



February 2015



Continuing Education—We Deliver!

AWC Continuing Education

"WHAT'S HAPPENING?"

QuickBooks Intermediate (Payroll & Taxes)

- Gain an overview of payroll in QuickBooks
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- Set up employee payroll information
- Set up payroll schedules
- Practice writing and printing a payroll check
- Learn how QuickBooks tracks your tax liabilities

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

Time Management



OuickBooks

Increase your personal effectiveness by using management techniques that fit your personality. You will apply time saving techniques, learn ways to overcome procrastination and find out a variety of methods to living a balanced life.

We're on the Web!

www.azwestern.edu/ContinuingEd

Group discounts available for groups of 5 or more!

Expand your World! Personal Enrichment

Tai' Chi Chih



Body Sculpting/Fitness



Art Meets Meditation



Gemstone Carving

Feel Good for Aromatherapy





February 2, 3, 4 2015 EMT Refresher

February 3-19, 2015 Basic Computer Use Quartzsite

February 4-26, 2015 T'ai Chi Chih-YRCC

February 4, 2015 QuickBooks Intermediate-(Payroll & Taxes)

February 10-March 5, 2015 Body Sculpting/Fitness-Wellton

February 7, 2015 Art Meets Meditation (YRCC)

February 7, 2015 Beginning Belly Dancing

> February 11, 2015 Cake Decorating

February 12, 2015 Floral Design

February 20, 2015 Time Management

February 21, 2015 Gemstone Carving

February 27, 2015 CPR for Healthcare Providers

February 28, 2015 Feel Good for Aromatherapy

Online Career Training Programs Visit our sites to learn more! careertraining.ed2go.com/AWC Ed2go.com/AWC



INTRO TO VERY BASIC COMPUTER USE

This class introduces the fundamentals of basic computer operations from plugging it in, turning it on, and having fun. Experience a brief introduction to using the internet. The class is stress free and will make you glad you've joined the digital generation.

Instructor: Robin Cooper



\$30 Fee

Tuesdays and Thursdays February 3 - 19, 2015 2:00 p.m. - 3:00 p.m.

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

Room QLC 102

Register Today! Call: 928-927-8299 or download a registration flyer at www.azwestern.edu/continuinged

REGISTRATION FORM (MAIL, EMAIL C	DR FAX) Intro to Very Basic Compu	uter Use 2/3-2/19/2015 \$30
Address:		
Phone:Email:	Fax:	- ARIZONA WESTERN COLLEGE
Credit Card:// Exp:	V Code (3 digits back of card):	Continuing Education
Signature:		
Checks or money orders payable to AWC— Visa, Mail or in person at: 695 N. Kofa Ave at Qu		
E-ma	ail: awc.lapaz@azwestern.edu	
Refund/Cancellation Policy A 100% refund is granted or another individual may atter A 90% refund will be issued if notice is received less tha day of class.		



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.

\$34 Fee

Tuesdays and Thursdays February 3 - February 26, 2015 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**

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

Register Today!

Call: 928-317-7674

REGISTRATION FORM (MAIL, EMAIL OR FAX) T'ai Chi Chih at YRCC 2/3/2015 - 2/26/2015 \$34

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)
	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 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 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.





QUICKBOOKS®

INTRODUCTION & INTERMEDIATE (PAYROLL & TAXES)

QuickBooks® Introduction	REGISTRATION FORM (MAIL, EMAIL OR FAX)
 Create a new company Manage lists Edit the company chart of accounts 	QuickBooks January 28, 2015 \$129
 Create new customers, jobs, vendors and accounts Work with customer fields Reconcile and work with bank accounts Track and reconcile credit card transactions 	QuickBooks Intermediate February 4, 2015 \$129 (Payroll & Taxes)
 Track assets and liabilities (basics) Enter sales information: Create a new invoice 	YES! I will attend both sessions and save \$52
 Receive payments and make deposits Enter and pay bills 	Group discounts available! Ask for a free quote. Call 317-7674
QuickBooks Intermediate® (Payroll & Taxes) Pay your employees quickly and easily! Gain an overview of payroll in QuickBooks	Each session is held 9:00am—4:00pm (1 hour lunch on your own) Held at AWC Entrepreneurial Center Rm 115 1351 S. Redondo Center Dr., Yuma, AZ 85365
 Learn more about payroll set up 	Name (s)
 Set up employee payroll information 	
 Set up payroll schedules Practice writing and printing a payroll check Learn how QuickBooks tracks your tax liabilities Practice paying payroll taxes 	Address: Phone:
	Email:
Sandy Hernandez, Instructor A native of Yuma, Arizona, Sandra earned a business degree from AWC and NAU. For the past 14 years Sandy has facilitated numerous workshops for local businesses and organizations in the Yuma community offered by AWC's Continuing Education Department.	Fax: Acceptable forms of payment: Checks or money orders payable to <i>Arizona Western College</i> Visa, Discover, Master Card, P.O.'s and Third Party billing Mail /Person at: 1351 S. Redondo Center Drive, Yuma, AZ 85365 Phone (928) 317-7674 Fax (928) 317-7615 Email: <u>ContinuingEd@azwestern.edu</u>
As a small businessperson herself, she understands the pressures and multiple demands her clients/students face. 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.	Email: <u>ContinuingEd@azwestern.edu</u> Website: www. arizonawestern.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.



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 February 10 - March 5, 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

NameOrganization/Business		
Addres	SS	
Phone	Email	
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	VISA, MasterCard, Discover (in person or by phone)	ARIZONA WESTERN COLLEGE
	Third Party Billing or Purchase Order	Continuing Education

Refund/Cancellation Policy

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ART MEETS MEDITATION

Healing Yourself With Creative Expression



Enjoy a day of healing and creativity as we utilize the magic of Mandalas to open your heart. The active breath meditation will facilitate the journey to your core, taking you beyond the thoughts of your mind into the truth of your heart.

We will begin with a 30 minute meditation and then spend the rest of the day painting. The process of creating a mandala will allow your heart to open as you release what no longer serves you.

All materials included (canvas, paints, brushes, mandala patterns, rhinestones). You will walk away with a 12"x 12" Mandala painting that you will be proud to display and can use for meditative and healing purposes.

Please bring a **yoga mat and blanket** for the breath meditation. No artistic or meditative experience required!

Register Today!

Call: 928-317-7674 Registration required by Feb. 3rd

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

Check or Money Order Payable to Arizona Western College

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Form of Payment

REGISTRATION FORM (MAIL, EMAIL OR FAX)

\$75 Fee

Saturday February 7, 2015 10:00 am - 5:00 pm

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

Instructor: Danielle Hering, LMFT

Licensed Massage Therapists earn 7 CE hours

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

Art Meets Meditation at YRCC 2/7/2015 \$75

I	Nam	e

Address Phone

Organization/Business

J

Email



Return Registration Form to: AWC Entrepreneurial Center, 1351 S. Redondo Center Drive, Yuma, AZ 85365 Email: <u>ContinuingEd@azwestern.edu</u> 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 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 I of class.



BEGINNING BELLYDANCE

Try Beginning Bellydance this winter! This class is open to all ages and levels. No experience necessary! Come relax while moving your body for a dynamic "whole body workout." Designed to be entertaining and welcoming, we will learn the art of bellydance together!

Instructor: Angie Creel

AWC Entrepreneurial Center Friday - January 16, 2015 Saturday - February 7, 2015 9:00 a.m.—12:00 p.m.

1351 S. Redondo Center Drive Yuma, AZ 85365 Room EC 159 \$19 per session

day of class.

AWC Wellton Learning Center

Saturday - January 24, 2015 Saturday - February 14, 2015 9:00 a.m.—12:00 p.m. 28851 County 12th Street Wellton, AZ 85356 Room 112 \$19 per session



Register Today!

Call: 928-317-7674 or download a registration flyer at www.azwestern.edu/continuinged

REGI Name(, , , , , , , , , , , , , , , , , , ,	ning Bellydance \$19 per session
	zation/Business:	E-Center Sessions:
Addres	S:	Friday-January 16, 2015
Phone:	Email:	Saturday-February 7, 2015 Wellton Sessions:
	Form of Payment	Saturday-January 24, 2015
	Check or Money Order Payable to Arizona Western College	Saturday-February 14, 2015
	VISA, MasterCard, Discover (in person or by phone)	
	Third Party Billing or Purchase Order	
	Return Registration Form to AWC Entrepreneurial Center, 1351 S. Redondo C Email: <u>ContinuingEd@azwestern.edu</u> Phone (928) 317-7674 F	
A 100%	/Cancellation Policy refund is granted or another individual may attend in your place if a request is made two refund will be issued if notice is received less than two working days prior to class start dat	working days prior to the start of class. te. No refunds will be issued after the first



CAKE DECORATING



Would you like to make and decorate your own cakes? Come join the fun and embrace your creativity. Instructor will guide you through cake design, creating beautiful roses, lace and much more!

Participants will need to bring their own supplies and a cake already iced with butter cream, to be covered with fondant.

For information and supplies needed please contact instructor Clara Landeros at claralanderos@gmail.com \$39 Fee (supplies not included)

Wednesdays February 11, 18, 25, 2015 9:00 a.m. - 12:00 p.m.

Arizona Western College Entrepreneurial Center 1351 S. Redondo Center Drive Yuma, AZ 85365

Room 163

Register Today! 928-317-7674 or download a registration flyer at www.azwestern.edu/continuinged					
R	EGI	STRATION FORM (MAIL, EMAIL OR FAX)	Ca	ke Decorating	February 11, 18, 25, 2015 \$39
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	UVISA, MasterCard, Discover (in person or by phone)				ARIZONA WESTERN COLLEGE
		I Third Party Billing or Purchase Order Continuing Education			Continuing Education
, 	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				
Re	efund/	Cancellation Policy	,		
50		refund is granted or another individual may attend in your p und will be issued if notice is received less than two working			



FLORAL DESIGN



Learn the fundamentals of floral design and create award winning floral projects like corsages, animal shape floral arrangements and bouquets. Bring your friends to join the fun! Perfect for 4H clubs, Girl Scout Troops,

Garden Clubs and Mother/Daughter, Father/Daughter Groups, for ages 9 years and up. Participants need to bring the following supplies:

- Sheers
- Apron
- Camera (optional)

AWC will provide the following supplies:

- Flowers
- Floral Foam
- Containers

AWC Entrepreneurial Center 1351 S. Redondo Center Drive Yuma, AZ 85364 Room EC 160

Session 1 \$59 Saturday, Jan 17, 2015 Saturday, Jan 24, 2015 9 am - 12 pm

<u>Session 2</u> \$59 Thursday, Feb 12, 2015 Friday, Feb 13, 2015 4 pm - 7 pm

Session 3 \$59 Tuesday, Mar 17, 2015 Wednesday, Mar 18, 2015 Thursday, Mar 19, 2015 4 pm - 6 pm

Register Today!

Call: 928-317-7674

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

REGI	STRATION FORM (MAIL, EMAIL OR FAX) Floral Design at AV	VC E-Center \$59 per session			
NameOrganization/Business					
Addres	SS				
Phone	Email				
	Form of Payment AWC Entrepreneurial Center				
	Check or Money Order Payable to Arizona Western College	Room EC 160 Session 1 (Jan. 17 & 24)			
	VISA, MasterCard, Discover (in person or by phone)	□ Session 2 (Feb. 12 & 13)			
	Third Party Billing or Purchase Order	□ Session 3 (Mar. 17 - 19)			
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	/Cancellation Policy				
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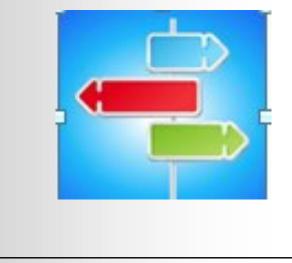
TIME MANAGEMENT

Say goodbye to the stress, pressure and frustration that come from being disorganized and rushed for time!



Discover a personalized approach to time management.

One way does not work for everyone.



February 20, 2015 9am—4pm

> ONLY **\$99**

REGISTER TODAY! 928.317.7674 www.azwestern.edu/continuinged





TIME MANAGEMENT

Increase your personal effectiveness by using management techniques that fit your personality. You will apply time saving techniques, learn ways to overcome procrastination and find out a variety of methods to living a balanced life.

- * Define various approaches to time management.
- Understand the relationship between time management style and personality preferences.
- Select your personal preferences for working efficiently.
- Assess your time management * style.

- Outline traditional time management steps.
- Acknowledge when traditional time management works well.
- Identify when traditional time management does not work well.
- Recognize the causes of procrastination.
- Implement tips to overcome procrastination.
- * Apply time-saving techniques.







Michelle Sims is a Professor of Business and Economics at Arizona Western College. For over ten years, she has been teaching a variety of

Business, Economics, and Marketing classes at Arizona Western College. From the U.S. Army to Frito Lay, Inc., she brings over 18 years of management, sales, and marketing to the classroom. She has a Bachelor's degree in Business Administration from the University of Puget Sound and a Master of Business Administration from Webster University. She is currently working on her Ph.D. in Business Administration.

> Friday, February 20, 2015 9:00 a.m.– 4:00 p.m. \$99 Investment Fee

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

> Register Today! Call: 928-317-7674

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

ļ	REGISTRATION FORM (MAIL, EMAIL OR FAX)	Time Management	2/20/2015	\$99
ļ	Name (s):			111 12 1 2 1
	Address:		19 19	TIME H
	Phone:Email:Fax:		8	OUR MOSSIS PRECIOUS RESOURCE
	Checks or money orders payable to AWC— Visa, Discover, Master Ca Mail or in person at: 1351 S. Redondo Center Drive Yuma, AZ 8			•
l	Email: ContinuingEd@az	zwestern.edu		
	Refund/Cancellation Policy A 100% refund is granted or another individual may attend in your place if a reques refund will be issued if notice is received less than two working days prior to class s			



GEMSTONE CARVING

Participants will be presented with: a brief history of carving, an overview of current and historic carving tools and techniques, different types of materials and selection of materials, implementation of carving, sanding, and polishing techniques. Participants will learn to use the power tool set to carve gemstone jewelry. Advanced students will learn and develop the skills necessary to create more complex designs. Workshop is geared towards both beginning and advanced level individuals. All required materials and equipment will be provided by the instructor for a nominal cost of \$5.00 (to be paid directly to the instructor for use of supplies). Instructor: Richard Friesen

\$60 Fee Saturday

February 21, 2015 9:00 am - 4:00 pm (1 hour lunch break)

Register Today! 928-317-7674

AWC Entrepreneurial Center 1351 S. Redondo Center Drive Yuma, AZ 85365

Room 163



REGISTRATION FORM (MAIL, EMAIL OR FAX) Gemstone Carving at AWC E-Center 2/21/2015 \$60 Name Organization/Business

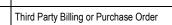
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Refund/Cancellation Policy

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CPR *for* **Healthcare Providers** Offered by AWC Public Safety Institute



New CPR Class Friday February 27, 2015 <u>9:00-1:00, Room SI 114</u>

\$40 (class) \$15 (book) **\$55 **Book is now mandatory to take the class** BLS for Healthcare Providers Student Manual Book can be picked up in room SI 107

To Register Call PSI 928-317-7674

To pay for this class please call the Continuing Education Division at (928)317-7674 or complete the ticket below. Payment may also be made at the AWC Business Office/Cashier. Payment must be made in advance. *A 24-hour cancelation notice is required for refund*

> ARIZONA WESTERN COLLEGE Continuing Education

REGISTRATION FORM (MAIL, EMAIL OR FAX)	CPR for Healthcare Providers \$40 (class) \$15 (book) = \$55

I	
I Phone:	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: <u>ContinuingEd@azwestern.edu</u>

Refund/Cancellation Policy

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FEEL GOOD FOR AROMATHERAPY

How does scent change the way we feel? This introduction to aromatherapy will present five different essential oils, their cautions and how they work. You will be able to work these scents into your personal environment to help you create a positive, pleasant atmosphere.



Register Today!

Call: 928-317-7674

or download a registration flyer at www.azwestern.edu/ContinuingEd \$24 Fee

Saturday February 28, 2015 9:00 am - 1:00 pm

AWC Massage Therapy Office 2452 S. Avenue A Building E, Suite 101 Yuma, AZ 85364

Instructor: Stephanie Martin

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

Licensed Massage Therapists earn 4 CE hours

REC	GISTRATION FORM (MAIL, EMAIL OR FAX) Feel Good for Arom	natherapy at YRCC 2/28/15 \$24	
Nam	eOrganization/Business		
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Phor	neEmail		
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 • Management Training • Project Management • CompTIA[™]A+ Certification Training • Six Sigma Black Belt • Six Sigma Green Belt •
 • Microsoft Certified Application Specialist Training • Cisco[™] CCNA[®] Certification Training • Microsoft Office Specialist (MOS)

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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

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 hourLimit of 240 clock hours per year with waivers up to \$4500 for the fiscal

What is the military web address?

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

Navy TA Form:

vear

NETPDTC 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

Air Force TA Form:

All online at 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/NETPDTC_1560.doc

Marine TA Form: NETPDTC 1560/3

My Career Advancement Account(MyCAA) Education and Training for a Portable Career



Military Spouses: Receive \$4,000!

Spouses of service members of the following military branches are eligible:









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