

Business Essentials Certificate (BEC)

Certificate Factsheet

Number of Hours	127 Training Hours- 13 Modules
Duration	5 Months

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 Marketing Skills	15
Total Number of Training Hours	127

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 or books paid.

ESLSCA Executive Education- ESLSCA Business School

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