Occupational Skills

Diploma (D310)

Total Credits 34

Required Courses

COMP 1103 Computer Basics I .... 1 cr
COMP 1104 Computer Basics II .... 1 cr
OSKL 1142   Communication I .... 3 cr
OSKL 1144   Critical Reasoning Skills I .... 4 cr
OSKL 1146   Critical Reasoning Skills II .... 3 cr
OSKL 1148   Employability Skills I .... 3 cr
OSKL 1150   Employability Skills II .... 4 cr
OSKL 1154   Supervised Pre-Internship I .... 4 cr
OSKL 1156   Supervised Pre-Internship II .... 4 cr
OSKL 1162   Study Skills I .... 1 cr
OSKL 1164   Study Skills II .... 1 cr
OSKL 1166   Communication II .... 3 cr

Students must select an additional two (2) credits that have been approved by the instructor or advisor
Electives   .... 2 cr

GRADUATION REQUIREMENT - 34 CREDITS

Description

The Occupational Skills Program (OSP) is a nine-month certified Comprehensive Transition Program (CTP). Upon successful completion of the program, students earn a diploma. The program is designed for individuals with intellectual disabilities, focusing on competitive entry-level employment and transition skills needed to live independently. The program is geared toward individuals who can possess the ability to work competitive entry-level employment with training and support. Work experiences, as well as coursework are provided to give real life, hands on experiences in the workplace and the community. Some students use OSP as a transition year before moving on to other college programs. Students also participate in a number of exciting and educational experiences designed to promote community access, social skills, recreation and healthy living.

Outcomes

By completing this program, students will achieve the following learning outcomes:

- Demonstrate transition skills for independent living;
- Communicate with supervisors and peers;
- Maintain employment in supervised settings;
- Follow specified procedures and timelines;
- Exhibit self-advocacy skills in personal and work settings; and
- Set appropriate short term and long term goals.

Pre-Program Requirements

Students in Occupational Skills have documented disabilities and the ability to compete for entry-level job positions. All services required for independent living are secured by the student and family before the start of Fall Semester. Students may apply beginning on September 1st, the year preceding attendance in the program. Student interviews for applicants meeting program criteria begin in January. Interviews and acceptance of students are completed from January to April with new students attending orientation in late spring.

Some courses may require students to meet College Placement Levels in reading, writing, and/or math. See an advisor for more information.

For insurance purposes, internships may require that students be 18 years old.

Graduation Requirements

In addition to the program requirements, students must meet the following conditions in order to graduate:

- College Cumulative GPA Requirement: cumulative grade point average (GPA) of credits attempted and completed at CLC must be at least 2.0;
- College Technical Core GPA Requirement: cumulative GPA of credits attempted and completed towards the technical core of the diploma or degree must be at least 2.0;
- Residency Requirement: students must complete 25% of their credits at Central Lakes College.

Career & Transfer

The Occupational Skills Program offers work-based training and classroom instruction for persons with disabilities with the outcome of competitive entry-level employment. Students actively participate with opportunities in the workplace through our Supervised Pre-Internship experiences. Classroom course work offers career exploration and experience to increase employability skills for the entry-level work. Experiences in the program also promote social, physical and emotional growth in the college setting.

Academic Plan

Semester One (17 credits)

COMP 1103	Computer Basics I	1 cr
OSKL 1142	Communication I	3 cr
OSKL 1144	Critical Reasoning Skills I	4 cr
OSKL 1148	Employability Skills I	3 cr
OSKL 1154	Supervised Pre-Internship I	4 cr
OSKL 1162	Study Skills I	1 cr
Elective		1 cr

Semester Two (17 credits)

COMP 1104	Computer Basics II	1 cr
OSKL 1146	Critical Reasoning Skills II	3 cr
OSKL 1150	Employability Skills II	4 cr
OSKL 1156	Supervised Pre-Internship II	4 cr
OSKL 1164	Study Skills II	1 cr
OSKL 1166	Communication II	3 cr
Elective		1 cr

Revised 2/23/2025