

**Clackamas Community College**  
Online Course/Outline Submission System

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### Section #1 General Course Information

**Department:** Business

**Submitter**

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**Course Prefix and Number:** SDP - 134

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**# 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.

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**Course Title:** Workplace Leadership 3

**Course Description:**

Participants will examine and practice the leadership skills necessary to make quality decisions, set goals, and review results.

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**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

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?

**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 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:

DDI: Setting Goals and Reviewing Results

1. demonstrate ways to increase connectivity of team member, work and organizational success;

DDI: Making Effective Decisions

2. identify and practice techniques which lead to effective decisions.

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***This course does not include assessable General Education outcomes.***

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Major Topic Outline:

Goal Setting

Performance Reviews

Decision Qualities

Decision Processes

Listening

Behavioral styles

Conflict

Team Profile

Group dynamics

Consensus

Does the content of this class relate to job skills in any of the following areas:

- |                                      |           |
|--------------------------------------|-----------|
| 1. Increased energy efficiency       | <b>No</b> |
| 2. Produce renewable energy          | <b>No</b> |
| 3. Prevent environmental degradation | <b>No</b> |
| 4. Clean up natural environment      | <b>No</b> |
| 5. Supports green services           | <b>No</b> |

Percent of course: 0%

First term to be offered:

**Specify term: Spring 2015**

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