

FREE CAREER TRAINING CLASS

Introduction to Business Communication



Enrollment Information

Register Online at
WWW.MSJC.EDU/ADULTED



Wednesdays
Aug. 30 - Dec. 13
6:00 p.m. - 8:00 p.m.



ONLINE

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.

CONTACT US
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