

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.

☐ First Semester Seminar

INT 1050 - Dimensions of Self & Society

☐ BUS 1010 - Introduction to Business

or

INT 1510 - Working in a Professional Environment

☐ CIS 1041 - Computer Applications

☐ COM 1010 - Effective Workplace Communication

☐ ENG 1060 - English Composition

☐ MAT 1030 - Applied Math Concepts or higher level math course*

☐ Plus 6 - 9 additional credits in ACC, AHS, BUS, CIS, CRJ, EDU, EMP, HTM, SWK, or INT 1520 - Exploratory Workplace Experience

Total Credits: 24

Note(s):

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

+ This program can be completed fully online.