

**BUSINESS****Course #****Hours****Cost****Days****COMPUTER REPAIR****COMP 101 (T&I) 8621****75.0****\$340.00****Tues/Thurs**

This course focuses on how computers work, computer terminology, how software and hardware work together, troubleshoot, fundamentals, understanding computer memory and peripheral computer equipment. The course is geared and focus towards the A+ certification. (2 SEMESTER 150 HOURS)

**OFFICE SPECIALIST****BUS 101 (T&I) 6621****45.0****\$220.00****Tues**

Students will learn the basic fundamental considerations of planning, organizing, actuating, controlling, and ethical implications of management practice. This course application of principals and techniques is for all organizations, including those of business, government, and non-profit organizations.

**REAL ESTATE****RS 101 (T&I) 8191****60.0****\$230.00****Mon/Wed**

Principle and Practices - The course will prepare students for the PRE-LICENSING COURSE that is given by the Virginia Real Estate Commission. The course provides a foundation in real estate and is recommended for anyone interested in becoming a licensed sales associate.

**SMALL BUSINESS****BUS 500 (T&I) 9094****60.0****\$250.00****Mon/Wed**

Ownership -This course teaches the development and implementation of a profit enterprise. Case studies are used too explore topics ranging from the decision to start a business, purchase a franchise, or to take over an existing business, the course also explores components of a business plan, which include management and organization, marketing, financial sections, and managing growth.

**SMALL BUSINESS-Spanish****BUS 500 (T&I) 9094****60.0****\$250.00****Lunes/Miercoles**

La propiedad -Este curso enseña el desarrollo y la implementación de una empresa de ganancia. Los casos son utilizados también explora temas que recorren de la decisión de comenzar un negocio, compra una licencia, o para tomar un negocio existente, el curso también explora componentes de un plan de trabajo de la empresa, que incluye gestión y organización, vendiendo, secciones financieras, y manejar el crecimiento.

