



# 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

Thursdays

Feb. 2 - May 11, 2023

6:00 p. m. — 8:00 p. m.



**ONLINE**

## Enrollment Information

### Register Online

- Go to [msjc.edu/adulted](https://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

Scan QR Code

