



# April - May 2014



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# **AWC Continuing Education**

# "WHAT'S HAPPENING?"



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Intro to QuickBooks 9 am — 4 pm

Discover how QuickBooks® can save time and help organize your home and/or business finances.

Instructor: Sandy Hernandez

Monday/Friday <u>April 7 — April 30</u> Zumba Fitness (Wellton) 5:30 pm — 6:30 pm Zumba is an exhilarating, effective, easy to follow Latin inspired, calorie-burning dance fitness-party<sup>™</sup> that's moving millions of people toward joy

and health.

Instructor: Idalia Ramos

Tuesday/Thursday April 8 — May 1 **Body Sculpting/Fitness** (Wellton) 6 pm—7 pm Get yourself into shape by using weight bars, exercise bands, dumbbells, or a combination of these gadgets. Instructor: Judy Simmons

#### Wednesday, April 9 Sexual Harassment for Managers

5:30 pm — 7:30 pm Managers, you play a vital role in preventing sexual harassment from occurring at your company. Not handled properly, sexual harassment can take a toll on the victim, their family, friends, coworkers and your company. Instructor: Blanca Garza

http://www.ed2go.com/awc/ http://www.yougotclass.org/catalog.cfm/awc

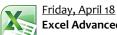


Word Introduction 9 am — 4 pm

PROFESSIONAL DEVELOPMENT & PERSONAL ENRICHMENT **OPPORTUNITIES AVAILABLE IN APRIL & MAY** 

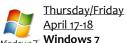
> \*Discount applied if signing up for all 3 Word sessions or for groups of 5 or more from same organization.

Produce professional-looking documents! Discover tips and tricks that will increase your productivity. Course outline available upon request. Instructor: Liz Davis



**Excel Advanced** 9 am — 4 am Our "hands on" advanced Excel training focuses on creating sophisticated Excel solutions using advanced formulas, dashboards, pivot tables and pivot charts.

Instructor: Sandy Hernandez



April 17-18 Windows 7 Windows 7 9 am — noon

If you're new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. Make the transition from helpless beginner to happy PC user.

Instructor: Alees Langford



Continuing Education Division AWC Entrepreneurial Center 1351 S. Redondo Center Drive Yuma, Arizona 85365 (928) 317-7674 Fax: (928) 317-6183 Email: ContinuingEd@azwestern.edu

AWC Public Safety Institute **CPR Training Schedule** 



| Dates to select from  |                    |
|-----------------------|--------------------|
| (each session 9am1pm) |                    |
| тн                    | Apr 17, 2014       |
| F                     | Apr 25, 2014       |
| т                     | May 6, 2014        |
| т                     | May 20, 2014       |
| F                     | May 23, 2014       |
| Fee:                  | \$55 includes book |
| Register              | : 928-317-6452     |

We're on the Web! www.azwestern.edu/ContinuingEd

Online Course available at

#### SHOP LOCALLY! KEEP YOUR STAFF DEVELOPMENT DOLLARS IN OUR COMMUNITY

Friday, April 25 Word Intermediate 9 am — 4 pm

\*Discount applied if signing up for all 3 Word sessions or for groups of 5 or more from same organization.

You know the basics and you're ready to learn even more . Microsoft Office Word 2010 Intermediate will assist you with the intermediate levels of this application. Course outline available upon request. Instructor: Liz Davis



<u>Friday, May 2</u> Word Advanced 9am — 4 pm

\*Discount applied if signing up for all 3 Word sessions or for groups of 5 or more from same organization.

Microsoft Office Word 2010 Advanced will assist you with the advanced concepts of this application. Course outline available upon request. Instructor: Liz Davis

#### Saturday, May <u>3</u> Social Media at Work 8:30am-12:30pm

Recognize the benefits of using social media in the workplace. Identify the various legal and ethical risks of using social media in the workplace. Protect your organization against legal actions resulting from intentional or unintentional violations of law or policy. Instructor: Vanessa Blackburn

Register Today! 928-317-7674 Tuesdays/Thursdays May 13—June 5 Body Sculpting/Fitness (Wellton) 6 pm — 7 pm Get healthy, fell good and look great! Sculpt your body and tone your muscles using weight bars, exercise bands, or dumbbells, or a combination of

these gadgets. Instructor: Judy Simmons

Tuesday, May 14 Resolving Conflict at Work

1 pm — 5 pm Recognize your network or relationships at work and your part in it. Positively manage business relationships to avoid unnecessary conflict. Use effective conflict resolution steps when conflict occurs. Learn how to deal with difficult team members.

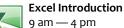
Instructor: Troy Love

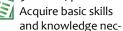


**Carburetor Fundamentals** 5:30pm-7:30pm

Learn the basic operation of carburetors. Emphasis will be placed upon vacuum and air flow (venturi) principles; understanding the 7 circuits of a carburetor; teardown and tracing of the carburetor circuits. Instructor: Larry Stanley

Friday, May 16





essary to effectively use Excel to meet your business and personal needs.

Instructor: Sandy Hernandez

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