



**Continuing Education**

# **Business Writing Essentials**

**IN PERSON CLASS**



**When:**

**Wednesday, August 6, 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.