



**Business Communication Certificate 2019-2020
Request Form
Continuing Education & Customized Training**

Note: Summer 2020 class dates will be added as the semester approaches.

Instructions: Attend five classes to receive this advanced certificate. Leave completed form with the instructor at end of class or email to glynae.deschene@century.edu. Certificate will be mailed to the address provided. Please allow up to four weeks for delivery.

To receive certificate complete all classes within one academic year.

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|--|------------------------------|
| Name (first, last) | Company Name (if applicable) |
| Address (if employer paid for training, use company address) | |
| Phone | Date of Birth (mm/dd/yyyy) |

Responding to Conflict: Strategies for Improved Communication

Date Attended: December 10 May 10

Storytelling for Leaders

Date Attended: November 24

Written Communication Skills that Get Results, Part I

Date Attended: September 16

Written Communication Skills that Get Results, Part II

Date Attended: October 1

How to Avoid the Horror of Bad PowerPoint (or) MS Office PowerPoint 2019/ Office 365

Note: Attend PowerPoint Level I or II

Date Attended: November 7

Creating Candid Conversations

Date Attended: September 17 February 25

Social Intelligence

Date Attended: June 16

For Office Use Only

Rcvd

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