

## Workforce Readiness Skills

CERTIFICATE REQUIREMENTS			
BUS	105	Career Preparation	3
COM	125	Interpersonal Communication	3
IT	101	Fundamentals of Computers	3
TOTAL HOURS REQUIRED			9

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

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 term 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.

### **CONTACT INFORMATION:**

Steven L Brown, Ed. D.

Room 229A

Phone 304-710-3393

Email: brown175@mctc.edu