

What's Happening?

CONTINUING
EDUCATION

April - May 2014



Continuing Education — We Deliver!

AWC Continuing Education

“WHAT’S HAPPENING?”



April 1, 2014

PROFESSIONAL DEVELOPMENT & PERSONAL ENRICHMENT OPPORTUNITIES AVAILABLE IN APRIL & MAY

We also offer online courses and certificates provided by expert instructors.

Learn from the comfort of home on your schedule.

Online Topics available:

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Cyber Security
- Design and Composition
- Entrepreneur Boot Camp
- Extraordinary Cust. Service
- Government Contracting
- Health Care and Medical
- Language and Arts
- Law and Legal
- Math for the Workplace
- Personal Development
- Program Eval./Non-Profit
- Revenue Gen./Non-Profit
- Recruiting and Retaining
- Survey Techniques
- Teaching and Education
- Technology
- Writing and Publishing

Online Course available at

Friday, April 4
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
April 7 — April 30
Zumba Fitness (Wellton)
5:30 pm — 6:30 pm

Zumba is an exhilarating, effective, easy to follow Latin inspired, calorie-burning dance fitness-party™ 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>

Friday, April 11
Word Introduction
9 am — 4 pm

**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

Friday, April 18
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

Thursday/Friday
April 17-18
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

Register Today!
928-317-7674

AWC Public Safety Institute CPR Training Schedule



Dates to select from
(each session 9am --1pm)

TH Apr 17, 2014

F Apr 25, 2014

T May 6, 2014

T May 20, 2014

F May 23, 2014

Fee: \$55 includes book

Register : 928-317-6452

We're on the Web!

www.azwestern.edu/ContinuingEd

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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*



Friday, May 2
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 3
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, feel 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



Mon, Tues, Wed, & Thurs
May 19—22

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



Excel Introduction
9 am — 4 pm
Acquire basic skills and knowledge nec-

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

Instructor: Sandy Hernandez

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Are you too busy to attend our week-day trainings?
Do you have limited staff coverage during the week?

We offer trainings on Saturday's!
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Customized Training

Unlock the potential of your workforce!

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- Increase productivity
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