

Occupational Education

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OCED 100: Essentials for Job Success

A survey of practical skills in how to survive, thrive and be a success on the job. Topics include responsible work habits employers value, how to get along with co-workers and supervisors, critical thinking and problem solving in the workplace, knowing yourself, setting goals and getting ahead.

Credits 1

Weekly Contact Hours 1

Meets Degree Requirements For

Not Intended for Transfer, Typically Numbered Below 100.

OCED 101: Technical Reading

Introduces reading skills needed in the technical workplace with emphasis on strategies using context clues, word elements, identifying main ideas and supports, understanding and reading graphs, diagrams and charts and outlining.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For

Not Intended for Transfer, Typically Numbered Below 100.

Prerequisites

Appropriate assessment scores or at least a "C" (2.0) grade in ENGL 092 or READ 92.

OCED 102: Writing In The Workplace

Introduces writing skills needed in the workplace with emphasis in technical writing. Practice specific skills as a single effort and a collaborative effort both in and out of class.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For

Not Intended for Transfer, Typically Numbered Below 100.

Prerequisites

COMPASS placement into ENGL 097 or a minimum grade of "C" (2.0) in ENGL 090 as determined by placement testing. Keyboarding skills recommended.

OCED 130: Industrial Safety

Course covers 'Hazardous Material Awareness' and safety procedures in industrial facilities such as mills, smelters, power plants and packing facilities. First aid, CPR, forklift, OSHA-10, Hazmat and flagger certifications will be awarded to successful students. Proper fire extinguishing techniques, MSDS, Lock-out Tag-out procedures, chemical safety, PPE and accident reporting are embedded.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For

Restricted Elective