

# WORKPLACE READINESS – CERTIFICATE OF COMPLETION

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TOP Code:

4930.12

The Workplace Readiness program enables students to develop the contextualized basic skills (in English and/or math) and the career skills required in a target industry, Career and Technical Education training program, pre-apprenticeship, or apprenticeship program. Students gain competence in effective oral and written English language communication skills, accurate analytical and computational mathematics abilities, and productive job search strategies.

A Certificate of Completion is awarded upon completion of all required courses.

## Program Outcomes

- Demonstrate effective listening and speaking skills, including the use of industry-specific vocabulary, for the CTE classroom and the industry workplace.
- Produce appropriate and accurate written communication required in the targeted CTE classroom and industry workplace.
- Demonstrate effective use of measurements and calculations applicable to industry or career requirements.
- Implement strategic and successful job search and application techniques.

## Required Courses

Code	Title	Units
WRKP 2103	WORKPLACE READINESS: CAREER AND JOB SKILLS	0
WRKP 2101	WORKPLACE READINESS: CONTEXTUALIZED ENGLISH SKILLS	0
or WRKP 2102	WORKPLACE READINESS: CONTEXTUALIZED MATH SKILLS	