



Free Career Training Class

Introduction to Business Communication

Mt. San Jacinto College Adult Education is offering a class in:

Introduction to Business Communication

In this course, students will 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.



Introduction to Business Communication

Thursday
Sept 1 — Dec 15
12:30p.m. — 2:30p.m.
Instructor: Deborah
Abrams



Azusa Pacific University

40508 Murrieta Hot
Springs Rd.
Murrieta, CA 92563

Enrollment Information

Register Online

- Go to msjc.edu/adulted
- Click on "Enroll Now"
- Follow Online Registration Steps

For further information
email:

AdultEducationandNon-Credit@msjc.edu

