Workforce Skills (WKFSK)

WKFSK 143   **Workforce Skills - Locating in**   (N/A)

Class Hours: 90 Laboratory   *P/NP*

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)