

**General Information:**

1. Contact Naazlin Dadani at the Center for Workforce Development for more info at 303-340-7041.
2. If you plan on transferring to another institution, contact an advisor before registering.
3. See the back page for more information.

**You must apply for graduation by mid-semester prior to your final term. See Schedule of Classes for the exact deadline date.**

**Certificate Info:** The certificate program is focused on customer service and computer training. The program is designed to provide you with immediate, marketable skills and job placement assistance. The program assists you in achieving your educational and career goals. The courses offered in this program address issues pertaining to self-assessment, stress management, work ethics, career exploration, customer service, problem solving and computers.

Within the curriculum of the customer service and problem solving classes, there is a sixty-hour internship where you have the opportunity to observe and practice the skills you are learning in the business/work setting. Upon successful completion of the training, you receive 16 college credits and an Essential Skills Certificate approved by the Colorado State Board for Community Colleges & Occupational Education. All graduates participate in a job search workshop until employment is found.

**Essential Skills for the Workplace Certificate (24 credits)**

PSY 275 Special Topics	1 cr.
COM 263 Conflict Resolution	1 cr.
COM 266 Decision Making	1 cr.
PSY 204 Relationships: Challenges and Choices	1 cr.
CIS 135 Complete PC Word Processing	3 cr.
CIS 128 Windows Complete	3 cr.
BTE 100 Computer Keyboarding	1 cr.
MAR 158 Basic Customer Service	1 cr.
PSY 110 Career Development	3 cr.
CIS 155 Spreadsheet Concepts	3 cr.
CIS 145 PC Database	3 cr.
Elective from ACC, BUS, CIS, CRJ, PSY, ECE or other approved elective	3 cr.

**The Essential Skills Certificate is available to students enrolled in the Center for Workforce Development.**

**Below are the eligibility requirements needed to enroll with the Center for Workforce Development and to be eligible to participate in the Essential Skills Certificate.**

- ✓ **You must live in Adams County**
- ✓ **There must be a household income (employment, SSI, etc.)**
- ✓ **There must be a child under 18 living in the home**
- ✓ **You must have a social security number**
- ✓ **You may not have received any government assistance in the last year (specifically TANF benefits).**
- ✓ **You must have photo identification**

**Total Certificate Requirements**

**24 Credits**