

WORKFORCE PREPAREDNESS (NON CREDIT)

CERTIFICATE OF COMPLETION

The Non-Credit Certificate of Completion in Workforce Preparedness is tailored to help students build or improve their interpersonal skills in the workplace. This certificate will prepare students in a broad range of knowledge in several work related areas such as goal setting, technology, clear and effective written and oral communication, collaboration skills, and employment resources.

Program Student Learning Outcomes

- Create or revise a personal statement to use on applications
- Explain how to utilize employee handbook to be successful in the workplace
- Apply technology skills to research possible careers
- Understand the characteristics of a successful technology-based employee
- Utilize effective oral and written communication for the workplace

Program Requirements

Student will complete the following courses:

Code Number	Course Title	Units
Required Courses		
AED 36.06	Occupational Training (72 hours)	0.0
AED 22.06	Career Skills (72 hours)	0.0
Total Hours of Completion (144 hours)		

Recommended Elective

Code Number	Course Title	Units
AED 36.07	Communication for Healthcare Professionals (72 hours)	0.0