

Work Preparation

WORKFORCE PREPARATION - WRKP

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 Student Services Center, Room 122

**Certificate of completion
 Workforce preparation for people with
 barriers to employment**

Students completing this program will be able to...

- A. summarize legal protections for job applicants with disabilities or criminal records.
- B. explain desirable skills for employment, such as empathy, mindset, communication, self-awareness, and resilience.
- C. determine if and when to disclose a barrier to employment, such as a disability, criminal record, etc.

This certificate of completion presents job search and retention skill development to students with challenges in obtaining employment, such as those with a disability or a criminal record. To earn a certificate of completion, students must complete both courses. The courses are noncredit. They are non degree applicable and do not transfer to the California State University (CSU) or University of California (UC) systems or other private universities.

<i>required courses:</i>	<i>units</i>
WRKP-090NC Addressing Barriers to Employment I: Getting a Job.....	0
WRKP-091NC Addressing Barriers to Employment II: Keeping a Job	0
total minimum required units	0

**WRKP-090NC Addressing Barriers to Employment I:
Getting a Job**

0 units P/NP
 • 18 hours lecture

This course prepares students with barriers to employment for the job search. Skills and tools needed by all applicants, such as a resume, cover letter, and networking are presented. Strategies to modify these skills and tools for specific populations, such as people with a disability, criminal record, former foster youth, or CalWORKs recipient are also covered. Students will tailor their own job search based on their objectives and specific circumstances.

**WRKP-091NC Addressing Barriers to Employment II:
Keeping a Job**

0 units P/NP
 • 18 hours lecture

This course prepares students with barriers to employment for the job search. Skills and tools needed by all applicants, such as a resume, cover letter, and networking are presented. Strategies to modify these skills and tools for specific populations, such as people with a disability, criminal record, former foster youth, or CalWORKs recipient are also covered. Students will tailor their own job search based on their objectives and specific circumstances.