

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

or

BUS 1160 - Working in a Professional Environment

☐ CIS 1041 - Computer Applications

☐ COM 1010 - Effective Workplace Communication

☐ ENG 1230 - Business & Professional Writing

or

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 or SWK.

Total Credits: 24

Note(s):

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