



Instructor: Marcia B.

WRITTEN COMMUNICATION WEBCOURSE

Course #: C1865WC

STARTING MARCH 17, 2020 FOR 8 WEEKS

6:00 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.

Would you like to know more about new educational career paths?

Visit us at cftea.org and
follow us on Facebook!

SPRING 2020 Registration and Offerings

Select courses to register

January 2020

- Residential Mortgage Lending Webcourse starts 1/4/2020
- Accounting (\$100 Off Sale) Webcourse starts 1/20/2020
- 40 Steps to Make Safe Deposit Boxes a Profit Center Webcourse 1/29/2020 (Special pricing discount)
- Commercial Lending Webcourse starts 1/30/2020

February 2020

- IRA Fundamentals—Machias, Maine 2/5/2020
- Medallion Signature Guarantee—Montpelier, Vermont 2/5/2020
- Notary Public Workshop—Montpelier, Vermont 2/5/2020
- Top 50 Important Safe Deposit Box Operating Procedures Webcourse –2/13/2020

March 2020

- Quality Service Webcourse starts 3/4/2020
- IRA Fundamentals—Montpelier, Vermont 3/10/2020
- IRA Advanced—Montpelier, Vermont 3/11/2020
- IRA Fundamentals—Augusta, Maine 3/11/2020
- IRA Fundamentals—Rutland, Vermont 3/11/2020
- HSA Fundamentals—Montpelier, Vermont 3/12/2020
- Top 25 Safe Deposit Compliance Issues Webcourse 3/17/2020
- Written Communication Webcourse starting 3/17/2020
- IRA Fundamentals—Rockport, Maine starting 3/18/2020
- Modern Supervisor—New Gloucester, Maine starting 3/24/2020
- IRA Fundamentals—New Gloucester, Maine 3/31/2020

April 2020

- Consumer Lending Webcourse starts 4/1/2020
- IRA Advanced—New Gloucester, Maine 4/1/2020

April 2020

- HSA Fundamentals—New Gloucester, Maine 4/2/2020
- Legal Foundations in Banking Webcourse starting 4/2/2020
- Modern Supervisor—Gilford, New Hampshire starts 4/9/2020
- Enhance Your Potential, Build Your Leadership Narrative Certificate—New Gloucester, Maine starts 4/16/2020
- 30 Steps to Audit a Safe Deposit Department Webcourse 4/22/2020
- Communicate with Confidence, Comfort and Conviction—New Gloucester, Maine 4/22/2020

May 2020

- Branch Manager Bootcamp—New Gloucester, Maine starts 5/6/2020
- Structuring Commercial Loan Packages—New Gloucester, Maine 5/20/2020

REGISTRATION - Scan to tammy@cftea.org

Name: _____

Organization: _____

Month of Birth: _____ Day of Birth: _____

Email: _____

Contact Phone: _____

Register for courses selected above or another course and code:

Approval Signature:
