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. This course includes 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. 40 classes day/ 34 classes evening

BUS1100
A: 10/21 – 04/01 M/W 1:30 PM – 4:00 PM
B: 10/15 – 03/05 T/Th 6:00 PM – 9:00 PM
Location: AEC Tuition: $1,595

CAN’T ATTEND OUR BUSINESS CLASSES? LEARN FROM HOME!