

AEXC 2315 : Communication in the Workplace

This course examines the use of assertive language, management of conflict, solving problems, and job finding skills as they are related to being an effective communicator. Career networking is introduced. This course covers basic office skills includes filing, faxing, copying, answering telephones, and handling money and customer service skills focusing on the interaction with others.

Credits 3

Course ID

008917

Requisites

AEXC Prerequisite: Student must be in the Pragmatic Studies Program to take this course.