

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

OLS 323 - Occupational and Academic Assessment

0 Unit(s)

Prerequisite(s): NONE

Recommended Prep: NONE

Transfer Status: NT

80 hours Lab

This course prepares students for placement in the Occupational and Life Skills Certificate Program. The focus of this course is to assess individual abilities, determine avenues of interest, identify vocational and academic goals, validate academic skill levels, and establish a student vocational contract. Topics include vocational aptitude, learning styles, decision making, and personal values. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Recognize their individual area of vocational and academic strengths.
- B. Identify their vocational and/or academic goals to attain employment.
- C. Identify their career path of interest.
- D. Contribute to the development of his/her own student vocational contract.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

		Lab
<u>Topics</u>		<u>Hours</u>
1. Determine level of mathematical ability		5.00
2. Determine level of reading comprehension		5.00
3. Evaluate writing ability		5.00
4. Vocabulary usage		5.00
5. Vocational aptitude - definition, expectation		2.00
6. Areas of vocational aptitude - artistic, mechanical, managerial		8.00
7. Positive personal values		5.00
8. Potentially limiting personal values		5.00
9. Characteristics of learning styles		5.00
10. Learning styles and accommodations		5.00
11. Decision making - identify problem		3.00
12. Decision making - analyze situation		3.00
13. Decision making - gather information		3.00
14. Decision making - develop options		3.00
15. Decision making - evaluate alternatives		3.00
16. Decision making - select alternatives		3.00
17. Decision making - act on decision		3.00
18. Student Vocational Contract - analyze assessment results		4.00
19. Individually design Student Vocational Contract		5.00

IV. METHODS OF INSTRUCTION

- A. Group Discussions
- B. Class Activities
- C. Demonstrations
- D. Problem-Solving Sessions
- E. Vocational Contract
- F. One to One Discussions

V. METHODS OF EVALUATION

- A. Class participation
- B. Written or Oral Examinations
- C. Vocational Contract
- D. Interest Survey
- E. Authentic Assessments
- F. CASAS Test

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Select and read an article from a trade journal of interest to you and be prepared to discuss what you learned in class.
 - 2. Read the passage provided by the instructor, highlight and look up definitions of words you do not understand. Submit the definitions with the instructor.
- B. Writing Assignments
 - 1. Write a paragraph about your vocational goals and submit it to your instructor.
 - 2. Write a paragraph about your dream job and turn it in to the instructor.
- C. Out-of-Class Assignments
 - 1. Not applicable

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Materials Other Than Textbooks:

- A. Learning styles assessment
- B. CASAS Tests
- C. Interest survey
- D. Student Vocational Contract

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