

Retail Merchandising

At Rochester Community and Technical College is offering . . .

Professional Image in Business

RMDS 1140 ■ 2 Credits ■ Fall Semester
W ■ 1:00 to 2:40 p.m.

Explore clothing selection emphasizing the business wardrobe for both men and women. Develop a professional image through knowledge of business etiquette, leadership and time management skills, communication skills, resume writing and interviewing.

DO YOU WANT TO . . .



- Understand the importance of communicating a professional image to others
- Learn how to dress to affect professional image
- Project the image you want and learn how to assist others to project their desired image
- Use appropriate social and business etiquette
- Learn strong communication, management and leadership skills
- Exhibit job placement skills
- Learn about proper E-mail etiquette



Shannon Corcoran, 285-7238 or
shannon.corcoran@roch.edu
Retail Merchandising Department
VISIT OUR WEB SITE AT:
www.rctc.edu/program/rmds

9/10