

Clackamas Community College

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Section #1 General Course Information

Department: Counseling

Submitter

First Name: Stephanie

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Phone: 6135

Email: sschaefer

Course Prefix and Number: HD - 208

Credits: 3

Contact hours

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 33

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 & Life Planning

Course Description:

Helps re-entry adults identify interests, abilities, values, and transferable skills and apply this information to goal setting and career decisions. Students identify and explore options for training, education, and employment. Covers job search skills, such as interviewing, resume writing, and developing a career portfolio. Each student develops an action plan identifying goals and next steps.

Type of Course: Lower Division Collegiate

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?

Yes

Co-reqs: HD-202

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Student must complete LCOP application. Applications are available in the Counseling Office. 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?

- ✓ **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. present results of assessment of vocational interests, aptitudes, abilities, and transferable skills;
2. apply Informational Interviewing and employment interviewing techniques;
3. create academic and career goals based on researched options;
4. develop employment documents, such as resume, cover letter, and master application;
5. research and report employment trends and projections;

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. World of work
2. Transferable skills
3. Job market research
4. Informational interviewing
5. Job search skills

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%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

- 1. Is there an equivalent lower division course at the University?
- 2. Will a department accept the course for its major or minor requirements?
- 3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

Identify comparable course(s) at OUS school(s)

How does it transfer? (Check all that apply)

general elective

:

First term to be offered:

Next available term after approval

:
