

OCCUPATIONAL EDUCATION (OCED)

OCED 117 Occupational Safety (3 Credit Hours)

Type of credit: Occupational/Technical

Lecture hours: 3

Repeatable: 6 times

Provides general instruction in safety education. The student will become familiar with the vocabulary and materials that are essential for an effective safety program. Upon successful completion of the course and passing the final test students will receive a OSHA 10-hour card.

OCED 250 Workplace Preparation (1 Credit Hour)

Type of credit: Vocational Skills

Lecture hours: 1

Repeatable: 3 times

Workplace Preparation is designed to assist students improve their soft skill development and job attainment methods. This course integrates discussion, multi-media, and hands-on activities to emphasize the importance of professionalism in today's work world. An overarching focus of this course is effective communication, in print, online, and face-to-face. Topics include preparing the resume and cover letter as key tools for a successful job hunt, job hunting strategies, personal presentation, effective networking and interviewing skills, and workplace expectations. Credit earned is elective credit and will count toward graduation and transfer.

OCED 290 Workplace Experience (0.5-4 Credit Hours)

Type of credit: Vocational Skills

Lecture hours: 0.5-1

Lab hours: 0.5-6

Repeatable: 2 times

The internship will provide students with practical experience in area institutions, businesses, or manufacturing environments. Students working with one or more intern sponsors will learn entry-level skills and career requirements, workplace expectations, business operations, and industrial or professional applications. Students are required to attend orientation and summary meetings, satisfactorily complete planning and reporting requirements, and working specific hours at the work site under the direction of the sponsor. Internships are available in the following areas: Agriculture, Automotive, Business & Accounting, Cosmetology, Criminal Justice, Early Childhood Education, Information Systems, Manufacturing, and Office Technology. A maximum of twelve (12) credit hours may be earned in this course.