

FREE CAREER TRAINING CLASS

Introduction to Business Communication



Enrollment Information

Register Online at
WWW.MSJC.EDU/ADULTED



Tuesdays
Jan. 30, 2024 - May 21, 2024
12:30 p.m. - 2:30 p.m.



Azusa Pacific University
40508 Murrieta Hot Springs Rd.
Murrieta, CA 92563

In this course, students develop the skills necessary to communicate effectively in a professional business environment and learn how to prepare basic business documents including letters, memos, and presentations.

Topics include employer expectations, success skills, basic business etiquette, and business professionalism.

CONTACT US
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