

FREE CAREER TRAINING CLASS

Introduction to Business Communication



Enrollment Information

Register Online at
WWW.MSJC.EDU/ADULTED



Tuesdays
Jan 30, 2024 - May 21, 2024
4:00 p.m. - 6:00 p.m.



San Jacinto Campus/Online (Hybrid)
1499 N. State Street
San Jacinto, CA 92583

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
(951) 487 3707