

**WORKPLACE ESSENTIAL SKILLS AND TRAINING PROGRAM  
FALL 2017/SPRING 2018**

**INSTRUCTOR: ANNA BYRNE**

**Classes are scheduled on Tuesdays 9:00 – 3:30 and Wednesdays 9:00 – 12:00 in Room 135.**

<b>Course Code</b>	<b>Section No.</b>	<b>Description</b>
<b>DEVELOPING YOUR POTENTIAL</b> <b>September 4, 2017 – October 31, 2017</b>		
WDYP 003	F2017	Workplace Readiness I Practicum
WDYP 005	F2017	Attitudes on the Job
WDYP 006	F2017	Workplace Safety (WHMIS)
<b>POSITIVE ATTITUDES AT THE WORKPLACE</b> <b>November 1, 2017 – January 12, 2018</b>		
WPAW 003	F2017	Workplace Readiness II Practicum
WPAW 006	F2017	Workplace Communications
WPAW 007	F2017	Employment Standards
<b>STRATEGIES FOR EMPLOYMENT</b> <b>January 22, 2018 – March 23, 2018</b>		
WSFE 004	S2018	Worksite Training I Practicum
WSFE 005	S2018	Workplace Literacy
WSFE 006	S2018	Computer Foundations
<b>MOVING TOWARDS INDEPENDENCE</b> <b>March 26, 2018 – May 25, 2018</b>		
WMTI 005	S2018	Worksite Training Practicum II
WMTI 006	S2018	Community Connections
WMTI 007	S2018	Strategies for Employment