IN PERSON CLASS
PUT IT IN WRITING

REGISTER TODAY!
(928) 317-7674

WHEN
11/16/2023
9:00am-1:00pm

WHERE
AWC Reskilling and Technology Center

Price:$80

• 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.

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.