Grammar Skills and Essentials

Training and Development is proud to sponsor this course facilitated by a professional from New Horizons Computer Learning Center. In this course, students will learn how to improve their business writing skills by understanding grammar rules. Students will review the rules of grammar, identify common grammar errors, and refine their business writing style.

Day: Tuesday
Date: April 3, 2012
Time: 8:30 a.m. to 4:00 p.m.
Location: Ticon III, Room 2400

Individuals interested in attending may register for this course through the UC Learning Center at http://lms.ucdavis.edu. After logging in, enter the course code, 06843, or the course name, Grammar Skills and Essentials into the search box and click, “Go.”