



# Occupational and Life Skills 2014-2015

Certificate of Achievement

Student Name: \_\_\_\_\_

SID: \_\_\_\_\_

PROGRAM REQUIREMENTS			REQUESTED SUBSTITUTION/TRANSFER CREDIT					
Course	Course	Credits	College/University	Course	Credits	Grade	Quarter	Year
<b>CORE COURSEWORK</b>								
OLS 100	Nutrition, Health and Fitness I	2						
OLS 102	Human Sexuality	2						
OLS 104	Disability Awareness	2						
OLS 105	Introduction to Communication	2						
OLS 106	Communication in the Workplace	2						
OLS 107	Healthy Relationships	2						
OLS 110	Learning Strategies	2						
OLS 111	Learning Strategies in the College Environment	2						
OLS 112	News for Daily Living	3						
OLS 120	Personal Finance I	2						
OLS 130	Critical Thinking through Science	2						
OLS 140	Introduction to Computers	2						
OLS 141	Computer Fundamentals	2						
OLS 143	Career Portfolio	2						
OLS 170	Self Determination	2						
OLS 171	Self Determination in the Workplace	2						
OLS 174	Career Exploration	3						
Choose 5 credits from the following PE electives:		3						
OLS 150	Strength and Fitness (1 Cr)							
OLS 151	Self Defense for Mind and Body (1 Cr)							
OLS 152	Tai Chi for Mind and Body (1 Cr)							
OLS 153	Qigong for Mind and Body (1 Cr)							
OLS 154	Martial Arts for Mind and Body (1 Cr)							
OLS 155	Yoga for Life Balance (1 Cr)							
Choose 6 credits from the following electives:		6						
OLS 158	Introduction to the Theater (2 Cr)							
OLS 159	Introduction to Acting (2 Cr)							
OLS 160	Visual Thinking I (2 Cr)							
OLS 161	Visual Thinking II (2 Cr)							
OLS 162	Radio Theatre (2 Cr)							
OLS 163	Critical Thinking through Film (2 Cr)							
OLS 164	Historical Analysis through Film (2 Cr)							
OLS 165	World Culture Analysis through Film (2 Cr)							
OLS 166	Music Appreciation (2 Cr)							
<b>TOTAL</b>		45						

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Please complete this form prior to meeting with the Program Chair for signature. Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Chair: \_\_\_\_\_ Date: \_\_\_\_\_

*Occupational and Life Skills 2014-2015  
Certificate of Achievement (continued)*

**ADMISSIONS TO THE PROGRAM**

The Occupational and Life Skills Certificate of Achievement is a selective-admissions program. To be considered for acceptance into the program, students must follow specific admission guidelines. Current information can be found online at <http://bellevuecollege.edu/ols/index.html>

**DESCRIPTION**

BC General Education requirements embedded in this degree are designed to address areas of specific requirements that ensure that students' learning experience prepares them to build fulfilling and successful lives as individuals, workers, citizens, and life-long learners. All coursework applied to this certificate must be approved by program chair. Submit completed form to Enrollment Services when applying for graduation.

Related instruction for BC Certificate of Achievement: Programs of study which are an academic year or more in length for which certificates are granted contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation 3) human relations. Instruction may be either embedded within the program curriculum or taught in blocks of specialized instruction. Additional topics which are covered as appropriate include safety, industrial safety, and environmental awareness.

**Learning Outcomes**

Certificate recipients should possess the following skills and abilities:

- Demonstrate proficiency with occupational and life skills enumerated in OLS Performance Indicators
- Demonstrate professional interactions through actively and effectively participating in group collaboration
- Apply critical thinking and problem solving skills in life choices and responsibilities
- Apply personal health, nutrition, environment, and finance principles to make healthy life choices
- Apply social thinking skills to various social situations in the working environment and in the community
- Disclose aspects of one's personal disability as appropriate in any given situation
- Employ skills to complete job search and hiring process in a professional manner
- Interview for a job effectively and professionally
- Maintain a job related to personal career pathway for an extended period of time using the skills learned in OLS
- Advocate for appropriate accommodations on a job or in the community
- Courses may be subject to prerequisites and minimum grade requirements. Check online at <http://www.bellevuecollege.edu/classes/All/OLS>

**ASSESSMENT**

OLS uses a grading system that measures performance indicators directly related to 21st Century Skills and Bellevue College approved course outcomes. All courses for OLS are graded Pass/Fail. Detailed information can be found online at <http://bellevuecollege.edu/ols/Assessment/Assessment.html>

**FREQUENTLY ASKED QUESTIONS**

Answers to frequently asked questions can be found online at <http://bellevuecollege.edu/ols/FAQ/FAQ.html>

**PROGRAM CONTACT INFORMATION**

OLS holds informational meetings each quarter for prospective students, families and educators. See the current schedule online at [http://bellevuecollege.edu/ols/Learn More/Visit Us.html](http://bellevuecollege.edu/ols/Learn_More/Visit_Us.html), or contact them at [ols@bellevuecollege.edu](mailto:ols@bellevuecollege.edu) or 425.564.5207.