Business Administration Certificate

**CTF 47**
Business Computing  $275
MonWed 6:45-9:45pm
April 13-June 22 OR
Sun 9am-3:30pm
April 19-June 21
This course offers a basic overview of the Microsoft Office™ (Word™, Excel™ and PowerPoint™) and the applications that businesses expect workers to know.

Prerequisite: A computer skills test will be administered at the first class session to assess proficiency. Students may be required to take RCL 39, Getting Started With Computers, as a prerequisite.

**CTF 48**
Business Writing & Grammar  $175
Sat 12:15-2:45pm
April 25-June 20
Improve your skills and develop clear and effective writing techniques necessary to succeed in today’s business environment.

**CTF 49**
Business Essentials  $275
TueThur 6:45-9:45pm
April 14-June 18
This course will introduce you to the basics of business development including sales, negotiation, project management and problem solving.