

EMPLOYABILITY SKILLS IN THE 21ST CENTURY

PROGRAM DESCRIPTION:

Besides computer and other technical skills, employers are in need of employees who possess the employability skills required to successfully perform their daily duties and responsibilities. In short, employability skills are the knowledge, habits, and character traits necessary to succeed in this rapidly changing world. Just like any other subject, these skills can be taught, practiced, and incorporated into everyone's life. Now, in the 21st Century, more than ever, employers are seeking candidates who have the following 10 employability skills: 1. Adaptability 2. Analysis/Solution mindset (Problem Solving) 3. Collaboration 4. Communication 5. Digital Fluency (Good with Technology) 6. Empathy 7. Entrepreneurial Mindset 8. Resilience 9. Self-Awareness 10. Social/Diversity Awareness In addition to earning this Certificate of Completion from Chaffey College, students can also earn individual "21st Century Skills Digital Badges" from the New World of Work in each of these 10 skills which demonstrates competency in these skills to employers. The skills acquired through completion of this certificate will make students more competitive when applying for jobs.

MAJOR AND COURSE REQUIREMENTS:

LEGEND: G=Grade IP=In Progress N=Need **Bold:** Prerequisites Plain Text: No Prerequisites

Requirements for the Employability Skills in the 21st Century Certificate: (O050)

		Grade	IP	Need	Units
EMP 600	Adaptability on the Job				0
EMP 601	Self-Awareness on the Job				0
EMP 602	Digital Fluency on the Job				0
EMP 603	Communication on the Job				0
EMP 604	Collaboration on the Job				0
EMP 605	Empathy on the Job				0
EMP 606	Analysis/Solution Mindset on the Job				0
EMP 607	Resilience on the Job				0
EMP 608	Entrepreneurial Mindset on the Job				0
EMP 609	Social/Diversity Awareness on the Job				0

Student Name: _____

ID#: _____

Date: _____

Counselor: _____

COUNSELOR NOTES:

\$46 per unit for CA Residents

For additional information about career pathways and to find out if this major is a good fit for you visit the Career Center located in MACC 203. Career information was collected from www.onetonline.org and www.bls.gov.