

SB SCHOOL OF CC EXTENDED LEARNING

Workplace Essentials Certificate

Earners of this certificate have demonstrated effective and professional business writing skills using appropriate business tone, organization, formatting, word choice and persuasion. They have learned the art of matching the delivery channel (email, letter, memo or text) to the message type and situations. Earners have gained a deeper understanding of time management tools, critical thinking techniques and problem-solving strategies



PROW NC002 Business Writing in a Technological World

CRN: 81345

Instructor: James Joyce III

7/9-7/11

Tue/Thu 5:30-9:30pm

Wake 28

PROW NC003 Time Management

CRN: 81349

Instructor: Esther Frankel

7/16-7/18

Tue/Thu 5:30-9:30pm

Wake 28



PROW NC005 Critical Thinking, Problem Solving and Decision Making

CRN: 81350

Instructor: Jennifer Brown

7/23-7/25

Tue/Thu 5:30-9:30pm

Wake 28