

## Career Preparation

**Award Type:** Certificate of Completion

This noncredit certificate program provides basic academic skills and workforce readiness skills needed for employment. Students will obtain and maintain competitive integrated employment through development of career planning, interpersonal, and communication skills. Fundamental technology skills for job search will be provided. The noncredit certificate program is intended to align contemporary work readiness skills with opportunities for employment.

**The graduate of the Certificate of Completion in Career Preparation will:**

- identify marketable employment skills
- develop job -related goals

## Program Requirements

**Required core courses (6-24 hours):**

<b>Course Number</b>	<b>Course Title</b>	<b>Units</b>
WKPR 7000	Planning Your Next Job/Career	2.0 - 8.0 hours
WKPR 7001	Planning a Job Search	2.0 - 8.0 hours
WKPR 7002	Impression Management	2.0 - 8.0 hours