

EMPLOYABILITY (NONCREDIT), CERTIFICATE OF COMPLETION

The Certificate of Completion in Employability (Noncredit) is designed to provide additional employment skills, including the “soft skills” that are most desired and valued by employers such as communication, team building, and conflict resolution. Individuals desiring to enter the workforce and incumbent employees desiring general business skills or promotion will benefit from this program.

Students who successfully complete this program may continue their education by taking credit courses that lead to a Certificate of Achievement or an Associate Degree in a specific career pathway.

Requirements for the Employability Program are the following noncredit courses.

Course ID	Title	Units/ Hours
Required Core Courses		
ATEB N105	Skills for Employability	8
ATEB N106	Workplace and Business Essentials	16
Required Core Hours		24
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Total Hours for the Certificate		24
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Year 1		
Fall Semester		Units/Hours
ATEB N105	Skills for Employability	8
ATEB N106	Workplace and Business Essentials	16
Units/Hours		24
Total Units/Hours		24

Upon successful completion of this program, students will be able to:

- Students will demonstrate appropriate workplace behavior.
- Students will demonstrate appropriate communication skills for the workplace