

Employment Skills Training

Less Than One-year Certificate of Completion

2009-10 Academic Year
Major Code: 999999G

About the Program

The Employment Skills Training (EST) program provides a tailored program of study in any one of a wide variety of career fields. Students needing only a brief amount of training to meet industry standards for employment are possible EST candidates. RCC program staff will assist students in assessing possible career fields where EST may be appropriate. EST program plans are then developed by staff in consultation with the student. Plans are designed to maximize each student's preparation for entry-level employment in his/her occupation of choice, and may include a wide variety of credit courses. Students may also earn a portion of their program credits through Cooperative Work Experience at local business sites. Credits earned in this program may be applied to other RCC certificates or degrees. Students should be aware that criminal background checks or additional liability insurance might be required in certain fields. EST is not a financial aid-eligible program.

Entry Requirements

Students must submit a completed EST application to program staff to be considered for acceptance into the program. As part of their training program, students are required to take a placement test to determine skill level and readiness in math, reading and writing. Students must begin with the courses within their skill levels as determined by placement test scores. In addition, students may also be required to enroll in classes that would increase their employability and success. EST is an open entry/exit program, allowing students to begin and end during any term of the academic year.

Advanced Standing

Coursework from accredited colleges and universities will be accepted in accordance with college policies. On a limited individual basis and at the discretion of the department head, some courses may be challenged based on a student's life experience or knowledge. Arrangements may be made with the appropriate department to determine specific challenge procedures.

Graduation Requirements

A less than one-year certificate in Employment Skills Training will be awarded to students who complete all courses in this program with a grade of "C" or better. Certain required courses are graded on a pass/no pass basis only. A grade of "P" for these courses indicates a student earned a "C" or better grade.

Prerequisites

Course No.	Course Title	Credits
MTH20	Pre-algebra (or designated placement test score as shown on current indicator chart) or other department-approved math ¹	4
RD30	College Reading II (or designated placement test score as shown on current indicator chart) ¹	4
WR30	Fundamentals of Composition II (or designated placement test score as shown on current indicator chart) ¹	4

Program Requirements

Course No.	Course Title	Credits
—	College-level credits related to career direction ^{1,2}	12-44

Work-based Training Courses

Course No.	Course Title	Credits
EST180	Cooperative Work Experience/Employment Skill Training ³ and/or	0-12
EST280	Cooperative Work Experience/Employment Skills Training ³	0-12

TOTAL PROGRAM CREDITS 12-44

¹ Prerequisites may be required for some courses. They may be waived under special circumstances and as appropriate for work site/occupational needs. However, students must fulfill prerequisites related to their program coursework.

² Course numbers will vary depending on courses chosen.

³ A maximum of four (4) Cooperative Work Experience credits for every 15 total credits taken are allowed based on an approved training plan and supervised by program advisor.

For more information contact the Employment Skills training staff:

Grants Pass or Medford (541) 956-7027
Toll free in Oregon (800) 411-6508, Ext. 7027
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This advising guide is for advising purposes only. Please see current college catalog for additional information on specific college policies and graduation requirements.

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