



## WORKFORCE SKILLS CERTIFICATE

PCC's non-credit, fundamental workforce certificate is designed for adults with developmental differences who have an interest in starting or maintaining realistic and meaningful employment. Certificate includes 4 courses (please see right side bar for info. about course descriptions, dates, and registration).

This course is **conducted entirely online**, which means you do not have to be on campus to complete any portion of it. You will participate in the course using PCC's course management system called CANVAS. Assignments will take the form of

- 3-4 reflective assignments per course
- online discussion opportunities, and
- multiple choice/TF/short answer assessments.

**Certificate Dates:** August 24 – December 13, 2020

**Grading:** Pass/No Pass\*

**Recommended:** working knowledge of basic reading, writing, and math skills. Total of 16 hours lecture per course.

**To Enroll:** start at:

<https://pasadena.edu/get-started/noncredit-students.php>

\* All courses must be passed with 70% or higher to qualify for certificate. Courses may be repeated.

### DSPS 2201 #73582

Aug 24 – Sep 20, 2020

Emphasis on interests, values, and skills; environmental demands; job exploration

---

### DSPS 2202 #73587

Sep 21 – Oct 18, 2020

Emphasis on creating resumes and cover letters; job applications; interviewing process and techniques.

---

### DSPS 2203 #73590

Oct 19 – Nov 15, 2020

Emphasis on soft skills including communication; supervisor and co-worker interaction; and good work habits.

---

### DSPS 2204 #73593

Nov 16 – Dec 13, 2020

Emphasis on learning skills for decision making, goal setting, conflict resolution, and self-advocacy.

---

## For More Info:

**Anna Walker**

azoellerwalker@pasadena.edu