



<b>General Course Information</b>	
<b>1a. Course Dept.:</b>	OCCED
<b>1b. Course Number:</b>	90
<b>2. Course Title:</b>	Occupational Work Experience
<b>3. Units:</b>	1-4
<b>4. This Course is:</b>	Assoc Degree Applic. - Transfer to CSU/Private

<b>Course Format and Duration</b>	
<b>5a. Course Length:</b>	Full-semester
<b>5b. Weekly Hours:</b>	1-0 Lecture + 0 Activities + 0 Lab + 5-20 By Arrangement = Total Weekly Hours:6-21

<b>Method of Instruction</b>	
<b>6. Instructional methods used to present course content.</b>	
Work Experience Online	

<b>Course Preparation</b>	
<b>7a. Corequisite(s):</b>	
Student must be enrolled in 7 units (including Occupational Work Experience). For Summer sessions the student must be enrolled in at least 1 other course. Student should be enrolled in at least one course in his/her major OR enrolled in at least one general education course required for graduation. Student must be available to work from 5 to 20 hours or more per week for a licensed business for a total of 75 hours per unit paid and 60 hours per unit unpaid. Duties must relate to student's major field.	
<b>7b. Prerequisite(s):</b>	
None.	
<b>7c. Course Advisory:</b>	
SCC minimum English and Math Standards	
<b>8. Repeatability:</b>	See below

**Additional Repeatability Info:**

Repeatable to a maximum of 12 units. Combined units for all work experience courses shall not exceed 12.

**CATALOG DESCRIPTION AND OTHER CATALOG INFORMATION****9a. Catalog Description:**

Student must be enrolled in 7 units (including Occupational Work Experience). For Summer sessions the student must be enrolled in at least 1 other course. Student should be enrolled in at least one course in his/her major OR enrolled in at least one general education course required for graduation. Student must be available to work from 5 to 20 hours or more per week for a licensed business for a total of 75 hours per unit paid and 60 hours per unit unpaid. Duties must relate to student's major field.

Includes all occupational education certificate and degree programs. Qualified students who are not working 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 4 units per semester.

**9b. Other Catalog information:**

To determine the correct course length and number of units in which to enroll, refer to the following formula for paid employment\*:

Full Semester Sections:

- 1 unit = 5 hours per week
- 2 units = 10 hours per week
- 3 units = 15 hours per week
- 4 units = 20 hours per week

12 Week Sections

- 1 unit = 7 hours per week
- 2 units = 14 hours per week
- 3 units = 19 hours per week

8 Week Sections

- 1 unit = 10 hours per week
- 2 units = 19 hours per week

\*unpaid work requires fewer hours per week.

**10. Student Performance Objectives:**

As a result of successful completion of this course, a student will be able to:

1. Design and relate specific training skills to individual job and career goals.
2. Identify and develop manual and mental skills to achieve career goals.
3. Formulate a system of records related to the students' specific area of work experience.

4. Study, analyze, and evaluate the impact of laws and regulations relative to employment.

**11. Methods of Evaluating Student Achievement:**

1. Weekly assignments analyzing employment procedures.
2. Ability to classify and compare mandatory forms and records.
3. Regular attendance.
4. Evaluation of student job performance and achievement of objectives through observation during site visit.
5. Evaluation of student performance by employer and instructor based on student-designed career goals.
6. Final examination developing a theme appropriate to student's career.

**12. Student Assignments (Homework):**

**a. Required Reading Assignments:**

Reading 15 to 25 pages per week from class syllabus and reference materials.

**b. Required Writing Assignments:**

Weekly assignments of one to three pages.

**c. Other** (Terms projects, research papers, portfolios, etc.)

1. Successful achievement of individual job goals.
2. Recording daily work activities and hours which are verified.

**13. Course Content Outline:**

The student will be able to develop and achieve job and career goals and keep records of the related activities. The student will also demonstrate an understanding of the laws and regulations of employment.

I) Seminar

- A) Compare and contrast industry opportunities.
- B) Develop and apply occupational skills.
- C) Restate pre-employment inquiry guidelines.
- D) Design applications, resumes and interview policies.
- E) Analyze laws and regulations of employment.
- F) Describe implications of the relationship of labor unions or associations to job benefits.

II) Work Experience Station

- A) Supervision and evaluation by instructor on the basis of written objectives.
- B) Student receives one unit of credit for every 75 hours of paid or 60 hours of unpaid hours of work to a maximum of four units per semester. Must be employed 15 weeks during each semester in an occupation related to major.
- C) Students receive training or instruction and opportunity to achieve individually developed career and job goals related to major.

**REPEATABILITY STATEMENT:**

Student develops different job objectives every time he/she takes the course. The course work is related directly to the on-the-job work experience. In this program the entire community serves as a laboratory where local business experts serve as instructors and millions of dollars of equipment is used by participating students.

**14a. All textbooks, resources and other materials used in this course are:**

College level

**14b. EXAMPLE texts, reading and resources:**

Kimbrell, Grady, Ben S. Vineyard, Ed.D. *Succeeding in the World of Work*. Latest Edition  
McKnight Publishing Co., 1998

Sukiennik, Diane. *The Career Fitness Program*. Latest Edition  
Prentice Hall, 2001

Nelson, Richard. *What Color is Your Parachute?*. Latest Edition  
Ten Speed Press, 2000

Hopke, William E.. *Encyclopedia of Careers and Vocational Guidance*. Latest Edition  
J. G. Ferguson Publishing,

Renetzky, Alvin. *Opportunities Directory*. Latest Edition  
Ready Reference Press, 1990

**General Education/Transfer Information**

**IGETC:**

**CSU:**

**SCC GE:**