
Workforce Skills (WKFSK)

WKFSK 143 Workforce Skills - Locating in**(N/A)***Class Hours: 90 Laboratory**P/NP**Transfers to: Not transferable***Workforce Skills - Locating Information**

This course develops skills in using information presented in workplace graphics such as memos, tables, charts, and graphs. Examples and situations focus on applying this ability in real-world situations. The course uses computer software with a variety of interactive exercises so that the learner can practice each concept. Using this information, the student will become more effective at understanding instructions presented by supervisors, presenting instructions to others, and seeing the overall meaning of graphic document.(NDA)

WKFSK 145 Workforce Skills-Applied Mathe**(N/A)***Class Hours: 90 Laboratory**P/NP**Transfers to: Not transferable***Workforce Skills-Applied Mathematics**

This course provides instruction in the fundamentals of basic applied mathematics skills and is designed to help the student solve problems that arise in the workplace with appropriate mathematical techniques. The emphasis is on not only understanding basic mathematical skills but being able to apply them to problems that arise in the workplace.
