



# A Step Beyond

## Workforce Preparation Program

### Program Description

Workforce Preparation is offered to eligible students. This training program is designed to assist students with obtaining career readiness and workplace training skills. Students will be provided an opportunity to plan for post-secondary outcomes by participating in authentic work-related experiences, and by utilizing academic supports to develop career and educational skills.

### Program Outcomes

- Utilize campus resources
- Prepare for a campus certificate career program
- Identify employability skills
- Develop employment skills
- Design career and education plan

### Transition Workforce Essentials

Students will receive career readiness and workplace-based skills training as prerequisites to enrollment in a certification course(s).

#### Course Subject Areas:

- Campus and Community Resources
- Employability and Career Development
- Making Career Decisions
- Time Management and Organizational Skills
- Workplace Math and Reading
- Problem Solving and Critical Thinking Skills
- Information Technology Applications
- Succeeding in Workplace Environments

### Professional Workforce Essentials

This course will prepare students for enrollment in certificate programs by providing career-based training. Student-selected career paths guide the instructional focus and course content for students.

#### Course Subject Areas:

- Ethics and Legal Responsibilities
- Leadership and Teamwork
- Technology in Your Career
- Diversity and Workplace Rights
- Workplace Evaluations/Personal Management
- Safety, Health and Environment
- Internship and Volunteering
- Job Satisfaction/Handling Stress

### Career Certification Paths

#### Office Careers Program (OCP)

- Office Assistant
- Receptionist

#### Design Program

- Floral Design Assistant
- Floral Processor

#### Automotive Program

- Automotive Part Inventory Assistant
- Automotive Parts Detailer/  
Tire Technician

#### Hospitality Program

- Recreation Attendant

#### Upholstery

#### Pet and Animal Care

For more information, contact **Community Education**  
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