

Clackamas Community College

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Section #1 General Course Information

Department: WAFE

Submitter

First Name: Shelly

Last Name: Tracy

Phone: 0945

Email: shellyt

Course Prefix and Number: EM - 103

Credits: 2

Contact hours

Lecture (# of hours): 22

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 22

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: Communications & Volunteer Resources

Course Description:

Focuses on the communication and volunteer management skills needed by emergency managers. Includes basic communication skills, as well as communicating during emergencies. Also covers developing an effective volunteer program and working with other volunteer agencies.

Type of Course: Career Technical Preparatory

Is this class challengeable?

Yes

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?

Yes

Name of degree(s) and/or certificate(s): Emergency Management AAS

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?

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**

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?

No

Will this course appear in the schedule?

No

Student Learning Outcomes:

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

1. describe and analyze a generic communication process model,
2. evaluate the value of empathetic listening and effective feedback,
3. demonstrate a working knowledge of presentation types and appropriate use of each,
4. design a volunteer program appropriate for an emergency management setting.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Emergency communication skills.
2. Identifying community-specific communication issues.
3. Technology as a communication tool.
4. Preparing oral presentations.
5. Benefits and challenges of using volunteers.
6. Building a volunteer program.
7. Developing volunteers through recruitment, placement, training, supervision and evaluation.
8. Coordinating with voluntary agencies and community-based organizations.

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

:
