

WORKFORCE SKILLS, CERTIFICATE OF COMPLETION

The Workforce Skills Certificate of Completion is designed to equip participants with the critical skills necessary for success in today's work environments. This practical program focuses on enhancing communication, teamwork, critical thinking, and problem-solving abilities, ensuring that participants are well-prepared to meet the challenges of their professional careers. This program is also ideal for a student needing to return to school to gain employment post graduation if they find themselves unemployed or underemployed. Students will participate in a job, internship, or a volunteer experience to complete this Workforce Skills Certificate of Completion.

Upon successful completion of the program, students will be able to:

- Effectively communicate, collaborate, and problem-solve in diverse professional environments, utilizing critical thinking and interpersonal skills to enhance teamwork and project outcomes.

Noncredit Certificate of Completion Requirements

Code	Title	Units
Complete one of the following for 51 hours		
BUSI 402 or BUSI 464	Business Communication Customer Service	
Select one of the following for 17-34 hours:		
WORK 495 or WORK 496	Beyond the Classroom Professional and Essential Skills	
Complete the following for 26-204 hours		
WORK 499	Career-Focused Work Experience	

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.

The model sequence of coursework below is one pathway for students to complete the program. The information below is not an official educational plan. An MPC Counselor can assist you with creating a personalized education plan based on your academic, career, and personal goals. Visit MPC's Counseling website for more information about Counseling and up-to-date program requirements.

Suggested Course Sequence

Year 1		Units
Fall		
BUSI 402 or BUSI 464	Business Communication or Customer Service	
WORK 495 or WORK 496	Beyond the Classroom or Professional and Essential Skills	
WORK 499	Career-Focused Work Experience	
Units		0
Total Units		0

MPC "Ready to Work" Career Education programs offer students the opportunity to gain knowledge and skills needed for employment and job advancement.

All students should consult with a Counselor to discuss career pathways, for support with career exploration and planning, and to create a personalized education plan to help them meet their academic, career, and personal goals. Visit MPC's Counseling website for more information about Counseling services provided by MPC and to connect with a Counselor.

Additional resources are available through MPC's Career & Transfer Resource Center (CTRC). The CTRC offers career resources, workshops, guidance and referrals. Visit the CTRC for support finding online career information and other resources to explore majors, occupations, and employment information.