These non-credit courses will improve your business communication skills. Writing and speaking well are important skills to learn for success in the business world. Knowing how to communicate well can allow you to better deliver your ideas. Improving your business communication skills can help you convey a sense of professionalism and excellence in business. In these courses, you can begin to master the simple and effective skills that drive all successful business communication.

**Advanced ESL, ABE, and ASE students are welcome!**

November 27, 2018 – March 7, 2019
Tuesday/Thursday afternoons