

Central Arizona College Business Division

Presents

A Business Etiquette Workshop

A hands-on, high school student workshop covering business dilemmas and presentation of CAC's business division career opportunities & programs.

Workshop sessions held during CAC's Annual Job & Career Fair, Thursday, April 8, 2010, 9:00 A.M. – 1:00 P. M. Reserve seats NOW for one of FOUR limited seating sessions, in SPC Bldg N, Sizer, N113B. *Reservations taken on a first come basis with contact below.*

1. 9:00 A.M. – 9:50 A.M.
2. 10:00 A.M. – 10:50 A.M.
3. 11:00 A.M. – 11:50 A.M.
4. 12:00 P.M. – 12:50 P.M.

Workshop Agenda

- 9:00 – 9:05 Reception hosted by DECA Collegiate student club!
- 9:05 – 9:10 Welcome Etiquette
- 9:10 – 9:15 Business Dress
- 9:15 – 9:20 E-mail Etiquette
- 9:20 – 9:30 Dining Etiquette
- 9:30 – 9:45 CAC's Business Divisions Program of Studies / Scholarships
Meet CAC's Business Professors
- 9:45 – 9:50 Join DECA Collegiate student club

Start working on your business career earning potential in:

**\$ General Business \$ Accounting \$ Computer Systems \$
\$ Programming \$ Networking \$ Marketing \$
\$ Economics \$ Management \$ Entrepreneurship \$
\$ Hotel and Restaurant Management \$**



DECA Collegiate Business Club



Central Arizona College Business Division

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