

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 - 042**# 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: Job Skills Competency Lab**Course Description:**

Provides overview of college and career processes and expectations including cooperative work experience for employed high school students to earn elective credit. Focuses on appropriate work and college behaviors, decision making techniques, communication skills, and teamwork. Can be repeated up to 2 high school credits.

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. demonstrate appropriate behavior for school, community and workplace,
2. analyze factors to make beneficial decisions for school, community and workplace,
3. demonstrate effective communication skills,
4. participate effectively on a team,
5. demonstrate skills necessary for successful employment,
6. implement steps for employment or further education.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Appropriate Behavior and Work Ethic
2. Decision-making and Problem-solving Techniques
3. Effective Communication
4. Teamwork
5. Next Steps

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

:
