



**2009-2010  
Career and Technical  
Programs**

**Cooperative  
Education Division  
(541) 463-5203**

**One-Year Certificate  
of Completion**

# Occupational Skills

**Purpose** To offer students the opportunity to design and pursue a career path that is not currently available as a certificate or degree program at Lane.

**Learning Outcomes** The graduate will:

- gain knowledge and skills which prepare them for employment in a chosen occupation.
- improve communication, human relations, and critical thinking and problem-solving abilities.
- complete occupation-specific classes and work site education/training.
- access library, computing and communications services and obtain information and data from regional, national, and international networks.
- formulate questions that can be addressed with data and collect, organize and display relevant data to answer them.
- interpret the concepts of a problem-solving task and translate them into mathematics.

**Employment Trends** Employment varies by occupation.

**Wages** Varies by occupation.

**Costs in Addition to Tuition (estimates)** Varies depending on courses taken.

**Number of New Students Admitted Annually** Applications are accepted at all times. No cap on admission at this time.

**Criteria Used for Admission** Admission is based on combination of academic background, labor market need, appropriate training site availability and demonstration of student commitment.

**Admission Information** Cooperative Education Division office, Bldg. 19, Rm. 231, (541) 463-5203

**Cooperative Education (Co-op)** Co-op provides students with on-the-job learning opportunities in a business, industry, government, or community organization. Students will have the opportunity to connect theory with practice, develop skills, and network with professionals and employers while earning college credit. Twenty to 26 credits of Co-op are required to earn a certificate of completion. Contact Chuck Fike, Occupational Skills Co-op Coordinator, Bldg. 19, Rm. 231C, (541) 463-5078.

**Program Lead** Chuck Fike, (541) 463-5078

**Program Counselor** Debra Ganser (541) 463-5034

	<b>Fall</b>
OST 280 Co-op Ed: Occupational Skills <sup>D,G</sup> .....	6
Occupation specific course work <sup>1,D</sup> .....	6
Choice of: .....	3-4
WR115 Introduction to College Writing <sup>G,W</sup>	
WR115W Introduction to College Writing: Workplace Emphasis <sup>G,W</sup>	
<b>Total Credits</b>	<b>15-16</b>

	<b>Winter</b>
OST 280 Co-op Ed: Occupational Skills <sup>D,G</sup> .....	6
Occupation specific course work <sup>1,D</sup> .....	6
MTH 025 Basic Mathematics Applications <sup>M</sup> or higher .....	3
<b>Total Credits</b>	<b>15</b>

	<b>Spring</b>
OST 280 Co-op Ed: Occupational Skills <sup>D,G</sup> .....	9
Occupation specific course work <sup>1,D</sup> .....	3
CG 203 Human Relations at Work <sup>H</sup> .....	3
<b>Total Credits</b>	<b>15</b>

- 1 Program occupation specific course work must be graded unless course is offered as P/NP only.  
D Degree or certificate requirement; must be passed with grade of "C-" or better  
G Must be taken for a grade, not P/NP; major requirement  
H Meets Human Relations/Social Science requirement  
M Meets Mathematics requirement  
W Meets Written Communications or English Composition requirement