

Clackamas Community College

Online Course/Outline Submission System

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

First Name: Lisa

Last Name: Nielson

Phone: 3401

Email: lisan

Course Prefix and Number: ASE - 057**# 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: Careers II**Course Description:**

Explores positive work ethics, personal qualities, people skills, workplace documents, problem solving, time management, and telecommunication devices.

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?

Yes

Co-reqs: ASE-056

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: No

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. define a positive work ethic,
2. identify personal qualities,
3. discuss issues of diversity and teamwork in the workplace,
4. demonstrate creating and interpreting workplace documents,
5. demonstrate effective conflict management,
6. identify strategies for time and resource management,
7. evaluate workplace technologies.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Work ethic.
2. Personal qualities.
3. Diversity and teamwork.
4. Workplace documents.
5. Conflict management.
6. Time and resource management.
7. Workplace technologies.

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

:
