

Clackamas Community College

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Section #1 General Course Information**Department:** Energy & Utility Resource Management**Submitter**First Name: **Shelly**Last Name: **Tracy**Phone: **0942**Email: **shellyt****Course Prefix and Number:** ERM - 108A**# Credits:** 2**Contact hours**

Lecture (# of hours): 22

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 22

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 Industry Marketing Strategies**Course Description:**

Complete your National Career Readiness Certificate (NCRC) as a job-marketing tool to demonstrate knowledge and skills in core areas of math, reading and locating information. This course includes: computer literacy, math and logic. Explore various career options and pathways, and develop industry contacts. Create a portfolio that documents training, skills and achievements. Practice interviewing skills and techniques. This class is for CTEC students only.

Type of Course: Career Technical Preparatory

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?

Yes

Name of degree(s) and/or certificate(s): Can be used as part of the 12 allowable CTE credits in an AAOT.

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?

Yes

Recommendations: None

Requirements: CTEC students only. Instructor consent

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: **No**

When do you plan to offer this course?

✓ **Winter**

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?

No

Will this course appear in the schedule?

No

Student Learning Outcomes:

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

1. complete the National Career Readiness Certificate (NCRC) with the use of the WIN assessment courseware in building knowledge, abilities and confidence for success;
2. identify different job opportunities in the energy resource management industry,
3. develop and procure contacts to network opportunities for internships in chosen areas of interest,
4. document knowledge and skills in a resume,
5. complete a portfolio that documents personal and professional skills and certifications,
6. demonstrate poise and confidence in an interview.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Working skills assessment with WIN assessment courseware.
2. National Career Readiness Certificate (NCRC).
3. Practical skills assessment overview.
4. Resume mapping.
5. Portfolio basics.
6. Professional knowledge, skills and experience documentation.
7. Personal knowledge, skills and experience documentation.
8. Interviewing skills and strategies.
9. Networking strategies and contacts.

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:

Specify term: Winter 2015
