



**MCC** Mohave  
Community  
College

## **Career Readiness & Employability**

Mohave Community College's Corporate/Community Education Department has created a series of courses that provide four-hour classes on seven core skill areas that comprise Governor Ducey's Arizona Career Readiness Credential (ACRC).

### **Career Readiness Skills**

- Applied Mathematics
- Reading for the Workplace
- Workplace Data and Graphics

### **Employability Skills (Soft Skills)**

- Conveying Professionalism
- Collaboration and Teamwork
- Communicating Effectively
- Critical Thinking and Problem Solving

These courses are designed to prepare both currently employed and job-seeking individuals in highly sought skills identified by Arizona employers. Currently, we are the only higher learning institution offering courses this comprehensive. Arizona is the first state to incorporate soft skills into this type of credentialing, which is being called for across the nation.

A shortened course has been developed, an Overview Course that provides summaries of all seven core skill areas in a one-day 8-hour session for those individuals who need a refresher of the areas of emphasis prior to taking the exam. Successful completion of the exams over time will be awarded statuses of bronze, silver, gold and platinum, based on how well they have performed on the exam.

The exam is proctored online by certified proctors and is free of charge. Some discussion has begun regarding the possibility of our Campus Testing Centers becoming official testing locations, but that possibility is still in the very early stages.

For individuals seeking to hone their skills in order to transition into management positions, the college has prepared a Management Training Series of courses that can be taken either individually or as a collection. These courses include:

1. Making the Transition to Management
2. Think Like a Leader
3. Develop a Personal Leadership Style
4. Developing a Leadership Image
5. Communication Skills for Managers
6. Conducting Productive Meetings
7. Creating an Effective Team
8. Resolving Conflicts in the Workplace
9. Priority and Time Management
10. Managing Change at Work
11. Closing the Generation Gap in the Workplace
12. Understanding Sales

These courses can be taken in their standard format, or, if an organization wishes to fill a class of their own, the course can be modified to meet the organization's specific needs. This modification is accomplished through consultation with the Community/Corporate Education Coordinator, the course facilitator, and an organizational representative.

The Governor's Office/Office of Economic Opportunity, Kingman Area Chamber of Commerce, Arizona@Work (state/county), Small Business Development Center and Mohave Community College represent the core partnership in Mohave County who are collaborating to bring the program to fruition and increase workforce readiness in our communities. Because of the in-depth nature of our ACRC courses and the number of partners we have been able to bring to the table, Office of Economic Opportunity currently considers us a model for the state. Arizona Career Readiness Credential is completing its first year of a five-year initiative with additional projects and programs to come.

