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

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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.