

Workforce Readiness

Students will gain the skills and training required to be successful in the workplace.

Upon completion the student will:

- build a solid career foundation
- improve resume and interviewing skills
- develop teamwork and interpersonal skills
- practice time and project management
- learn basic computer skills

CERTIFICATE REQUIREMENTS			
BUS	105	Career Planning	3
COM	125	Interpersonal Communication	3
IT	101	Fundamentals of Computers	3
Total Hours Required			9

Students will also be evaluated in the following areas in order to successfully complete the skill set certificate:

- **Communication** – use of oral and written skills to clearly communicate thoughts and ideas
- **Effort** – demonstration of strong work ethic and preparedness for assignments
- **Quality of Work** – applicable to classroom work and academic performance
- **Attendance** – ability to manage oneself
- **Time Management** – punctuality, preparedness, handing in assignments on time
- **Professionalism** – image demonstrated by student in terms of behavior, appearance and attitude

Individuals who complete the above courses with a grade of “B” or better will receive a Skill Set Certificate of Successful Completion in Workforce Readiness. Students must be enrolled in or have completed IT 101 and COM 125 in order to take BUS 105 – a 2nd 8 weeks course.

For more info contact:

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