

# ELL G051N: LISTENING AND SPEAKING FOR SMALL BUSINESS

Item	Value
Top Code	493086 - English as a Second Language - Speaking/Listening
Units	0 Total Units
Hours	36 Total Hours (Lecture Hours 36)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

## Course Description

This noncredit course provides students with the essential listening and speaking skills needed to manage a small business. Students will learn the fundamentals of communicating with business partners, employees, vendors, and customers. Emphasis is placed on business terminology and cultural etiquette pertinent to a small business setting. Topics include technical vocabulary, everyday expressions, conversational strategies, and knowledge of American business culture. Open Entry/ Open Exit. NOT DEGREE APPLICABLE. Not Transferable.

## Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Online Enhanced NC Lect (NC5)
- Live Online Enhanced NC Lect (NC9)