

Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information**Department:** Business & Computer Science: Business**Submitter**

First Name: Sharon

Last Name: Parker

Phone: 3075

Email: Sharonp@clackamas.edu

Course Prefix and Number: SDP - 128**# Credits:** 1**Contact hours**

Lecture (# of hours): 11

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 11

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: Organizational Planning**Course Description:**

This course is composed of three organizational planning topics: strategic planning, organizing time and resources, and effective business writing practices in a business organization.

Type of Course: Career Technical Supplementary

Can this course be repeated for credit in a degree?

No

What is the target audience/industry for this class?

Business. Front line supervisors and job seekers.

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?

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?

✓ Not every term

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. describe advantages of strategic planning,
2. describe a mental model a visionary might use,
3. demonstrate a method of strategic planning,
4. list time management principles,
5. list time management obstacles,
6. demonstrate two writing styles for effective communications in a business.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Strategic Planning.
 - a. Strategic thinking.
 - b. Strategic planning models.
 - c. The strategic planning process.
 - d. Types of problems.
 - e. Strategic deployment.
2. Time Management Principles.
 - a. Planning your time.
3. Better Business Writing.
 - a. Grammar in the business report.
 - b. Writing styles.
 - c. Writing formats.
 - d. Know your audience.

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: Offered Upon Request by a Business
