

# TECHNOLOGY AND WORKPLACE COMPETENCIES (NONCREDIT), CERTIFICATE OF COMPLETION

---

The Technology and Workplace Competencies Program is designed to provide students with technology and workplace skills to enhance their employability and provide value to employers. Students will complete courses with assessments documenting their achievement of workplace skills.

Course ID	Title	Units/ Hours
<b>Required Core</b>		
A TEC N101	Career Exploration & Discovery	0
A TEM N102	Mathematics for Employment	0
A TEW N103	Writing for Employment	0
A TET N104	Applications of Technology	0
A TEB N105	Skills for Employability	0
A TEB N106	Workplace and Business Essentials	0
<b>Elective</b>		
Select one of the following:		
A TET N107		
A TET N108		
A TET N109	Tools/Machines in Industry	

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.
- Students will apply mathematical and technological skills appropriate to the workplace.