

Crafton Hills College
Certificate of Achievement
Job Readiness Skills
2017-2018

Student Name: _____

ID #: _____

Date: _____

Counselor: _____

This non-credit certificate prepares students to enter the workforce through career exploration and planning, interview preparation, employment acquisition, as well as communication and workplace skills development.

Admission: Open to all students. Registration is limited to class size restrictions.

Completion of the following courses qualifies the student for the Job Readiness Skills Certificate:

Required Courses:		Units	IP	Need	Grade
VOC/N 601	Blueprint for Workplace Success	0			
VOC/N 602	Blueprint for Customer Service	0			
VOC/N 603	30 Ways to Shine as a New Employee	0			
VOC/N 608	Job Club	0			