EMPLOYMENT WORK SKILLS CERTIFICATE OF COMPLETION

The 6 non-credit course sequence provides an opportunity for students with disabilities to gain skills and confidence for a successful work experience. These courses will address basic computer skills, investigation of appropriate career pathways, preparation for a job interview, review of work skills including attitude, attire, ethics and time management, practice of verbal communication in the work place and basic concepts of customer service. Successful completion of these courses will earn students a Certificate of Completion.

Required Courses:		Hours
LRS 531	Basic Computer Skills	21.25
LRS 532	Vocational Exploration	21.25
LRS 533	Interview Skills	21.25
LRS 534	Work Place Skills	21.25
LRS 535	Work-Related Communication Skills	21.25
LRS 536	Customer Service Skills	21.25

Total hours required for Certificate: **127.50**

Program Level Students Learning Outcomes:
1. Develop basic computer skills in aiding with the exploration of career as well as for use in a job setting.
2. Learn and demonstrate interview skills as well as job application and resume completion.
3. Explore and practice needed work skills within an office setting as well employment specific communication needs.
4. Develop and practice appropriate skills with customers and a supervisor.