WORKPLACE ESSENTIALS, CERTIFICATE OF COMPLETION

Requirements

Workplace Essentials is perfect for anyone seeking employment or wanting to advance one's current professional effectiveness. Students completing this certificate will practice effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (email, letter, memo or text) to the message type and situation. Students will be applying proven time management tools, critical thinking techniques, and problem solving strategies to typical and atypical workplace issues. This will develop workplace effectiveness and training that will qualify them for jobs they may not previously been qualified and open advancement opportunities within a current job. This certificate is also a gateway into other noncredit and credit programs.

There are no prerequisite requirements for this program, and courses are open to all students.

Code	Title	Units
PROW NC002	Persuasive Business Writing	0
PROW NC005	Critical Thinking, Problem Solving and Decision Making	0
PROW NC003	Time Management	0

Learning Outcomes

1. Relate the role of critical thinking to meeting business challenges and solving problems.
2. Hypothesize solutions to typical and atypical problems and test these hypotheses.
3. Demonstrate business writing skills in the form of emails, memos and proposals.
4. Apply the time management quadrant to a business case study attempting to balance personal and organizational goals.