

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information

Department: Counseling

Submitter

First Name: **Brenda**

Last Name: **Marks**

Phone: **3205**

Email: **bmarks**

Course Prefix and Number: OST - 081

Credits: 0

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: Occupational Skills Training Seminar I

Course Description:

Designed to provide training support and employment readiness skills for students enrolled in Occupation Skills Training.

Type of Course: **Developmental Education**

Can this course be repeated for credit in a degree?

No

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: Instructor consent

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

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. address workplace issues from a group problem solving approach,
2. demonstrate appropriate work demeanor and customer service on the work site,
3. describe company structure and its impact on individual work assignments,
4. apply results of personal listening diagnostic to improving workplace listening skills,

5. demonstrate confidentiality on the job as appropriate,
6. create a personal goal and apply time management techniques to achieving that goal.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Examine problem areas evidenced in daily journals and monthly reports
2. Customer service and work demeanor
3. Company structure/organization
4. Listening skills
5. Confidentiality
6. Goal setting and time management

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

:
