

PUT IT IN WRITING IN PERSON CLASS



WHERE:

AWC Reskilling and Technology Center
1351 S Redondo Center Dr.
Yuma, AZ 85365

Price: \$87.00

Call **(928) 317-7674** or Email
ContinuingEd@azwestern.edu

OBJECTIVES:

- Identify how to prepare the content and structure of your report
- Discover the elements that make up some of the most common types of reports
- Learn techniques for making your report clear, credible, professional, and accurate
- Understand how to best present the content of your report.

Email: ContinuingEd@azwestern.edu

To Register and Pay: (928) 317-7674

Registration Hours: Mon - Thurs 8AM - 5PM, Fri 8AM - 4PM payments accepted via phone, mail or walk in. Please make checks payable to AWC. Visa, MasterCard, and Discover cards accepted.

Refund Cancellation Policy:

A 100% refund will be granted if a request is made 2 business days prior to the start of class. A 50% refund will be issued if notice is received less than 2 business days prior to class. No refunds will be issued after the first day of class. If a class is canceled due to low registration we will contact you 2 business days prior.