

Professional Etiquette: Course

In order to take this course, you must:

- Have access to a computer.
- Have continuous broadband Internet access.
- Have the ability/permission to install plug-ins or software (e.g. Adobe Reader or Flash).
- Have the ability to download and save files and documents to a computer.
- Have the ability to open Microsoft files and documents (.doc, .ppt, .xls, etc.).
- Have competency in the English language

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