

The Business Essentials course is an introduction to the Canadian workplace, ideal for those wishing to enter the North American job market.

The course provides students with a solid grounding in the communication skills they will need to gain employment in Canada.

Students will learn:

- Resume writing
- Job interview skills
- Telephone and email interactions
- How to resolve customer complaints
- People management skills
- Presentation skills

### **Prices**

### **Business Essentials**

4 weeks study, 4 weeks practicum

Price: \$1,800

#### Business Essentials Plus

8 weeks study, 8 weeks practicum

Price: \$3,000

## Business Essentials Plus and Marketing

12 weeks study, 12 weeks practicum

Price: 4,000

## Additional fees on all programs:

Placement fee \$800 Registration fee \$150 Material fee \$50

# starting dates - 2017

 Jan 18
 May 9
 Aug 29
 Dec 19

 Feb 15
 Jun 6
 Sep 26

 Mar 14
 Jul 4
 Oct 24

 April 11
 Aug 2
 Nov 21

Please contact us for further information and minimum requirements:

info@ihcareercollege.com



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