

**Providing  
Career Exploration and  
Skills Training for  
Career Development**

# Pathways to Career Success

A Service of  
**Foothills Adult & Continuing  
Education**



Are you currently enrolled in a free adult education class at *Foothills Adult & Continuing Education*? You may be qualified to participate in the *Pathways to Career Success Program*.

## **Career Exploration & Employability Skills Training**

Explore various career options and learn the employability skills you need to be successful in the workplace.

**Cost:** Free

**Job Readiness** – a core course in the *Pathways to Career Success Program*. This course is for advanced level ESL students and native English speakers who need to develop the skills needed to get and keep a job. Topics include:

- Job Applications
- Resumes and Interviewing Skills
- Time Management
- Work Ethics
- Communication
- Problem-Solving
- Basic Computer Literacy Skills

**Guest Lecture Series, Workplace Tours, and Special Events** to explore career opportunities in healthcare, food services, office technology, and other areas.

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## **Occupation-Specific Basic Skills Training**

Interested in an office, healthcare or food services occupation?

The basic skills program will help you transition into employment and certification training. Job shadowing opportunities will be available to most participants.

**Cost:** Free



## **Healthcare**

**ESL for Healthcare Workers** – a course for intermediate level ESL students. Learn the English language and job skills you need to prepare for employment and training in the healthcare industry.

**Basic Skills for Healthcare Workers** – a course for advanced level ESL students and native English speakers. Learn the basic reading, writing, and math skills you need to prepare for employment and training in the healthcare industry.



## **Food Services**

**Basic Skills for Food Services Workers** – a course for advanced level ESL students and native English speakers. Learn the basic reading, writing, and math skills you need to prepare for employment and training in the food services industry.



## **Office**

**Basic Skills for Office Workers** - a course for advanced level ESL students and native English speakers. Learn the basic reading, writing, and math skills you need to prepare for employment and training as an office worker.

## **Certification Training**

After completing the *Pathways to Career Success Program*, you can enroll in one of the certification training programs offered at Foothills Adult & Continuing Education. Financial assistance may be available to you based on your participation in the *Pathways to Career Success Program*.

See the course catalog for information on the following certification programs.

**Certified Nurse's Aide (CNA)  
Medical Response Technician  
Food Handler's Certification**

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# **Pathways to Career Success**

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