To be offered in the Fall 2015 semester.

**Business Administration Certificate**

**CTF 47**
**Business Computing** $275
MonWed 6:45-9:45pm
Jan 11-Mar 23 OR
Sun 9am-3:30pm
Jan 17-March 20

This course offers a basic overview of 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
Jan 30-Mar 19

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
Jan 12-Mar 17

This course will introduce you to the basics of business development including sales, negotiation, project management, and problem solving.