

Workforce Readiness Certificate

Overview

This career pathways certificate prepares students for essential skills for workplace success, including interpersonal communication, leadership, professionalism, and teamwork.

Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Apply business knowledge, workplace skills, and technology to effectively complete tasks, build relationships, and navigate team dynamics.
2. Align personal values with career objectives and develop behaviors essential for workplace success.

Career Pathway Certificate: Workforce Readiness

	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	BA 101Z Intro to Business (4 CR)	BA 133 Basic Computer Skills (4 CR)	BA 232 Professional Workplace Fundamentals (4 CR)
	BA 285 Human Relations in Organizations (3 CR)	LEAD 242 Personal Leadership Dev. (3)	BA 277 Business Ethics (4 CR)
	7 Credit Total	7 Credit Total	8 Credit Total
			Total Credits: 22