

**Clackamas Community College**  
Online Course/Outline Submission System

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**Section #1 General Course Information**

**Department:** Education, Human Services and Criminal Justice

**Submitter**

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**Course Prefix and Number:** FRP - 107

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**# 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.

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**Course Title:** Wildland Fire Career Portfolio

**Course Description:**

This course will allow students to create a job-marketing tool that reflects knowledge, education and skills related to the wildland fire industry. Students will create a portfolio consisting of a resume, reference letters, work samples and other content that accurately reflects the student's employment fitness. Skills and knowledge related to the field of wildland Fire and or forest management will be discussed.

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**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):** Fire Science (Wildland) Certificate

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
- ✓ Not every term**
- Not every year

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. produce a comprehensive resume and portfolio that documents knowledge, skills, experience and abilities;
2. write a job-specific cover letter;
3. accumulate, organize, display and describe work samples that verify personal knowledge, skills, qualifications and training.

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***This course does not include assessable General Education outcomes.***

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Major Topic Outline:

1. Portfolio: contents, development process, hints/tips & application
2. Documentation: how to secure, how to display, how to demonstrate knowledge, skills and abilities (past and current)
3. Resume development
4. Computer use: learn/review basic word processing applications & internet to access job information and preparation
5. Interviewing
6. Cover letters

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

- |                                      |           |
|--------------------------------------|-----------|
| 1. Increased energy efficiency       | <b>No</b> |
| 2. Produce renewable energy          | <b>No</b> |
| 3. Prevent environmental degradation | <b>No</b> |
| 4. Clean up natural environment      | <b>No</b> |
| 5. Supports green services           | <b>No</b> |

Percent of course: 0%

First term to be offered:

**Next available term after approval**

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