

Business English Classes at the Latin American Association

www.thelaa.org

The Latin American Association offers **Business English Classes** at the Atlanta Outreach Center. This course is designed for low intermediate, high intermediate and advanced level students who wish to improve their spoken and written English for professional purposes. The focus of this course is to help students improve their communication skills in order to function more effectively at work. Topics covered in this course will include: general business correspondence, job interview skills, discussion of commercial and business topics, presentations and much more.

To register, please contact Lana Gavrilov via e-mail at LGavrilov@thelaa.org or by phone at (404) 638-1802

Location: 2750 Buford Highway, Atlanta, GA 30324

Tuition and fees:

New Students:

\$125 - tuition

\$40 textbook and materials fee

Total Cost - \$165

Returning students: \$110

Please note: Class schedules are subject to change. The minimum number of students required to open a class is 8. The LAA reserves the right to cancel a class if this requirement is not met.

2010 Schedule of Classes

Evening Weekday Classes	
Sessions	Days and Times
January 11 – February 15 <i>*No class Jan 18 (MLK Day)</i>	Tuesdays and Thursdays 6:30 p.m. – 8:45 p.m.
February 22 – March 25	Tuesdays and Thursdays 6:30 p.m. – 8:45 p.m.
April 5 – May 6	Tuesdays and Thursdays 6:30 p.m. – 8:45 p.m.
May 17 – June 21 <i>*No class May 31 (Memorial Day)</i>	Tuesdays and Thursdays 6:30 p.m. – 8:45 p.m.
June 28 – August 2 <i>*No class July 5 (Independence Day)</i>	Tuesdays and Thursdays 6:30 p.m. – 8:45 p.m.
August 9 – September 13 <i>*No class Sept 6 (Labor Day)</i>	Tuesdays and Thursdays 6:30 p.m. – 8:45 p.m.
September 20 – October 21	Tuesdays and Thursdays 6:30 p.m. – 8:45 p.m.
November 1 – December 9 <i>*No class week of Thanksgiving holidays</i>	Tuesdays and Thursdays 6:30 p.m. – 8:45 p.m.

Helping Latino families achieve their aspirations for academic, social and economic advancement.

Morning Weekday Classes	
Sessions	Days and Times
January 11 – February 15 <i>*No class Jan 18 (MLK Day)</i>	Tuesdays and Thursdays 9:30 a.m. – 11:45 a.m.
February 22 – March 25	Tuesdays and Thursdays 9:30 a.m. – 11:45 a.m.
April 5 – May 6	Tuesdays and Thursdays 9:30 a.m. – 11:45 a.m.
May 17 – June 21 <i>*No class May 31 (Memorial Day)</i>	Tuesdays and Thursdays 9:30 a.m. – 11:45 a.m.
June 28 – August 2 <i>*No class July 5 (Independence Day)</i>	Tuesdays and Thursdays 9:30 a.m. – 11:45 a.m.
August 9 – September 13 <i>*No class Sept 6 (Labor Day)</i>	Tuesdays and Thursdays 9:30 a.m. – 11:45 a.m.
September 20 – October 21	Tuesdays and Thursdays 9:30 a.m. – 11:45 a.m.
November 1 – December 9 <i>*No class week of Thanksgiving holidays</i>	Tuesdays and Thursdays 9:30 a.m. – 11:45 a.m.

Saturday Classes	
Sessions	Days and Times
January 16 – February 27	Saturday 9:30 a.m. – 12:30 p.m.
March 13 – April 24	Saturday 9:30 a.m. – 12:30 p.m.
May 8 – June 26 <i>*No class May 29 (Memorial Day)</i>	Saturday 9:30 a.m. – 12:30 p.m.
July 10- August 21	Saturday 9:30 a.m. – 12:30 p.m.
September 11 – October 23 <i>*No class Sept 4 Labor Day</i>	Saturday 9:30 a.m. – 12:30 p.m.
November 6 - December 18	Saturday 9:30 a.m. – 12:30 p.m.

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