



Center for Business and Workforce Education

Business Writing

May 7th, 2019

9am-12pm

RCTC Heintz Center- Room HA110

\$85 per person

Strong Communication skills are a necessity in today's work environment. Professional communication contributes to a polished, professional image of you and your organization. In this session you will learn some practical techniques to communicate clearly and effectively when writing letters, memos, e-mails, and reports.

Contact Hours: 3 Hours

Instructor: Pam Whitfield

REGISTRATION FORM

Name: Last First M.I. Social Security Number: Male Female Date of Birth: Home Address: Apt/Unit #: PO Box #: City, State, Zip: Primary Phone: E-mail Address: Alternate Phone: Home Work Cell Home Work Cell

Payment Required At Time Of Registration does not qualify for financial aid

Student Signature: Date:

Payment Information: For payment and cancellation policies, please refer to our website:

http://www.rctcbwe.com

Check #: By providing a check payment, you authorize RCTC to use the information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. We will use your check to make an electronic fund transfer, funds may be withdrawn from your account the same day we receive payment, and you will not receive your check back from your financial institution.

Verification from Employer: Send a letter, email (workforceeducation@rctc.edu), or fax (507-280-3168) to authorize invoicing for the class

Company Billing Attn: PO/Voucher #: Company Name: Work Phone: Company Address: City, State, Zip:

Please call us with Registration Questions at 507-280-3157 or Fax in your registration to 507-280-3168



MINNESOTA STATE

WWW.RCTC.EDU

851 30th Avenue SE | Rochester, MN 55904 | 1-800-247-1296

A member of the Minnesota State System and an affirmative action/equal opportunity college. RCTC provides accessible, affordable, quality learning opportunities to serve a diverse and growing community.

