

# CAREER EDUCATION (862)

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## **862-701. HSED 5.09 Employ Career Aware. (1 Credit)**

This lab-based course helps prepare the learner to gain employment and practice skills to retain a job.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=862&num=701>)

## **862-740. Employability Skills. (2 Credits)**

Students will be able to make appropriate decisions through the use of various career exploration exercises using interest, ability, personality and value assessment tools. Strategies for finding a job, writing a resume, filling out job applications, and getting further necessary education will also be covered. Students will participate in job interviewing exercises and will problem-solve issues pertaining to keeping a job.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=862&num=740>)

## **862-772. Job Seeking Skills. (1 Credit)**

Students will learn strategies for finding a job, writing a resume, filling out job applications and getting further education. Students participate in job interviewing exercises and problem solve issues pertaining to keeping a job. Satisfactory completion of this course meets one of the requirements for obtaining a High School Equivalency Diploma.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=862&num=772>)

## **862-773. Career Success. (1 Credit)**

Students will develop and demonstrate skills, behaviors and attitudes necessary for successful employment. Students will participate in individual and group activities to exhibit a positive personal image, practice good work habits and ethical behavior, accept responsibility, cooperate with others, and implement goal setting practices. Learners will assess behavior in school, work or community environments and understand the impact of values and conduct on their environments. Students will develop an employment plan and academic and career portfolios. This course is a required component in the Competency Award Program (CAP) basic education certificate program.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=862&num=773>)

## **862-776. Careerview. (1 Credit)**

This course is designed to provide an overview of the career development and job search processes to satisfy the Employability Skills requirement for the High School Equivalency Diploma program. Career development activities include assessment of skills, interests, values, personality preferences, decision making style in order to make satisfying educational and occupational choices throughout an individual's work life. Job search includes draft resume and cover letter development, application completion and interviewing skill development.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=862&num=776>)