



Continuing Education

Business Writing Essentials

IN PERSON CLASS



When:

Tuesday July 22, 2025

Hour:

9AM - 1PM

Price:

\$87

TO REGISTER & PAY (928) 317-7674

COURSE OBJECTIVES

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



Scan to register

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

Email: ContinuingED@azwestern.edu

Registration Hours: Mon - Thurs 8AM - 5PM, Fri 8AM - 4PM payments accepted via phone 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.