

# 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.

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**Total Credits: 24**

Note(s):

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