

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

OLS 329 - Occupational Certification Workshop

0 Unit(s)

Prerequisite(s): OLS 327, OLS 328

Recommended Prep: NONE

Transfer Status: NT

51 hours Lab

This course provides certification in an area of study selected by the student for the purpose of preparing to obtain employment in one of the following topic areas: customer service, food service, greenhouse and nursery operations, hospitality, irrigation, retail sales, small engine repair, and warehousing. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

II. OBJECTIVES

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

- A. Identify essential tasks in a specific occupation.
- B. Demonstrate ability to perform occupation specific skills.
- C. Work in a chosen occupation independently and successfully.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Tasks and skills will be specific to one of the following occupations: customer service, food service, greenhouse and nursery operations, hospitality, irrigation, retail sales, small engine repair, and warehousing.

| Lab | |
|-------------------------------------------------|--------------|
| <u>Topics</u> | <u>Hours</u> |
| 1. Orientation and background of the occupation | 4.00 |
| 2. Identify essential tasks | 10.00 |
| 3. Skills specific to the occupation | 10.00 |
| 4. Vocabulary specific to the occupation | 5.00 |
| 5. Working independently | 17.00 |
| 6. Procedures of the occupation | 5.00 |
| Total Hours | 51.00 |

IV. METHODS OF INSTRUCTION

- A. Collaborative Group Work
- B. Class Activities
- C. Demonstrations
- D. Hands-on Learning

V. METHODS OF EVALUATION

- A. Demonstration
- B. Journal
- C. Class participation

D. Performance Examinations

E. Practical Evaluations

VI. EXAMPLES OF ASSIGNMENTS

A. Reading Assignments

1. Read and summarize occupation specific material to do a class presentation.
2. Read information about non-profit employment positions and note specific skills needed to prepare and submit a task analysis to the instructor.

B. Writing Assignments

1. Summarize major details regarding essential safety rules for a specific occupation and submit to the instructor.
2. Keep a journal of work activities accomplished in a non-profit setting to turn in at the end of the class.

C. Out-of-Class Assignments

1. Not applicable.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Materials Other Than Textbooks:

- A. Certification host company instructional materials
- B. Occupation Specific Materials
- C. Online Resources
- D. Instructor Designed Materials

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