

Clackamas Community College
Online Course/Outline Submission System

Date approved: February 15, 2013 Certified General Education Area(s): None

Section #1 General Course Information

Department: Counseling

Submitter

First Name: Casey

Last Name: Sims

Phone: 3186

Email: caseys

Course Prefix and Number: HD - 120

Credits: 1

Contact hours

Lecture (# of hours): 11

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 11

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: College Success

Course Description:

Provides strategies for creating college success including self-awareness, personal responsibility, understanding self-management, increasing motivation, meaningful goal setting, effective study habits, use of on and off campus resources.

Type of Course: Lower Division Collegiate

Reason for the new course:

Coming forward for review, not a new course.

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?

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?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. assess personal college success skills,
2. list individual remedies for study skill deficits,
3. identify 5 vital college resources,
4. develop an individual educational plan.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Self-assessment and recognition of preferred "learning style".
2. Introduction to various study skills methods.
3. Individualized educational plan.
4. On and off campus student resources.
5. Self and time management.
6. Motivation and goal setting.

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)

:

First term to be offered:

Next available term after approval

:

Clackamas Community College
Online Course/Outline Submission System

Show changes since last approval in red

Date approved: November 18, 2016 Certified General Education Area(s): None

Section #1 General Course Information

Department: Counseling

Submitter

First Name: Stephanie

Last Name: Schaefer

Phone: 6135

Email: sschaefer

Course Prefix and Number: HD - 180

Credits: 6

Contact hours

Lecture (# of hours):

Lec/lab (# of hours): 216

Lab (# of hours):

Total course hours: 216

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 Development Internship

Course Description:

Develop skills in a specific occupation and 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. This class is offered for variable credit, ranging from 1 credit up to 6 credits maximum.

Type of Course: Lower Division Collegiate

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

Yes

Up to how many credits can this course be repeated to satisfy a degree requirement? 6

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 occupation specific entry level skills, general work behaviors required for specific career field, and effective interviewing techniques;
2. describe the abilities, interests, and values related to an occupation and techniques and skill sets that advance careers;
3. conduct and report market research for a specific occupation;
4. create and adapt a personal resume and cover letter;
5. locate and sort suitable employers and openings;
6. explain or demonstrate employer expectations for specific work place behavior and basic skills.

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 3-5 measurable learning objectives 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%

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?

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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)

:

First term to be offered:

Specify term: Fall 2016

Clackamas Community College
Online Course/Outline Submission System

Date approved: January 20, 2017 Certified General Education Area(s): None

Section #1 General Course Information

Department: Counseling

Submitter

First Name: Stephanie

Last Name: Schaefer

Phone: 6135

Email: sschaefer@clackamas.edu

Course Prefix and Number: HD - 180A

Credits: 0

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: Career Development Internship Seminar

Course Description:

Develop career management skills necessary to obtain, sustain, and advance employment in a specific occupation. Students will conduct occupational research and learn about expected work place behaviors. The seminar is a prerequisite and/or co-requisite to HD-180B, Career Development Internship, which provides students an opportunity to perform work-based learning in a specific occupation.

Type of Course: Lower Division Collegiate

Reason for the new course:

Splitting HD-180 into two sections, seminar component HD-180A and internship component HD-180B.

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:

Pass/No Pass Only

Audit: No

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?

No

Student Learning Outcomes:

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

1. describe the abilities, interests, and values related to an occupation and techniques and skill sets that advance careers;
2. conduct and report market research for a specific occupation;
3. create and adapt a personal resume and cover letter;
4. demonstrate effective interviewing techniques;
5. describe basic work place behaviors and employer expectations.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Career management skills.
 - a. Learn 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.
2. Occupational research.
 - a. Research required skills to perform a targeted occupation.
 - b. Assess current skills related to the targeted occupation.
3. Basic work place behaviors.
 - a. Explain employer expectations for work place behaviors.
 - b. Explain 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%

Section #2 Course Transferability

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3. Will the course be accepted as part of the University's distribution requirements?

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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

:

Clackamas Community College
Online Course/Outline Submission System

Date approved: January 20, 2017 Certified General Education Area(s): None

Section #1 General Course Information**Department:** Counseling**Submitter**

First Name: Stephanie

Last Name: Schaefer

Phone: 6135

Email: sschaefer@clackamas.edu

Course Prefix and Number: HD - 180B**# Credits:** 6**Contact hours**

Lecture (# of hours):

Lec/lab (# of hours):

Lab (# of hours): 180

Total course hours: 180

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 Development Internship**Course Description:**

Develop skills in a specific occupation and 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. This class is offered for variable credit, ranging from 1 credit up to 6 credits maximum.

Type of Course: Lower Division Collegiate**Reason for the new course:**

Splitting HD-180 into two sections, seminar component HD-180A and internship component HD-180B.

Is this class challengeable?**No****Can this course be repeated for credit in a degree?**

Yes

Up to how many credits can this course be repeated to satisfy a degree requirement? 6

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?

Yes

Pre-reqs: HD-180A

Have you consulted with the appropriate chair if the pre-req is in another program?

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: No

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?

No

Student Learning Outcomes:

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

1. demonstrate and practice occupation specific entry level skills, general work behaviors required for specific career field, and effective interviewing techniques;
2. locate and sort suitable employers and openings;
3. demonstrate and practice employer expectations for work place behavior and basic skills.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Career management skills.
 - a. Obtain employment: basic job search strategies.
 - a1. Locate and sort suitable employers and openings.
 - a2. Demonstrate effective interviewing techniques.
2. Training and evaluation plans.
 - a. Research required skills to perform a targeted occupation.
 - b. Assess current skills related to the targeted occupation.
 - c. Write 3-5 measurable learning objectives related to the student's skills gap.
3. Sustain employment: basic work place behaviors.
 - a. Demonstrate employer expectations for work place behaviors.
 - b. Demonstrate employer expectations for basic skills.

Does the content of this class relate to job skills in any of the following areas:

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Percent of course: 0%

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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

:
