

Communications-Broadcast Media Professional

Behavior	Series	Course Title	Course #	Estimated Duration
Pre-production				
Production				
Post-production				
Programming				
Scriptwriting				
News writing and reporting				
Announcing and performance				
		<b>Business Grammar Essentials</b>		
		Understanding Writing Mechanics	<a href="#">COMM0203</a>	2
		<b>Business Writing Essentials</b>		
		Writing to Reach the Audience	<a href="#">COMM0015</a>	3
		<b>The Effective Administrative Support Professional</b>		
		Using Effective Business Communication	<a href="#">ADM0103</a>	2
		<b>Business Etiquette and Professionalism</b>		
		Communication Etiquette	<a href="#">COMM0182</a>	2.5
		<b>Advanced Skills for Administrative Support Professionals</b>		
		Communicating with Power and Confidence	<a href="#">ADM0114</a>	3
		<b>Effective Business Meetings</b>		
		Participating Effectively in Business Meetings	<a href="#">COMM0333</a>	5