



Free Career Training Class Introduction to Business Communication

Mt. San Jacinto College Adult Education
is offering an
Introduction to Business Communication

In this ONLINE 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.



Introduction to Business Communication

Tuesdays

Aug 30 — Dec 13

6:00 p. m. — 8:00 p. m.



ONLINE

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](mailto:AdultEducationandNon-Credit@msjc.edu)

Phone: 951-487-3707