

# Portland Community College

Occupational Skills Training – OST 101  
Career & Technical Certificate Program

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## SYLLABUS

The Occupational Skills Training program is designed to prepare students for entry level employment in the area identified and agreed upon for their individual training. Students earn from 1 to 16 credits per term depending on their hours of participation.

### **Major assignments include:**

- Completion of an individualized course of study
- Completion of student timesheets on a regular basis
- Active participation in all aspects of the training program
- Comply with the rules and responsibilities identified by the funding agency, the consultant, the training plan, and the training site

### **Intended Outcomes for the Course:**

- Use industry-specific vocabulary and tools effectively
- Use professional behaviors appropriate to the work place such as punctuality, attendance, cooperation, teamwork, and respect
- Understand and apply the safety standards of the work site and the industry
- Use written and oral communication appropriate for the occupation or industry
- Use workplace math skills appropriate for the occupation or industry
- Be prepared to enter the occupation of choice with entry-level skills

### **Grading:**

This course is offered on a pass/no pass basis. A grade of P represents satisfactory achievement which would have been graded C or better on the regular grading scale, but is given instead of a letter grade. Students who successfully complete the program will receive a passing score based on attendance, attitude, and progress in training as rated by the on-site instructor. Timeliness of reporting by student and trainer may also affect the grade for the course. A Monthly Timesheet & Trainer Report is completed by the on-site instructor. Student Activity reports are completed by the student and submitted to the PCC Skills Training Coordinator regularly. Periodic visits by a PCC Skills Training Coordinator are made with a written progress report generated.

**Accommodations:** Students who have a disability and require a classroom adjustment or accommodation should make their needs known. Please arrange to meet with your coordinator to discuss your request.

**PCC has an Institutional Withdrawal Policy:** You and your referring counselor may access this information through the class schedule, the PCC catalog, or the PCC website at [www.pcc.edu](http://www.pcc.edu). Responsibility for withdrawal from a class within the specified withdrawal timelines resides with the student. If you are working with a vocational counselor, you should work with him/her in this process.

**Title IX Statement:** Portland Community College is committed to creating and fostering a learning and working environment, based on open communication and mutual respect. If you believe you have encountered sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, veteran status, sex, sexual orientation, gender identity, or disability, please contact the Office of Equity and Inclusion at 971-722-5840 or [equity.inclusion@pcc.edu](mailto:equity.inclusion@pcc.edu).

**Student Rights and Responsibilities:** The [Student Rights and Responsibilities Handbook](http://www.pcc.edu/about/policy/student-rights/) ([www.pcc.edu/about/policy/student-rights/](http://www.pcc.edu/about/policy/student-rights/)) establishes students' freedoms and protections as well as expectations of appropriate behavior and ethical academic work. The handbook includes items such as the Policy on Student Rights, the Policy on Student Conduct and the Academic Integrity Policy.

**Flexibility Statement:** The instructor reserves the right to revise the class calendar, modify content, and/or substitute assignments in response to institutional or inclement weather events.

*Please initial:*

*Student*

*Trainer*

*PCC Coordinator*