

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red

Print

Edit

Delete

Back

Reject

Publish

Section #1 General Course Information

Department: Counseling

Submitter

First Name: **Stephanie**

Last Name: **Schaefer**

Phone: **6135**

Email: **sschaefer**

Course Prefix and Number: EST - 180

Credits: 12

Contact hours

Lecture (# of hours):

Lec/lab (# of hours): 432

Lab (# of hours):

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.

Course Title: Employment Skills Internship

Course Description:

The internship is an opportunity to develop entry level skills in a specific occupational area and to practice the career management skills necessary to obtain, sustain, and advance employment. A Training and Evaluation Plan is developed and managed in consultation with the student, internship supervisor, and faculty. Coursework will focus on marketable skills through job site training tailored to particular student needs.

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?

No

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?

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

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 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. Analyze and report on current market trends 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.

This course does not include assessable General Education outcomes.

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.
3. Sustain employment: basic work place behaviors.
 - a. Explain or demonstrate employer expectations for work place behaviors.
 - b. Explain or demonstrate employer expectations for basic skills.
4. Advance employment: basic strategies to manage knowledge, opportunity, and compensation.

a. 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 | 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

:
