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| ACA-110 | Work Math/Literacy/Documents |  |

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| Effective Term | Spring 2018 |
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| Class | 1 | Lab | 2 | Clinical | 0 | Work | 0 | Credit | 2 |

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| This course is designed to familiarize individuals with fundamental core skill sets that are critical for successful employment. Topics include locating and using workplace information, interpreting workplace graphic information, and applying mathematics to common sources of information relevant to the workplace. Upon completion, students should be able to demonstrate the ability to locate and use information, interpret graphic information, and apply mathematics to work-related scenarios. |

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| WBL-120 | Career Readi/Explore/Employ |  |

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| Effective Term | Fall 2018 (expected) |
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| Class | 2 | Lab | 3 | Clinical | 0 | Work | 0 | Credit | 3 |

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| This course is designed to familiarize individuals with fundamental skill sets that are critical for successful employment including locating and using workplace information, conveying professionalism, communicating effectively, promoting teamwork, thinking critically, and providing individuals with career exploration experiences. Topics include career readiness credential preparation, career exploration, and employability skillsets. Upon completion, students should be able to demonstrate the ability to locate and use information, interpret graphic information, apply mathematics to work-related situations, use key employability skills, and match education with careers in business and industry. |

**\*Instructor note: *WBL 120 provides two (2) extra contact hours to ACA 110, both courses utilize the same CRC prep component, thereby allowing for instruction in employability and career exploration including providing students with the opportunity to visit local businesses and industries. Use the ACA 110 materials for Career Readiness Preparation and the additional WBL 120 lesson plans to complete the competencies required for WBL 120.***

ACA 110 = Career Readiness Preparation (CRC).

WBL 120 = CRC **PLUS** Employability Skills and Career Exploration.