

Clackamas Community College
Online Course/Outline Submission System

Show changes since last approval in red

Section #1 General Course Information**Department:** Skills Development**Submitter**

First Name: Lisa
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Course Prefix and Number: ASE - 035**# Credits:** .5**Contact hours**

Lecture (# of hours):
Lec/lab (# of hours): 60
Lab (# of hours):
Total course hours: 60

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: Career Exploration I**Course Description:**

Explores student role models, personal strengths and weaknesses, factors influencing workplace satisfaction, online occupational sorters, training, and earning. Presents job search, acquisition, and retention strategies; defines appropriate workplace behaviors, and analyzes workplace problems in context.

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:**

Pass/No Pass Only

Audit: Yes

When do you plan to offer this course?

- ✓ **Summer**
- ✓ **Fall**
- ✓ **Winter**
- ✓ **Spring**

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

No

Student Learning Outcomes:

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

1. identify and list personal, educational, and career goals,
2. identify qualifications, education, training, and work experience required in areas of interest,
3. perform a job search, complete and employment, write a resume and cover letter,
4. develop an action plan for pursuing a career and acquiring employment via transferable skills, interests, education, and experience, present the plan to an instructor orally and in print via a formal, typed report;
5. use sources and processes for gathering career information,
6. evaluate career options in the context of earning potential and lifestyle factors.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Goals
2. Personal profile
3. Careers
4. Cost/benefit of careers
5. Pathways
6. Plan

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

:
