



Instructor: Marcia B.

WRITTEN COMMUNICATION WEBCOURSE

Course #: C1865WC

STARTING SEPTEMBER 10, 2019 FOR 8 WEEKS

5:30 PM—8:00 PM

course description

Students in this course will study the principles, strategies, and techniques of effective written business communication. Emphasis is placed on reviewing grammar and mechanics as students create successful written messages including e-mails, memos and letters.

Objectives:

- Demonstrate polished grammar, punctuation, and usage skills necessary to create, proofread, and edit typical written business messages.
- Prepare clear, concise, and well-organized e-mails, memos and letters.
- Implement problem-solving and critical-thinking skills in preparing business messages.

Looking for more details? [Visit our website](#) for detailed course descriptions.

how to enroll

Enroll online at our website, CFTEA.org under Business Skills.

how class works

Course sessions run for 8 consecutive weeks by logging in at a computer, tablet or phone. Students complete homework, assessments and mini-presentations to display a solid grasp of the material.

tuition

\$450 per participant for eight weeks of training, assessments, materials and exam.

withdrawal policy

CFTEA withdrawal policy is outlined within our latest catalog and on our website. Before class begins the enrollment may be transferred to another student with the approval of the student's employer and the CFTEA office.

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