

Computer Basics

Own your Attitude

Time Management/Note Taking and
Organization

Art of Communication

Customer Service & Phone Etiquette

Email Basics and Etiquette

MS Word 1

Office Equipment

Public Speaking

MS Word II

Failing Forward

Personal "Branding"

Resume

Filing

Organization on the Computer

Internet Research

Interacting in the workplace

Excel 1

Skills Lab

Business Etiquette

Excel 2

Ethics and Confidentiality

PowerPoint

Organization and Note-Taking
(with School Planner)

Review and Attention to Detail

Filing and Notetaking Assessment

Cumulative assessment

Peachtree Center

MARTA/CAP