

WAKE TECH COURSES



2022



INTRODUCTION TO ROSEWOOD ACADEMY

Welcome to Rosewood Academy!

This program has been especially designed to multiply the blessings bestowed on us, by giving us the opportunity to invest in our employees' educational and professional growth.

Through Rosewood Academy, our employees will have the opportunity to complete "Rosewood Certifications" which include applicable courses chosen specifically for their position, that can be paid for by the company.

Rosewood Certifications are offered by employee band. The bands are:

- Team Members – Field Representatives, LITs
- Frontline Supervision – Team Leads, Supervisors, Assistant Leads
- Field Management – Project Managers and Field Managers, Audit Training Managers
- IT- Web Developers, Programmers, Tech Support, IT Generalists
- Office Level 1 – Recruiters, Schedulers, Coordinators, Office Managers, Generalists, Specialists, Developers
- Office Level 2 – Managers, Directors, VPs, EVPs

Within our Certifications, there are core and elective options. Some courses will target specific departments; others will be open for all employees.

A Rosewood Certification will be awarded upon completion of core competencies and electives as designated for each employee band.

Each Certification will give employees the opportunity to use and apply their knowledge and skill into their current and future careers, as well as to infuse it into our Five Core Values.

If you have any questions, please email the company that corresponds to you:

Phone	(919) 600 – 6160 ext. 149
Provantage Corporate Solutions	benefits@provantage-corp.com
Penmarc Inspired Spaces	benefits@penmarcspaces.com
InDemand Services	benefits@indemandservices.com



OFFICE LEVEL 1

Name: _____

Date: _____

Company: _____

Office Core: (Level 1)

Core Courses: Choose Two Core Courses & One Elective (on back)

- ☐ [Intermediate Microsoft Excel 2016](#), \$70
 - ☐ [Customer Service Fundamentals](#), \$70
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Prerequisites:

- Office Core: (Level 1)

Office Level 2: Certification based on Department

Marketing - Choose Two Core Courses & One Elective (on back)

- ☐ [Intro to Photoshop](#), \$70
- ☐ [Intro to Adobe Illustrator](#), \$70
- ☐ [Intro to Microsoft PowerPoint](#), \$70

Scheduling - Choose Two Core Courses & One Elective (on back)

- ☐ [Skills for Making Great Decisions](#), \$75
- ☐ [Achieving Success with Difficult People](#), \$70
- ☐ [Customer Service Fundamentals](#), \$70

Recruiting and HR - Choose Two Core Courses & One Elective (on back)

- ☐ [Understanding the Human Resources Function](#), \$70
- ☐ [Employment Law Fundamentals](#), \$70

Project Management - Choose Two Core Courses & One Elective (on back)

- ☐ [Project Management Fundamentals](#), \$75
- ☐ [Project Management Applications](#), \$75
- ☐ [Six Sigma: Total Quality Fundamentals](#), \$70
- ☐ [Six Sigma: Total Quality Applications](#), \$70



Leadership - Choose Two Core Courses & One Elective

- ☐ [Fundamentals of Supervision & Management](#), \$70
- ☐ [Leadership](#), \$70
- ☐ [Skills for Making Great Decisions](#), \$70

Electives: Choose One

- ☐ [Interpersonal Communication](#), \$70
- ☐ [Effective Business Writing](#), \$70
- ☐ [Writing Essentials](#), \$70
- ☐ [Skills for Making Great Decisions](#), \$75
- ☐ [Achieving Success with Difficult People](#), \$70
- ☐ [Individual Excellence](#), \$70
- ☐ [Understanding the Human Resources Function](#), \$70
- ☐ [Employment Law Fundamentals](#), \$70
- ☐ [Intro to Statistics](#), \$75
- ☐ [Accounting Fundamentals](#), \$70
- ☐ [Intro to Photoshop](#), \$70
- ☐ [Intro to Adobe Illustrator](#), \$70
- ☐ [Intro to Microsoft PowerPoint](#), \$70
- ☐ [Project Management Fundamentals](#), \$70
- ☐ [Project Management Applications](#), \$70
- ☐ [Six Sigma: Total Quality Fundamentals](#), \$70
- ☐ [Six Sigma: Total Quality Applications](#), \$70

After you elect your courses, please email your completed form to:

Provantage Corporate Solutions	benefits@provantage-corp.com
Penmarc Inspired Spaces	benefits@penmarcspaces.com
InDemand Services	benefits@indemandservices.com

You will receive a **PandaDoc** shortly after, containing an Agreement to sign.



ROSEWOOD ACADEMY Q&A

How do I sign up for a course?

A: To sign up for a course, you must complete a course registration form, which is included in your course catalog packet. You can make your course selection, and email it to:

Provantage Corporate Solutions	benefits@provantage-corp.com
Penmarc Inspired Spaces	benefits@penmarcspaces.com
InDemand Services	benefits@indemandservices.com

I will then send you a **PandaDoc** agreement. When this is returned, you will be registered for the course.

How many courses can I take?

A: You may take up to 3 courses in a year if working towards a certification. Courses suggested by your Supervisor can be taken in addition to this.

How do I finish a Certification?

A: You must complete all courses and prerequisites as specified in your catalog to finish a certification. They must be completed in order, for example, you will need to complete Certification 1 before moving to the second. You must pass each course with at least an 80% to gain credit towards your certification.

Do I have to pay?

A: The costs associated for each class are listed next to the class. These courses are company paid, unless you do not finish the course in the allotted amount of time, or if you do not finish the course with a score of at least 70%.

Do I need Supervisor approval?

A: You will need supervisor approval to take any course outside of a certification.

Could I transfer these courses to a college for course credit?

A: Unfortunately, not, but it is a Wake Tech certificate program that can go on your resume.

How long do the courses last?

A: Each course lasts 6 weeks, and is 100% online. They consist of 12 lessons, released twice a week, and a Final Exam.

What does a Certification consist of?

A: Most certifications consist of 2 core courses, and 1 elective that you can choose. Ideally, you will be able to finish this in a year. We have enrollments every month, starting in the middle of the month.

Can I work on this during the workday?

A: If you are taking a course as instructed by your supervisor, we will allow one hour per week of work-time to work on your course.

What's in it for me?

A: The opportunity to gain skills that you can use at the Rosewood Family of Companies, or to move forward in your career, free of charge! All certification recipients will be recognized through mentions in all-staff meetings, and will receive a Rosewood Certificate signed by Matt Epps and Chandler Rose.