

# Occupational Skills

Diploma (D310)

Technical Requirements .....	32
Electives .....	2
<b>Total Credits .....</b>	<b>34</b>

## Program Description

Occupational Skills is a nine-month diploma program designed for individuals with mild to moderate disability, focusing on competitive entry-level employment. The program is geared toward individuals who can possess the ability to work competitive entry-level employment with training and support, but may find it difficult to meet the rigor of a traditional college program. Work experiences as well as coursework to support independence in the workplace and in the community are the main components of the program. Students also participate in a number of exciting and educational off-campus experiences designed to promote community access, social skills, recreation and healthy living.

## Program Outcomes

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

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

## Admissions

Students in Occupational Skills have documented disabilities and the ability to compete for entry-level job positions in the community in which they reside. 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.

## Career Opportunities

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 in opportunities in the workplace and the classroom to expand their work experience background and increase their employability in the entry-level skilled work market. Experiences in the program also promote social, physical and emotional growth in the college setting.

## Program Course Requirements

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

## Course Prerequisites

Some courses may require appropriate test scores or completion of basic math, basic English and/or reading courses with a "C" or better. CLC utilizes a multiple measure approach for placement which may include high school MCA, SAT, ACT scores in addition to high school GPAs. For insurance purposes, internships may require that students be 18 years old.

## Semester Course Requirements

### 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

## Graduation Requirements

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

1. College Cumulative GPA Requirement: cumulative grade point average (GPA) of credits attempted and completed at CLC must be at least 2.0;
2. 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;
3. Residency Requirement: students must complete 25% of their credits at Central Lakes College.