



Continuing Education

BUSINESS WRITING ESSENTIALS IN PERSON CLASS

**REGISTER EARLY!
TO REGISTER & PAY (928) 317-7674**



COURSE OBJECTIVES

- Use appropriate grammar & punctuation
- Avoid spelling errors
- Write paragraphs in logical order
- Present ideas clearly and persuasively
- Project credibility and professionalism

**AWC RESKILLING AND
TECHNOLOGY CENTER**

Location: AWC Reskilling and Technology Center, 1351 S. Redondo Center Dr, Yuma AZ 85364

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.