

ESSENTIAL WORKPLACE SKILLS CERTIFICATE

This certificate provides students with the skills necessary to be successful in today's workplace: good communication, problem solving, critical thinking, and decision making.

Required Courses are listed in the order in which we recommend you take them.

- INT 1050 - Dimensions of Work
- BUS 1010 - Introduction to Business
- CIS 1041 - Microcomputer Applications I
- COM 1010 - Effective Workplace Communication
- ENG 1230 - Business & Professional Writing
- MAT 1030 - Applied Math Concepts or higher level math course*
- Plus 6 - 9 additional credits in ACC, BUS, or CIS

Total Credits: 24

Note(s):

* A student may waive the math requirement by passing the Quantitative Reasoning assessment.