Pima Community College
Workforce, Business & Community Development

Training to Match YOUR Priorities

Pima Community College
Open the door to new opportunities

(520) 206-4500
www.pima.edu
Workforce & Business Development

Customized training solutions for Southern Arizona

Try one of our six-week online noncredit courses, offered monthly in partnership with ed2go: Enroll at www.ed2go.com/pima, then call 520-206-6468 to register and pay.

Enroll in a Credit Class as a Noncredit Student; for details, call 520-206-6468.

PCC’s customized training will:

- help you identify training needs and develop solutions for those needs
- create training to fit your business/industry needs
- offer credit or noncredit classes for your employees at your location on your schedule
- help you keep and develop key performers
- build employee confidence
- contribute to better customer service
- keep your organization compliant with laws and regulations

For a free, no-obligation PCC professional consultation and review of your organization’s training needs:

- workforce@pima.edu
- 520-206-6593
- www.pima.edu/business-industry

Popular noncredit courses; call 520-206-6579 to register:

- Exercise Classes
- Languages
- Financial Planning
- Current Topics in Foreign Policy
- Traffic Survival
- Motorcycle Rider Education
- Computer Software
- General Interest
- Pima for Kids
- Pima Teen Scene
Pima has learning opportunities for all ages

By offering a variety of affordable noncredit classes, Pima Community College is able to meet the ongoing continuing education needs of Pima County. PCC’s Continuing Education programs are open to everyone. Classes meet online and at convenient locations throughout Tucson. Depending on your interests, you can commit a few hours, a few weeks or more. These noncredit classes are staffed by experienced instructors. We invite you to join other students who share your interests and enjoy a lifelong experience of personal growth.

Find us on Facebook

Community Education:
www.facebook.com/NoncreditContinuingEducationPimaCommunityCollege

Workforce, Business & Community Development is based at PCC’s Community Campus,
401 N. Bonita Ave., Tucson, AZ 85709
520-206-6579.

Table of Contents

Workforce and Business Development
AAMMP Up Program ...................... 2
Get into Energy Program .................. 3
On-the-job skills, Employability Skills .... 4
Truck Driver Education .................. 5
Mentor Volunteers ....................... 5
Business Development .................. 6
Custom Training & Consultation ........ 7

Community Development
Motorcycle Rider Safety .................... 8
Youth Camps and Classes ................. 9
Pima for Kids ................................ 10
Teen Scene ................................ 11
Personal Enrichment Classes .......... 11
Credit Classes for Noncredit Enrollment 12
Online Classes: ed2go ................. 13

Adult Basic Education
Get a GED® .................................. 16
Policies ...................................... 17
Registration Information ................ 18

This Workforce, Business & Community Development schedule was published April 2015, by Pima County Community College District, which reserves the right to make changes.
AAMMP Up your skills, change your world!

Arizona’s Aviation, Mining and Manufacturing Program

A nearly $2.5 million federal grant will help PCC train veterans, trade-affected workers and other underemployed adults for careers in the high-demand fields of aviation, mining and manufacturing. In partnership with area industry, PCC’s Arizona Aviation, Mining and Manufacturing Program (AAMMP Up) will offer a degree pathway in industrial technology that includes four short-term certificates as well as new short-term options to existing degree programs in Welding and Aviation. Various industry-recognized certifications, such as AWS, OSHA, NIMS, and NC3, are available through the trainings, which teach real-world applications and offer hands-on experience using state-of-the-art training equipment.

The grant, through the Trade Adjustment Assistance Community College and Career Training (TAACCCT) initiative, provides training for jobs at such places as power plants, and advanced manufacturing, aviation and mining companies.

AAMMP Up will provide each student with a career coach for support and case management. As part of the training, students enroll in a Math Boot Camp focused on meeting industry requirements, as well as a Career and Personal Development (CPD) course leading to a National Career Readiness Certification (NCRC).

- training for jobs in power plants, advanced manufacturing, aviation, mining and industrial maintenance
- four short-term certificates
- short-term options to existing degree programs
- industry-recognized certifications, such as AWS, OSHA, NIMS, and NC3
- career coaching and case management provided

For more information or to enroll: AAMMP UP Program Manager Denise Kingman, 520-206-6365

Open the door to new opportunities!
Get Into Energy Program

The Get into Energy Program is a partnership between Pima Community College, Tucson Electric Power and Southwest Gas Corp., training Pima County residents for jobs in the energy industry. The program is designed to help workers find rewarding, well-paying jobs in energy sectors.

The classes, developed in collaboration with TEP and Southwest Gas, cover such topics as safety for the building trades, hand and power tools and blueprint reading. Many of the classes are held at TEP facilities. Students learn real-world application and receive hands-on experience using state-of-the-art training equipment.

Students who complete the program receive nationally recognized certificates and a workforce certificate in Electrical Utility Technology or Natural Gas Technology. Students who successfully complete the training qualify to apply for a one-year paid internship or work experience with Southwest Energy Solutions, a subsidiary of UNS Energy Corp., which provides supplemental workforce to TEP. In the TEP internship, students rotate through different craft positions over the course of a year, helping them decide which field they would like to pursue for a craft-specific pre-apprenticeship.

For more information: Workforce and Business Development Program Manager Mary Mercado, mmercado8@pima.edu

Arizona Sun Corridor Get Into Energy Consortium

The Arizona Sun Corridor – Get Into Energy Consortium is a grant initiative made up of industry stakeholders and Pima Community College, Chandler-Gilbert Community College, Estrella Mountain Community College, Northland Pioneer College and Yavapai College. The five community colleges came together to develop degree programs to foster a workforce pipeline in response to recent energy industry changes. The consortium’s efforts are supported by U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) funding.

PCC’s TAACCCT funding supports its AAMMP Up and Get Into Energy programs.

az.getintoenergy.com or 520-206-6569
az.getintoenergy.com/pima-community-college

Like us on Facebook:
Pima Community College Get Into Energy
On-the-job skills and Employability Skills

- Electronic media writing
- Social media etiquette
- Telephone etiquette
- Time Management
- Dress for success
- How to accept an award
- How to complete a W-4

Interpersonal Skills for Management Potential

This training is designed to be relevant for new managers/supervisors, those interested in leadership positions and a refresher for seasoned management.

- Networking
- Short, concise speech
- How to run a successful meeting
- Social event etiquette
- Dress for success
- What is your body language saying?
- Confidant
- Community involvement
- Social media
- Electronic media writing

Open the door to new opportunities!
Truck Driver Education

Why choose Pima Community College to learn how to be a professional truck driver?

- Education, no gimmicks
- 99 percent pass rate
- Affordable: Entire training costs less than $3,000 (In-State tuition)
- 35+ years combined practical driving experience among PCC instructors
- Flexible Schedules:
  - 10 weeks to complete on weekends-only training
  - 8 weeks to complete in the evenings-only training
  - 4 weeks to complete daytime-only training

For More information, contact 520-206-2744 or go to www.pima.edu/program/truck-driving

Like us on Facebook: www.facebook.com/pcctruckdriver

Mentor Volunteers

This training is designed to be relevant for coordinators, educators, youth and senior advocates, church administrators and other nonprofits with established programs as well as those in the process of creating new ones. Students will be introduced to best practices for volunteer management recruitment and retention. Increase the capacity of your organization to recruit and maintain volunteers. Application for a partial scholarship is available.

New sessions beginning fall 2015!
Our consultants will design, develop and implement the right solution for you. The consultant team members are experienced in instructional design, adult learning, certified learning and performance, private and public sector organizational development, and human resources management.

The pool of resources available to create the best intervention for your organization is as diverse as the faculty and researchers available to PCC.

PCC Business Development Topics

- Build and retain a skilled workforce
- Interview correctly so you hire the best person, the first time
- Help your employees better understand themselves and others
- Language of finance
- Build your business and reduce customer service issues
- Concise report writing, integrating appropriate visuals
- Solve problems while they are small
- Refresh your trainers’ skills using the latest brain research on learning3
- Human Resources staff certification
- Employee health and wellness
- Customized problem-solving and training solutions

For more information: 520-206-6593

Open the door to new opportunities!
# Business Development

## Training to Match Your Priorities
- Contextualized exercises/examples
- Training times match your business schedule
- Custom-trained employees implement new skills right away
- Train at your site or in our facility
- Large or small groups

## Professional Skills
- Employability
- Management Potential
- Presentation
- Interview and Selection
- Project Management
- Test Prep
- Team Effectiveness
- Attending to Conflict
- Employment Law Topics
- Software
- Workplace Spanish
- Cybersecurity
- Programming

For more information: 520-206-6591

---

**Custom Training & Consultation**

“If we don’t have the training you need, we’ll create it.”

– Joanne Kingman, PCC Workforce & Business Development Program Manager
Motorcycle Rider Safety

This is the best value motorcycle learning experience in Tucson! Build your confidence on our well-kept range used exclusively for motorcycle classes.

- Variety of training motorcycles, multiple brands, tall or small
- Pure education, no sales pitch
- Basic Rider Course™
- Basic Rider Course II™
- Advanced Rider Course™
- Flexible times and dates

For more information: 520-206-2744 or www.pima.edu/continuinged and click on Traffic.

Open the door to new opportunities!
Youth Camps and Classes

Encourage your kids to have fun and make memories while learning. Languages, arts, dance, music, sports, and science, technology, engineering and math (STEM), as well as drama, are just a few of the areas children and teens can explore at PCC.

Highlights:
• Small student-teacher ratio
• Mentoring Instructor
• Collaboration
• Confidence
• Acceptance

Our experienced instructors have the knowledge, creativity and skills to work with young people.

For complete course information and updates, go to www.pima.edu/continuinged or call 520-206-6579.
To register and pay, call 520-206-6468.
Pima for Kids

Pima for Kids (ages 5 – 12) offers weekend and one-week camps in the Spring, Summer and Fall with morning and afternoon sessions. Save 15% if you register your child in a full day, full week camp!

These are a few of our most popular camps:

- Culinary Kids
- Computer Animation
- Lego® (including Creative Contraptions, Simple Machines and Built for Battle)
- Imagine Rockets
- Video Game Making

For a complete list of camps: www.pima.edu/continuinged/pimaforkids
To register by phone, call 520-206-6468

Open the door to new opportunities!
Teen Scene

Pima’s Teen Scene classes prepare teenagers and young adults for their first jobs, test taking, college entrance exams, evaluating career options and making healthy lifestyle choices.

Participants will learn to cook meals, manage their finances, interview for jobs, improve their communication skills and be savvy shoppers, as well as learn about the latest topics in finance, fitness, fashion, nutrition, technology, music, and mental health.

Popular Teen Scene classes include:
- Culinary Teens
- Driver Awareness
- Video Game Making
- Fashion Design

Personal Enrichment

For more information call 520-206-6579 or to register, call 520-206-6468

Learn a Language
- Spanish
- French
- Italian

Begin your journey to exotic new lands with our language learning taught by instructors who know how to build vocabulary quickly.

Popular Personal Enrichment Classes
- Retirement Planning Today
- Foreign Language
- Current Topics in Foreign Affairs

For complete course information and updates, go to www.pima.edu/continuinged.
Enroll in a Credit Class as a Noncredit Student

Pima County residents now may enroll in select credit courses without applying for admission to the College or taking basic skills assessments.

Enrolling as a noncredit student in a select credit course is easy:

• Find classes at http://www.pima.edu/continuinged.
• Call 520-206-6468 to register and pay.

Popular credit classes for noncredit enrollment (available at most PCC campuses):

• Weight Training
• Latin Rhythms Dance
• Kickboxing
• Yoga
• Zumba
• Pilates
• Tennis
• Golf
• Stretch & Tone
• Serger Basics
• Culinary
• Beginning Guitar
• Woodworking I

Please Note: If the credit class fills to capacity with degree-seeking students or doesn’t meet minimum enrollment requirements, noncredit learners will be refunded their fees.

Open the door to new opportunities!
Online Classes
ed2go

Every six-week ed2go class is instructor led. You can ask questions and give or receive advice during the course. A new section of each course starts monthly; new lessons are released on Wednesdays and Fridays until you complete the course. There is a quiz after each lesson and a final at the end. All courses run for six to eight weeks, with 12 lessons representing 24 hours of instruction.

Before you pay, take two lessons to see if you want to continue the class. (Offered in partnership with ed2go.)

Two-step enrollment process:
1. Go to www.ed2go.com/pima and enroll
2. Call 520-206-6468 to complete registration and to pay

Course Categories:
- Accounting/Finance
- Business
- College Readiness
- Computer
- Design & Composition
- Health Care
- Language & Arts
- Legal
- Personal Development
- Speed Spanish
- Teacher Education
- Technology
- Writing & Publishing

More than 50 continuing education (CEU) courses built for teachers!
ed2go Online Career Training

Ed2Go noncredit online career training programs are designed to prepare you for jobs in today’s most popular careers. Instructors/mentors are active in your online learning experience. They respond to any questions or concerns, encouraging and motivating you to succeed. Once you register and receive your login information, you will have access to the course for up to six months. If there are any books or materials with the course they will be mailed to you.

Over 200 online programs including:
- Healthcare & Fitness (26)
- Business & Professional (87)
- IT & Software (54)
- Management (46)
- Media & Design (11)
- Hospitality & Service (17)
- Skilled Trades/Industrial (19)
- Sustainable Energy (11)

Search the catalog: careertraining.ed2go.com/pima, then call 520-206-6579 to register and pay. (Offered in partnership with ed2go.)

Open the door to new opportunities!
Sample of Business and Community Development Classes

Business Development Classes

• Building Teams That Work
• Effective Business Writing
• Nonprofit Management
• Fundraising
• Project management
• Six Sigma
• Effective Selling
• Leadership
• Marketing on the Internet
• Designing Effective Websites
• Business Software
• Accounting Fundamentals
• Business Analysis
• Finance for Non-finance Personnel
• Grant Writing
• Individual Excellence
• Customer Service
• Public Speaking
• Training the Trainer
• Supply Chain Fundamentals
• Understanding the Human Resource Functions
• Business Plan Writing
• Starting Your Own Business
• Careers in Energy
• Careers in Mining, Engineering, Manufacturing
• Careers in Health Care
• Teacher Development
• Myers-Briggs Type Indicator
• Understanding Yourself & Others

Community Development Classes

• File Management
• Keyboarding
• Microsoft Software
• Adobe Software
• Photography
• Motorcycle Rider Safety
• Traffic Survival School
• Spanish – French - Italian
• Current Topics in Foreign Affairs
• Creative Writing
• Teacher Development
• Retirement Planning
• Strengths Finder
• Clothing Construction
• Aerobics, dance, yoga, weight training, pilates, stretch & tone
• Golf, Tennis
• Building a Straw Bale House
• Mysticism & Kabbalah
• Elements of Babysitting
• Own-iT Driver Awareness (teens)
• Strategies for Student Success
• Test Preparation
• Teen Inventor
• Space Flight

For a complete listing of Continuing Education classes: www.pima.edu/continuinged
GED® 2014 is passable and YOU can pass!

- Most students need some kind of preparation.
- If you commit, PCC’s Adult Education Program can get you there.
- An Arizona High School Equivalency diploma is the first step to college and career!

To find out about becoming a PCC Adult Education student call 520-206-3987 and talk with an Adult Education specialist. Our specialists can tell you more about our programs and how and where to register for classes.

For more information:
520-206-3987
www.pima.edu/adulted

PCC Adult Education includes classes in High School Equivalency (HSE) preparation, English Language Acquisition, Citizenship and more. These courses are free and open to the public.

Courses are offered throughout the community and online to meet your busy schedules.

For more information, call 520-206-3987.

Open the door to new opportunities!
Refund Policy
No refund will be considered unless the request is received at least seven calendar days prior to the start of the class or activity. Refunds will be paid in full for classes that are cancelled. Vouchers may be issued for the full amount of a cancelled class and may be applied toward any Continuing Education course. Vouchers must be used within one year of the start date of the cancelled course. For more information, contact continuinged@pima.edu or (520) 206-6579.

Cancellations
Continuing Education is supported by participant fees. For this reason, it is necessary to establish minimum enrollment requirements for each class. Continuing Education reserves the right to cancel a class. In the event of cancellation, every effort is made to contact participants by phone and/or email 48 hours prior to the start date of the class.

Changing Name or Address
Legal documentation, such as a marriage certificate, court order, driver’s license or Social Security card, is required to make a name change.
A student may change his/her name or address in-person at any campus, by mail or fax, with accompanying legal documentation.

By mail:
Pima Community College
District Office of Admissions and Records
4905 E. Broadway Blvd., B-220
Tucson, AZ 85709-1120

By fax:
District Office of Admissions and Records
(520) 206-4790

For complete course information and updates, go to www.pima.edu/continuinged

To view the monthly calendar of events, go to pima.edu/calendars/.
Select Noncredit Continuing Education located under General Interest.
Registration for Continuing Education Classes (noncredit) and noncredit students registering for credit classes

Register and Pay Online:
www.pima.edu/continuinged

In-Person:
All campuses:
Monday - Thursday: 8 a.m. - 7 p.m.
Friday: 8 a.m. - 5 p.m.
Downtown and East campuses:
Every Saturday: 8 a.m. - 1 p.m.

PCC will be closed on the following dates:
May 25, 2015
July 3-4, 2015
Sep. 7, 2015
Nov. 11, 26-27
Dec. 24-31

Phone:
(520) 206-6468 (credit card only)
MasterCard, Visa, American Express and Discover accepted

Mail:
Use the form on this page.
Make checks payable to:
Pima Community College
Mail to: Pima Community College
Continuing Education
401 N. Bonita Ave.
Tucson, AZ 85709-5036

Accepted forms of payment by mail: Personal checks, money orders, cashier’s checks and credit card payments. Do not mail cash.

Questions:
Email your questions to continuinged@pima.edu.

Registration for Credit Classes:
Refer to page 7 of the credit schedule of classes section of this publication, or go to www.pima.edu.

---

### Continuing Education (noncredit) Registration Form

**Visa, MasterCard, American Express and Discover.**

Have you previously attended PCC? 
☐ Yes  ☐ No

Student Number*  
A

* A Student ID Number will be assigned if you are new to Pima Community College.

Name ___________________________________________ Last First Middle Initial

Address__________________________________________

City__________________State ________ZIP________________

Email Address______________________________________

Home Phone Number ( ) ___________________________

Work Phone Number ( ) ___________________________

Other Phone Number ( ) ___________________________

Check best phone number to reach you during the day.

☐ Male  ☐ Female  Date of Birth: _______ _______ _______

☐ Special accommodations are required  ☐ Address has changed

### Continuing Education Information

<table>
<thead>
<tr>
<th>CRN (5 digits)</th>
<th>$</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN (5 digits)</td>
<td>$</td>
<td>Fee</td>
</tr>
</tbody>
</table>

Course Title

Dates

Course Location

Times

Make check payable to:
Pima Community College

**Payment Method** - Full payment must accompany this form.

☐ Personal Check  ☐ Cash (do not mail cash)  ☐ Money Order  
☐ Other  ☐ Credit

Card Number

Signature of Cardholder ________________________________ Expiration Date

For Office Use Only - Date ____________________________ Initials

<table>
<thead>
<tr>
<th>Paid by Other</th>
<th>Check Number</th>
<th>Cash</th>
<th>Money Order</th>
<th>Credit Card</th>
</tr>
</thead>
</table>

**Refund Policy:** See refund policy on previous page

---

Open the door to new opportunities!
Have questions?

Youth Programs: 520-206-6444

Online Courses: 520-206-6313

General Community Education Information: 520-206-6579

Community Campus
401 N. Bonita Ave., Tucson AZ 85709-5000
Campus Information: (520) 206-3933