

Enroll now!

Strategic Business Program

Department of Economics

UC Santa Barbara

Do you want to impress recruiters?

Confused on what a resume and cover letter should look like?

Then this class is for you:

Business Communication and Etiquette

Class begins Sunday October 4, 2015 at 10:00 am

Business Communication and Etiquette Econ X430.65

Instructors: Cynthia Benelli, and Courtney Visueta

Business etiquette goes far beyond knowing which fork to use at a lunch with your client or boss. It's about projecting an image of professionalism and credibility so others will take you seriously in the workplace. Communication is fundamental to success in almost all professional endeavors. This course will cover a wide-range of topics related to business communication and etiquette. In particular, students will learn communication strategies relevant for interactions with: colleagues, employees, partners, and business clients. In addition, students will learn and practice proper business etiquette. Topics include: Written communication, face to face communication, telephone etiquette, appropriate attire and dining etiquette

Class meetings:

Sunday, October 4 10:00-1:00

Monday, October 5 5:15-8:15

Wednesday October 7 5:30-8:30

REGISTER ONLINE AT: <http://extension.ucsb.edu>