

**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**

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**Course Prefix and Number:** OST - 180

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**# Credits:** 12

**Contact hours**

Lecture (# of hours):

Lec/lab (# of hours):

Lab (# of hours): 432

Total course hours: 432

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:** Occupational Skills Training/CWE

**Course Description:**

Provides students hands-on training in a specific occupational area. The class and program are designed for students who need work-based training and classroom instruction to be competitively employable.

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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?

**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**

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?

**Yes**

Will this course appear in the schedule?

**Yes**

**Student Learning Outcomes:**

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

1. demonstrate the occupation specific entry level skills described in the Training and Evaluation Plan,
2. demonstrate or describe career management strategies and skills:
  - a. describe the skills, interests, and values related to an occupation;
  - b. conduct and report market research for a specific occupation or industry,
  - c. create and adapt a personal resume,
  - d. create and adapt a cover letter,
  - e. locate and sort suitable employers and openings,
  - f. demonstrate effective interviewing techniques,
  - g. explain or demonstrate employer expectations for work place behaviors,
  - h. describe techniques and skill sets that advance careers.

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

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**Major Topic Outline:**

1. Training and evaluation plans.
  - a. Research required skills to perform a targeted occupation.
  - b. Assess current skills related to the targeted occupation.
  - c. Write learning objectives and the associated measurable indicators related to the student's skills gap.
2. Career management skills.
  - a. Obtain employment basic job search strategies.
    - a1. Create and adapt a personal resume.
    - a2. Create and adapt a cover letter.
    - a3. Locate and sort suitable employers and openings.
    - a4. Demonstrate effective interviewing techniques.
  - b. Sustain employment: basic work place behaviors.
    - b1. Explain or demonstrate employer expectations for work place behaviors.
    - b2. Explain or demonstrate employer expectations for basic skills.
  - c. Advance employment: basic strategies to manage knowledge, opportunity, and compensation.
    - c1. Describe techniques and skill sets that advance careers.

**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 **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**

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