



10 Courses

Project Management: The Basics for Success

Work Smarter, Not Harder: Time Management for Personal & Professional Productivity

Finance for Non-Financial Professionals

Communication in the 21st Century Workplace

High-Impact Business Writing

The Art of Negotiation

Fundamentals of Management

Effective Problem-Solving and Decision-Making

Essentials of Entrepreneurship: Thinking & Action

Career Success Project



Dec 24, 2024

SAWANDI KIRBY

has successfully completed the online, non-credit Specialization

Career Success

In this Specialization, learners developed and honed essential skills for today's dynamic workforce, including the fundamentals of finance, basic data analysis, project management, and business writing. The Specialization also focused on softer skills such as communication techniques, negotiation skills, leading people, and effective problem-solving. Learners completed a Capstone Project at the end of the Specialization to apply their new knowledge and skills.

Rob Stone, PMP, M.Ed.,
Margaret Meloni, MBA,
PMP, David Standen,
MBA, Diane Spiegel,
Sue Robins, M.S. Ed.,
Dave Nagy

The online specialization named in this certificate may draw on material from courses taught on-campus, but the included courses are not equivalent to on-campus courses. Participation in this online specialization does not constitute enrollment at this university. This certificate does not confer a University grade, course credit or degree, and it does not verify the identity of the learner.

Verify this certificate at:

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