

What's Happening?

CONTINUING
EDUCATION

July 2015



Continuing Education — We Deliver!

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

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.



For More Information Contact:

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

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 skills for the 21st Century

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

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 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



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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

5-Ways to Pay

Call: 928-317-7674

Fax: 928-317-7023

Email: 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.

Register Today!

Call: 928-317-7674

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

\$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

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

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Check or Money Order Payable to Arizona Western College |
| <input type="checkbox"/> | VISA, MasterCard, Discover (in person or by phone by calling 928-317-7674) |
| <input type="checkbox"/> | 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.



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	
Register for both and save!		\$289	

**Registration ends 2
days prior to course**

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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 _____

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Phone _____ Email _____

Form of Payment

<input type="checkbox"/>	Check or Money Order Payable to Arizona Western College
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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

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Course Outline Available Upon Request



REGISTRATION FORM (MAIL, EMAIL OR FAX)

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

Name _____ Organization/Business _____

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Phone _____ Email _____

Form of Payment

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**GROUP
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Arizona Western College Continuing Education

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- Increase profitability



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Christina Hawkey

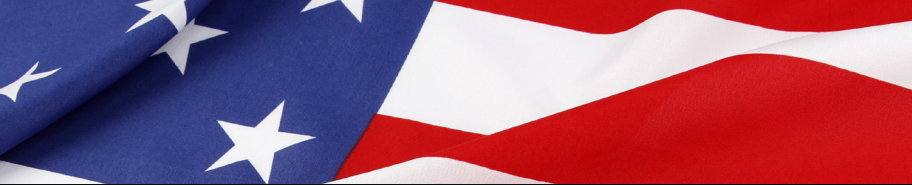
Director of Customized and Contract
Training Services
(928) 317-6178
christina.hawkey@azwestern.edu



Unlock the potential of your workforce with

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- Leadership & Management
- Organizational Development
- Social Media
- Team Building



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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.

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- 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.

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