

# CONSUMER ED (CNED)

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**CNED 235** **36 Hours**

## **Professional Business Etiquette**

This class will empower you to present yourself with confidence and authority. Topics covered include dining skills, introductions, how to make an entrance, remembering names, handshaking, conversation & listening skills. *(Fee-Based)*

**CNED 245** **10 Hours**

## **Career Search Strategies**

Our role is to provide you with the tools and training to conduct a highly effective job search program. This includes a customized job search game plan, a self assessment of your career strengths, effective self presentation strategies and negotiating recommendations to maximize your earnings. *(Fee-Based)*

**CNED 250** **40 Hours**

## **Novel Writing and Memoirs**

A practical, hands-on course to help writers polish their manuscripts and learn skills necessary for publishing both novels and memoirs. Student manuscripts will be critiqued in detail. Students will receive lessons in plot, common mistakes, characterization, beginnings - plus query letters and synopses. *(Fee-Based)*

**CNED 255** **2 Hours**

## **Simplifying Your Life through Organization**

This course focuses on home organization to bring the benefits of a simpler life. In this class students will learn several practical and real-world strategies to get their complete home in order. The course begins with organizing basics and then applies the basic strategies to kitchen, bedroom, office and storage. *(Fee-Based)*

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