

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. Courses can be applied to CCV's Professional Studies (A.S.) and Business (A.S.) degree programs.

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 1061 - English Composition

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

Plus 6 - 9 additional credits in ACC, AHS, BUS, CIS, COM, CRJ, EDU, EMP, HTM, INT, MEC, or SWK

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.