

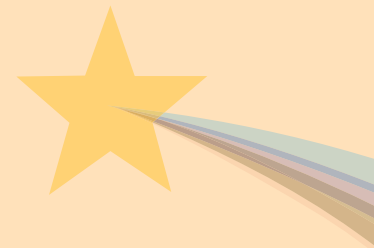


JOB READINESS

The Job Readiness Skill Certificate is a comprehensive and exclusive Los Angeles City College offering that prepares new and incumbent workers with the necessary skills to source, acquire, and maintain gainful employment. This course allows students to earn customer service skills, practice for interviews, learn resume writing techniques, prepare for the job search, deal with

workplace culture, and learn workplace etiquette. The curriculum is modifiable for Limited English Populations (LEP).

Upon completion of the certificate, students have gained enough confidence and the necessary skills to step into the workplace, and get a job!



COURSES REQUIRED

COURSE NUMBER	COURSE TITLE	UNITS
Voc Ed 230 CE	30 Ways to Shine as a New Employee	0
Voc Ed 238 CE	Blueprint for Workplace Success	0
Voc Ed 239 CE	Blueprint for Customer Service	0
Voc Ed 236 CE	Job Club	0