

2016-2017

Workplace Interpersonal Effectiveness
Certificate of Completion

Division of Liberal Arts

Faculty Advisor/Program Director

Student Name

Academic Advisor

575.624.7253

Telephone Number

Student ID Number

Date

Note * Prerequisite/s required: See list below

Fall Semester			Credit Hours	Grade	Semester
CIT	135	Computer Applications for Technical Education	3 hrs.		
OR					
CIT	151	Basic Computer Skills II	3 hrs.		
COMM	101	Interpersonal Communications	3 hrs.		
ENG	102	English Composition	3 hrs.		
HIST	122	Survey of Western Civilization II	3 hrs.		
UNIV	101	Success Skills for College and Life	3 hrs.		
OR					
ENTR	101	Entrepreneurial Mindset	3 hrs.		
OR					
PSY	134	Psychology of Success	3 hrs.		
			15 hrs.		

Spring Semester			Credit Hours	Grade	Semester
EMS	102	Basic Emergency Care	1 hrs.		
FIN	287	Personal Finance	3 hrs.		
HPE	207	Stress Management	3 hrs.		
HS	110	Principles of Interviewing	3 hrs.		
PSY	101	Introduction to Psychology	3 HRS.		
			13 hrs.		

Fall Semester			Credit Hours	Grade	Semester
BUS	151	Introduction to Business	3 hrs.		
CIT	210	Employability Skills and Customer Service	3 hrs.		
COMM	202	Dynamics of Group behavior	3 hrs.		
SOC	101	Introductory Sociology	3 hrs.		
			12 hrs.		

TOTAL HOURS REQUIRED FOR CERTIFICATE			40 hrs.		
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