

## Business Administration Certificate

CTF 46 Business Communication and  
Office Management (T) \$325  
Tue/Thur 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  
Mon/Wed 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.