

BUSINESS SKILLS

Communication is the key to successful employment. This Business Skills course will provide you with the tools to move up the ladder of success. The career skills also include a 6-hour internship as well as a portfolio of accomplishments. The course is divided into 8 modules: Computer Skills for the Workplace, Presentation Media Skills, Customer Service, Business Writing, Workplace Communication, Productivity and Time Management, Career and Financial Management and Introduction to Entrepreneurship. Textbooks are included in the tuition. **63 classes**

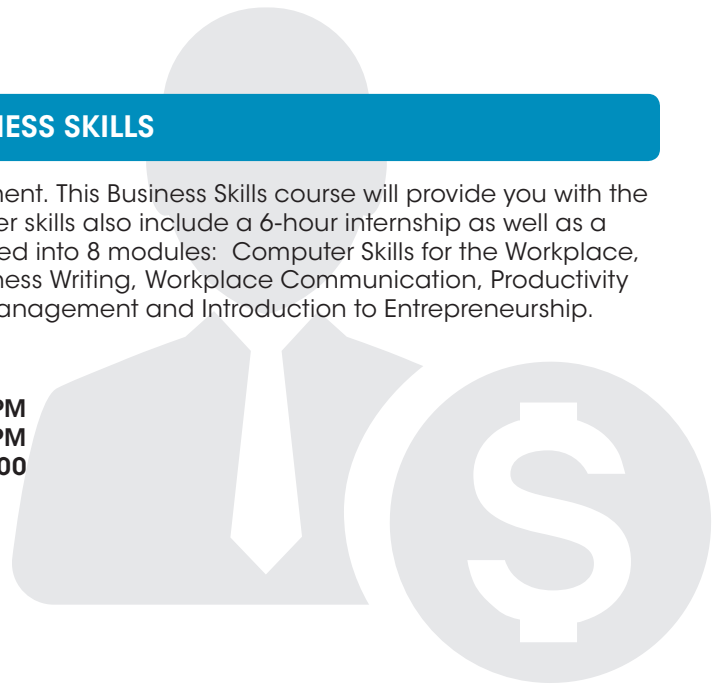
BUS1100

A: 10/22 - 02/01 M/T/W/Th/F 9:00 AM - 2:00 PM

B: 02/25 - 06/03 M/T/W/Th/F 9:00 AM - 2:00 PM

Location: AEC

Tuition: \$2,800



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