

WORKFORCE ESSENTIALS, CERTIFICATE OF ACHIEVEMENT

The Workforce Essentials Certificate of Achievement equips students with the skills needed to excel in their professional pursuits, including qualifying for a job or advancing within a current role. It also prepares students for entry-level positions such as program specialists, community outreach workers, and workforce skills coordinators. Through practical learning and one-on-one mentoring, participants develop effective communication skills, problem-solving abilities, and a strong work ethic. Industry experts provide valuable insights and guidance, helping participants navigate the job market with confidence. By fostering a supportive environment and offering practical resources, the program empowers individuals to achieve their career goals and thrive in today's diverse and competitive workplace with a focus on creating an inclusive and culturally relevant workplace. Career advancement is available with experience and additional training.

Code	Title	Units
BUSI 2	Business Communication	3
or HUMS 50	Introduction to Human Services and Social Work	
or HUMS 53	Introduction to Counseling	
BUSI 22	Effective Leadership	3
or BUSI 39	Breaking the Glass Ceiling: Women in Business Leadership	
BUSI 38	Diversity, Equity, and Inclusion	3
BUSI 40	Organizational Management	3
or BUSI 64	Customer Service	
or HUMS 60	Practices in Human Services	
WORK 96	Professional and Essential Skills	2
WORK 99	Career-Focused Work Experience	2
or WORK 98	Exploratory Work Experience	
or WORK 97	Service Learning Work Experience	
Total Units		16

Please refer to the program requirements section of the Catalog for information about associate degree requirements and certificate requirements including Information Competency, and General Education requirements.