

Business Essentials Certificate (BEC)

Certificate Factsheet

Number of Hours	126 Training Hours- 13 Modules
Duration	6 Weeks

Program:

Modules	# of Hours
Communication skills	12
Business Writing: Reports – Memos - emails - Letters - Faxes	12
Business Etiquette	8
Presentation Skills	12
Problem Solving	6
Time Management	6
Stress Management	6
Critical Elements of Customer Service	12
Team Building	12
Basic Selling Skills	16
Giving Effective Feedback	6
Creating an effective Job Portfolio	4
Basic Digital Marketing Concepts: <ul style="list-style-type: none"> • Basic Internet Marketing • Building an Online Business • Conducting Accurate Internet Search • Social Media utilization in business 	15
Total Number of Training Hours	126

Admission & Registration steps:

1-Bring the following documents to admission department in Dokki or Heliopolis campus to fill your application:

- Copy of an ID
- 2 Personal Photos
- Copy of Transcript and/or Graduation certificate

Fees required, from the admission process till graduation, will be in order as follows:

- 1-Application Fees: 100 LE (Nonrefundable)
- 2- The Business Essential Certificate Tuition fees: 5500 LE in total including studying materials.

ESLSCA Executive Education- ESLSCA Business School

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