

WORK FORCE PREPARATION

Disadvantaged students often struggle to develop workforce skills that will make them successful in their fields. 21st Century workforce skills have been identified that help bridge this gap for underprepared students and are embedded in these workforce development courses and certificates. Certificates in workforce preparation will focus in three areas: career exploration, career preparation, and success in the workplace.

Programs of Study

- Career and Industry Exploration Certificate of Completion (<https://catalog.vvc.edu/degrees-certificates/work-force-preparation/career-industry-exploration-ccn/>)
- Career Preparation Certificate of Completion (<https://catalog.vvc.edu/degrees-certificates/work-force-preparation/career-preparation-ccn/>)
- Career Success Certificate of Completion (<https://catalog.vvc.edu/degrees-certificates/work-force-preparation/career-success-ccn/>)

Program Learning Outcomes

Program Learning Outcomes (PLOs) are statements of the kind of learning a program hopes a student will achieve. The PLOs describe the knowledge, skills, problem-solving, communication and values that apply to all certificates and/or degrees within that program.

Upon completion of this program, students should be able to:

- The learner will evaluate and assess their practical and functional skill sets, as they relate to the hiring and employment process, to include academics, social media, resume writing and 21st century skills.
- Explore the opportunities of employment while identifying industry employment requirements.
- Identify the importance of efficient communication, problem-solving and decision-making skills in the workforce, as well as the positive impact overall wellness has on workforce success.

Work Force Preparation Courses

WKPR 010 Personal Skills Assessment (0.0 Units)

This course is designed for the learners to identify workforce-valued skills. Learners will self-reflect on existing skills and align them with career interests. In addition, students will identify the skills necessary for the industry of their interest. They will engage in interactive, audience-focused, skill-building activities. Specific skills to be explored in this class will be how to set personal and professional goals and how to communicate in different contexts. Emphasis may be placed on coping with self-control triggers and social capital alignment. This course will utilize New World of Work skills.

Lecture Hours: 36.0

Transfer: Not transferable

WKPR 011 Personal Growth, Development And Wellness (0.0 Units)

This course is designed for learners to recognize the positive impact good hygiene and fitness habits have on their personal and professional lives. They will learn the link between physical and emotional wellness, and career success. Utilizing their strengths and communication skills, they will recognize their ability to be assertive advocates for their own professional success. Learners will identify pivotal moments in their past and use the impact of those moments to build and maintain momentum for workforce success. Learners will learn tools to recognize and avoid self-sabotaging behaviors and tendencies. Learners will be empowered with a mindset of being successful not only in the hiring process, but also in navigating the workforce and becoming a promotable employee. The course will build learner confidence by honing New World of Work skills. Lecture Hours: 36.0

Transfer: Not transferable

WKPR 012 Decision Making and Problem Solving In The Workplace (0.0 Units)

This course is designed to assist learners in developing a solutions-focused mindset for problem solving and decision making. Learners will participate in activities to recognize external and internal aspects of decision-making and problem-solving behaviors. Learners will explore personal obstacles and strengths when problem solving and decision making, learning skills to combat those obstacles, as well as tools to capitalize on their strengths. Emphasis will be placed on the importance of combining effective decision-making with problem-solving skills for workforce success, with the incorporation of New World of Work skills. Lecture Hours: 36.0

Transfer: Not transferable

WKPR 013 Career and Industry Landscape (0.0 Units)

This course is designed for the learner to be exposed to and develop the elements of a successful communicator in the workforce. These vital elements of communication in work settings include intercultural communication, interpersonal communication, and small group communication will be explored. This course will incorporate New World of Work skills.

Lecture Hours: 36.0

Transfer: Not transferable

WKPR 014 Communication Skills in the Workforce (0.0 Units)

This course is designed for the learner to be exposed to and develop the elements of a successful communicator in the workforce. These vital elements of communication in work settings include intercultural communication, interpersonal communication, and small group communication will be explored. This course will incorporate New World of Work skills.

Lecture Hours: 36.0

Transfer: Not transferable

WKPR 015 Academic Preparation for the Workforce (0.0 Units)

This course focuses on basic workforce skills assessment with a practical, academic approach, so learners understand how these skills translate into the workforce. Learners will explore what degrees and certificates are necessary for their chosen career path, as well as potential barriers they may face entering certain jobs or career fields, as they relate to their academic skillsets. This course will incorporate skills identified by the New World of Work initiative.

Lecture Hours: 36.0

Transfer: Not transferable

WKPR 016 Hiring Process and 21st Century Skills (0.0 Units)

This course focuses on preparing learners to enter the workforce in a digital era. The course will cover important 21st Century skills through a digital lens while exploring techniques and strategies to secure employment. Basic word processing software, video resumes, and social media etiquette will all be presented within a communication, collaboration, creativity, and critical thinking lens. This course will use New World of Work skills.

Lecture Hours: 36.0

Transfer: Not transferable