

This non-credit certificate prepares students to enter the workforce through career exploration and planning, interview preparation, employment acquisition, as well as communication and workplace skills development.

Admission: Open to all students. Registration is limited to class size restrictions.

Completion of the following courses qualifies the student for the Job Readiness Skills Certificate:

Required Courses:		Hours	IP	Need	Grade
WFP/N 601	Essential Workplace Traits and Skills	18			
WFP/N 602	Essential Customer Service	18			
WFP/N 603	Essential Skills for New Employees	9			
WFP/N 608	Essential Skills for Job Search Success	9			
Total Lecture Hours		54			