

# College Curriculum Committee

## Meeting Agenda

Tuesday, June 25, 2009

1:30 p.m. - 4:00 p.m.

Toyon Room

<u>Item</u>	<u>Action</u>	<u>Attachment</u>	<u>Presenter</u>
1. Non-credit Certificate: NCWP	Action	#6/25/09-1	Cashmore

### Attachment List:

#6/25/09-1 Non-credit Certificate: NCWP

**Distribution:** R. Arca, L. Balducci, E. Barkley, B. Cashmore, S. Connell, D. Davison, B. Day, T. de la Cruz, K. Duncan, K. Edwards, M. Francisco, S. Franco, C. Holcroft, M. Knobel, P. Murray, V. O'Neal, E. Orrell, S. Pennington, D. Perez, K. Ripp, L. Rodriguez, L. Serna, B. Shewfelt, K. Svetich, M. Thomas, K. Townsend-Merino, D. Uyeda, T. Woods, B. Ziegenhorn

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### Job Readiness Certificate of Completion (NCWP)

#### Academic Year 2009-2010

Workforce Preparedness program of 4 classes totaling 67 hours of instruction designed to provide students the necessary tools and techniques to develop job related skills and abilities including: job seeking, writing resumes and cover letters, completing applications, interviewing, and appropriate workplace behaviors, communication and customer service.

#### Career Opportunities

This program can serve new workers, immigrants, displaced workers and those seeking a career change. Depending on the specific student skills and job market, students completing this program will be prepared for entry level positions in a wide range of careers. Career examples: retail customer service associate, food industry service worker, school aide or industrial assistant.

#### Program Type(s):

CC = Certificate of Completion.

#### Certificate information

Non-Credit Workforce Preparation  
Job Readiness Certificate of Completion

#### Job Readiness Certificate of Completion

NCWP 400: Blueprint for Workforce Success (36 hours)  
NCWP 401: Blueprint for Customer Service (18 hours)  
NCWP 402: 30 Ways to Shine as a New Employee (6 hours)  
NCWP 403: Job Club (7 hours)

#### Academic Year: 2009-2010

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