

SPRING SEMESTER 2012

BUSINESS/OFFICE MANAGEMENT

Notary Public **\$65 + \$5 tech fee + text**

If you have a high school diploma or a GED and no felony conviction on record, you may be able to become a notary public.

0.7 CEUs

#1366	J. Martin	Feb 7-9
102 Van Dusen Hall	T/Th	5:30-9 pm

#1367	J. Martin	Apr 16-18
102 Van Dusen Hall	M/W	1-4:30 pm

#1368	R. Utley	Mar 5-6
127 Upchurch Hall-Hoke Center, Raeford	M/T	5:30-9 pm

SALES

NEW! The Art of Successful Selling **\$65 + \$5 tech fee**

Do you have a talent and/or desire for selling? In this course, learn how to increase your income and use good customer service to achieve a high degree of success in sales. 2.4 CEUs

#1369	E. Hansen	Jan 10-Feb 28
207 Van Dusen Hall	T	6-9 pm

BANKING

Bank Teller Training **\$120 + \$5 tech fee + text**

Designed for those interested in becoming a bank teller, this course will include the following topics: introduction to banking operations, handling cash, balancing operations, customer relations, motivation and self-confidence, professional conduct and dress, and security procedures. Upon successful completion of the course, the student is guaranteed an interview with a local bank. 3.6 CEUs

#1370	S. Gonzalez	Feb 7-Mar 15
206 Van Dusen Hall	T/Th	6-9 pm