

SPED C005N: VOCATIONAL ACADEMICS

Item	Value
Curriculum Committee Approval Date	12/08/2023
Top Code	050650 - Retail Store Operations and Management
Units	0 Total Units
Hours	40 Total Hours (Lecture Hours 16; Lab Hours 24)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Basic Skills (B)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

Designed to assist students in acquiring basic academic skills for a vocational setting. Emphasis of the course will be on mathematics, reading, and writing skills and the functional application of those skills in everyday life and vocational situations. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Accurately recall and apply vocational academic skills used in work settings and leisure time activities.
2. Demonstrate fundamental vocational academic skills by filling out a timecard, making a purchase, taking an order, and following basic written directions.

Course Objectives

- 1. Learn correct work signage
- 2. Demonstrate use of work documents
- 3. Consistently use correct currency in employment situations
- 4. Focus on completion of work tasks
- 5. Plan for workplace preparedness
- 6. Completes employability routines
- 7. Completed close down activities

Lecture Content

Functional Mathematics Functional Reading Functional Writing
Workplace Academic Skills in a Practical Setting

Lab Content

Functional Mathematics Time Telling Time Time Management
Money Value Combining Coins and Bills Making Change Budgeting
Measurement Taking Inventory Basic Word Problems Functional
Reading Workplace Safety Signs Workplace Vocabulary Alphabetizing
and Sorting by Attributes Reading Comprehension Calendars/
Schedules Cash Register Application Terms Recipes Inventory
Vocabulary Listening Comprehension Taking an Order Functional Writing
Drafting an E-mail Using Word/ Google Docs Accessing Classroom

Platforms Workplace Academic Skills in a Practical Setting Using a timecard Using workplace technology to complete vocational tasks
Being a cashier

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)

Instructional Techniques

Lecture and discussion of important concepts. Discussion of related current issues. Out-of-class assignments including hands-on problem solving and independent responsibilities related to workplace academics. Peer-supported evaluations. Use of videos or role-play scenarios.

Out-of-class Assignments

Students will complete an independent hands on problem solving task.

Demonstration of Critical Thinking

Direct observation of standard practices.

Required Writing, Problem Solving, Skills Demonstration

Successful completion of a student project.

Eligible Disciplines

Special education: Minimum qualifications for these faculty members are specified in title 5, section 53414. Masters degree required. Title 5, section 53414

Other Resources

1. Coastline Library