

Occupational Education

Soft Skills for Technicians Job-Direct Low Unit Certificate

The required courses must be completed with a minimum grade of C.

REQUIRED COURSES	Units
OCED 070 Occupational Soft Skills	1.5
OCED 071 Occupational Portfolio Development	1.5
IT 140 Industrial Materials	3
IT 151 Vocational Mathematics	3
3 units from List A	3
Total Units	12

List A: (select 3 units)	Units
ATEC 070 Automotive Fundamentals	3
CIS 001 Introduction to Computer Science	3
CIS 050 Microcomputer Applications	3
DRFT 079 Blueprint Reading	3
IT 050 Alternative Energy Technologies	3
IT 101 Introduction to Mechatronics	3
IT 110 Modern Welding	3
OCED 090 Occupational Work Experience	3
OCED 091 General Work Experience	3

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OCED 070 Occupational Soft Skills

1.5 Units

Course Advisory: Minimum SCC English and Math standards.

Transferable to CSU

Hours: 24-27 lecture.

Covers the critical tools to help occupational students develop the employability or soft skills needed for a smooth transition to the work force based on the Secretary's Commission on Achieving Necessary Skills (SCANS). Topics include practical elements required to meet employer expectations, create cooperative co-worker interactions and development of positive personal characteristics. This is not a work experience course.

OCED 071

1.5 Units

Occupational Portfolio Development

Course Advisory: SCC minimum English standard.

Transferable to CSU

Hours: 24-27 lecture.

Innovative in career planning, career portfolios are designed to assist in demonstrating skills and competencies. In this course, participants will identify personal strengths and weaknesses in key skill areas and develop a plan for obtaining the skills they need. Professional and educational samples will be collected, categorized, and evaluated. Participants will analyze how the career portfolio can be used as a tool for the job search as well as career advancement. A hard copy and/or electronic career portfolio will be completed by the end of this course.

OCED 090

1.0 to 8.0 Units

Occupational Work Experience

Corequisite: Student must be working (paid or unpaid) from 5 to 40 hours per week for a licensed business for a total of 75 hours per unit for paid work and 60 hours per unit for unpaid work. Duties must relate to student's major field.

Course Advisory: SCC minimum English and Math standards.

To qualify for Occupational Work Experience credit, the student must be working (paid or unpaid) for a legal business in a position directly related to the declared major. Students must work 75 hours per unit of credit for paid work and 60 hours per unit of credit for unpaid work. Students will attend a weekly coordination seminar and develop job-oriented objectives. OCED 090 may be required for some majors and is an elective for all occupational education certificate and degree programs. Qualified students who are not working or volunteering may seek placement assistance from the Student Placement Office. 1 unit of credit may be earned for each 75 hours paid or 60 hours unpaid work per semester to a maximum of 8 units per semester to a total of 16 units over multiple semesters. NOTE: Students enrolled in OCED 90 may not enroll in OCED 91 or any other experiential or practicum course and count the same hours during the same semester. Lab hours are the hours students spend on their job sites. Students wishing to take the maximum OCED units may continue OCED 090 over multiple semesters not to exceed 16 units total for all work experience courses. Students wishing to continue OCED 090 in subsequent semesters must contact the Work Experience Coordinator for enrollment assistance.
(EDUC 001 + OCED 090 = C-ID EDUC 200)

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OCED 091 General Work Experience 1.0 to 6.0 Units

Corequisite: Student must be available to work from 5 - 30 hours or more per week for a licensed business for a semester total of 75 hours per unit for paid work and 60 hours per unit for unpaid work. Job does not need to be related to major.

Course Advisory: SCC minimum English and Math standards.

Transferable to CSU

To qualify for General Work Experience credit, the student must be working (paid or unpaid) for a legal business. Students must work 75 hours per unit of credit for paid work and 60 hours per unit of credit for unpaid work. Work does not need to be related to major. Students will attend a weekly coordination seminar and develop job-oriented objectives. OCED 091 is an elective for all occupational education certificate and degree programs. Qualified students who are not working or volunteering may seek placement assistance from the Student Placement Office. 1 unit of credit may be earned for each 75 hours paid or 60 hours unpaid work during the semester to a maximum of 6 units. OCED 091 may be taken over multiple semesters for a maximum of 6 units. NOTE: Students enrolled in OCED 91 may not enroll in OCED 90 or any other experiential or practicum course and count the same hours during the same semester. Total work experience units may not be more than 16. Lab hours are the hours students spend on their job sites. Note: CSU will accept up to 12 units for transfer.