

## Workforce Preparation (Noncredit)

### WKPR 7000 Planning Your Next Job/Career

8.0 hours

Acceptable for credit: N - Noncredit

This course is designed for individuals who wish to explore new approaches to work and career opportunities. Students examine their work histories, identify marketable employment skills, and develop work-related goals. (Noncredit )

### WKPR 7001 Planning a Job Search

8.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

In this course, students have an opportunity to plan a job search strategy based on their life and work goals, their strengths, and past experiences. Students construct a resume from the "bottom up" and a systematic campaign for marketing themselves in a competitive job market.

### WKPR 7002 Impression Management

8.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

In this course, students learn impression management concepts that apply to the workplace and life in general. Emphasis is on managing the interview and the job search process as well as using impression management to accomplish career goals.

### WKPR 7005 Professional Workplace Skills

0.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

Learn the skills that are essential to success in the workplace. Professional skills are the qualities, habits, attitudes that make someone a good employee and compatible to work with. It is estimated that 15% of someone's workplace or career success comes from their technical skills and knowledge, while 85% comes from their ability to get along with people. Get these skills so that you can get a job, be promoted, or retain an existing job. (Noncredit )

### WKPR 7006 Practical Workplace Skills

0.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

Get the tools you need to find a job, apply for it, and successfully ace the interview. Gain skills to help you keep a job once you secure one, by learning to recognize and solve common workplace problems. Using examples provided by employers, such as issues with quality, quantity, and customer satisfaction, students develop the ability, skills, and knowledge needed to overcome these issues. This class combines education and job skills training to improve your employability. (Noncredit )

### WKPR 7007 Technical Workplace Skills

0.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

Technical skills can dazzle and impress a prospective employer. When crafting a resume, these skills—customer service, planning and organization, experience with tools and technology, attention to detail, operational excellence, and sustainable practices and safety—are valued by all employers. Sharpen these job skills in this class so you can confidently list these qualities on your resume. (Noncredit )

### WKPR 7800 Career Readiness and Planning

9.0 - 10.1 hours

Acceptable for credit: N - Noncredit

Provide adults with disabilities the opportunity to develop work readiness skills and explore vocational interests. This course prepares students for obtaining and maintaining competitive integrated employment through development of career planning, interpersonal, and communication skills. Fundamental technology skills for job search and retention will be provided. This noncredit certificate course is intended to align contemporary work readiness skills with opportunities for employment. Individualized supports from community agencies may facilitate student success. (Fall, Spring, Summer) (Noncredit )

### WKPR 7801 Functional Work Skills

96.0 - 108.0 hours

Acceptable for credit: N - Noncredit

Provides adults with disabilities the basic academic skills of reading, math and writing with an individualized approach. Basic math skills for time and money management will also be discussed. This is an individualized noncredit course designed to support the basic skills needs of students with disabilities. (Fall, Spring, Summer) (Noncredit )