



# What's Happening?



CONTINUING  
EDUCATION

**November 2014**



Continuing Education — We Deliver!

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# AWC Continuing Education

## “WHAT’S HAPPENING?”



November 2014

### **NOW AVAILABLE:** **Online Career Training Programs**

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable and self-paced online career training program. Begin these programs at any time and learn at your own pace.

Programs to Explore Include:

- Healthcare & Fitness
- Business
- IT & Software Development
- Corporate Management
- Media & Design
- Hospitality & Service Industry

[careertraining.ed2go.com/awc/](http://careertraining.ed2go.com/awc/)

We also offer more online courses and certificates provided by expert instructors. Learn from the comfort of home on your schedule.

[www.ed2go.com/awc](http://www.ed2go.com/awc)

### Save \$\$\$

Discounts available for groups of 5 or more.

### We're on the Web!

[www.azwestern.edu/ContinuingEd](http://www.azwestern.edu/ContinuingEd)

### PROFESSIONAL DEVELOPMENT AND PERSONAL ENRICHMENT OPPURTUNITIES AVAILABLE!

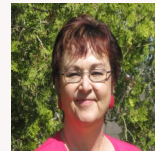
#### Public Speaking

Wednesday, November 19th &  
Thursday, November 20th 9am - 4pm

Experienced public speakers know how to grab their audience’s attention. They can do so with their very first word or gesture. Their method of captivating their audience is only limited by their creativity. Find your own voice and style as you present. Dare to be your unique self as you learn public speaking.

Facilitated by: Margaret Mai

Born in Russell, KS, Margaret has lived in Yuma for many years. She raised her three children in Yuma. Margaret attended training at the Josephson Institute of Ethics, Effectiveness Institute, and Family Community Leadership. She is a Certified Trainer for all. Margaret has written materials for many workshops and presented at conferences around the U.S.



#### Customized Training

Unlock the potential of your workforce!  
Contact us today!

Maria Aguirre,  
Director of Customized and  
Contract Training Services  
928-317-6180  
[maria.aguirre@azwestern.edu](mailto:maria.aguirre@azwestern.edu)



Let us coordinate your next  
employee training.

#### November 3rd

Gentle Yoga @ YRCC  
Gym Fitness- Parker  
Zumba Fitness- Wellton

#### November 4th

T'ai Chi Chih @ YRCC

#### November 7th

Microsoft Excel Basics  
Microsoft Windows 7  
Planning the Family  
Budget @YRCC

#### November 11th

Body Sculpting- Wellton

#### November 14th

Journaling for Healthy  
Outcomes

#### November 18th

Art 1-Painting-Quartzsite

#### November 19th

Public Speaking

#### November 21st

Excel- More than the Basics  
Successfully Manage Tasks

**REGISTER TODAY**

**(928)317-7674**

Continuing Education Division  
AWC Entrepreneurial Center  
1351 S. Redondo Center Drive  
Yuma, Arizona 85365  
(928) 317-7674  
Fax: (928) 317-7615  
[ContinuingEd@azwestern.edu](mailto:ContinuingEd@azwestern.edu)



Continuing Education—We Deliver!

# GENTLE YOGA



Introduction to practicing yoga poses and breathing exercises designed to tone and strengthen the entire body, improve flexibility, increase the oxygen flow and find deeper relaxation by balancing body, mind and spirit. Students will need to bring their own mat. This movement class will adapt to your level of movement and can be performed in a chair.

**\$39 Fee**

Mondays and Wednesdays  
November 3 - 26, 2014  
12:30 pm - 1:30 pm

LMT and Allied Health Office  
2451 S Avenue A  
Building E, Suite #101  
Yuma, AZ 85364

*Instructor: Omar Soto*

A partnership between  
Yuma Regional Medical Center  
AWC Massage Therapy Program  
AWC Continuing Education

**Register Today!**

**Call: 928-317-7674**

or download a registration flyer at  
[www.azwestern.edu/ContinuingEd](http://www.azwestern.edu/ContinuingEd)

**REGISTRATION FORM (MAIL, EMAIL OR FAX)** Gentle Yoga at YRCC 11/3/2014 - 11/26/2014 **\$39**

Name \_\_\_\_\_ Organization/Business \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Form of Payment**

- Check or Money Order Payable to Arizona Western College
- VISA, MasterCard, Discover (in person or by phone by calling 928-317-7674)
- Third Party Billing or Purchase Order



Return Registration Form to : AWC Entrepreneurial Center, 1351 S. Redondo Center Drive, Yuma, AZ 85365  
Email: [ContinuingEd@azwestern.edu](mailto:ContinuingEd@azwestern.edu) Phone (928) 317-7674 Fax (928) 317-7615

**Refund/Cancellation Policy**

A 100% refund is granted or another individual may attend in your place if a request is made two working days prior to the start of class. A 90% refund will be issued if notice is received less than two working days prior to class start date. No refunds will be issued after the first day of class.

# GYM FITNESS

*get* **FiT**



GYM is open 6am - 8pm  
Monday - Friday

Located at: AWC Parker  
1109 S. Geronimo Ave  
Parker, AZ 85344

**\$35 Fee**

**November 3 - December 19, 2014**

or \$25 per month

GYM will be closed November 11, 27, 28, 2014

December 22 - 31, 2014 for Winter Break

Under 17 must be accompanied by parent

**Register Today!**

**928-669-2214**

**REGISTRATION FORM (MAIL, EMAIL OR FAX)** GYM Fitness at AWC Parker 11/3/2014 - 12/19/2014

Nov/Dec \$35  Nov \$25  Dec \$25

Name \_\_\_\_\_ Organization/Business \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Form of Payment**

<input type="checkbox"/>	Check or Money Order Payable to Arizona Western College
<input type="checkbox"/>	VISA, MasterCard, Discover (in person or by phone by calling 928-669-2214)
<input type="checkbox"/>	Third Party Billing or Purchase Order



Return Registration Form to : AWC Parker Learning Center, 1109 S. Geronimo Ave., Parker, AZ 85344

Email: [awc.lapaz@azwestern.edu](mailto:awc.lapaz@azwestern.edu) Phone (928) 669-2214 Fax (928) 669-5350

**Refund/Cancellation Policy**

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## Continuing Education — We Deliver!



**Are you ready to party yourself into shape?**

That's exactly what the Zumba® program is all about.

It's an exhilarating, effective, easy-to-follow, Latin-inspired, calorie-burning dance fitness-party™ that's moving millions of people toward joy and health.

**Fee \$39**

**Mondays and Wednesdays  
November 3 - November 26, 2014  
5:30 p.m. - 6:30 p.m.**

**Arizona Western College  
Wellton Learning Center  
28851 County 12th Street  
Wellton, AZ 85356**

**Room 112**

**Instructor: Idalia Ramos**

**Register Today!**

**Call: 928-785-4175**

**REGISTRATION FORM (MAIL, EMAIL OR FAX)**

Zumba at AWC Wellton 11/3/2014 - 11/26/2014 \$39

Name (s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Credit Card: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ Exp: \_\_\_\_ V Code (3 digits back of card): \_\_\_\_\_

Signature: \_\_\_\_\_



Checks or money orders payable to AWC— Visa, Discover, Master Card— Purchase Orders and Third Party Billing accepted.

Mail or in person at: 28851 County 12th Street, Wellton, AZ 85356 Phone (928) 785-4175 Fax (928) 314-9436

Email: [WelltonLearningCenter@azwestern.edu](mailto:WelltonLearningCenter@azwestern.edu)

**Refund/Cancellation Policy**

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# T'AI CHI CHIH



T'ai Chi Chih is an easy to learn moving meditation. The repetitive moves can be adapted to any physical condition. It can be done sitting in a chair. It is a very gentle form of exercise.

Practice offers many health benefits; physical, emotional, mental and spiritual. These slow, relaxed, and flowing movements are ideal for those seeking gentle rehabilitative exercises to reduce stress, and to study "inner power" through calmness. It is a low impact exercise that emphasizes balance, grace, and fluidity of motion.

## Register Today!

Call: 928-317-7674

or download a registration flyer at  
[www.azwestern.edu/ContinuingEd](http://www.azwestern.edu/ContinuingEd)

**\$29 Fee**

Tuesdays and Thursdays  
November 4 - 25, 2014  
(no class on 11/11/14)  
12:30 pm - 1:30 pm

Yuma Regional Cancer Center  
2375 S. Ridgeview Drive  
Yuma, AZ 85364  
Legacy Conference Room

*Instructor: Kasandra Lor*

A partnership between  
Yuma Regional Medical Center  
AWC Massage Therapy Program  
AWC Continuing Education

**REGISTRATION FORM (MAIL, EMAIL OR FAX)** T'ai Chi Chih at YRCC 11/4/2014 - 11/25/2014 **\$29**

Name \_\_\_\_\_ Organization/Business \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Form of Payment

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Check or Money Order Payable to Arizona Western College                    |
| <input type="checkbox"/> | VISA, MasterCard, Discover (in person or by phone by calling 928-317-7674) |
| <input type="checkbox"/> | Third Party Billing or Purchase Order                                      |



Return Registration Form to : AWC Entrepreneurial Center, 1351 S. Redondo Center Drive, Yuma, AZ 85365  
Email: [ContinuingEd@azwestern.edu](mailto:ContinuingEd@azwestern.edu) Phone (928) 317-7674 Fax (928) 317-7615

### Refund/Cancellation Policy

A 100% refund is granted or another individual may attend in your place if a request is made two working days prior to the start of class. A 90% refund will be issued if notice is received less than two working days prior to class start date. No refunds will be issued after the first day of class.



## MICROSOFT OFFICE EXCEL

**Expand your Excel skills and knowledge to boost your professional and personal productivity.**

Each session is held 9:00am—4:00pm  
(1 hour lunch on your own)

Held at AWC Entrepreneurial Center Rm 158  
1351 S. Redondo Center Dr., Yuma, AZ 85365

Course Outline available upon request

Sandy Hernandez has 14 years experience. Being able to provide opportunities for adult learners to keep abreast of the ever-changing world of business provides the fuel that feeds her passion for teaching others.



**Both sessions include practice sessions and hands-on exercises!**



Excel-Learn the Basics	November 7, 2014	\$99
Excel-More than the Basics	November 21 2014	\$99
YES! I will attend both sessions and save 20%		\$158

**Group discounts also available!**

### REGISTRATION FORM (MAIL, EMAIL OR FAX)

Name (s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Checks or money orders payable to AWC— Visa, Discover, Master Card— Purchase Orders and Third Party Billing accepted.

Mail /Person at: 1351 S. Redondo Center Drive, Yuma, AZ 85365

Phone (928) 317-7674 Fax (928) 317-7615

Email: [ContinuingEd@azwestern.edu](mailto:ContinuingEd@azwestern.edu)

**[www/azwestern.edu/continuinged](http://www.azwestern.edu/continuinged)**

#### Refund/Cancellation Policy

A 100% refund is granted or another individual may attend in your place if a request is made two working days prior to the start of class. A 50% refund will be issued if notice is received less than two working days prior to class start date. No refunds will be issued after the first day of class.

## MICROSOFT WINDOWS® 7

This course presents the basic concepts of Windows 7. This operating system is designed to simplify your everyday tasks, work the way you want them to, and make new things happen.



Windows 7™

Learners will acquire a working understanding of the fundamentals of Windows 7. Participants will develop the ability to productively use the Windows 7 operating system to perform the correct steps to achieve desired results. In addition, learners will be exposed to practice sessions and hands-on exercises in a computer lab environment.

### Liz Davis, Instructor



Making Yuma, Arizona my home in 1985 qualifies me to be a true "Yuman". With a financial background, I gained employment with the City of Yuma from 1985 to 1991 working in Finance.

Seeking a change in my career I became an instructor for Arizona Computer Institute (ACI). To assist my students and understand their challenges with the graduate program, I chose to participate as a student in the night program and earned my Diploma. Within four years I was promoted to Director of the School. My Directorship carried over to Interstate Career College, (ICC) when ACI was sold and there I earned my Associates Degree in Business Management.

Upon leaving the public sector, I returned to the City of Yuma in 1987 and became the Computer Training Specialist for the City in 1988. During this time I facilitated software application classes for the employees and began working part time for Arizona Western College (AWC) at night. I continue to work full time for the City and facilitate Microsoft Applications workshops for AWC.

Teaching is a passion and teaching adults – rewarding. Learning should be fun and it is a joy to be able to be a part of others success.

### Register Soon!

When: Friday November 7, 2014  
Time: 9:00am—4:00pm  
(1 hour lunch on your own)  
Fee: \$99 (materials included)



Early Bird Special

Early Bird Discount  
Receive a \$5 discount when you register at least seven (7) days in advance for selected classes.

**SPECIAL GROUP RATES AVAILABLE!**

Where: AWC Entrepreneurial Center, Room 115  
1351 S. Redondo Center Drive  
Yuma, AZ 85365

How: Call 928.317.7674 or download a registration flyer at  
[www.azwestern.edu/continuing](http://www.azwestern.edu/continuing)

### Comments from past students:

- ◆ "The training was interesting, fun and very helpful."
- ◆ "Learned a lot. Will apply to my work and personal computer."

### REGISTRATION FORM (MAIL, EMAIL OR FAX)

MS Windows 7

11/7/14

\$99 Fee

Name (s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Credit Card: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ Exp: \_\_\_\_ V Code (3 digits back of card): \_\_\_\_\_

Signature: \_\_\_\_\_



Checks or money orders payable to AWC— Visa, Discover, Master Card— Purchase Orders and Third Party Billing accepted. Mail or in person at: 1351 S. Redondo Center Drive Yuma, Az 85365 Phone (928) 317-7674 Fax (928) 317-7615

Email: [ContinuingEd@azwestern.edu](mailto:ContinuingEd@azwestern.edu)

### Refund/Cancellation Policy

A 100% refund is granted or another individual may attend in your place if a request is made two working days prior to the start of class. A 90% refund will be issued if notice is received less than two working days prior to class start date. No refunds will be issued after the first day of class.



# PLANNING THE FAMILY BUDGET

Creating a budget for the family can be a challenge for many. This class will explore setting up a budget, how to live with the budget and how to adapt that budget to include the unexpected expenses that can come with any life changes.



**\$24 Fee**

Friday  
November 7, 2014  
5:00 pm - 9:00 pm

Yuma Regional Cancer Center  
2375 S. Ridgeview Drive  
Yuma, AZ 85364  
Legacy Conference Room

*Instructor: Christina Hawkey*

A partnership between  
Yuma Regional Medical Center  
AWC Massage Therapy Program  
AWC Continuing Education

**Register Today!**

**Call: 928-317-7674**

or download a registration flyer at  
[www.azwestern.edu/ContinuingEd](http://www.azwestern.edu/ContinuingEd)

**REGISTRATION FORM (MAIL, EMAIL OR FAX)** Planning the Family Budget at YRCC 11/7/2014 **\$24**

Name \_\_\_\_\_ Organization/Business \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Form of Payment	
<input type="checkbox"/>	Check or Money Order Payable to Arizona Western College
<input type="checkbox"/>	VISA, MasterCard, Discover (in person or by phone by calling 928-317-7674)
<input type="checkbox"/>	Third Party Billing or Purchase Order



Return Registration Form to : AWC Entrepreneurial Center, 1351 S. Redondo Center Drive, Yuma, AZ 85365  
Email: [ContinuingEd@azwestern.edu](mailto:ContinuingEd@azwestern.edu) Phone (928) 317-7674 Fax (928) 317-7615

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# BODY SCULPTING/FITNESS

Body sculpting (or core conditioning) is a non-aerobic, muscle-toning class, usually focused on core strength. Most sculpting classes use weight bars, exercise bands, or dumbbells, or a combination of these gadgets. You perform traditional weight-training moves in a class setting.

**What body sculpting and core conditioning does for you:** Gives you strength, muscle tone and lowers your risk of bone loss, but only if you lift heavy enough weights.



**\$19 Fee**

Tuesdays & Thursdays  
November 13 - 25, 2014  
6:00 pm - 7:00 pm

Arizona Western College  
Wellton Learning Center  
28851 County 12th Street  
Wellton, AZ 85356  
Room 112

Instructor: Judy Simmons

**Register Today!**  
Call: 928-785-4175

**REGISTRATION FORM (MAIL, EMAIL OR FAX)** Body Sculpting/Fitness at Wellton 11/13/2014 - 11/25/2014 **\$19**

Name \_\_\_\_\_ Organization/Business \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Form of Payment	
<input type="checkbox"/>	Check or Money Order Payable to Arizona Western College
<input type="checkbox"/>	VISA, MasterCard, Discover (in person or by phone)
<input type="checkbox"/>	Third Party Billing or Purchase Order



Return Registration Form to : AWC Wellton Learning Center, 28851 County 12th Street, Wellton, AZ 85356  
Email: [WelltonLearningCenter@azwestern.edu](mailto:WelltonLearningCenter@azwestern.edu) Phone (928) 785-4175 Fax (928) 314-9436

**Refund/Cancellation Policy**

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## JOURNALING FOR HEALTHY OUTCOMES

**Part 1**—Journaling is creating a written account of events and emotions that you experience. A journal can be as rough or complete as you choose. Research has shown that journaling may be able to help people experience a greater sense of emotional well-being and help people feel better physically. Learn how to use this as a tool in few different ways to help you manage the feeling that come with stress.



**Register Today!**

**Call: 928-317-7674**

or download a registration flyer at  
[www.azwestern.edu/ContinuingEd](http://www.azwestern.edu/ContinuingEd)

**\$24 Fee**

Friday  
November 14, 2014  
5:00 pm - 9:00 pm

Yuma Regional Cancer Center  
2375 S. Ridgeview Drive  
Yuma, AZ 85364  
Legacy Conference Room

*Instructor: Dr. Joen Painter*

A partnership between  
Yuma Regional Medical Center  
AWC Massage Therapy Program  
AWC Continuing Education

**REGISTRATION FORM (MAIL, EMAIL OR FAX)** Journaling for Healthy Outcomes (Part 1) 11/14/2014 **\$24**

Name \_\_\_\_\_ Organization/Business \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Form of Payment	
<input type="checkbox"/>	Check or Money Order Payable to Arizona Western College
<input type="checkbox"/>	VISA, MasterCard, Discover (in person or by phone by calling 928-317-7674)
<input type="checkbox"/>	Third Party Billing or Purchase Order



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Email: [ContinuingEd@azwestern.edu](mailto:ContinuingEd@azwestern.edu) Phone (928) 317-7674 Fax (928) 317-7615

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# ART 1 - PAINTING

Paint your way to enjoyment and relaxation! Students will have the ability to use their preferred medium of acrylic or oil paints.

Composition, color, and technical handling of paint will be reviewed. Specific principles of light, shadow, effects of perspective and perception are explained. Simple demonstrations will include techniques of painting common objects such as vegetation, structures, mountains, rocks and water.



Instruction will also be given on where to begin, and how to proceed with executing a painting. Students are responsible for their own supplies.

**\$40 Fee**

Tuesdays

November 18, 25 and December 2, 2014  
9:00 a.m. - 11:00 a.m.

Arizona Western College  
Quartzsite Learning Center  
695 N. Kofa Ave. at Quail  
Quartzsite, AZ 85346

Room QLC 101

*Instructor: Mark Goldberg*

**Register Today!**

Call: 928-927-8299

or download a registration flyer at [www.azwestern.edu/continuinged](http://www.azwestern.edu/continuinged)

**REGISTRATION FORM (MAIL, EMAIL OR FAX)**

Art 1 - Painting

Nov. 18, 25 & Dec. 2, 2014

**\$40**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Credit Card: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ Exp:\_\_\_\_ V Code (3 digits back of card): \_\_\_\_\_

Signature: \_\_\_\_\_



Checks or money orders payable to AWC— Visa, Discover, Master Card— Purchase Orders and Third Party Billing accepted.

Mail or in person at: 695 N. Kofa Ave at Quail Quartzsite, AZ 85346 Phone (928) 927-8299 Fax (928) 927-3284

E-mail: [awc.lapaz@azwestern.edu](mailto:awc.lapaz@azwestern.edu)

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# PUBLIC SPEAKING

Experienced public speakers know how to grab their audience’s attention. They can do so with their very first word or gesture. Their method of captivating their audience is only limited by their creativity. Find your own voice and style as you present. Dare to be your unique self as you learn public speaking.

- Address speaking anxiety
- Recognize the advantages of speaking styles
- Practice responding to questions
- Create a speech outline
- Deliver an organized speech
- Use visual complements to present message
- Discuss and practice characteristics of a competent speaker
- Incorporate eye contact
- Practice correct posture
- Demonstrate appropriate and purposeful gestures
- Identify distractions
- Analyze strengths and weaknesses
- Create a plan to deal with weaknesses

Wednesday & Thursday  
November 19 & 20, 2014  
9:00 a.m.– 4:00 p.m.  
(1 hour lunch on your own)  
\$179 Fee

Arizona Western College  
Entrepreneurial Center  
1351 S. Redondo Center Drive  
Yuma, Arizona 85365  
Room EC 170

**Register Today!**  
**Call: 928-317-7674**

or download a registration flyer at  
[www.azwestern.edu/continuinged](http://www.azwestern.edu/continuinged)



Margaret Mai, Instructor

*“ Definitely a class act. She was very well prepared.”*  
Arturo R.

## REGISTRATION FORM (MAIL, EMAIL OR FAX)

Public Speaking

11/19 to 11/20/2014

\$179

Name (s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Credit Card: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ Exp: \_\_\_\_ V Code (3 digits back of card): \_\_\_\_\_

Signature: \_\_\_\_\_



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Email: [ContinuingEd@azwestern.edu](mailto:ContinuingEd@azwestern.edu)

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# **HOW TO SUCCESSFULLY MANAGE TASKS, DEADLINES AND EXPECTATIONS**

**FRIDAY, NOVEMBER 21, 2015**

# Everything on my project list was due yesterday; ugh, I just don't know where to start!

How many times have you heard this plea for help? The demand for productivity is greater than ever before. Deadlines are tight, resources are limited, technology is complex, and oftentimes employees have the added challenge of reporting to more than one manager. It's no surprise this pressure can lead to increased conflict and overwhelming feelings of confusion. That is, until you equip them with the skills they need to manage their workload effectively.

### HOW TO SUCCESSFULLY MANAGE TASKS, DEADLINES AND EXPECTATIONS



- ⇒ Understand why it is important to manage your priorities.
- ⇒ Describe obstacles to managing your priorities.
- ⇒ Prioritize your tasks, activities, and responsibilities.
- ⇒ Employ strategies for making the best use of your time.
- ⇒ Describe ways to use technology to stay on track.

### Register Soon!

\$99.00 Fee

**When:** Friday November 21, 2014

**Time:** 9:00 a.m.—4:00 p.m.  
(1 lunch on your own)

**Where:** AWC Entrepreneurial Center  
Room EC 170  
1351 S. Redondo Center Dr.  
Yuma, AZ 85365

**How:** Call 928.317.7674 or download  
a registration flyer at

[www.azwestern.edu/continuinged](http://www.azwestern.edu/continuinged)



#### Presented by Michelle Thomas, M.Ed.

Michelle is presently the program director for the Arizona Western College Student Support Services (KEYS) program. For the past 12 years Michelle has facilitated numerous workshops for local businesses, schools, and organizations in the Yuma community offered by AWC's Continuing Education Department. Michelle Thomas embraces the opportunity she has on a daily basis to touch the lives of others through the sharing of knowledge. She believes learning is a lifelong process that should be fun, collaborative, and empowering.

#### REGISTRATION FORM (MAIL, EMAIL OR FAX)

Successfully Manage Tasks, Deadlines and Expectations

\$99 11/21/14

Name (s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Accepted: Checks or money orders payable to AWC— Visa, Discover, Master Card ( in person)- P.O.'s and Third Party Billing  
1351 S. Redondo Center Drive Yuma, AZ 85365 Phone (928) 317-7674 Fax (928) 317-7615 Email: ContinuingEd@azwestern.edu

#### Refund/Cancellation Policy

A 100% refund is granted or another individual may attend in your place if a request is made two working days prior to the start of class. A 50% refund will be issued if notice is received less than two working days prior to class start date. No refunds will be issued after the first day of class.



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#### Program Features:

- Facilitators and mentors are available to answer questions and help you through your studies
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# Military Tuition Assistance



## Online Military Programs

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#### Who is eligible?

- Active Duty Army or Active duty Status
- Army Reserves
- National Guard

#### How much can they get?

- 100% Tuition and Fees not to exceed:  
\$16.67 per clock hour  
\$4500 total for the fiscal year

#### What is the military web address?

[www.earmyu.com](http://www.earmyu.com)

#### Army TA Form:



#### Who is eligible?

- Active Duty Navy
- Navy Reserves on Active Duty Status

#### How much can they get?

- 100% Tuition and Fees not to exceed:  
\$16.67 per clock hour Limit of 240 clock hours per year with waivers up to \$4500 for the fiscal year

#### What is the military web address?

<https://www.navycollege.navy.mil/ta1.html>

#### Navy TA Form:

NETPDC 1560/3



#### Who is eligible?

- Active duty Air Force
- Air Force reservist

#### How much can they get?

- 100% Tuition and Fees not to exceed:  
\$16.67 per clock hour  
\$4500 total for the fiscal year

#### What is the military web address?

[www.my.af.mil](http://www.my.af.mil)

#### Air Force TA Form:

All online at [www.my.af.mil](http://www.my.af.mil)



#### Who is eligible?

- Active duty Marines
- Enlisted Marine Corps Reservists on continuous active duty

#### How much can they get?

- 100% Tuition and Fees not to exceed:  
\$16.67 per clock hour  
\$4500 total for the fiscal year

#### What is the military web address?

[https://www.navycollege.navy.mil/tuition/NETPDC\\_1560.doc](https://www.navycollege.navy.mil/tuition/NETPDC_1560.doc)

#### Marine TA Form:

NETPDC 1560/3