

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

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### Section #1 General Course Information

**Department:** Cooperative Work Experience

**Submitter**

First Name: **Brenda**

Last Name: **Marks**

Phone: **3205**

Email: **bmarks**

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**Course Prefix and Number:** CWE - 281

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**# Credits:** 0

**Contact hours**

Lecture (# of hours): 16

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 16

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:** Cooperative Work Experience Seminar

**Course Description:**

**The seminar provides an opportunity to develop the career management skills necessary to obtain, sustain, and advance in employment. Prepares students for career success.**

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**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):** Various

Are there prerequisites to this course?

**No**

Are there corequisites to this course?

**Yes**

**Co-reqs:** Program specific CWE course

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:**

Non-graded

**Audit: No**

When do you plan to offer this course?

**Summer**

**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. explain currently accepted work ethics practices in his/her chosen field through class discussion,
2. demonstrate understanding of workplace issues through researching and writing career-specific projects,
3. create, update and/or adapt a personal resume to achieve specific career goals,
4. identify techniques and skill sets that enhance career advancement opportunities.

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

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**Major Topic Outline:**

1. Orientation and establishment of individual goals/measurable learning objectives.
2. Job search skills for obtaining a position or advancing in a career.
3. Resume construction and job interview.
4. Informational interview(s) with professional in chosen career field.
5. Create and/or develop a professional portfolio
5. Time Management, Conflict Management, Networking , Sexual Harassment, or Ethics.
6. Human relations on the job.
7. Summary and evaluation.

**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:**

**Next available term after approval**

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