ONE-YEAR CERTIFICATE OPTION

FALL SEMESTER
Principles of Management
This introductory course covers core management topics, providing a basic understanding of the principles, concepts and functions of management: planning, organizing, leading and controlling with an emphasis on managing and being managed.

Computer Applications
This introductory computer course provides students with a working knowledge of computer terminology and the computer itself. Topics include Microsoft Office 2013 Word, Excel, Access and PowerPoint, and their applications in business.

Tutorial—Employment Skill Development I
Students will focus on employment-related skill development for independent living. This includes development of income budgets, long- and short-term goal setting, and developing an understanding of time cards, health insurance, income and taxes, and earning statements.

SPRING SEMESTER
Advanced Computer Applications
This course emphasizes advanced features of computer technology and software to meet the complex information needs of the end-user in business organizations. Topics include advanced features of Access, Excel and Word.

Principles of Marketing
This course provides students with a broad study of the field of marketing from a managerial perspective. Emphasis is on demand analysis, need satisfaction, strategic planning, product development, distribution channels, promotions and price determination.

Tutorial—Employment Skills Development II
Students will focus on employment-related skill development for independent living. This includes developing an understanding of W4 and W2 forms and career, work and business development. Skill fluency and problem solving are addressed. Additional focus will be on obtaining employment with regard to resume building, career planning, exploration and preparation.

SUMMER SEMESTER
Internship
Students receive training and on-the-job learning through an internship coordinated and supervised by OASIS Program staff and organizations in the community.
TWO-YEAR CERTIFICATE OPTION

FALL SEMESTER YEAR ONE

Introduction to Mercyhurst
This course is designed to provide students with resources and information that are critical for success in higher education.

Critical and Eval. Reading
This course builds the critical thinking skills necessary for reading expository texts. Students will practice active approaches to reading and note taking, and develop skills in summarizing, analyzing and evaluating argumentative writing.

Elective Course
Students choose from traditional courses offered at Mercyhurst North East. These will be based on the individualized program designed for each student.

Tutorial—Life Skill Development I
Students will focus upon the development of independent living skills such as successful study and organization skills, emotional regulation skills, self-advocacy, problem solving, independent living skills, first aid and community safety, and healthy human sexuality skills.

SPRING SEMESTER YEAR ONE

Elective Course I
Students choose from traditional courses offered at Mercyhurst North East. These will be based on the individualized program designed for each student.

Elective Course II
Students choose from traditional courses offered at Mercyhurst North East. These will be based on the individualized program designed for each student.

Elective Course III
Students choose from traditional courses offered at Mercyhurst North East. These will be based on the individualized program designed for each student.

Tutorial—Life Skill Development II
Students will focus on developing independent living skills such as transportation and safety, shopping, cooking and household management, and banking and savings skills.

SUMMER SEMESTER YEAR ONE

Job Shadowing (Optional)
Students will explore a variety of employment positions offered with different organizations, allowing them to experience typical position requirements addressed by OASIS certificate programs.

FALL SEMESTER YEAR TWO

Principles of Management
This introductory course covers core management topics, providing a basic understanding of the principles, concepts and functions of management: planning, organizing, leading and controlling with an emphasis on managing and being managed.

Computer Applications
This introductory computer course provides students with a working knowledge of computer terminology and the computer itself. Topics include Microsoft Office 2013 Word, Excel, Access and PowerPoint, and their applications in business.

Elective Course
Students choose from traditional courses offered at Mercyhurst North East. These will be based on the individualized program designed for each student.

Tutorial—Employment Skill Development I
Students will focus on development of employment-related skill development for independent living. This includes development of income budgets, long- and short-term goal setting, and developing an understanding of time cards, health insurance, income and taxes, and earning statements.

SPRING SEMESTER YEAR TWO

Advanced Computer Applications
This course emphasizes advanced features of computer technology and software to meet the complex information needs of the end-user in business organizations. Topics include advanced features of Access, Excel and Word.

Principles of Marketing
This course provides students with a broad study of the field of marketing from a managerial perspective. Emphasis is on demand analysis, need satisfaction, strategic planning, product development, distribution channels, promotions and price determination.

Tutorial—Employment Skills Development II
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SUMMER SEMESTER YEAR TWO

Internship
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