

- Fort Wayne, IN
- Kokomo, IN
- Elkhart, IN
- Napoleon, OH

# Business Management

Indiana ETC #7652 • Ohio #520299 • Cost: \$1,500

## CBP™ Certification Benefits



*The Certified Business Professional (CBP™) is an internationally recognized industry credential that validates and develops the business professional.*

*Achieving CBP™ certification gives students the marketable skills necessary to set them apart in the competitive job market.*

*The CBP™ Business Communication certification module explores the study of the process of communication in the business environment, allowing us to understand how to make better choices in our day-to-day communication.*

*Business managers may supervise an entire company or a specific department or territory within a company's operations. Exact duties vary depending on the business manager's title, company, field, and industry. However, business managers typically plan, direct, and oversee operations and employers.*

### Program Overview:

The CBP Business Management training and certification program is geared towards persons interested in pursuing a career in management or improving their management skills. The course provides the essential information and skills required by professionals who have to make decisions that are important to the direction and performances of an organization or business. If a practical approach to managing in any environment is what you are looking for, this will set you on the path.

### Prerequisites:

HS Diploma or GED

### Classes:

- Introduction to Personal Computers
- Windows XP
- Keyboarding A-Z
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Publisher
- QuickBooks
- Leadership Essentials
- Time Management
- Excellence in Customer Service
- CBP Business Communication
- Résumé Building & Interviewing Skills

### Certification:

International Business and Training Association's Business Management Certification

Classes are 6 weeks in length, and meet for 4 hours per day, Monday through Thursday, mornings or afternoons

For information regarding this course, contact:

info@etfortwayne.com • (260) 432-9077 • Toll-free: (866) 257-0316