

Human Resources Development (HRD) ----- Courses on the Master Course List

Course Code	Title and Description	Recommended Hours	Maximum Hours
HRD 3001	Employability Skills This course provides employability skills training for unemployed and underemployed adults. The curriculum framework must address each of the six core HRD components: 1) assessment of an individual's assets and limitations, 2) development of a positive self-concept, 3) development of employability skills, 4) development of communication skills, 5) development of problem-solving skills, and 6) awareness of the impact of information technology in the workplace.	96.....	115
HRD 3002	Employability Lab This course provides employability skills training for unemployed and underemployed adults. The curriculum framework must address each of the six core HRD components. Instruction is designed to be self-directed, self-paced, and structured on an open-entry, open-exit basis to meet the customized needs of individuals and/or partner agencies at JobLink (One-Stop) Career Centers. Membership hours are counted on a contact hour basis.	640.....	768.....
HRD 3003	Career Planning and Assessment This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is designed to assess the interests, attitudes, aptitudes, and readiness as it relates to career, employment, and/or educational goals. The content of the instructional materials must focus on the following topics: personal development, career exploration, goal setting and the development of a written plan of action.	12.....	16.....
HRD 3004	Career Readiness/Pathways This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is based on a specific occupation and addresses one or more of the following topics: career exploration, job seeking and keeping strategies, entry-level skill awareness and development, and training success strategies including note-taking, test-taking strategies, reducing test anxiety, and preparing for certification exams and placement tests. This course may be linked either at the beginning or ending of an occupational course.	60.....	72.....
HRD 3005	Introduction to Computer Skills This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is designed to introduce computers and computer terms, develop a moderate comfort level of basic computer-use skills, introduce the Internet and develop email capabilities, and develop skills in navigating the Internet and using search engines. The content of the instructional materials should focus on the following topics: using the computer to search for jobs and occupational information, compiling employment-related documents (resume, cover letters, and applications), accessing governmental and educational resources, and emphasizing the role of information technology in the world of work.	33.....	40.....
HRD 3006	Employability Motivation and Retention This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is based on four post-employment service strategies--- transition, retention, advancement, and re-employment. Transition involves being ready to work (school-to-work, school-to-school, and/or balancing work and family). Retention involves keeping a job and staying employed (work ethics). Advancement involves attaining better jobs with performance and skill development (upgrading and retraining). Re-employment involves gaining independence through a lifetime of work (work-to-work).	25.....	30.....
HRD 3008	Economic Literacy This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is designed to help students understand real-life economic concepts and economic ways of thinking that will enable them to make better informed decisions related to their role as a member of the workforce. Topics include, but are not limited to wage improvement plans, workplace business concepts and basic economic literacy concepts.	25.....	30.....