

**Cleveland Community College**  
**National Career Readiness Certificate Course**  
**Syllabus 2020**

**Instructor Information**

Danielle M. Beam

Email: [beamd@clevelandcc.edu](mailto:beamd@clevelandcc.edu)

Office Hours: 10:00–2:00

Office Telephone: (704) 669-4033

Office Location: LeGrand Center 6103B

(Preferred method of communication is **email**)

**Course Description**

The National Career Readiness Certificate is an assessment-based credential that measures and certifies the essential work skills needed for success in jobs across industries and occupations. The purpose of this four-week online course is to provide you with an overview of the test in order to prepare you to obtain the NCRC, a portable workforce credential by assessing your current skills level in Workplace Documents, Applied Mathematics, and Graphic Literacy. The certificate was created to help employers by certifying that a recipient possesses competency skills required by more than 90 percent of all jobs in the nation. The questions and problems in this course utilizing the ACT WorkKeys Curriculum interactive training system are similar to those on the actual certification exam as well as test taking tips and problem solving hints which prepares you to achieve an excellent score.

**Act WorkKeys assessment include both cognitive and noncognitive tests that enable you to:**

- Determine the skill level you've achieved
- Identify skill you could improve
- Match your skill levels to specific job requirements
- Show employers that you have the skills needed for workplace success.

ACT'S extensive research- based on data from nearly 20,000 occupations has identified three foundational skills that are essential to success in most jobs. These three core assessments also form the basis for earning the Act NCRC:

- Workplace Documents

- Applied Mathematics
- Graphic Literacy

### Textbook

No Textbook is required for this course.

Prerequisites None

### ADA Compliance Statement

Americans with Disabilities Act: CCC and this course abide by the Americans with Disabilities Act. But unlike IDEA, the law applying to public schools, the ADA places responsibility for obtaining any necessary special assistance on the individual. If you know that you require additional assistance with your course work, please contact Emily Hurdt, ([hurdte@clevelandcc.edu](mailto:hurdte@clevelandcc.edu) or 704-669-4321) for the forms and rules for applying for ADA enhanced classroom assistance. Please also refer to <http://www.eeoc.gov/types/ada>.

### Course Goals

To obtain the National Career Readiness Certificate by demonstrating proficiency in Workplace Documents, Applied Mathematics, and Graphic Literacy.

The NCRC documents skill achievement in Workplace Documents, Applied Mathematics and Graphic Literacy at four levels; Platinum (Level 6, 7), Gold (Level 5), Silver (Level 4) and Bronze (Level 3). These levels signify increasing levels of difficulty and also signify that a recipient possesses skills for a certain percentage of the jobs profiled by WorkKeys.

- **Bronze** signifies that a recipient possesses skills for approximately 16% of jobs in the ACT database.
- **Silver** signifies that a recipient possesses skills for approximately 67% of jobs in the ACT database.
- **Gold** signifies that a recipient possesses skills for approximately 93% of jobs in the ACT database.
- **Platinum** signifies that a recipient possesses skills for approximately 97% of jobs in the ACT database.

### Statement of Foundation Skills

A study was conducted for the Department of Labor by the American Society for Training and Development which identified six skills U.S. employers want most in entry level employees. These skills are motivation to learn, communication, teamwork, critical thinking, career development and leadership. CCC is committed to preparing every student with the knowledge and skills needed to succeed in today's dynamic work environment.

### Student Discipline

Adult behavior is expected. Disruptive behavior/activities which interfere with teaching and/or learning will not be tolerated.

### Academic Honesty

Cleveland Community College expects student to practice academic honesty at all times. CCC Academic Honesty policy will be enforced. Academic dishonesty refers to (but not limited to) cheating on tests, examinations, projects, and copying other assigned work.

Scholastic dishonesty includes, but is not limited to, cheating on a test, materials not authorized by the person giving the test; collaborating with another student during a test without authority; knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an administered test. Policies referring to academic honesty are recorded in the Cleveland Community College Academic Bulletin and Student Handbook.

### Requirements

- Read Syllabus
- Take the Blackboard quiz located under the Modules Tab within the first (5) days of starting the course, to avoid having the course made unavailable to you due to the 10% census date. You are allowed 2 attempts to pass the Blackboard quiz with an 80 or above.
- After completing the Blackboard quiz you needs to send the instructor an email stating that the Blackboard quiz has been completed, you will then receive your username and password for ACT WorkKeys Curriculum (Please allow 24-48 hours response time for emails). **Remember you will receive your user name and password for WorkKeys Curriculum after completing the Blackboard quiz.**

- Watch the step-by-step video on how to take the NCRC pre-assessment test under the Modules tab.
- Take the NCRC pre-assessment test to determine current skill level. When taking the math section of the pre-assessment you will need to use the formula chart located in the Module tab.
- If student does not score Level 5 or above on each section (Workplace Documents, Applied Math & Graphic Literacy) they must skill up in ACT WorkKeys Curriculum until Level 5 or above is achieved on all three parts of the pre-assessment.
- Send instructor an email through blackboard affirming that you have achieved level 5 or above on all sections of the NCRC pre-assessment test.

### NCRC Exam

The National Career Readiness Certificate Exam is offered twice a month on the CCC campus.

**You MUST pre-register for the NCRC exam no one will be allowed to register the day of the exam. Registration for the NCRC is located in the Legrand Center Office #6103.**