

Micro-credentials 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 Micro-credentials for Business offer targeted learning that allows students to complement experience or education already on their resumes.

Professional Micro-credentials 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](#)

LIVE ONLINE BUSINESS CLASSES OFFERED AT SOUTHEAST COLLEGE

COMMUNICATION FOR BUSINESS MICRO-CREDENTIAL:

Communication Strategies	April 18 & 19
Conflict Resolution and Dealing with People	Aug 15/16
Business Writing	June 13/14
Media and Public Relations	May 30/31

ADVANCED OFFICE MANAGEMENT MICROCREDENTIAL:

Supervisory Skills (advanced)	Sept 12/13
Teamwork and Teambuilding	June 6/7
Performance Management	Feb 28/ Mar 1, Oct 3/4
Leadership and Influence	Mar 21/22, July 25/26

INTRODUCTION TO OFFICE MANAGEMENT MICRO-CREDENTIAL:

Customer Service and Engaging the Public	Sept 26/27
Time Management	Mar 7/8, July 11/12
Introduction to Supervising Others	April 4/5, Aug 1/2
Critical Thinking and Decision Making	April 25 & 26

MUNICIPAL MANAGEMENT MICROCREDENTIAL:

Introduction to Supervising Others	April 4/5, Aug 1/2
Conflict Resolution and Dealing with People	Aug 15/16
Time Management	Mar 7/8, July 11/12
Leadership and Influence	Mar 21/22, July 25/26