

NAME: _____ Month/Day of Birth: ____/____

Organization: _____

Email address: _____ Tel# _____

This curriculum provides the support in a business environment to manage the multiple duties that exist in smaller organizations. The variety of tasks and responsibilities require complex demands in a fast moving business environment. The material within this diploma provides a general business foundation in partnership with M.I.T. and Harvard educators with a cost effective approach.

| GRADE | DATE COMPLETED | COURSE | DELIVERY OPTIONS | | | | |
|-------|----------------|---|------------------|---|----|-----|----|
| | | | L | W | SP | ILO | GL |
| | | Business Communications Certificate | | | ● | | |
| | | Certificate in Digital Marketing | | | ● | | |
| | | Certificate in Finance Essentials | | | ● | | |
| | | Certificate in Human Resource Management | | | ● | | |
| | | Certified Modern Manager <u>or</u> Introduction to Leadership Certificate <u>or</u> Modern Supervisor Certificate | | | ● | | |
| | | | | | ● | | |
| | | | ● | | | | |
| | | Ethical Issues in the Workplace | ● | ● | ● | | ● |
| | | Meetings That Work | ● | ● | ● | | ● |

L= Live W=CFTEA Webcourse SP= Self-paced Online ILO = Instructor-Led Online GL = Guided Learning

PLEASE CONTACT THE CFTEA OFFICE FOR CONFIRMATION OF COMPLETION WHEN APPROACHING COMPLETION OF A CERTIFICATE OR DIPLOMA