WRITING FOR BUSINESS

Mondays & Wednesdays: 6:00 PM - 8:00 PM April 23, 25, 30 & May 2 (4 sessions)

Elnora B. Grice

Writing for Business is a course of study designed to provide a working knowledge of, and develop competency in English skills and concepts necessary for success in the workplace.

An analysis/overview of the business environment related to appropriate behavior and expectations of employers will be reviewed.

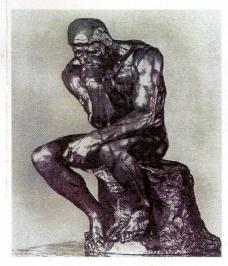
Participants will acquire a level of mastery, confidence, and knowledge to face the challenges and expectations of the world of work in business.

TECHNOLOGY

Tuesdays, Wednesdays & Fridays: 5:30 PM - 7:30 PM May 8, 9, 11, 15, 16, & 18 (6 sessions)

Jose Perez

The purpose of this course is to provide an overview of computers. It will expose participants to: an operating system; the use of computers in our lives; computer components; and software applications, including word processing, spreadsheet, graphics presentation, email and the Internet. This course is intended to provide general computer literacy and basic information management.



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Registration: Please register EARLY by calling 716-829-3131 or email mfcadmin@buffalo.edu. For additional information visit www.mfc.buffalo.edu.

