

Occupational Skills Training

Certificate of Completion

2009-10 Academic Year

Major Code: 309999 or 309999A

About the Program

The Occupational Skills Training one-year certificate program provides a combination of academic study and hands-on training in any one of a variety of specific occupations. Students earn approximately half their program credits through Cooperative Work Experience at local business sites.

Almost any occupation can be addressed provided the following conditions are met: 1) There are jobs currently available in the selected field; 2) there is an appropriate training site available in the community; 3) the occupational goal is appropriate to the program length of one year; and 4) there is no overlap with existing RCC programs (trainings may overlap for students in special circumstances as approved by program personnel). RCC program staff will assist students in assessing possible occupations.

Customized learning goals for hands-on training are developed for each student by program faculty. These goals are chosen with care to ensure students' preparation for entry-level employment in the specific occupation of choice. Student progress is evaluated by RCC faculty with input from training site supervisors. Required academic coursework includes general education courses to increase knowledge of basic skills common to all work environments. Students are also required to take elective coursework related to their chosen occupational goals. Credits earned in this program can be applied to the Associate of General Studies degree.

Entry Requirements

Students must submit a completed Occupational Skills Training (OST) 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 courses within their skill levels as determined by the placement test scores. In addition, students may also enroll in classes that would increase their employability and success. Criminal background checks and/or professional liability insurance is required for some occupations.

Advanced Standing

Coursework from accredited colleges and universities will be accepted in accordance with college policies. Individual courses may be challenged based on the student's life experience or knowledge. Arrangements may be made on an individual basis with the instructor teaching the course to determine specific challenge procedures.

Graduation Requirements

A certificate in Occupational 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 on current indicator chart)	4
RD30	College Reading II (or designated placement test score on current indicator chart)	4
WR30	Fundamentals of Composition II (or designated placement test score on current indicator chart)	4

General Education Requirements

Course No.	Course Title	Credits
CS120	Concepts in Computing I or	
BA131	Introduction to Business Computing or higher level course (or documented computer proficiency) ¹	0-4
MTH63	Applied Technical Math or	
MTH60	Fundamentals of Algebra I or	
BT160	Business Math or higher level math	4
PSY101	Psychology of Human Relations or	
BT101	Human Relations in Organizations	3
WR115	Introduction to Expository Writing or	
BT113	Business English I or higher level composition	3-4

Course No.	Course Title	Credits
9.167	Emergency First Aid or	
HE261	CPR or	
HE252	First Aid/CPR	1-3
—	Elective credits related to career direction ²	6-14
TOTAL GENERAL EDUCATION CREDITS		17-32

Work-based Training Courses

Course No.	Course Title	Credits
BA109	Ready, Set, Work: Techniques for Landing a Job or	
ST280S	Cooperative Work Experience Seminar	1-2
ST180	Cooperative Work Experience/Occupational Skills Training ³ and/or	
ST280	Cooperative Work Experience/Occupational Skills Training ³	18-28
TOTAL WORK-BASED TRAINING COURSES		19-30
TOTAL PROGRAM CREDITS		36-62

Approved Electives

Course No.	Course Title	Credits
ST199	Workshop	variable

¹ Successful completion of CS101 or otherwise meeting the proficiency requirement within the last 10 years fulfills this requirement.

² Any course 100 level or above related to career direction.

³ Minimum 18 credits based on approved training plan and supervised by OST faculty.

For more information contact the Occupational Skills Training program:

Grants Pass or Medford	(541) 956-7027
Toll free in Oregon	(800) 411-6508, Ext. 7027
Email	jberubee@rogucecc.edu
TTY	(541) 956-7338 or (541) 245-7587

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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