

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

OLS 325 - Literacy for Career Building

0 Unit(s)

Prerequisite(s): OLS 323

Recommended Prep: NONE

Transfer Status: NT

85 hours Lab

Vocational and academic language skills development for students seeking employment. Strategies for pre-writing, organization of text, and comprehension skills are emphasized to prepare job applications, cover letters, resumes, and business specific literature. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

II. OBJECTIVES

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

- A. Comprehend text and/or illustrations of occupation-specific materials.
- B. Use a more advanced level of vocabulary compared to when they entered the class.
- C. Apply strategies for organizing written communication.
- D. Write an effective cover letter and resume.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lab	
<u>Topics</u>	<u>Hours</u>
1. Comprehension Strategies - bubbling - Locating main ideas vs. specific details - information in business manuals	5.00
2. Comprehension Strategies - mapping - indicating relationships between tasks within a given occupation	5.00
3. Comprehension Strategies - timelines - task completion - determining sequential job orientation	5.00
4. Comprehension Strategies - Diagrams - Extracting information from text in segments for task completion	5.00
5. Comprehension Strategies - listing/ordering - arrangement of ideas when considering options for alternative completion of job or task	5.00
6. Comprehension Strategies - outlines - multiple jobs with specific details within an occupation	5.00
7. Purpose in patterns of organization	5.00
8. Recognizing patterns for comprehension	5.00
9. Workplace Vocabulary Attainment	5.00
10. Comprehension scanning vs. skimming	5.00
11. Identifying occupation - specific vocabulary	5.00
12. Reading Occupational Safety and Health Administration (OSHA) standards	5.00
13. Reading industry trends	5.00
14. Reading industry standards and regulations	5.00
15. Writing an inquiry letter vs. cover letter	5.00

16. Writing and analyzing resumes	5.00
17. Writing to supervisor/boss	5.00
Total Hours	85.00

IV. **METHODS OF INSTRUCTION**

- A. Group Discussions
- B. Collaborative Group Work
- C. Class Activities
- D. Demonstrations
- E. Problem-Solving Sessions
- F. Reading Assignments
- G. One-on-One tutoring

V. **METHODS OF EVALUATION**

- A. Quizzes
- B. Oral Presentation
- C. Class participation
- D. Written Assignments

VI. **EXAMPLES OF ASSIGNMENTS**

- A. Reading Assignments
 - 1. Read the example cover letter and letter of inquiry provided by the instructor. Compare and determine the differences in an in-class discussion.
 - 2. Read and outline an article about an occupation to make a class presentation.
- B. Writing Assignments
 - 1. Write a cover letter, fill out an application, and compile a resume to participate in a mock interview with a classmate.
 - 2. Create an occupational specific vocabulary log with definitions to submit to the instructor.
- C. Out-of-Class Assignments
 - 1. Not applicable.

VII. **RECOMMENDED MATERIALS OF INSTRUCTION**

Textbooks:

- A. Broderick, B., Langan, J. Groundwork for College Reading with Phonics. 4th Edition. Townsend Press, 2008.
- B. Langan, J. Ten Steps to Building College Reading. 5th Edition. Townsend Press, 2011.
- C. New Readers Press. Filling Out Forms. 1st Edition. New Readers Press, 2011.

Materials Other Than Textbooks:

- A. Industry specific materials (e.g. brochures, manuals)
- B. Instructor compiled and designed materials.

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