

# 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	Business Communication	
or BUSI 464	Customer Service	
Select one of the following for 17-34 hours:		
WORK 495	Beyond the Classroom	
or WORK 496	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.