

PTE 119 : Pathway to Employ-Business

This course information fundamental employment core skillsets required to effectively enter the business workforce and/or a registered apprenticeship and may also serve as a component of a pre-apprenticeship. Topics include workplace safety, communication skills, personal health, career exploration and pathways including apprenticeship, job preparation, and required job skills, and site visits. Upon completion, students should be able to explain how to locate and engage employers, present themselves in a professional manner, perform basic on-the-job skills, pursue necessary job-specific training and/or certification, and enter a business career with the knowledge required to be successfully employed.

Credits 3

Class Hours 2

Lab Hours 3

Clinical Experience Hours 0