

A banner with a background of overlapping newspaper clippings, each containing the word "NEWS".

# What's Happening?

A chalkboard with a dark grey surface and a dark red border with gold-colored corner accents. The words "CONTINUING EDUCATION" are written in white chalk.

CONTINUING  
EDUCATION

**July 2015**



**Continuing Education — We Deliver!**

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# AWC Continuing Education

## “WHAT’S HAPPENING?”



### COUNTY CODE ENFORCEMENT COURSE

**Attention Realtors, Brokers and the General Public! Stay INFORMED! Be SAFE!**  
Know your county zoning regulations.

In collaboration with the Coalition of Arizona County Code Enforcement Officials (CACCEO), Arizona Western College (AWC) is offering an online certification course to Arizona County Code Enforcement Officials as well as the general public.



To Register call—(928)317-7674

Download Registration flyer at

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

Group discounts available for groups of 5 or more!

- July 6-29—Gentle Yoga (YRCC)
- July 16 & 17— Introduction to Access
- July 30 & 31—Intermediate Access
- July 21-30—”Write On!”
- July 22—Communication Mystery Solved!

### MS Access Introduction and Intermediate

Take full advantage of what Access has to offer. Discover tips and tricks that will increase your productivity!

Thursday and Friday

July 16th and 17th, 2015 Introduction  
July 30th & July 31st, 2015 Intermediate

8:30am-4:30pm

EC 158



### “Write On!”

Each day in this fun morning "camp" for writers ages 8-11, we'll explore a different kind of creative writing and expression.

Tuesdays and Thursdays

July 21, 23, 28, 30, 2015

10:00 a.m. - 12:00 p.m.

EC 170

## We're on the Web!

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



**For More Information Contact:**

**Christina Hawkey**

Director of Customized and Contract Training Services

(928) 317-6178

[christina.hawkey@azwestern.edu](mailto:christina.hawkey@azwestern.edu)

### COMMUNICATION MYSTERY : SOLVED

is an accelerated learning program in which learners will complete a series of activities through which they will learn communication skills, as well as uncover a murder mystery.

Wednesday

July 22, 2015

9am-4pm

EC 170

Online learning is easy. It's fun!

Boost your productivity and your organizations bottom line

[www.yougotclass.org/catalog.cfm/awc](http://www.yougotclass.org/catalog.cfm/awc)

Get a lift with your career skills for the 21st Century

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

### Online Career Training Programs

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

Visit our site to learn more!

[Careertraining.ed2go.com/AWC](http://Careertraining.ed2go.com/AWC)



# COUNTY CODE ENFORCEMENT COURSE

**Attention Realtors, Brokers and the General Public!**  
**Stay INFORMED! Be SAFE! Know your county zoning regulations.**

In collaboration with the Coalition of Arizona County Code Enforcement Officials (CACCEO), Arizona Western College (AWC) is offering an online certification course to Arizona County Code Enforcement Officials as well as the general public.



This is a self-paced, seven-module course facilitated by certified county code enforcement officials and delivered online via Blackboard.

Participants will also have online access to the enforcement officials, who will be available for support and questions and answers from 8 a.m. to 5 p.m. Monday through Friday. The course must be completed within 90 days from the date of registration.

Participants can complete the course entirely from home or office and at any time of the day or night. Upon successful completion of the course, students will receive a Zoning Inspector Certificate signed by the presidents of the Arizona Association of County Planning Directors (AACPD) and CACCEO, receive a certificate of completion from AWC, and be awarded 21 clock hours (2.1 CEUS) by the Arizona Western College Continuing Education Division.



## Syllabus



**You can start anytime, from anywhere!**

Fee: \$99 for City or County employees

Fee: \$129 for the general public

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

### **5-Ways to Pay**

Call: 928-317-7674

Fax: 928-317-7023

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

Visa, Master Card or Discover accepted

Check payable to: *Arizona Western College*

Mail or in person:

1351 S Redondo Center Dr., Yuma AZ 85365

## 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  
July 6 - 29, 2015  
12:30 pm - 1:30 pm

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

*Instructor: Leslie Short*

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 7/6/2015 - 7/29/2015 **\$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 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 ACCESS 2010 SERIES

### Access 2010 Introduction

2-Day Course

July 16-17, 2015

This course is designed for students who wish to learn the basic operations of the Microsoft Access database program to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications.

### Access 2010 Advanced

2-Day Course

July 30-31, 2015

This course is designed for individuals who wish to learn intermediate-level operations of the Microsoft® Office Access® program. The target students may also include individuals whose job responsibilities include creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces them to integrating Access data with other applications such as Microsoft Office Word or Excel.

Each Hands-On session is held 8:30am—4:30pm (1 hour lunch on your own)  
Held at AWC Entrepreneurial Center, Rm 158 1351 S. Redondo Center Dr., Yuma, AZ

Course Outline  
Available Upon  
Request

### Elizabeth 'Liz' Davis-Instructor



Liz believes learning should be fun and finds it a joy to be able to be a part of others' success. In addition to having a financial background with an Associate's Degree in Business Management, Liz has years of hands-on, practical experience as an instructor and as the director for the Arizona Computer Institute (ACI). Liz later worked at the City of Yuma as a Computer Training Specialist where she facilitated software application classes for City employees. Liz also began working part time for AWC Continuing Education and has facilitated Microsoft Applications workshops in versions 2007, 2010, and 2013 which include: Word, Excel, PowerPoint, Outlook, and Access for AWC. Liz now works full time for the City of Yuma as the Executive Assistant to the City Administrator.

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

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

Address \_\_\_\_\_

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

Access Intro	7/16-17/2015	\$159	
Access Advanced	7/30-31/2015	\$159	
<b>Register for both and save!</b>		\$289	

**Registration ends 2  
days prior to course**

**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) 317-7023

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## “WRITE ON!”

Each day in this fun morning "camp" for writers ages 8-11, we'll explore a different kind of creative writing and expression.

On day one, we'll try our hands at poetry, sharing poems we like and writing short poems together.

Day two, we'll bring our imaginations and characters to life by writing short and very short stories.

Day three, we'll have a chance to write what we think about ourselves and the world around us by using nonfiction, memoir, and newspaper-type stories.

Day four, we'll create scenes and stories together with a fun day of Improv Comedy.

This is a great chance for you to have fun with your words—both out loud and on paper. Come learn to express yourself in a guided, friendly, and supportive environment. Light snacks and supplies provided.

Facilitator: Dr. Ellen Riek



As a member of the English faculty at AWC, Ellen Riek currently teaches composition and literature, and is passionate about helping student writers develop their unique voice and style.

Through the years Dr. Riek has integrated her love of storytelling and storytellers into her undergraduate classes at NAU in Flagstaff and here at AWC, utilizing poetry, memoir, historical biographies, and family narratives to engage students in their growth as writers.

Dr. Riek believes that writing is a process of discovering what stories lie within us and how we want to tell them. Come join us for 2 inspiring weeks of writing and create a bound collection of writing artifacts that reflect the stories you want to tell.



**Fee \$59**

Tuesdays and Thursdays

July 21, 23, 28, 30, 2015

10:00 a.m. - 12:00 p.m.

Arizona Western College  
Entrepreneurial Center

1351 S. Redondo Center Dr.  
Yuma, AZ 85365

Room EC 170

**Register Today!**

**Call: 928-317-7674**

Groups of 5 or more that register together receive a 20% discount

Download a registration flyer at  
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### REGISTRATION FORM (MAIL, EMAIL OR FAX)

“Write On!” 7/21-7/30/2015 **\$59**

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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# COMMUNICATION MYSTERY : SOLVED

AN INNOVATIVE AND FUN WAY TO LEARN HOW TO COMMUNICATE

## Communication Mystery: Solved!

is an accelerated learning program in which learners will complete a series of activities through which they will learn communication skills, as well as uncover a murder mystery.

Listening Speaking

When communicating with others:

- Use Assertive, Positive language
- Practice Effect listening techniques



Facilitated by Linda Morgan

Linda has taught many business and train-the-trainer courses in workforce development, transportation and tourism.

## Communication Mystery: Solved

July 22, 2015 9:00 am –4:00 pm  
(Lunch on your own)

\$99 fee (group discounts available)  
AWC Entrepreneurial Center Rm 170  
1351 S. Redondo Center Dr. Yuma, AZ

## Register Today!

Call: 928-317-7674

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

Course Outline Available Upon Request



REGISTRATION FORM (MAIL, EMAIL OR FAX)

Communication Mystery: Solved! 7/22/15 \$99

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

Address \_\_\_\_\_

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

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**GROUP  
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# Arizona Western College Continuing Education

## Professional Development



**Customized training** tailored to meet your needs.  
You choose the topic, duration, schedule and location.

- Improve employee morale
- Increase profitability



### Contact Us Today!

Keep your training dollars local and let us coordinate your staff development.



**Christina Hawkey**

Director of Customized and Contract  
Training Services  
(928) 317-6178  
christina.hawkey@azwestern.edu



Unlock the potential of your workforce with

## Customized Training

- Communication
- Computer Skills
- Conflict and Stress Management
- Diversity & Harassment
- Leadership & Management
- Organizational Development
- Social Media
- Team Building



# ATTENTION MILITARY SPOUSES

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

MyCAA is a program, offered by the Department of Defense, which 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.

## POPULAR PROGRAMS

Pharmacy Technician

Paralegal

Administrative Medical Specialist with Medical Billing and Coding

Administrative Dental Assistant

And more

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(928) 317-7674

<http://careertraining.ed2go.com/awc>

