

WORKFORCE READINESS PROGRAM

QS/WRS 600

WORKFORCE READINESS SKILLS

Course Description

This course focuses on topics which will assist a student in transitioning to a job in a professional environment, through the introduction of 21st Century job readiness skills.

General Course Purpose

This course teaches skills that the National Association of College and Employers (NACE) has delineated as a priority to employers.

Course Prerequisites/Co-requisites

High School Diploma or GED, and Typing 25 WPM

Course Objectives

Upon completion of this course, the student should be able to demonstrate their understanding of a wealth of information as discussed in the NACE program. Thus, students will be able to:

- Demonstrate digital and financial literacy
- Create a resume, cover letter & career plan
- Understand effective communication with peer, employer, and customers.
- Understand professionalism and work ethics
- Understand networking, time & task management
- Demonstrate team work

Major Topics to be Included

- a. Budgeting, paying bills, direct deposit, taxes and 401K planning
- b. Documents, presentations, email, and saving files
- c. Navigating the internet and conducting research
- d. Documenting job and volunteer experiences
- e. Identifying potential employers; writing professional documents and letters that are applicable for employment
- f. Completing an interest inventory sheet and assessing results using WIZARD
- g. Collaborating with people
- h. Participate in a mock interview
- i. Demonstrate problem solving and adaptability
- j. Calendar appointments & job responsibilities