

# WORK FORCE PREPARATION

Disadvantaged students often struggle to develop workforce skills that will make them successful in their fields. 21<sup>st</sup> Century workforce skills have been identified that help bridge this gap for underprepared students and are embedded in these workforce development courses and certificates. Certificates in workforce preparation will focus in three areas: career exploration, career preparation, and success in the workplace.

## Career and Industry Exploration Certificate of Completion

(Noncredit)

State Control Number: 42740

Program Code: WKPR.CAIN.CCN

Approved for Federal Financial Aid: No

The Career and Industry Exploration Certificate will assess the skills and social capital of the learner. Understanding careers require both tangible and intangible skills, this certificate focuses on recognizing learners' skills and their application to academic and workforce success. Learners will explore the opportunities of employment while identifying industry employment requirements. The courses will assist the learner in the human resources and onboarding process.

Total Certificate Hours: 64.0 - 72.0

Code	Title	Units
WKPR 010	Personal Skills Assessment	0.0
WKPR 013	Career and Industry Landscape	0.0
<b>Total Units</b>		<b>0</b>

## Career Preparation Certificate of Completion

(Noncredit)

State Control Number: 42739

Program Code: WKPR.CAPR.CCN

Approved for Federal Financial Aid: No

The Career Preparation Certificate will focus on preparing the *whole* learner as they prepare to enter the workforce. Learners will explore academic skills necessary for their chosen career pathway and determine next steps to acquire any necessary industry skills. Learners will learn how to overcome barriers and put their best foot forward as they enter the job market and start their career pathway.

Total Certificate Hours: 64.0 - 72.0

Code	Title	Units
WKPR 015	Academic Preparation for the Workforce	0.0
WKPR 016	Hiring Process and 21st Century Skills	0.0
<b>Total Units</b>		<b>0</b>

## Career Success Certificate of Completion

(Noncredit)

State Control Number: 42728

Program Code: WKPR.CASU.CCN

Approved for Federal Financial Aid: No

The Career Success Certificate courses will empower learners to identify important aspects of success in the workforce and develop strategies to maintain success throughout employment. The goal is to expose learners to positive and strengths-building concepts that will encourage traits needed to be successful in their chosen career. Learners will focus on communication, decision-making, and problem-solving as they contribute to a productive workforce environment. Success in any career is grounded in employee self-care, which includes personal wellness, habits, and self-awareness.

Total Certificate Hours: 96.0 - 108.0

Code	Title	Units
WKPR 011	Personal Growth, Development and Wellness	0.0
WKPR 012	Decision Making and Problem Solving In the Workplace	0.0
WKPR 014	Communication Skills in the Workforce	0.0

## Work Force Preparation Courses

### WKPR 010 Personal Skills Assessment (0.0 Units)

This course is designed for the learners to identify workforce-valued skills. Learners will self-reflect on existing skills and align them with career interests. In addition, students will identify the skills necessary for the industry of their interest. They will engage in interactive, audience-focused, skill-building activities. Specific skills to be explored in this class will be how to set personal and professional goals and how to communicate in different contexts. Emphasis may be placed on coping with self-control triggers and social capital alignment. This course will utilize New World of Work skills.

Lecture Hours: 36.0

Transfer: Not transferable

### WKPR 011 Personal Growth, Development and Wellness (0.0 Units)

This course is designed for learners to recognize the positive impact good hygiene and fitness habits have on their personal and professional lives. They will learn the link between physical and emotional wellness, and career success. Utilizing their strengths and communication skills, they will recognize their ability to be assertive advocates for their own professional success. Learners will identify pivotal moments in their past and use the impact of those moments to build and maintain momentum for workforce success. Learners will learn tools to recognize and avoid self-sabotaging behaviors and tendencies. Learners will be empowered with a mindset of being successful not only in the hiring process, but also in navigating the workforce and becoming a promotable employee. The course will build learner confidence by honing New World of Work skills.

Lecture Hours: 36.0

Transfer: Not transferable

### WKPR 012 Decision Making and Problem Solving In the Workplace (0.0 Units)

This course is designed to assist learners in developing a solutions-focused mindset for problem solving and decision making. Learners will participate in activities to recognize external and internal aspects of decision-making and problem-solving behaviors. Learners will explore personal obstacles and strengths when problem solving and decision making, learning skills to combat those obstacles, as well as tools to capitalize on their strengths. Emphasis will be placed on the importance of combining effective decision-making with problem-solving skills for workforce success, with the incorporation of New World of Work skills.

Lecture Hours: 36.0

Transfer: Not transferable

**WKPR 013 Career and Industry Landscape (0.0 Units)**

This course is designed for the learner to be exposed to and develop the elements of a successful communicator in the workforce. These vital elements of communication in work settings include intercultural communication, interpersonal communication, and small group communication will be explored. This course will incorporate New World of Work skills.

Lecture Hours: 36.0

Transfer: Not transferable

**WKPR 014 Communication Skills in the Workforce (0.0 Units)**

This course is designed for the learner to be exposed to and develop the elements of a successful communicator in the workforce. These vital elements of communication in work settings include intercultural communication, interpersonal communication, and small group communication will be explored. This course will incorporate New World of Work skills.

Lecture Hours: 36.0

Transfer: Not transferable

**WKPR 015 Academic Preparation for the Workforce (0.0 Units)**

This course focuses on basic workforce skills assessment with a practical, academic approach, so learners understand how these skills translate into the workforce. Learners will explore what degrees and certificates are necessary for their chosen career path, as well as potential barriers they may face entering certain jobs or career fields, as they relate to their academic skillsets. This course will incorporate skills identified by the New World of Work initiative.

Lecture Hours: 36.0

Transfer: Not transferable

**WKPR 016 Hiring Process and 21st Century Skills (0.0 Units)**

This course focuses on preparing learners to enter the workforce in a digital era. The course will cover important 21st Century skills through a digital lens while exploring techniques and strategies to secure employment. Basic word processing software, video resumes, and social media etiquette will all be presented within a communication, collaboration, creativity, and critical thinking lens. This course will use New World of Work skills.

Lecture Hours: 36.0

Transfer: Not transferable

Program Learning Outcomes (PLOs) are statements of the kind of learning a program hopes a student will achieve. The PLOs describe the knowledge, skills, problem-solving, communication and values that apply to all certificates and/or degrees within that program.

Upon completion of this program, students should be able to:

1. The learner will evaluate and assess their practical and functional skill sets, as they relate to the hiring and employment process, to include academics, social media, resume writing and 21st century skills.
2. Explore the opportunities of employment while identifying industry employment requirements.
3. Identify the importance of efficient communication, problem-solving and decision-making skills in the workforce, as well as the positive impact overall wellness has on workforce success.