

What's Happening?

CONTINUING
EDUCATION

April 2015



Continuing Education — We Deliver!

AWC Continuing Education

“WHAT’S HAPPENING?”



The Indispensable Assistant

You are the glue that holds us together.

Can you imagine a world without office support staff?

Friday, April 24, 2015 9:00 a.m.—4:00 p.m.
Continental breakfast and Lunch included for only \$99

Are you ready to take the next step in your career?

Prepare for today's hottest careers from the comfort of your home or office!

Online Learning Anytime, Anywhere... Just a click away!

Online Career Training Programs

AWC Continuing Education Division (Non-Credit, Certificate Programs)

The Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion from Arizona Western College Continuing Education Division.

Program Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to help you prepare for the transition from the classroom to the workplace
- No additional charges—all materials, workbooks, and software are part of the course fee
- Military and Spouse tuition assistance available
- Payment plans are available

Programs are available in the following areas:

- Business and Professional
- IT and Software Development
- Management and Corporate
- Hospitality and Gaming
- Healthcare and Fitness
- Media and Design
- Skilled Trades and Industrial

Visit our site to learn more!
Careertraining.ed2go.com/AWC



We're on the Web!

www.azwestern.edu/ContinuingEd

Keep your training dollars local and let us coordinate your staff development. All of our courses are customizable and /or deliverable upon request. Contact us for a free quote. Call 928-317-7674 or email at continuinged@azwestern.edu



Mondays & Wednesdays

5:30 p.m.—6:30 p.m.

Tuesdays & Thursdays

8:00 a.m.—9:00 a.m.

At Wellton
Learning Center
28851 County 12th Street
Wellton, AZ 85356
Room 112

Instructor: Idalia Ramos



April 6th—29th

Mon & Wed
Zumba—Wellton

April 7th—April 30th

Tues & Thurs
Zumba—Wellton
Body Sculpting—Wellton

April 20th

PTSD
(Post Traumatic Stress Disorder)

April 24th, 2015

The Indispensable Assistant

Online Training—ed2go

Careertraining.ed2go.com/AWC

Online Training—UGotClass

www.yougotclass.org/catalog.cfm/awc

Register Now!

928-317-7674

Online learning is easy. It's fun!

Boost your productivity and your organizations bottom line

www.yougotclass.org/catalog.cfm/awc

Get a lift with your career

PTSD/Post-Traumatic Stress Disorder

Monday, April 20, 2014

1:30am-4:30 p.m.

\$39 fee

- Gain a greater understanding of the definition of PTSD
- Gain tools for assessing PTSD
- Learn the various treatment modalities of PTSD

Group discounts available for groups of 5 or more!



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.

Register Today!

Call: 928-785-4175

Fee \$39

Mondays and Wednesdays
April 6 - April 29, 2015
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

REGISTRATION FORM (MAIL, EMAIL OR FAX)

Zumba at Wellton 4/6/2015 - 4/29/2015 **\$39**

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 Phone (928) 785-4175 Fax (928) 314-9436

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.

Continuing Education — We Deliver!



Are you ready to party yourself into shape?

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Register Today!

Call: 928-785-4175

Fee \$39

Tuesdays and Thursdays
April 7 - April 30, 2015
8:00 a.m. - 9:00 a.m.

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

Room 112

Instructor: Idalia Ramos

REGISTRATION FORM (MAIL, EMAIL OR FAX)

Zumba at Wellton 4/7/2015 - 4/30/2015 **\$39**

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



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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.



\$39 Fee

Tuesdays & Thursdays
April 7 - April 30, 2015
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 4/7/2015 - 4/30/2015 **\$39**

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 Phone (928) 785-4175 Fax (928) 314-9436

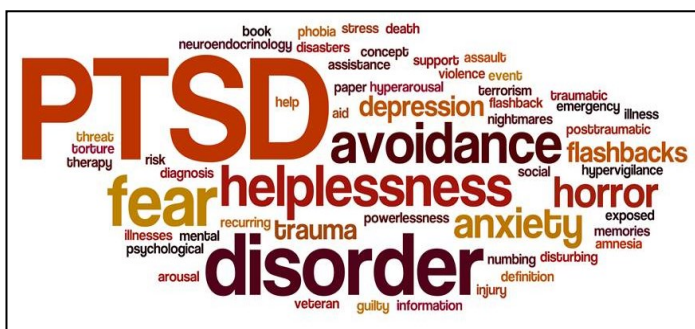
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A 50% refund will be issued if notice is received less than two working days prior to class start date. No refunds will be issued after the first day of class.

PTSD/Post-Traumatic Stress Disorder

Earn 3 clock hours of Continuing Education

A Certificate will be awarded upon successful completion



Monday, April 20, 2014

1:30am-4:30 p.m.

\$39 fee

Facilitated by Dr. Ashley Bruce Hart II, Ph.D.

AWC Entrepreneurial Center in **Room 159**

1351 S. Redondo Center Dr.

Yuma, 85364

- Origins of the Combat Man and Dilemma of a Moral Man
- Women and War Zone Trauma
- The Stare that Scares
- Dinosaur Brain Stuff: The Autonomic Nervous System
- Fight/Fight or Freeze
- From Flashbulb Memories to Spontaneous Flashbacks
- Finding an Anchor: Developing Body Awareness
- Exploring the Pre trauma Self: Finding Harmony and Creating Synergy
- Turning Triggers Into Cues
- Developing Defenses and Improving Affective Tolerance
- Hierarchy of needs for Combat PTSD
- 14 Essential Coping Skills for Combat PTSD
- PTSD Traumatic Brain Injury/ Implications for Employment

Register Now!

Seating is limited.

Call 928-317-7674

Download a registration flyer at

www.azwestern.edu/continuinged

REGISTRATION FORM (MAIL, EMAIL OR FAX)

PTSD Monday, April 20, 2015

\$39

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

Receive a \$5
discount when you
register at least
seven (7) days in
advance



Return Registration Form to : AWC Entrepreneurial Center, 1351 S. Redondo Center Drive, Yuma, AZ 85365

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

Refund/Cancellation Policy

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You are the glue that holds us together



CAN YOU IMAGINE A WORLD WITHOUT OFFICE SUPPORT STAFF?

Administrative
Professional
Week in
April

“THE INDISPENSABLE ASSISTANT”

APRIL 24, 2015

“THE INDISPENSABLE ASSISTANT”

Indispensable employees are always indispensable, no matter where they go or what they do. That's because it's more about attitude than skill set. They know the key to their success is to work smarter, not harder. They understand where to focus their energy to get the greatest return on their efforts. They take time out to plan and they offer a solution for every problem.



You are the glue that holds us together

They get the difference between being proactive and being reactive. They also know they are replaceable and perhaps most importantly, they want to be replaceable. It's how they climb the ladder faster than everyone else.

Friday, April 24th 2015
9:00am - 4:00pm
\$99 Fee

AWC Entrepreneurial Center Room 170
1351 S. Redondo Center Drive
Yuma, Arizona 85365

Register Now

Call: 928-317-7674

or download a registration flyer at
www.azwestern.edu/continuinged



Can you imagine a world without office



?

**REWARD YOUR STAFF (OR YOURSELF) TO A FULL DAY OF TRAINING
WITH CONTINENTAL BREAKFAST AND LUNCH INCLUDED**

YES! Please register me for the 1-day, \$99 ***“The Indispensable Assistant”*** workshop . A 20% discount is available for groups of 4 or more.

Organization: _____

Address: _____

Who will be attending?

Name(s): _____

Return Form to: AWC Entrepreneurial Center, 1351 S. Redondo Center Drive Yuma, AZ 85365

Email to: continuing.ed@azwestern.edu

Fax to: (928) 317-7615

Accepted forms of payment:

Checks or Money Orders payable to *Arizona Western College*

VISA, MasterCard & Discover , Third Party Billing & Purchase Orders

Please call (928) 317-7674 with any questions.

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.



Schedule for April 24, 2015

Check in	8:30 am—9:00am Enjoy continental breakfast
Start Workshop	9:00 am—12:00 pm
Lunch Served	12:00 pm—1:00 pm
Resume Workshop	1:00 pm—4:00 pm

Boxed Lunch

(Select One)

Includes Individual Bag of Chips, Whole Fruit, Two cookies & a can of soda

Turkey Hoagie

Ham Hoagie

Veggie Hoagie

Choose One





ATTENTION MILITARY SPOUSES

You can receive a \$4,000 MyCAA Scholarship to TRAIN ONLINE FOR A NEW CAREER

MyCAA is the Military Spouse Career Advancement Accounts program, offered by the Department of Defense. It allows military spouses to train for in-demand careers at little or no cost.

Each online program allows you to
learn at your convenience and enables you to move
your career **wherever you are stationed.**

WHO IS ELIGIBLE?

- Spouses of an active duty Army, Navy, Air Force, or Marine service member in pay grades E1-E5, W1-W2, or O1-O2
- If your spouse is in the National Guard or is an AGR Member, they must be on federal Title 10 active duty orders.

Note: You must finish your program within 18 months of starting

POPULAR PROGRAMS

Pharmacy Technician

Paralegal

Administrative Medical Specialist
with Medical Billing and Coding

Administrative Dental Assistant

And more

For more information and a complete list of courses offered, contact us at:

Arizona Western College Continuing Education

Continuinged@azwestern.edu (928) 317-7674 • <http://careertraining.ed2go.com/awc>

How It Works

1. **How to register:** Go to <http://www.yougotclass.org/catalog.cfm/AWC>. From here, browse through classes and register through the UGotClass online registration system.
2. In the online classroom
 - Listen to audio lectures
 - View slides
 - Take optional quizzes to test yourself
3. Post written comments in the online discussion with your fellow participants and the instructor. Your instructor logs on once a day to answer questions and join in on the discussion.
4. Readings: Many courses have online readings of up to 20 pages a week.
5. Participate any time of day or night.

The ideal level of participation is to go online 2–3 times a week, but you decide.

Please note: These are non-credit continuing education courses through UGotClass, a division of LERN, a highly regarded leader in educational services.

UGotClass

Online Certificates and Courses

For your convenience, AWC Continuing Education offers a wide variety of online courses. These courses are available through our partnering educational vendors. Is online education right for you?

- Do you need flexibility in your busy schedule?
- Do you want to save time and travel expenses?
- Do you have access to a computer with high speed Internet?
- Are you self-motivated and work well independently?

If you answered yes, an online course may be the right choice for you!

To start taking courses contact email us at continuinged@azwestern.edu or call us at (928) 317-7674.



ARIZONA WESTERN COLLEGE Continuing Education

Online Certificates and Courses



We believe skilled workers and effective leaders are essential for a healthy and prosperous community

Affordable, convenient online classes conducted by expert instructors

For more information:

<http://www.azwestern.edu/continuinged>
www.yougotclass.org/catalog.cfm/awc

(928) 317-7674

Certificates and Courses	Price
Business Coaching Certificate	\$295
<i>*Only Available as a Certificate</i>	
Mentoring and Coaching in the Workplace Level 1	
Mentoring and Coaching in the Workplace Level 2	
Business Research Certificate	
*Only Available as a Certificate	\$495
Introduction to Business Research	
Business Statistics	
Qualitative Business Research	
Certificate in Customer Research	\$395
Certificate in Customer Service	\$245
Keys to Customer Service	\$145
Extraordinary Customer Service	\$145
New! Certificate in Data Analysis	\$495
New! Introduction to Data Analysis	\$195
New! Intermediate Data Analysis	\$195
New! Advanced Data Analysis	\$195
New! Certificate in Designing Webinars	\$345
Designing Successful Webinars	\$195
Managing & Marketing Webinars	\$195
New! Certificate in Leadership Development (For Gen Y)	\$395
New! Leadership Principles	\$145
New! Developing Your Leadership Skills	\$145
New! Developing Your Professional Career	\$145
New! Certificate in Non-Profit Administration	\$595
Revenue Generation for Non-Profits	\$495
Program Evaluation for Nonprofit Professionals	\$245
Certificate in Presentation Media	\$495
Prezi	\$195
Photoshop for Presentations	\$195
Creating Visual Presentations	\$195

Certificates and Courses	Price
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New! Certificate in Workplace Communication	\$595
New! Conflict Management	\$245
Negotiation: Get What You Want	\$195
Using Personality Profiles for Better Work Performance	\$295
New! Entrepreneurship Certificate	\$495
Entrepreneur Boot Camp	\$195
The Business Plan	\$195
New! Entrepreneurial Marketing	\$195
Inbound Marketing Certificate	\$495
Introduction to Inbound Marketing	\$195
Content Marketing	\$195
Advanced Inbound Marketing	\$195
LEED Green Associate Exam Preparation	\$695
Management Certificate	\$595
Management Boot Camp	\$295
Time and Productivity Management	\$195
Managing Generations in the Workplace	\$175
Managing Social Media Platforms Certificate	\$495
Twitter	\$195
Facebook for Business	\$245
LinkedIn for Business	\$195
Mobile Marketing Certificate	\$595
Introduction to Mobile Marketing	\$195
Creating Cell Phone Apps for your Business	\$245
Advanced Mobile Marketing	\$245
Social Media for Business Certificate	\$495
Introduction to Social Media	\$195
Marketing Using Social Media	\$195
Integrating Social Media in Your Organization	\$195
Supervisory & Leadership Certificate	\$395
Video Marketing Certificate	\$395
Video Marketing	\$245
YouTube for Business	\$245

Individual Courses	Price
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New! Advanced Neuro-Linguistic

Programming (NLP)	\$175
Cyber Security for Managers	\$245
Dementia Care	\$495
New! Dementia for Family Care Givers	\$149
Developing Hybrid Courses	\$195
New! Evernote	\$195
New! Accounting and Finance for Non-Financial Managers	\$195
Fostering Online Discussion	\$145
New! Google +	\$195
Google Analytics	\$195
New! Interview Skills	\$295
New! Key Elements of Elder Care	\$149
New! Marketing with Images	\$195
Media Buying Strategies	\$195
New! Neuro-Linguistic Programming (NLP) Fundamentals	\$175
New! Powerful Presentations & Effective Speaking Techniques	\$195
Practical Math for the Workplace	\$145
Self Publishing eBooks	\$195
Spanish for Medical Professionals	\$145
New! Spanish for Medical Professionals II	\$145
New! Stress Management	\$145
New! Workplace Ethics and Etiquette	\$145

Courses for K-12 Teachers	Price
Gender in the Classroom	\$145
Generational Learning Styles	\$145
Online Learning & Teaching	\$145
Social Media and Online Tools	\$145
Students with ASD (Autism Spectrum Disorder)	\$145
Substitute Teacher Preparation	\$145
Using Cell Phones in the Classroom	\$145