



Business Communication Skills

**Communicate effectively
in life and the workplace.**

This workshop will concentrate on written and verbal communication skills with an emphasis on basic grammar and writing skills.

Topics include:

- proper telephone technique
- letter writing
- resumes
- basic research techniques
- interpersonal communication

Class Times

Session 1: January 27
Thursday @ 5 - 6 pm

-or-

Session 2: February 21
Monday @ 1:30 - 2:30 pm

-or-

Session 3: March 9
Wednesday @ 3 - 4 pm

-or-

Session 4: April 8
Friday @ 2 - 3 pm

**Register at the Reference Desk
or call (716)433-5935, ext. 3**

Participants will be considered students in the Learning Pathways Program at Niagara County Community College.

Participants will receive a certificate at the completion of the course and NCCC will keep a permanent record of coursework completed.



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February 2011: Session 2						
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March 2011: Session 3						
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April 2011: Session 4						
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