

## 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, e-mail and the Internet. This course is intended to provide general computer literacy and basic information management.



# LIFE

ARE YOU  
RETHINKING YOUR PLAN  
FOR SUCCESS?

SPRING 2007

UNIVERSITY AT BUFFALO  
DIVISION OF CONTINUING AND  
PROFESSIONAL STUDIES

PRESENTS

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**Registration:** Please register EARLY by calling 716-829-3131 or email [mfcadmin@buffalo.edu](mailto:mfcadmin@buffalo.edu). For additional information visit [www.mfc.buffalo.edu](http://www.mfc.buffalo.edu).

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