



Certificate in Advanced Business Administration

This Advanced program is geared towards individuals who have a need to develop industry best practices and habits within a business infrastructure. Many of these skills have been defined as tools towards job advancement and development into a leadership role.

Certificate Duration: 12 hours

Program Tuition: \$540.00

Books: \$30.00

Prerequisites: Certificate in Business Administration or equivalent experience.

Certificate Core Courses: Choose any (1) courses from the list below. This selection signifies the core course of study for this certificate program.

1000-16 Emotional Intelligence

1000-18 Self-Leadership

1000-19 Goal Setting

1002-15 Giving Effective Feedback

1002-16 Effective Planning and Scheduling

1003-13 Generation Gap- Closing the Gap in the Workplace

1003-14 Business Succession Planning

Certificate Electives: Choose any (2) courses from the categories listed below. See the website or catalog for full list.

[Career Development Training](#)

[Human Resources Training MS](#)

[Office Applications Training](#)

1000-16 Emotional Intelligence

Emotional intelligence, also called EQ, is the ability to be aware of and to manage emotions and relationships. It's a pivotal factor in personal and professional success. IQ will get you in the door, but it is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life. This course will teach participants how to understand what emotional intelligence means, recognize how our emotional health and physical health are related, learn techniques to understand, use, and appreciate the role of emotional intelligence in the workplace. Further, participants will understand the different emotions and how to manage them, create a personal vision statement, understand the difference between optimism and pessimism, and validate emotions in others.

Prerequisite: None

1000-18 Self-Leadership

This one-day program includes topics that trainers can customize to fully meet the needs of their students. The sessions included bring self-leadership to a tangible platform as students explore their values and goals, explore positive and negative aspects of their current environment, manage change and develop habits to support the four pillars of self-leadership.

Prerequisite: None

1000-19 Goal Setting

Success is not accidental. It is a result of thorough planning, hard work, drive, and determination. This one-day goal setting course will help you learn how to set up a long-term life plan, create good goals, and achieve your dreams. Other topics include: Choosing a Mentor, Visualizing your goals and Motivators.

Prerequisite: None



1002-15 Giving Effective Feedback

Some of us are not naturally talented when it comes to giving feedback, but this course will help managers to do so professionally. Whether supervisors need training to be able to deliver formal performance reviews, or they need some finesse when delivering informal feedback. Effective Feedback Training is an amazing one-day workshop which covers all the basics. This course covers how to leverage the benefits of open questions, active listening, applying a feedback framework, using six characteristics of delivering effective feedback, and setting up the feedback meeting.

Prerequisite: None

1002-16 Effective Planning and Scheduling

Have you had employees asking you about effective planning skills and project management, or wondering what's so important about having scheduler training? Knowing how to tackle the big projects is an important skill for any professional, especially those in charge! Effective scheduling management helps bring visions to life without being overwhelmed by all of the things that have to get done. Students learn how to break down projects into more manageable tasks to get things done, as well as how to estimate project duration, resource allocation, risk planning, communication, which software can most help them out, and more! By the end of this course, students will be prepared to create a sustainable project schedule, and be able to update and monitor its progress in the workplace.

Prerequisite: None

1003-13 Generation Gap – Closing the Generation Gap in the Workplace

There are currently five generations in the workforce, and employers faced with mass retirements of baby boomers are looking for ways to prepare for the changes that will result. This course examines the history and reality of the generation gap as an issue. Whether defining the actual limits of each generation is really important, or the merits of people within the context of employment, is the bigger issue that is explored. Understanding others helps us to understand ourselves and to manage the people that we work with. Problems, solutions, and strategies are explored to help overcome issues of the generation gap. Specific learning objectives include: develop understanding of where the generation gap issue surfaces, and the impact it has on the modern workforce, understand and apply language that is specific to each generation currently in the workplace, explore organization strategies that overcome gap issues, and evaluate the need and effectiveness of recruiting, retention and succession plans in context of the generation gap.

Prerequisite: None.

1003-14 Business Succession Planning – Developing and Maintaining a Succession Plan

Change is a hallmark of today's business world. In particular, our workforce is constantly changing – people come and go, and move into new roles within the company. Succession planning can help you make the most of that change by ensuring that when someone leaves, there is someone new to take their place. This course will teach participants: The value of succession planning for successful businesses, and the key elements of a succession plan in terms of roles, responsibility, function, scope, and evaluation.

Prerequisite: None

