Examination**
- ✓ **Presentations**
- ✓ **Projects**
- ✓ **Writing Assignments**
- ✓ **Industry Standards**
- ✓ **Portfolios**
- ✓ **Checklist**
- ✓ **Pre-Post Assessment**
- ✓ **Other Assessment Tools:** NCRC

Major Topic Outline:

1. Organizing documentation in a portfolio.
2. Computer literacy knowledge and skill building.
3. Utility and energy resource industries and careers.
4. Personal documentation of work/life experiences.
5. Create an narrative (tell your story).
6. Resume building and cover letters.
7. Certifications and awards.
8. Letters of reference.
9. Collection of quotes that express who you are.
10. WIN Assessment courseware.
11. NCRC.

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

:
