Occupational Education

Soft Skills for Technicians Job-Direct Low Unit Certificate

The required courses must be completed with a minimum grade of C.

REQUIRED COURSES.. **Units**
OCED 070 Occupational Soft Skills................................ 1.5
OCED 071 Occupational Portfolio Development 1.5
IT 140 Industrial Materials.. 3
IT 151 Vocational Mathematics 3
3 units from List A 3
    Total Units **12**

List A: (select 3 units).. **Units**
ATEC 070 Automotive Fundamentals 3
CIS 001 Introduction to Computer Science 3
CIS 050 Microcomputer Applications 3
DRFT 079 Blueprint Reading.. 3
IT 050 Alternative Energy Technologies 3
IT 101 Introduction to Mechatronics 3
IT 110 Modern Welding... 3
OCED 090 Occupational Work Experience 3
OCED 091 General Work Experience................................ 3

OCED 070   Occupational Soft Skills   1.5 Units
Transferable to CSU
Hours: 24-27 lecture
Covers the critical tools to help occupational students develop the employability or soft skills needed for a smooth transition to the work force based on the Secretary's Commission on Achieving Necessary Skills (SCANS). Topics include practical elements required to meet employer expectations, create cooperative co-worker interactions and development of positive personal characteristics. This is not a work experience course.

OCED 071   1.5 Units
Occupational Portfolio Development
Transferable to CSU
Hours: 24-27 lecture
Students will identify personal strengths and weaknesses in key skill areas and develop a plan for obtaining the skills they need. Professional and educational samples will be collected, categorized, and evaluated. Students will analyze how the career portfolio can be used as a tool for the job search as well as career advancement. An electronic career portfolio will be completed by the end of this course. Students will be learning a portfolio development software tool (Portfolium or similar tool) and will be required to have and be able to upload documentation of work and educational achievements.

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OCED 090   **1.0 to 16.0 Units**
Occupational Work Experience
Corequisite: Student must be working (paid or unpaid) from 5 to 40
hours per week for a licensed business for a total of 75 hours per unit
for paid work and 60 hours per unit for unpaid work. Duties must be
directly related to student's declared major.
Transferable to CSU

Supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the student's educational or occupational goal. Student must be working (paid or unpaid) in a job, volunteer, or internship position for a legal business or nonprofit agency and can identify a workplace supervisor to assist in identifying and evaluating workplace semester goals. Student must remain employed for the duration of the semester. Work must be directly related to the declared major. Students will attend a weekly coordination seminar and develop job-oriented objectives at their worksite. Students will complete Title 5 Education Code Documents (Agreement, Application, Learning Objectives, Timesheet, Supervisor's Evaluation) that document the student's progress and hours spent in the workplace; and development of workplace soft skills and employability skills relevant to the 21st Century Workplace. Learning objectives will be developed in collaboration between the student, employer, and Work Experience instructor to best meet the student's level of learning. 1 unit of credit may be earned for each 75 hours paid or 60 hours unpaid work during the semester to a maximum of 8 units per semester. Students wishing to continue OCED 090 in subsequent semesters must contact the Work Experience Coordinator for enrollment assistance. Financial Aid and Veterans may have other limits on the number of times this course may be taken. Up to 12 units of Occupational Work Experience may transfer to CSU as elective credits. This course may not be taken concurrently with any other work experience, fieldwork, or practicum course. Course may be taken up to the maximum number of units over multiple semesters (total of all work experience courses cannot exceed 16 units).

OCED 091   General Work Experience   1.0 to 16.0 Units
Corequisite: Student must be working from 5-30 hours or more per week
for a licensed business for a semester total of 75 hours per unit for
paid work and 60 hours per unit for unpaid work. Job does not need
to be related to major.
Transferable to CSU

Supervised employment that is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. The student must be working (paid or unpaid) for a legal business or nonprofit agency and can identify a workplace supervisor to assist in identifying and evaluating workplace semester goals. Student must remain employed for the duration of the semester. Work does not need to be related to declared major. Student will attend a weekly coordination seminar and develop job-oriented objectives at their work-site. Student will complete Title 5 Education Code Documents (Agreement, Application, Learning Objectives, Timesheet, Supervisor's Evaluation) that document the student's progress and hours spent in the workplace; and development of workplace soft skills and employability skills relevant to the 21st Century Workplace. Learning objectives will be developed in collaboration between the student, employer, and Work Experience instructor to best meet the student's level of learning. 1 unit of credit may be earned for each 75 hours paid or 60 hours unpaid work during the semester to a maximum of 6 units per semester. Students wishing to continue OCED 091 in subsequent semesters must contact the Work Experience Coordinator for enrollment assistance. Financial Aid and Veterans may have other limits on the number of times this course may be taken. Up to 6 units of General Work Experience may transfer to CSU as elective credits. This course may not be taken concurrently with any other work experience, fieldwork, or practicum course. Course may be taken up to the maximum number of units over multiple semesters (total of all work experience courses cannot exceed 16 units).

C-ID Designation may change periodically visit c-id.net/courses/search for current designation or consult with your counselor

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