

## **Workforce Preparation (Noncredit)**

### **WKPR 7000 Planning Your Next Job/Career**

**2.0 - 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. (Fall, Spring, Summer) (Satisfactory Progress)

### **WKPR 7001 Planning a Job Search**

**2.0 - 8.0 hours**

Acceptable for credit: N - Noncredit

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. (Fall, Spring, Summer) (Satisfactory Progress)

### **WKPR 7002 Impression Management**

**2.0 - 8.0 hours**

Acceptable for credit: N - Noncredit

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. (Fall, Spring, Summer) (Satisfactory Progress)

### **WKPR 7005 Professional Workplace Skills**

**36.0 - 48.0 hours**

Acceptable for credit: N - Noncredit

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**

**36.0 - 48.0 hours**

Acceptable for credit: N - Noncredit

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**

**36.0 - 48.0 hours**

Acceptable for credit: N - Noncredit

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)