

**Crafton Hills College**  
**Certificate of Achievement**  
**Workforce Literacy 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. In addition, this certificate provides students with basic skills training in mathematics, English, and computing.

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

**Completion of the following courses qualifies the student for the Workforce Literacy Skills Certificate:**

<b>Required Courses:</b>		<b>Units</b>	<b>IP</b>	<b>Need</b>	<b>Grade</b>
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 604	Workplace Computing	0			
MATH/N 605	Math Skills for the Workplace	0			
ESL/N 607 or WRIT/N 606	Workplace English as a Second Language or Reading and Writing for Workplace Communication	0			