



*Gain the skills you
need for the
career you want*

Workforce Readiness E-Learning Programs

Ensuring students are properly prepared to enter the workforce and meet employers' expectations, it is imperative that job-seekers have a mastery of basic workforce readiness skills. Recognizing this need, we have brought together a set of courses that will ensure our students have a fundamental understanding of workplace expectations with well-developed skills in problem-solving, communication and professionalism that will contribute to individual development and career success for years to come.

Programs	Contact Hours	Tuition
Communication & Collaboration	13	\$ 169
Creativity & Innovation	13	\$ 169
Critical Thinking & Problem Solving	13	\$ 169
Financial Literacy	13	\$ 169
Flexibility & Adaptability	13	\$ 169
Initiative & Self-Direction	13	\$ 169
Leadership & Responsibility	13	\$ 169
Productivity & Accountability	13	\$ 169
Social & Cross-Cultural Skills	13	\$ 169
Workforce Readiness: Computer Concepts	26	\$ 219
Workforce Readiness Bundle	39	\$ 979
My Foundations Lab – Career Readiness	20	\$ 119
My Foundations Lab - Healthcare	20	\$ 119
GED Prep Comprehensive + Online Prep Program	20	\$ 429



Contact us today to enroll!

www.myedtoday/NCAT.com

1-888-963-5967

info@myedtoday.com

Workforce Readiness

Workforce Readiness: Collaboration and Communication

The Workforce Readiness: Collaboration and Communication course covers the importance of communication and collaboration in today's fast-paced, rapidly changing workplace. The target audience for the Workforce Readiness: Collaboration and Communication course are individuals who are transitioning into a new career field after 10 or more years in another career, as well as individuals who are new or returning to the workforce.

Workforce Readiness: Creativity and Innovation

The Workforce Readiness: Creativity and Innovation course covers how to apply creativity skills and innovative thinking in order to stand out in today's fast-paced, rapidly changing workplace. The target audience for the Workforce Readiness: Creativity and Innovation course are individuals who are transitioning into a new career field after 10 or more years in another career, as well as individuals who are new or returning to the workforce.

Workforce Readiness: Critical Thinking and Problem Solving

The Workforce Readiness: Critical Thinking and Problem Solving course covers how to apply critical thinking and problem solving skills to today's competitive and rapidly changing workplace. The target audience for the Workforce Readiness: Creativity and Innovation course are individuals who are transitioning into a new career field after 10 or more years in another career, as well as individuals who are new or returning to the workforce.

Workforce Readiness: Financial Literacy

The Workforce Readiness: Financial Literacy course provides an overview of the principal elements of financial literacy, crucial for new workers entering today's competitive and rapidly changing workplace. The target audience for the Workforce Readiness: Creativity and Innovation course are individuals who are transitioning into a new career field after 10 or more years in another career, as well as individuals who are new or returning to the workforce.

Workforce Readiness: Flexibility and Adaptability

The Workforce Readiness: Flexibility and Adaptability course provides students with an overview of the principal areas of flexibility and adaptability that are crucial to remaining competitive in today's rapidly changing workplace. The target audience for the Workforce Readiness: Creativity and Innovation course are individuals who are transitioning into a new career field after 10 or more years in another career, as well as individuals who are new or returning to the workforce.

Workforce Readiness: Initiative and Self-Direction

The Workforce Readiness: Initiative and Self-Direction course provides students with an overview of the principal areas of initiative and self-direction that are crucial for new workers entering today's competitive, rapidly changing workplace and individuals who want to transition to a new career. The target audience for the Workforce Readiness: Creativity and Innovation course are individuals who are transitioning into a new career field after 10 or more years in another career, as well as individuals who are new or returning to the workforce.

Workforce Readiness: MyFoundationsLab for Healthcare Professions

MyFoundationsLab enables students of all ages and educational entry points to identify and fill academic gaps, learn at their own paces, and master the requisite skills to successfully pursue occupational training and establish themselves in high-demand, health care professions. As with all the MyFoundationsLab courses, students can easily remove any content area or module to tailor the program students' goals and objectives. Content areas extend from reading skills and reading level to writing content, grammar skills, writing practice, mathematics and study skills.

Workforce Readiness: MyFoundationsLab for Career Readiness

MyFoundationsLab for Career Readiness enables students of all ages and educational entry points to identify and fill academic gaps, learn at their own paces, and master the requisite skills to successfully pursue professional training and establish themselves in high-demand careers. This mastery-based online resource helps assess and remediate core foundational skills in reading, writing and mathematics, in addition to the skills core WorkKeys assessments that can lead to a National Career Readiness Certificate (NCRC) including: Locating Information, Reading for Information, and Applied Mathematics. As with all the MyFoundationsLab courses, students can easily remove any content area or module to tailor the program students' goals and objectives. Content areas extend from reading skills and reading level to writing content, grammar skills, writing practice, mathematics and study skills.

Workforce Readiness: Leadership and Responsibility

The Workforce Readiness: Leadership and Responsibility course covers the importance of quality leadership and how to lead with integrity. It discusses ethical behavior in using influence and power in the workplace and how to take responsibility as a conscientious member of today's workforce. The target audience for the Workforce Readiness: Creativity and Innovation course are individuals who are transitioning into a new career field after 10 or more years in another career, as well as individuals who are new or returning to the workforce.

Workforce Readiness: Productivity and Accountability

The Workforce Readiness: Productivity and Accountability course covers the importance of productivity and accountability in today's competitive, fast-paced workplace. The target audience for the Workforce Readiness: Creativity and Innovation course are individuals who are transitioning into a new career field after 10 or more years in another career, as well as individuals who are new or returning to the workforce.

Workforce Readiness: Social and Cross-Cultural Skills

The Workforce Readiness: Social and Cross-Cultural Skills course provides an overview of the principal elements of social and cross-cultural skills crucial in the global marketplace and today's increasingly diverse workplace. The target audience for the Workforce Readiness: Creativity and Innovation course are individuals who are transitioning into a new career field after 10 or more years in another career, as well as individuals who are new or returning to the workforce.

Workforce Readiness Bundle

The Workforce Readiness Bundle course provides students with the skills necessary to succeed in the workplace, including topics like critical thinking, communication, taking initiative, productivity, leadership, and financial literacy. It also covers creativity and innovation, flexibility and adaptability, and social and cross-cultural skills. The target audience for the Workforce Readiness: Creativity and Innovation course are individuals who are transitioning into a new career field after 10 or more years in another career, as well as individuals who are new or returning to the workforce.

Workforce Readiness: Computer Concepts

This hybrid-only Computer Concepts course provides students with very basic skills on how to operate a computer and function within a digital environment, essentials in today's computer-driven workplace. Students will explore a computer's hardware and software, as well as use the internet for either for job search or basic workplace purposes. The first day of the class is designed to be an in-person classroom meeting, with the remainder of the class taught online. The target audience for the Computer Concepts course are individuals with limited computer literacy who are interested in learning basic computer skills in order to improve their chances of finding a job and building a career.

Workforce Readiness: GED® Prep Comprehensive

The GED® Prep Comprehensive course is an interactive learning experience designed to help students achieve success on the GED® test. Preparing for the GED® test may seem like a daunting task. The Workforce Readiness: GED® Prep Comprehensive course offers students a useful and easy-to-follow guide through all five of the content areas covered on the GED® test: language arts; writing and reading; social studies; science; and mathematics. *GED® and GED Testing Service® are registered trademarks of the American Council on Education (ACE). They may not be used or reproduced without the express written permission of ACE or GED Testing Service. The GED® and GED Testing Service® brands are administered by GED Testing Service LLC under license from the American Council on Education.*

