

Microcredentials for Business

Improve management and leadership capacity through practical, skill-oriented courses.

LENGTH OF COURSE	8 hours per class	LOCATION OF COURSE	Live Online
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PROGRAM OUTLINE:

Students develop key skills in demand from the labour market, with short, focused programs designed with industry needs at the forefront. Southeast College Microcredentials for Business offer targeted learning that allows students to complement experience or education already on their resumes.

Professional Microcredentials are recognized by education and industry partners.

The Badge is emailed to you to be added to resumes, LinkedIn profiles or professional portfolios.



LEVEL ACHIEVED: Each Class completed earns 1 Microcredential Badge. Complete 4 Badges to earn a Microcredential Crest. Microcredential Certificate is emailed following completion of 4 classes.

TUITION: \$150 per course, or \$125 each when registered for full Microcredential.

LOCATION & DATES:

Online Live courses Tues/Wed 8:30 am-12:30 pm
Provides 8 hours of instruction per class.

REGISTRATION:

Please call 1-866-999-7372

onestop@southeastcollege.org

web:

[Online Live Microcredentials](#) | [Southeast College](#) | [Southeast College](#)

ONLINE LIVE BUSINESS CLASSES OFFERED AT SOUTHEAST COLLEGE

Students may now build their own 4-class Microcredential from these focus areas:

- **MUNICIPAL MANAGEMENT**
- **OFFICE MANAGEMENT**
- **ADVANCED BUSINESS (must include Performance Management and Supervisory Skills, with two classes from the main menu)**

Critical Thinking and Decision Making	Aug 22&23	Conflict Resolution and Dealing with People	Aug 15/16
Supervisory Skills	Sept 12/13	Intro to Indigenous Relations	Sept 26 & 27
Customer Service and Engaging the Public	Sept 26/27	Event Planning	Oct 17 & 18
Performance Management	Oct 3 /4	Office Politics	Nov 7 & 8