
Business Administration Certificate

CTF 46 **Business Communication and Office Management (T)** \$325
TueThur 6:45-9:45pm
Jan 21-Mar 26

Communicate more effectively through letters, memoranda and reports. You will learn how to handle challenges, improve listening skills and manage an office.

CTF 47 **Business Computing** \$325
MonWed 6:35-9:45pm
Jan 15-Mar 30 OR
Sun 9am-3:30pm
Jan 19-Mar 22

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** \$200
Sat 12:30-2:30pm
Jan 25-Mar 28

Improve your skills and develop clear and effective writing techniques necessary to succeed in today's business environment.