

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

OLS 330 - Experiential Vocational Training

0 Unit(s)

Prerequisite(s): OLS 324, OLS 326, OLS 329

Recommended Prep: NONE

Transfer Status: NT

100 hours Lab

In this course students apply the life skills learned in the Occupational and Life Skills program and the occupation specific skills learned in OLS 329, in either a paid or non-paid position within a for profit or nonprofit business. Students are required to work 100 hours in a paid or non-paid position to fulfill the requirements for the Occupational and Life Skills Certificate. Unlimited repeats.

Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

II. OBJECTIVES

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

- A. Communicate with coworkers and supervisors effectively.
- B. Make responsible decisions and identify circles of support in the workplace.
- C. Successfully perform the required tasks of a specific trade.
- D. Identify employer expectations.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

		Lab
<u>Topics</u>		<u>Hours</u>
1. Expectations of new position		10.00
2. Analysis of tasks		10.00
3. Following supervisor's instructions		10.00
4. Working as a teamplayer		10.00
5. Introduction to coworkers and personality types		10.00
6. Orientation to the work environment		10.00
7. Familiarity with company documentation		10.00
8. Working independently		10.00
9. Company policies and regulations		10.00
10. Emergency procedures and drills		10.00
Total Hours		100.00

IV. METHODS OF INSTRUCTION

- A. Field Experience/Internship
- B. Applied Work Activities
- C. Job Coaching
- D. Peer Mentoring

V. METHODS OF EVALUATION

- A. Demonstration
- B. Performance Examinations
- C. Practical Evaluations
- D. Authentic Assessments
- E. Completion of Tasks

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Read job related equipment operation manuals and demonstrate applicable skills.
 - 2. Read company policies and discuss with supervisor.
- B. Writing Assignments
 - 1. Complete job related paperwork (i.e., sales receipts, time cards, etc.) for supervisor approval.
 - 2. Write a daily journal highlighting the events of the day to submit to the instructor.
- C. Out-of-Class Assignments
 - 1. Not applicable.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Materials Other Than Textbooks:

- A. Business specific tasks and materials

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