

# CAREER EXPLORATION: WORKPLACE TECHNOLOGY ESSENTIALS

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## Certificate of Completion

Program #3P44312

The Career Exploration: Workplace Technology Essentials program offers a comprehensive curriculum designed to prepare students for entry-level technology roles. The program focuses on imparting essential technology and soft skills, including computer applications, digital safety, and workplace communication. Students will also gain practical experience in job search strategies and interview techniques. This program serves as a steppingstone to further educational opportunities, such as the CTE Business Information Worker Certificate Program.

Code	Title	Hours
<b>Required Core Courses (180 Hours)</b>		
WFPR 240	Career Exploration: Workplace Technology and Professional Skills	90
WFPR 241	Career Exploration: Technology Skills & Work Readiness	90
<b>Total Hours</b>		<b>180</b>

## Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
WFPR 240		90 WFPR 241	90
	<b>90</b>		<b>90</b>

**Total Hours 180**

## List of Courses

**WFPR 240**

**Career Exploration: Workplace Technology and Professional Skills**

This comprehensive course equips students with the essential technology and soft skills required for entry-level roles across diverse industries. The curriculum covers workplace communication, digital safety, and foundational technology concepts, preparing students for real-world professional settings. (*Apportionment*)

**WFPR 241**

**Career Exploration: Technology Skills & Work Readiness**

This course equips students with fundamental technology and work readiness skills necessary for entry-level positions across various industries. Covering basic computer applications, digital safety, effective communication, and job search strategies, it lays the groundwork for professional success and further education in technology-related fields. (*Apportionment*)