



EMPLOYMENT READINESS

Are you ready to pursue and gain success in a new job and career? Employment Readiness is designed to provide students the knowledge and skills for successes in many kinds of workplace settings. This course focuses on job search techniques and skills necessary for many jobs, including job etiquette, communications, cultural competency, and computer literacy. Specific topics include: Microsoft applications, e.g., Excel, Word, Adobe, Artificial Intelligence, and PowerPoint, data and graphing; resume preparation, cover and thank you letters, interviewing skills, workplace etiquette, time management; diversity and inclusion, unconscious bias, cross-cultural communications, planning, listening skills,

conflict management, meeting management, and project management. This course which aligns with common industry expectations has 45 hours of instructor-led sessions in the classroom as well as practice and hands-on-skills.

CE1 402 B1 ON-CAMPUS Course Meets:

Saturday, 9:00am-1:05pm.

January 20 – April 20

Registrations accepted through January 10.

Fee: \$ 450