



Courses Offered

• CREATING PROFESSIONAL DOCUMENTS

Apply the concepts of the professional writing process utilizing the general principles, formatting, and incorporating visuals, charts and graphs.

• EFFECTIVE PROFESSIONAL MESSAGING

Understand how audience, occasion and purpose can dictate the professional message. Learn nonverbal communication purpose and techniques applicable in a professional setting.

• EXCEL 2016

Learn how to utilize basic functions, such as formatting, charts, IF statements, VLOOKUP, pivot tables, what-if analysis and more.

• FIRST IMPRESSIONS AND PERSONAL BRANDING

Create a positive first impression in professional settings with appropriate demeanor, suitable personal branding, and social media responsibility.

• LEADERSHIP STYLES

Evaluate leadership styles by exploring the trait theories, behaviors and emotional intelligence vital for effective leadership.

A strategic advantage towards a successful first interview.

The Skills Library is a collection of online training modules formed around in-demand employer competencies. Students can take the courses on their own time, wherever they have access to the internet.

Student Experience

- Full Year Access
- Engage in topics designed and curated by industry experts
- Asynchronous with personalized timelines
- Just-In-Time content to augment existing knowledge
- Tech support 24/7
- Learning Coach

How To Enroll

- Sign up with Career Services Department
- Need First Name, Last Name, School Email Address
- List forwarded to Collegis Education
- NO COST for OFIC member schools

For a Demo Access account or any additional questions, please contact Rebecca Anderson, Learning Solutions Coordinator.

