

OCCUPATIONAL SKILLS TRAINING

Occupational Skills Training Certificate

PROGRAM DESCRIPTION

The Occupational Skills Training (OST) one-year certificate program provides a combination of academic study and hands-on training. Students earn approximately half of their program credits through training at local business/agency sites.

Almost any occupation can be addressed provided the following conditions are met: 1) There are jobs currently available in the selected field; 2) there is an appropriate training site available in the community; 3) the occupational goal is appropriate to the program length of one year; and 4) there is no overlap with existing UCC programs (trainings may overlap for students in special circumstances as approved by program personnel).

The UCC Career and Advising Center and UCC Faculty Advisors in the areas of interest will assist students in assessing possible occupations. Customized learning goals for hands-on training are developed for each student by advisors and faculty. These goals are chosen with care to ensure students' preparation for entry-level employment in the specific occupation of choice. Student progress is evaluated by UCC faculty with input from training site supervisors. Required academic coursework includes general education courses to increase knowledge of basic skills common to all work environments. Students are also required to take elective coursework related to their chosen occupational goals. Credits earned in this program may be applied to AAS, AS, and AGS degree. The OST program by itself is not financial aid eligible.

PROGRAM OUTCOMES

Students who successfully complete the Occupational Skills Training Certificate will:

1. Develop work ethic competencies to meet or exceed associated employer standards
2. Demonstrate competitive proficiency in the functional skills of their training occupation
3. Explore applicable licensing or certification required by industry
4. Achieve employment as appropriate in desired occupational field

PROGRAM COURSE REQUIREMENTS

Year One

General Education Requirements

| | | |
|---|--|---|
| MTH 052 | Industrial Application of Math | 4 |
| WR 115 | English Composition: Intro to Expository Writing (or higher) | 4 |
| Approved Human Relations Course (see page 43) | | 3 |

Occupational Related Courses

| | | |
|---|---------------|------|
| CWE 161 | CWE Seminar 1 | 1 |
| Elective Courses Related to Career Direction (100 Level or Above) | | 7-15 |
| Occupational Skills Training (Related to Career Direction) | | 0-28 |

Total Credits 45-60

A certificate in Occupational Skills Training will be awarded to students who complete all courses in this program with a grade of C or better.