Commed Community Education

Spring Catalog 2016

Renew, Refresh, Reinvent Yourself!

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Online Course Information

Most online courses are available for 30 days. The course is entirely self-paced. You do not need to download special software or wait for future lessons. Within that 30 day session you can access and work on any course 24 hours a day and work as little or as much as you like – whatever suits you best. You can even skip a few days. To budget your time, plan on an average of 5 hours per week of online instruction. This includes reading the course materials and following suggested links.

Once you register, you will be contacted by the instructor before class begins with a User ID and Password and instructions to access the course. The instructor works with you one-on-one via email (so you don’t have to worry about your email address getting out to others).

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**Around the World Wire Earrings**

**Age 16 and Up**

These playful, around-the-world, dangle earrings are fun and easy to make – you can wear them home to start your spring fashion season off with a whirl! Tools will be provided (for classroom use only), or you may bring your own.

M/S fee of $15 payable to instructor at class

**Instructor:** Marty Arndt is a self-taught wire and jewelry design artist. She has been creating this type of jewelry since 2006. Marty has been a Community Education instructor since 2007, teaching a variety of courses, which are always popular.

**Course # AC153** ............2 hrs ............... $19
When: Tues Apr 12
Time: 5:30 p.m. – 7:30 p.m.
Where: DACC East Mesa DAEM, RM 107

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**Celtic Earrings**

**Age 16 and Up**

This Celtic knot wire design earring is elegant and easy to make during class time. Basic instruction will be taught on wire choices and types, use of tools, and wire wrapping techniques. Tools will be provided (for use in classroom only) or students may bring their own.

M/S fee of $20 payable to instructor at class

**Instructor:** Marty Arndt is a self-taught wire and jewelry design artist. She has been creating this type of jewelry since 2006. Marty has been a Community Education instructor since 2007, teaching a variety of classes, which are always popular.

**Course # AC127** ............2 hrs ............... $19
When: Tues Mar 8
Time: 5:30 p.m. – 7:30 p.m.
Where: DACC East Mesa DAEM, RM 107

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**Metals & Jewelry**

**Age 16 and Up**

Learn the basics of metalsmithing and jewelry. Explore techniques such as sawing, cold connections, and soldering. Specialized topics and techniques will also be covered. All levels are welcome as the course will be modified to each student’s goals and projects.

Students should purchase Tim McCreight Complete Metalsmith: Student Edition ISBN: 1929565-06-2 prior to start of course

**Instructor:** Carolina Sephra Reyes has a Bachelor of Fine Arts with an emphasis in Metals and Jewelry from New Mexico State University. She has experience as a guest artist and in teaching previous community education courses.

**Course # AC152** ............18 hrs ............ $137
When: Sat Jan 23 – Mar 12
Time: 9:00 a.m. – 12:00 p.m.
Where: NMSU Williams Hall, Metals Studio RM 209

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**NOTE**

Course starting dates vary. Check course descriptions for specific dates.
Pearl Knotting
Age 16 and Up
Pearls, Pearls, Pearls – they go with everything! Enjoy learning the history, value, and types of pearls while creating an heirloom-quality, knotted pearl necklace using a simple method. Leave the course with your own set of pearls. Tools will be provided (for classroom use only), or you may bring your own.
M/S fee of $30 payable to instructor at class
Instructor: Marty Arndt is a self-taught wire and jewelry design artist. She has been creating this type of jewelry since 2006. Marty has been a Community Education instructor since 2007, teaching a variety of courses, which are always popular.
Course # AC117 ............ 3 hrs ............ $26
When: Tues Jan 26
Time: 5:30 p.m. – 8:30 p.m.
Where: DACC East Mesa DAEM, RM 107

Pottery for Adults
Age 14 and Up
Clay! That wonderful stuff. Explore hand building, throwing on the wheel, decoration, raku, and saggar firings with your own creations. For the beginner or those with some experience.
M/S fee of $12 if this is first or second time a student has taken this course. $17 if this is third or more time a student has taken this course - payable to instructor at first class meeting. Bring to class a small bucket, hand-size sponge, old washrag/towel, paring knife and fork, spray bottle, small trash bag, and pen. Wear closed-toe shoes. An eMail will be sent regarding optional tool kit.
Instructor: Jan Archey has been teaching adults and children for over 30 years. She loves to share her knowledge of clay with her students. Her work with clay has won a number of awards and has been exhibited in regional shows.
Course # AC118 ............ 18 hrs ........... $137
When: Sat Feb 6 – Mar 12
Time: 8:30 a.m. – 11:30 a.m.
Where: NMSU Williams Hall, Ceramics Studio

Roman Bangle Bracelet
Age 16 and Up
Come create a unique style bracelet that is two tone with sterling silver and 14Kt gold filled wire. Learn basic wire types, tools, and techniques. Tools will be provided (for use in classroom only) or students may bring their own.
M/S fee of $30 payable to instructor at class
Instructor: Rick Rotante is a self-taught wire and jewelry design artist. He has been creating this type of jewelry since 2006. Rick has been a Community Education instructor since 2007, teaching a variety of classes, which are always popular.
Course # AC143 ............ 3 hrs ............ $26
When: Tues Apr 5
Time: 5:30 p.m. – 8:30 p.m.
Where: DACC East Mesa DAEM, RM 107

NEW!
The Power of Oil Painting
Age 18 and Up
Improve and advance your painting skills quickly with accurate precise results. This isn’t your mother’s old painting course. Paint any subject you choose and learn the methods and techniques many others will never tell you.
Instructor: Rick Rotante has been a professional painter since 1978 and studied privately with two Art Center Teachers in Pasadena, Los Angeles. He has been drawing all his life and exhibited at shows and exhibitions across the country. Rick teaches locally and is an active vendor at the local Farmer’s Market.
Course # AC158 ............ 24 hrs ........ $149
When: Mon Mar 7 – May 2
NO CLASS Mar 14
Time: 5:00 p.m. – 8:00 p.m.
Where: DACC Central DATS, RM 141

Wire Swirl Chandelier Earrings
Age 16 and Up
Learn the basic instruction on types of wire, fashion, and design while making earring component parts of sterling silver wire, findings, beads, and Swarovski crystals to wear home from class. Tools will be provided (for classroom use only) or you may bring your own.
M/S fee of $18 payable to instructor at class
Instructor: Marty Arndt is a self-taught wire and jewelry design artist. She has been creating this type of jewelry since 2006. Marty has been a Community Education instructor since 2007, teaching a variety of classes, which are always popular.
Course # AC144 ............ 2 hrs ............ $19
When: Tues Feb 9
Time: 5:30 p.m. – 7:30 p.m.
Where: DACC East Mesa DAEM, RM 107

Testimonial:
“The teacher worked exactly at the level of her students. We always came out feeling better than when we went in.”
**ARTS & CRAFTS**

**Wrap Any Stone**

*Age 16 and Up*

Using only two wires, learn how to wire wrap any odd-shaped, tumbled stone into a beautiful pendant. Your pendant will be completed within the timeframe of the course...and you can wear it home! Tools will be provided (for classroom use only), or you may bring your own.

*M/S fee of $25 payable to instructor at class*

**Instructor:** Marty Arndt is a self-taught wire and jewelry design artist. She has been creating this type of jewelry since 2006. Marty has been a Community Education instructor since 2007, teaching a variety of courses, which are always popular.

**Course # AC123D1**

- **When:** Tues Feb 2
- **Time:** 5:30 p.m. – 8:30 p.m.
- **Where:** DACC East Mesa DAEM, RM107

**Course # AC123D2**

- **When:** Tues May 3
- **Time:** 5:30 p.m. – 8:30 p.m.
- **Where:** DACC East Mesa DAEM, RM107

**CERTIFICATIONS**

**Certificate in Self-Publishing and eBooks**

Designed to help entrepreneurs, businesses, and organizations self-publish as well as gain a complete understanding of this often-complicated marketplace. Learn how to understand your publishing options and best pathways given your business and personal objectives. Then discover what makes a great eBook and how you go about creating, formatting, publishing, and marketing your eBook. Create a marketing plan, with steps from start to finish.

**Certificate Course Package # CERT120**

- **Reduced package price of $495 includes the three courses required for this certificate:**
  - Growing Your Business with Self-Publishing
  - Self-Publishing eBooks
  - Marketing eBooks

Course description appear under the “Personal Enrichment” heading starting on page 14

**Fitness Management Certification**

Get prepared to perform at the management level in the field of fitness. Topics include history, membership sales and retention, business skills, managing staff, operational practices, facilities and equipment, budgeting and finance, much more! Students who successfully complete the online classroom education and exam will receive their nationally recognized W.I.T.S. Fitness Management Certification. Register online at: [http://www.witseducation.com/fit/store-shop/fitness-management-30/?affname=17](http://www.witseducation.com/fit/store-shop/fitness-management-30/?affname=17)

**Online Course # CERT121**

- **$399 (18 hrs)**

**Managing Social Media Platforms Certificate**

Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Get a skill set for working and managing Twitter, LinkedIn, and Facebook. Find out what you can be doing, what you should be doing, and make a plan to integrate social networks into your communication and marketing.

**Certificate Course Package # CERT114**

- **Reduced package price of $495 includes the three courses required for this certificate:**
  - Facebook for Business
  - LinkedIn
  - Twitter

Course description appear under the “Personal Enrichment” heading starting on page 14

**Older Adult Fitness Specialist Certification**

**Pre-Requisite:** Intermediate level course for students with experience or education in fitness training

Get the training and education you need to serve the fastest growing fitness population in the U.S. with this unique certification. Learn what common ailments and physical conditions are germane to this special population and how to design age-appropriate, fun, and functional exercise programs. Includes 9 hours of ONLINE lecture, 9 hours of ONLINE practical training preparation, LIVE 3 day practical training, and testing. Register online at: [http://www.witseducation.com/fit/affiliates/dacc-affiliate/?aff=17](http://www.witseducation.com/fit/affiliates/dacc-affiliate/?aff=17)

**Online Course # CERT122**

- **$599 (38 hrs)**

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**Parking Permit Information**

You will need a parking permit if you are going to be on the DACC Central Campus for courses Mon–Fri, 7AM-4:30PM. Permits are not necessary for courses after 4:30PM or on weekends. You can pick up your complimentary parking permit at the DACC Community Education window, 2345 E. Nevada Ave., Suite 100

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**Technical Requirements:**

- Internet access with Internet Explorer; Firefox; or Safari Web browser.
- Audio software such as Windows Media, Real, Quicktime, or Flash.
- Speakers to listen to audio.

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**CERTIFICATIONS**
Personal Trainer Certification

Join this fun profession and be a part of what Fortune Magazine & ABC NEWS.com states as the 4th hottest job in the U.S. at a national average of $30 an hour. Whether you are making a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of hands-on practical training, and a 30-hour internship that networks many graduates right into a job.


Course # CERT101..............62 hrs ..........$649
When: Mon & Wed Feb 22 – Apr 27
Time: 7:00 p.m. – 8:00 p.m.
Where: DACC East Mesa, DAEM RM 201

Free Orientation to learn more!

Meet one of our veteran teachers online to get a clear picture of what to expect in the course and what great rewards await you after completion of this certification. Ask questions and participate in a live chat with an instructor. This online meeting is a great way to enjoy the fact finding mission while enjoying the comfort of your home.

Jan 13 at 4 pm EST:
http://tinyurl.com/fitnessorientation113
Feb 03 at 12 pm EST: http://tinyurl.com/fitnessorientation203

NEW!
Beyond the Basics with Microsoft Office

Age 16 and Up
Don’t’ use MS Word like a typewriter and Excel like a calculator anymore. Go a bit beyond the basics to get more out of the MS Office suite. Learn how to use a stylesheet and custom sections in Word; formulas and pivot tables in Excel, and have better mastery of PowerPoint. Note: This class will not cover MS Access.

Students should bring a USB Flash drive and are welcome to bring personal laptops

Instructor: Daniel Kim, who is too cheap to buy standard software, has been using PC’s since 1984. He has been producing office documents, databases, 3D models, and instructional videos for over 15 years using both mainstream and open source application. Daniel is not a programmer so no “computer speak” here!

Course # CE118..............12hrs ..........$77
When: Wed Feb 17- May 11
NO CLASS Mar 16
Time: 7:00 p.m. – 8:00 p.m.
Where: DACC Workforce Center, RM 104

NEW!
Computer Use

Age 14 and Up

What is an email? What does WWW mean? What is a Web Address? What is Microsoft Office? What is a Windows Player? Computer use made easy here!! Learn how to use your computer, including the components of your computer and how to operate them. Computers can be lots of fun!

Instructor: James “limi” Hill is currently employed with the City of Las Cruces and is a former transit operator, police officer, U.S. Army Veteran, and professional chauffeur. He currently attends Colorado Technical University, pursuing a doctoral degree in management. James has a Master’s of Business Administration and Bachelors of Science in Business Administration.

Course # CE119..............4 hrs ..........$33
When: Sat Feb 13
Time: 10:00 a.m. – 2:00 p.m.
Where: DACC Workforce Center, RM 106

NEW!
Save Money and Stay out of Jail with Free Software

Age 14 and Up

Under law, software piracy can be punishable by fines and years in prison. That is a big risk for a few office applications. Learn how to find and use free and full-featured software that is often fully compatible with standard commercial applications. For free Windows software alternatives only.

Student should bring a USB Flash drive with a minimum 8 GB capacity

Instructor: Daniel Kim, who is too cheap to buy standard software, has been using PCs since 1984. He has been producing office documents, databases, 3D models, and instructional videos for more than 15 years, using mainstream and open source applications. Daniel is not a programmer, so no “computer-speak” here!

Course # CE108............. 8 hrs ..........$61
When: Tues Mar 1 – Apr 26
NO CLASS Mar 15
Time: 7:00 p.m. – 8:00 p.m.
Where: DACC Workforce Center, RM 104

“How to Read Course Information” is located on Page 21. If you have any concerns about finding the campus or building, please contact DACC Community Ed before your courses begin.
Switch to Linux with Zorin-OS  
Age 14 and Up  
Microsoft has ended support for Windows XP. Without new patches and updates, your computer will become increasingly vulnerable to malware. You don’t need to buy a new computer, just learn how to migrate easily to Linux. Join the fun in this hands-on course. For Windows compatible computers only and not Apple or tablets.  
Student should bring a USB Flash drive with a minimum 8 GB capacity  
**Instructor: Daniel Kim**, who is too cheap to buy standard software, has been using PCs since 1984. He has been producing office documents, databases, 3D models, and instructional videos for more than 15 years, using mainstream and open source applications. Daniel is not a programmer, so no “computer-speak” here!  
**Course # CE114.............8 hrs .............$61**  
**When:** Thurs Feb 4 – Mar 31  
**NO Class Mar 17**  
**Time:** 6:00 p.m. – 7:00 p.m.  
**Where:** DACC Workforce Center, RM 104

Wine Appreciation  
Age 21 and Up  
Join this introduction to wine appreciation that includes a look into the history, production, varietal types, and characteristics of various wines and their country of origin. Students must be 21 or older since wine will be tasted at each session.  
**M/S fee of $35 pay to instructor at first class meeting.**  
**Instructor: Robert Senecal** graduated from the U. S. Naval Academy and has an MA in Human Behavior from USIU. Bob earned a California teaching credential in 1994 and founded the Southern California Wine Appreciation Society in 1989. He has served on the Board of Directors for Los Amigos Del Vina since 1999 and loves wine. He enjoys sharing his passion for wine with his students.  
**Course # CA107 ............12hrs ............$77**  
**When:** Mon Jan 25 – Feb 29  
**Time:** 7:00 p.m. – 9:00 p.m.  
**Where:** DACC Central DAMA, RM 114M

3D Graphics for Everyone with SketchUp  
Age 14 and Up  
SketchUp is a free 3D design software that is used by architects, set designers, engineers, and builders. It is powerful enough to be used in the creation of movie sets or plan large construction projects but easy enough to use at home. Learn the basics of 3D graphics using SketchUp. Works on both Windows and MacOS computers.  
Student should bring a USB Flash drive with a minimum 8 GB capacity  
**Instructor: Daniel Kim**, who is too cheap to buy standard software, has been using PCs since 1984. He has been producing office documents, databases, 3D models, and instructional videos for more than 15 years, using mainstream and open source applications. Daniel is not a programmer, so no “computer-speak” here!  
**Course # CE116.............8 hrs .............$61**  
**When:** Mon Feb 1 – Mar 28  
**NO CLASS Mar 14**  
**Time:** 6:00 p.m. – 7:00 p.m.  
**Where:** DACC Workforce Center, RM 104
Building Blocks of Sports and Exercise Nutrition

Gain reliable nutrition information and practical sport-related knowledge. Become familiar with how the building blocks of sport and exercise nutrition can affect everyone on a daily basis. Learn the appropriate levels of carbohydrates, protein, fat, vitamins, minerals, water, and sodium for optimum nutrition and sport performance levels.


Online Course # OLE146.............$59

NEW!
Care of the Elderly & Chronically III

Many professionals work with patients, clients, and residents who need continuing care over long periods of time, sometimes for the rest of their lives. Support can include assistance with special health, nutritional, and hygiene needs related to the aging process or chronic illness. Gain insight into these special needs, with a focus on the needs of elderly and chronically ill residents in long-term care facilities.

Online Course # HR153 .............$42

Dementia Care

As baby boomers age, the 21st century workforce is challenged to care for an exponentially growing population of persons with dementia. Gain essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Valuable for those in the workforce or caring for a family member with Dementia.

Instructor: Pamela Atwood, MA, CDP, QDCP, & CLL is Director of Life Enrichment & Dementia Care at Hebrew Health Care, Inc., of West Hartford, Connecticut. Pamela has worked with older adults professionally for more than 20 years, and earned a Master’s Degree in Gerontology and Human Development from Saint Joseph College in West Hartford.

Online Course # UGOT108D1 ..........$495
  When: Feb 1 - Mar 25

Online Course # UGOT108D2 ..........$495
  When: Apr 6 – May 29

Dementia for Family Care Givers

Designed for family caregivers dealing with Alzheimer’s disease, Vascular Dementia, Lewy-Body Dementia, or other conditions which cause significant memory problems. Learn basic information about dementia and cover essential elements to address throughout the illness. Receive tips from professional care providers who deliver person-centered care and materials to use after the course ends.

Instructor: Pamela Atwood, MA, CDP, QDCP, & CLL is Director of Life Enrichment & Dementia Care at Hebrew Health Care, Inc., of West Hartford, Connecticut. Pamela has worked with older adults professionally for more than 20 years, and earned a Master’s Degree in Gerontology and Human Development from Saint Joseph College in West Hartford.

Online Course # UGOT145D1 ..........$147
  When: Feb 1 - 26

Online Course # UGOT145D2 ..........$147
  When: Apr 4 - 29

Fluid Movement Tai Chi

Age 12 and Up

Complimented with dynamic stretching techniques that align the total body, this short, four minute Tai Chi form is easy to learn and therefore, an excellent course for the beginner. Balanced with deep, rhythmic breathing, experience an increase in energy, focused mindfulness, and a calmness of spirit. Why not give yourself the gift of health and well-being for a life-time?

Students should wear loose, comfortable clothing to class.

Instructor: Cher Guerrero has been teaching Tai Chi for DACC Community Education for a number of years. Cher’s life-long experiences in several venues of body and mind integration provide foundational basics for physical movement, therapeutic application, and staff development in a variety of settings. She enjoys sharing her enthusiasm with her students and watching them grow.

Course # HR105 ..........17 hrs ..........$107
  When: Mon Jan 25 – Apr 11
  NO CLASS March 14
  Time: 5:30 p.m. – 7:00 p.m.
  Where: DACC Workforce Center, RM 121

Lose Weight and Keep it Off

Do you want to lose weight and keep it off? Now you can! Master setting and achieving healthy weight-loss and weight-maintenance goals that make sense for you, with appropriate and effective goals for eating, exercise, and many other elements that affect your weight. Gain the skills you need to lose weight and keep it off for a lifetime!

Instructor: Donna Acosta, RDN, ACE-Certified Health Coach, is a registered dietitian and nutrition educator. Her clinical expertise is in weight management, diabetes nutrition care, and cardiac rehabilitation management. Donna also has more than a decade of experience teaching cooking classes, which reflects her passion for eating healthfully—and enjoying every bite!

Online Course # ETG164 .............$99

NEW!
Menopause: An Overview

Gain valuable information on the changes associated with menopause and the transition leading up to this stage in a woman’s life. Identify what happens during the menopausal transition and the signs and symptoms. Review strategies to manage the symptoms of menopause and learn about post-menopausal health concerns. Learn techniques to stay healthy during and after menopause.

Online Course # HR155 .............$42
**Nutritional Concepts**

Gain an introduction to current nutrition information and practical consumer-oriented knowledge. Become familiar with the principles of diet planning, government standards, and food labeling and the biological functions and food sources of each nutrient. Learn the basic functional roles of vitamins, minerals, and water and how to properly utilize the ChooseMyPlate Web site. Register online at: http://www.witseducation.com/fit/store-shop/nutritional-concepts/?affname=17

*Online Course # OLE147......................$110*

**Pregnancy Fitness for Fitness Instructors**

Combine video, interactive discussion, assignments, and text to gain the knowledge and skills needed to train pregnant women safely and effectively. Lectures provide a foundation of knowledge about pregnancy and the importance of safe and effective exercise. During the practical demonstrations, apply this knowledge and experience for training pregnant clients. Register online at: http://www.witseducation.com/fit/store-shop/pregnancy-fitness/?affname=17

*Online Course # OLE148......................$110*

**Running Well**

Utilize video, discussion topics, assignments, and text to learn the most effective running techniques. Learn to use the physiology of running to assess and achieve optimal running form, as well a running technique, warm up and cool down, stretching, foot type analysis and footwear, running surfaces, training program design, core stability, nutritional needs, and injury prevention. Register online at: http://www.witseducation.com/fit/store-shop/running-well/?affname=17

*Online Course # OLE149......................$110*

**Sport and Exercise Nutrition: Special Considerations**

Expand on your knowledge of nutrition basics for application to sport and exercise. Learn essential sport-related information to assist your clients in achieving optimal results including the origins of sport and exercise nutrition and special considerations with specific populations. Register online at: http://www.witseducation.com/fit/store-shop/sport-and-exercise-nutrition-special-considerations/?affname=17

*Online Course # OLE150......................$59*

**NEW!**

**Tai Chi – Chi Gung**

*Age 12 and Up*  
For previous and current students of Yang Style and Fluid Movement Tai Chi, this interactive study will add a new dimension and integrate easily into your current Tai Chi practice. The short four minute form and the Golden Eight will be the platform to step into this new adventure. Gain deeper understanding and expand awareness!  
*Instructor: Cher Guerrero*

*Students should wear loose, comfortable clothing to class*

*Course # HR113 ............12 hrs ...........$113*
*When: Wed Jan 20 - Apr 13*
*NO CLASS Mar 16*
*Time: 5:30 p.m. – 7:00 p.m.*
*Where: DACC Workforce Center, RM 121*

**NEW!**

**Understanding Grief**

Grief and loss are often not comfortable topics to discuss. Learn both intellectually and practically about the different types of loss associated with grief and how to determine if a loss is resolved. Identify the different types of grief, including the symptoms and stages. Discuss appropriate strategies of coping with grief.

*Instructor: Cher Guerrero*

*NEW!**

**Tai Chi – Simplified Chinese Yang Style**

*Age 12 and Up*  
Experience for yourself the integration of body, mind, and spirit through Tai Chi. A beginning level course that will allow you to explore this ancient art. A journey of a thousand miles begins with one step – let this be yours!  
*Instructor: Cher Guerrero*

*Students should wear loose, comfortable clothing to class*

*Course # HR115 ............12 hrs ...........$77*
*When: Mon & Wed Apr 18 – May 11*
*Time: 5:30 p.m. – 7:00 p.m.*
*Where: DACC Workforce Center, RM 121*

**NEW!**

**Dealing Texas Hold ‘Em**

*Age 18 & Up*  
Would you like a job where you sit all shift and people throw money at you? Do you have a general knowledge of the game and/or value of poker hands? Learn how to handle the deck & dealer button, chips, and players. Includes step-by-step instruction in shuffling, dealing, blinds, reading hands, and figuring side-pots.  
*M/S fee of $7.00 payable to instructor at first class meeting.*

*Instructor: Cher Guerrero*

*NEW!**

**Tai Chi – Simplified Chinese Yang Style**

*Age 12 and Up*  
Experience for yourself the integration of body, mind, and spirit through Tai Chi. A beginning level course that will allow you to explore this ancient art. A journey of a thousand miles begins with one step – let this be yours!  
*Instructor: Cher Guerrero*

*Students should wear loose, comfortable clothing to class*

*Course # HR115 ............12 hrs ...........$77*
*When: Mon & Wed Apr 18 – May 11*
*Time: 5:30 p.m. – 7:00 p.m.*
*Where: DACC Workforce Center, RM 121*
Instructor: Mark O'Neill was a professional poker dealer, part-time floorman, and has assisted with the training of dealers at the Commerce Casino in Los Angeles, California for 13 years. He has traveled through five West Coast states playing Texas Hold 'em and plays occasionally locally.

Course # HL127 ..........6 hrs ............$47
When: Thur Apr 7 – May 5
NO CLASS Apr 21
Time: 6:00 p.m. – 7:30 p.m.
Where: DACC Workforce Center, RM 121

Genealogy Course 1: What is Genealogy? How do I use the internet for genealogy?
Learn how to trace your family history. If you are new to genealogy and/or the internet, the instructor will patiently lead you through the internet one-on-one. Those who prefer a faster pace are able to do so, as this course is self-paced. Learn about:

1. Charts and forms and how to acquire information from them
2. Popular genealogical sites
3. Surname sites
4. Search engine tips
5. Mailing lists and photographs
6. Organizing your data
7. Comparing computer software

Online Course # ............OLE109D1.......$49
When: Jan 20 – Feb 19
Online Course # ............OLE109D2.......$49
When: Feb 5 – Mar 6
Online Course # ............OLE109D3.......$49
When: Mar 7 – Apr 6
Online Course # ............OLE109D4.......$49
When: Apr 7 – May 7

Genealogy Course 2: Where to Find Specific Genealogical Information on the Internet
Find the “unusual” and “miscellaneous” information you need in this second step of your genealogical search. Discover new research tools and where to look in vital records for births, adoptions, marriages, and deaths. Use census, tax, land records, maps, gazettes, atlases, city directories, county histories, and military records to trace lineage. Specific tips will be provided for searching Native American, African American, Hispanic, and religious groups.

Online Course # ............OLE110D1.......$49
When: Jan 29 – Feb 28
Online Course # ............OLE110D2.......$49
When: Feb 10 – Mar 11
Online Course # ............OLE110D3.......$49
When: Mar 24 – Apr 23

Genealogy Course 3: Advanced Genealogical Research Using the Internet
The third step in your genealogical search uses specific sources for a variety of needs. Learn how to access and utilize ship passenger lists, immigration and naturalization data, American migration trails, and homestead applications. Find mental patients, prisoners, school students, teachers, Free Masons, and female ancestors as well as records from CCC and WPA workers, U.S. Marshals, F.B.I. and Secret Service officials, and divorces. Tips will be provided for using family Bibles, journals, and diaries. You can study handwriting, plan family reunions, make scrapbooks, and much more with the valuable information you locate.

Online Course # ............OLE111D1.......$49
When: Mar 7 – Apr 6
Online Course # ............OLE111D2.......$49
When: Apr 7 – May 7

Genealogy Course 4: World Genealogy
Searching the world for your ancestors can be a bit intimidating. Use skills learned in previous courses to do research on and off line in more than 52 countries around the world. While seeking genealogical information, participants will work one-on-one with the instructor, at a self-paced speed.

Online Course # ............OLE112D1.......$49
When: Apr 13 – May 13

NEW! Horse-racing Handicapping 101
Age 18 & Up
For the new or occasional horse-player to get a “leg-up” on your next trip to the track! Learn how to handicap and wager on thoroughbred racehorses via simulcast. Use step-by-step instruction and the Daily Racing Form to become familiar with thoroughbred races, life of a jockey, important factors in handicapping, odds, types of wagers, and more.
M/S fee of $7.00 payable to instructor at first class meeting.

Instructor: Mark O'Neill is a horse-racing veteran and handicapper who has hit numerous Pic 6’s, trifectas, and handicapping contests at California tracks and Nevada Casinos. He is now a resident of Las Cruces and hopes to pass on some of his knowledge and often times winning strategies.

Course # HL128 ............6 hrs .............$47
When: Tues Feb 16 – Mar 8
Time: 6:30 p.m. – 8:00 p.m.
Where: DACC Workforce Center, RM 121

Testimonial:
“The flexibility of the instructor and the wide variety of techniques we were able to use to create great pieces of pottery.”

CATALOG STATEMENT
This catalog is current as of the time of printing. Please be aware that changes may have been made since that date. For the most up-to-date course information, please go to http://dacc.augusoft.net
Intermediate Bird Watching
Age 16 and Up
Need more birding skills? Refine your birding skills and learn about bird identity clues beyond appearance, such as bird behaviors and vocalizations. Explore the rich diversity of local species and habitats with field trips on Saturday, April 9, 16, and 23, 2016.
Instructor: Mesilla Valley Audubon Society has been teaching beginning and intermediate bird watching courses for many years. They have a great group of experienced birders who help teach the class and lead field trips. They are eager to share their knowledge and enthusiasm for birds with their students.
Course # HL103 .......... 6hrs .......... $47
When: Tues Apr 5 – Apr 19
Time: 6:30 p.m. – 8:30 p.m.
Where: DACC East Mesa DAEM, RM 222

Learn to Buy and Sell on eBay
Thinking about getting on eBay? Learn to create titles that get noticed, craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. Learn to safely conduct financial transactions and how to accept credit card payments and pack and ship any item hassle-free. Valuable for both sellers and buyers.
Instructors: Kara Gordon and Shirley Muse are avid entrepreneurs and longtime educators. Both own small businesses that have been earning revenues exclusively through eBay for the past four years. They believe that buying and selling online offers the easiest and most rewarding way to work at home and enjoy teaching others the tricks they have developed for maximum profit.
Online Course # .......... ETG114 .......... $99

Luck o’ the Irish
The best new thing to traveling the Emerald Isle is learning about it...virtual style! Explore famous places, Irish saints and legends, tales, ballads, songs, and recipes. Utilize the one-on-one personal instruction from the comfort of your own home to gain a real understanding. If you are planning a trip to Ireland, this online course is a must before leaving.
Online Course # ............. OLE122D1...... $49
When: Jan 25 – Feb 25
Online Course # ............. OLE122D2...... $49
When: Apr 13 – May 13

NEW!
Photographing People with Your Digital Camera
Discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch photos and make other improvements. Learn how to organize people for portrait and formal group shots and which angles to use and which to avoid. Gain expertise in filling your photographs with imagery, setting moods, and creating themes.
Instructor: Curt Simmons, M.Ed, MCSE, MCSA, CIT, is a best-selling author, technical trainer, and multi-media expert. Curt’s multimedia expertise provides a focus on digital photography and other Internet-related technologies. He is both a classroom and online instructor, and has developed custom courseware for major U.S. companies.
Online Course # ETG217................. $99

NEW!
Photographing Nature with Your Digital Camera
Learn the many aspects of outdoor photography and how to master your digital camera’s controls and features. Explore composition and lighting issues, and discover how to take beautiful photos of landscapes, flowers, trees, and water. Delve into shutter speed, aperture controls, and photographing animals and birds. Experiment with macro photography and telephoto lenses.
Instructor: Curt Simmons, M.Ed, MCSE, MCSA, CIT, is a best-selling author, technical trainer, and multi-media expert. Curt’s multi-media expertise provides a focus on digital photography and other Internet-related technologies. He is both a classroom and online instructor, and has developed custom courseware for major U.S. companies.
Online Course # ETG115............... $99
Solar System Savvy
Have you ever wished you knew more about planets, the solar system, galaxies, and black holes but didn’t want to take a test about them? Then this is the online course for you! Venture into the solar system and galaxy in which we reside from your own home.

**Online Course # OLE130D1 .................$49**
When: Jan 27 – Feb 26
**Online Course # OLE130D2 .................$49**
When: Feb 12 – Mar 12
**Online Course # OLE130D3 .................$49**
When: Mar 18 – Apr 17

Stamp Collecting – The Basics
Did you know that stamp collecting is one of the world’s most popular hobbies, with millions of collectors in the United States? Learn the basics of this hobby in this online course. Work on a Scout Merit Badge, get started on this new hobby, or revitalize an old interest. Completion certificates available upon request.

**Online Course # OLE132D1 .................$49**
When: Jan 27 – Feb 26
**Online Course # OLE132D2 .................$49**
When: Feb 12 – Mar 12
**Online Course # OLE132D3 .................$49**
When: Mar 18 – Apr 17

NEW!
Travel Photography for the Digital Photographers
Learn how to address the special needs and techniques to capture scenes from around the world and bring them home. Focus on specific tips for digital photographers, and how to use both traditional techniques as well as those unique to digital equipment. Know what to take and what to leave behind as you vacation around the world.

**Instructor: Beverly Richards**
Schulz is a graduate of the New York Institute of Photography and an award-winning photographer. An avid digital film photographer, she was an early adopter of digital technology and has taught digital editing and photography skills to students from around the world for 15 years.

**Online Course # ETG116 ..................$99**
When: Feb 12 – Mar 12

NEW!
Building with Earth Blocks
Age 18 and Up
Working with Adobe isn’t as hard as you would think. Just knowing the basics can keep the beginner on track. Complete a small project while discussing footing designs, block laying techniques, and finishes to complete the job. Learn the basic tools needed to work with earth. The last class will focus on working with earth and laying Abodes in a simple wall project.

**Instructor: Gary Wee** has been a licensed contractor doing rammed earth and Adobe projects throughout New Mexico for over 25 years. He is the owner of a local business and enjoys sharing his knowledge with his students and hopes to spur a revival of this type of building material.

**Course # HG109 .............12 hrs ..........$77**
When: Mar 7 – 12
Time: Mon & Wed 5:30 p.m. – 8:30 p.m.
Sat 9:00 a.m. – 3:00 p.m.
Where: DACC East Mesa DAEM RM 222

NEW!
Composting
Water conservation and recycling awareness have made xeriscaping and composting very popular in the gardening and landscape areas. One-on-one online instruction with step-by-step instructions to learn about and get started in the composting process.

**Online Course # OLE104D1 ..........$49**
When: Jan 21 – Feb 20
**Online Course # OLE104D2 ..........$49**
When: Feb 12 – Mar 13
**Online Course # OLE104D3 ..........$49**
When: Apr 13 – May 13

**Zipper Connection**
Never before has math been so much fun! Zip through problems online and participate in challenge puzzles with an alien. Use animals to help solve math problems. Tie knots online. Use the Zipper Connection to learn math computation, graphing, probability, polynomials, critical thinking, counting, numbers, problem solving, symmetry, and much more.

**Online Course # OLE138D1 ..........$49**
When: Jan 22 – Feb 21
**Online Course # OLE138D2 ..........$49**
When: Mar 18 – Apr 17

**Who wants to be a “Mathenaire?”**
After this online adventure you will not need to use any lifelines on your road to success. Equip yourself with a higher understanding of Algebra, Geometry, Trig, and more, in a fun and interactive setting. One day this information could be worth millions to you!

**Online Course # OLE136D1 ..........$49**
When: Jan 22 – Feb 21
**Online Course # OLE136D2 ..........$49**
When: Mar 18 – Apr 17

**When Pigs Fly**
Discover the crazy logic of science! Explain the unexplainable! Explore introductory science concepts and conduct experiments - both on and off line. Use sliced cheese to understand fractures. What do cheesburgers and science have in common? Participate in online treasure hunts to discover science concepts. Learn these fun things and more in this virtual science course.

**Online Course # .......... OLE136D1 ..........$49**
When: Jan 22 – Feb 21
**Online Course # .......... OLE136D2 ..........$49**
When: Mar 18 – Apr 17

**Testimonial:** “Our instructor was great! Very patient, and did a great job of showing us how to do things. I also loved learning to use new tools.”

**HOME & GARDENI**
Gardening 1: Groundwork
For new and old gardeners, Master Gardener hopefuls, and those folks who are “just plain interested.” Most successful gardeners have some knowledge of the soil. Gain a general appreciation and knowledge of beginning botany, soils and plant nutrition, insects, and diseases in this online course. Happy gardening!

Online Course # OLE108D1 ..................$49
When:  Jan 22 – Feb 21
Online Course # OLE108D2 ..................$49
When:  Feb 12 – Mar 13
Online Course # OLE108D3 ..................$49
When:  Apr 13 – May 13

Hummingbirds
Do you have an interest in hummingbirds? Learn about the life of hummingbirds and how nature has adapted to make these creatures unique little flying machines. Explore information about types of hummingbirds and their habitats. Read legends, stories, and myths in this online course.

Online Course # OLE115D1 ..................$49
When:  Jan 22 – Feb 21
Online Course # OLE115D2 ..................$49
When:  Feb 12 – Mar 13
Online Course # OLE115D3 ..................$49
When:  Apr 13 – May 13

Cartoons with Young Rembrandts
Age 6 to 12
Learn the essential skills to illustrate exciting cartoon imagery that is filled with dynamic characters and expressive personalities. Create fully realized cartoon characters from familiar subjects like dogs, farm animals, and insects. Drawings of funny, cartoon cars will spark imagination. Develop visual story telling skills by drawing sequential images.

Instructor: Young Rembrandts was founded in 1988 by Bette Fetter and has become a recognized leader in art education. What began as one person, working with children in her home, has developed into an international franchise business with franchisees who teach drawing to thousands of students every week.

Course # KID150 .............. 4 hr ..................$49
When:  Sat Apr 2 – Apr 23
Time:  10:00 a.m. – 11:00 a.m.
Where:  DACC Workforce Center, RM 119

Healthy Cooking for Kids
Age 8 to 12
Learn to prepare dishes from different parts of the world in a healthy way, while learning and using basic cooking skills. Discover nutritious ingredients and fun ways to cook to use your whole life. Eat the fruits of your labor at the end of class.

M/S fee of $35 payable to instructor at first class meeting

Instructor: Wendy Harvey has MA's in Anthropology and Spanish from NMSU and has studied cultural anthropology with an emphasis on traditional foods. Wendy has lived in Mexico, England, and the US and traveled to many parts of Europe and Brazil. She enjoys the foods and cultures of indigenous communities in central Mexico and the states of Michoacán, Guanajuato, Puebla, Oaxaca, and Chiapas.

Course # CA119 ............ 12 hrs ............ $77
When:  Sat Jan 30 – Mar 5
Time:  11:00 a.m. – 1:00 p.m.
Where:  DACC Central DAHL, RM 184

For Building Key
See Page 20
Head Coach. Mark’s teams have been very successful with 20 championships and 9 undefeated seasons.

**Course # KID169...........6 hrs ............$47**
- **When:** Mon Apr 11 – May 2
- **Time:** 7:00 p.m. – 8:30 p.m.
- **Where:** DACC Workforce Center, RM 121

**NEW!**

**Preschool Fun Ideas!**

Get an overview of age-appropriate practices for early childhood educators. Learn the fundamentals of creating engaging and nurturing learning centers, discuss the importance of each learning domain, review examples of activities to incorporate into your daily schedule, and gain hands-on experience creating your own lesson plans.

**Online Course # KID164...........$249**

**NEW!**

**Umpiring Youth Baseball 101**

Age 16 & Up

“Hey Blue” is what you will soon hear out on the ball field. Learn the rules of the game, officiating principles, and philosophies along with the signals and associated mechanics for this money-making opportunity. Topics include pitching, fielding, batter and base runner rules, foul/fair ball determination, and plate and base positioning.

M/S fee of $5.00 payable to instructor at first class meeting.

**Instructor: Mark O’Neill** has been a youth, high school and college umpire for over 20 years. He has also trained, assigned, and evaluated umpires for 12 seasons in California and this past year in Las Cruces. Mark’s in-depth understanding of the rules and unique style of instruction will get you prepared for the task at hand.

**Course # KID170...........6 hrs ............$47**
- **When:** Wed Feb 10 – Mar 9
- **Time:** 6:30 p.m. – 8:00 p.m.
- **Where:** DACC Workforce Center, RM 121

**NEW!**

**Discover Sign Language**

Discover how to use this graceful, expressive language to communicate with Deaf people. Learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. Taught using industry best practice with a minimum of audio support to enhance your understanding of the perspective of Deaf people.

**Instructor: Jennifer Carmean** has been involved in the Deaf community since 1982, working as a counselor and teaching American Sign Language. She has experience writing curriculum and developing sign language degrees for community colleges and a master’s degree in Rehabilitation Counseling with the Deaf.

**NEW!**

**Beginner’s Hebrew**

Age 16 and UP

Start at the beginning and learn the Hebrew alphabet and simple words and sentences. Practice reading and writing Hebrew using selections from the book of Exodus in the Bible. Handouts and learning materials will be provided.

**Students should bring a Bible to class**

**Instructor: Erich Zameret** is a native Hebrew speaker and has taught Hebrew for decades to both children and adults. Retired from electrical engineering and teaching math, Erich has an MA from Hebrew College in Massachusetts. He has taught Hebrew at the Adult Learning Academy of Temple Beth El in Las Cruces and is eager to share his passion for Hebrew with his students.

**Course # LA105...........12 hrs ............$77**
- **When:** Tues Jan 26 – Mar 1
- **Time:** 6:00 p.m. – 8:00 p.m.
- **Where:** DACC Central, DAMA RM 114M

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**Testimonial:**

“The teacher worked exactly at the level of her students. We always came out feeling better than when we went in.”
**French Workshop**

**Age 14 and Up**

Designed to practice the four means of communication in French – listening, speaking, reading, and writing. Clarify questions concerning the grammar and structure of this beautiful language and expand your vocabulary. Join the fun as you practice this beautiful language with others.

**Instructor: Dorothy Senecal** majored in French, minored in Spanish, and attended the French Summer program at McGill University in Montreal for two years. She taught high school French for three years. Dorothy has been teaching at DACC Community Education for nine years and continues to tutor French privately. Since 2006, she has had the opportunity to practice this melodic language during three trips to France.

**Course # LA118** ............. 12 hrs ............ $77

**When:** Wed Jan 20 – Feb 24  
**Time:** 5:30 p.m. – 7:30 p.m.  
**Where:** DACC Central, DAHL RM 273

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**Spanish for Beginners I**

**Age 16 and UP**

Learn how to greet people and introduce yourself, converse on the telephone with merchants and hotel staff, and order food. Discover how to ask and understand directions. Learn the days of the week, months of the year, counting to 1,000, how to change money to the local currency, and much more.


**Instructor: John Andrews** has a Master’s in Curriculum and Instruction, Spanish, ESL, and Bilingual Education. He has a BA in Latin American Studies and ten years of experience in teaching ESL classes. John has lived and traveled in Chile, Peru, Argentina, Bolivia, and Mexico and is excited to share his love of Spanish with his students.

**Course # LA115** ............. 12 hrs ............ $77

**When:** Wed Mar 23 – Apr 27  
**Time:** 6:00 p.m. – 8:00 p.m.  
**Where:** DACC Central DAHL, RM 184

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**How to Play Piano by Ear**

**Age 18 and Up**

Learn one of music’s mysteries: how to play songs without relying on sheet music. Free yourself from sheet music dependence! A practical presentation of music theory that includes predicting chord progressions, learning from recordings, and transposing – in everyday language. An ideal follow-up to the Instant Piano course. Open to anyone with a basic understanding of chords on any instrument.

**M/S fee of $29 payable to instructor at class for book and practice CD**

**Instructor: Craig Coffman** has more than 20 years of experience teaching piano and guitar, having also been a professional pianist and music director. His piano and guitar seminars, offered through community colleges and community education programs, have been attended by more than 20,000 students over the last 15 years.

**Course # MD101** ............. 2.5 hrs ............. $35

**When:** Sat Jan 30  
**Time:** 12:15 p.m. – 2:45 p.m.  
**Where:** DACC Workforce Center, RM 123

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**International Folk Dance**

**Age 16 and Up**

Challenge yourself to learn new rhythms and dances from Eastern and Western Europe. Many dances are performed in lines and circles, with sequences that are easy to moderate and slow to quick. No partner needed! Once you learn the basic steps, you can enjoy many more interesting and new international dances.

**No special shoes necessary, but please no sandals**

**Instructor: Julie Schmitt and Carolyn Gressett** have been folk dancing and teaching most of their lives, attending numerous dance weekends and workshops in IN, IL, KY, OH, WV, TX, NM. They both currently dance with the Mesilla Valley International Folk Dancers on Monday nights and look forward to sharing this passion with their students.

**Course # MD111** ............. 4 hrs ............. $33

**When:** Tues Jan 21 – Feb 11  
**Time:** 6:00 p.m. – 7:00 p.m.  
**Where:** DACC Central DATS, RM 147

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**Instant Guitar for Busy Adults and Teens**

**Age 13 and Up**

Have you ever wanted to learn the guitar, but simply don’t have the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment. Learn the three main types of chords, how to tune your guitar, basic strumming patterns, how to play along with simple tunes, and much more.

**M/S fee of $29 payable to instructor at class for workbook and practice DVD**

**Instructor: Craig Coffman** has more than 20 years of experience teaching piano and guitar, having also been a professional
**NEW!**

An Introduction to Starting a Business
Age 18 and Up
Want to become independent by starting your own business? Learn what it takes to turn your hobby into a business. Explore such topics as creating a business plan, assessing business feasibility, and preparing management and financial plans. Discover what it takes to succeed and develop a plan to get you started.

**Instructor:** James “Jimi” Hill is currently employed with the City of Las Cruces and is a former transit operator, policies officer, U.S. Army Veteran, and professional chauffeur. He currently attends Colorado Technical University, pursuing a doctoral degree in management. James has a Master’s of Business Administration and Bachelors of Science in Business Administration.

**Course #** PE147 ............. 4 hrs ............. $33

**When:** Sat Feb 20
**Time:** 10:00 a.m. – 2:00 p.m.
**Where:** DACC Workforce Center, RM 106

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**NEW!**

Competitive Comparison
Age 18 and Up
Want to know if you are getting the BEST VALUE! Getting more BANG for your BUCK! Learn how to properly conduct research for a product or service. Then analyze your findings and compare what you have found. This process will assist in making decisions with information that is comparing apples to apples.

**Instructor:** James “Jimi” Hill is currently employed with the City of Las Cruces and is a former transit operator, policies officer, U.S. Army Veteran, and professional chauffeur. He currently attends Colorado Technical University, pursuing a doctoral degree in management. James has a Master’s of Business Administration and Bachelors of Science in Business Administration.

**Course #** PE148 ............. 4 hrs ............. $33

**When:** Sat Feb 13
**Time:** 10:00 a.m. – 2:00 p.m.
**Where:** DACC Workforce Center, RM 106

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**NEW!**

Facebook for Business
Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a page on Facebook and have some basic knowledge of the platform. It includes the most current updates Facebook has made to pages.

**Instructor:** Nicole Siscaretti is an entrepreneur and travel blogger celebrating Disney, Orlando fun, and more. She has a special skill at making simple photos look stunning while also telling a story. She has spoken at New Media Expo and teaches Marketing with Images, and iPhone Photography, two popular online classes.

**Online Course #** UGOT111D1 ............. $245

**When:** Mar 7 – Apr 1

**Online Course #** UGOT111D2 ............. $245

**When:** May 2 - 27

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**Testimonial:**

“After all the hard work I put in this course, I made something amazingly cool!”
Instructor: Mark O’Neill has been a high school football coach for more than 30 years. During that time, he has tried just about every fundraiser there is. Mark looks forward to sharing his experiences and know-how with his students to help them reach their fundraising goals.

Course # PE149.............. 3 hrs ......... $26
When: Wed Mar 2
Time: 4:00 p.m. – 7:00 p.m.
Where: DACC Workforce Center, RM 121

**NEW!**

**Las Cruces Newcomers 101**

**Age 17 & Up**

A humorous, interesting, and useful awareness of what it’s like to live in Las Cruces. A terrific guide for newcomers and long-time residents alike. Gain a little history and insight into the makeup and inner workings of city government, streets, services, local issues, upcoming city projects, or where to go to voice your concerns over just about anything.

M/S fee of $5.00 payable to instructor at first class meeting.

Instructor: Mark O’Neill has lived and been active in the community for years, serving five years on the Parks and Recreation Advisory Board. He frequents many restaurants and business establishments in the community and often attends city council meetings and candidate forums during election time.

Course # UGOT157D1.............. $195
When: Feb 1 – 26

Course # UGOT157D2.............. $195
When: Apr 4 – 29

**LinkedIn for Business**

LinkedIn is the most popular business social network and the Web site for professionals to network, build business relationships, and provide or receive referrals. Most people rarely get beyond setting up a profile, and therefore miss out on all the advanced features that have come to make LinkedIn so popular. Learn how to set up your profile so that it gets noticed by others. Discover how LinkedIn can be used to generate leads, recruit new employees, and find new jobs. This course will cover all the intricacies of LinkedIn to help you create, customize, and optimize your presence on LinkedIn.

Instructor: Jennifer Selke is a nationally known expert, speaker, and consultant in the area of social media. She is a faculty member in the University of California Berkeley, Graduate School of Education and is affiliated with the Berkeley Center for New Media.

Online Course # UGOT141............. $195
When: Apr 4 - 29

**Marketing eBooks**

Learn how to get the word out to your target market and discover various marketing avenues for your book. Gather information on which social media site(s) make sense for your audience and how to maximize your effort by minimizing your time online. Create a marketing plan so you can map out your marketing steps from start to finish.

Instructor: Tim Street is an American writer, producer, and director. He is one of the pioneers in using the Internet as a storytelling device and is the Creator/Executive Producer of a popular viral video series and the author of the iPad Mystery Thriller enhanced eBook. Tim is excited to share his knowledge with his students.

Online Course # UGOT158............. $195
When: Apr 4 – 29

**Self-Publishing eBooks**

Discover what makes a great eBook and how to create, format, and publish your eBook. Learn the steps necessary to insert text, photos, illustrations, audio, videos, and hyperlinks to Web sites in your eBook. Understand the different options you have in self-publishing and distributing your eBook. Walk away not only knowing how to make an eBook but how to market it as well.

Instructor: Tim Street is an American writer, producer, and director. He is one of the pioneers in using the Internet as a storytelling device and is the Creator/Executive Producer of a popular viral video series and the author of the iPad Mystery Thriller enhanced eBook. Tim is excited to share his knowledge with his students.

Online Course # UGOT143D1 ............. $195
When: Mar 7 – Apr 1

Online Course # UGOT143D2 ............. $195
When: May 2 – 27

Instructor: Nicole Siscaretti is an entrepreneur and travel blogger celebrating Disney, Orlando fun, and more. She has a special skill at making simple photos look stunning while also telling a story. She has spoken at New Media Expo and teaches Marketing with Images, and iPhone Photography, two popular online classes.

Online Course # UGOT115D1............. $195
When: Feb 1 – 26

Online Course # UGOT115D2.............. $195
When: Apr 4 – 29

**Introduction to Social Media**

Get involved in the move from in-person to online communication. Learn what social media are and their role in your business and personal life. Find out the top sites and how to use the sites for communication, customer retention, branding, marketing, market research, needs assessment, and serving customers and clients. Explore the options for your organization.

Instructor: Nicole Siscaretti is an entrepreneur and travel blogger celebrating Disney, Orlando fun, and more. She has a special skill at making simple photos look stunning while also telling a story. She has spoken at New Media Expo and teaches Marketing with Images, and iPhone Photography, two popular online classes.

Online Course # UGOT115D1............. $195
When: Feb 1 – 26

Online Course # UGOT115D2.............. $195
When: Apr 4 – 29

**Growing Your Business with Self-Publishing**

Designed to help entrepreneurs, businesses, and organizations self-publish and gain a complete understanding of this often-complicated marketplace. Understand your publishing options and select the best pathways given your business and personal objectives. Learn how to work with print on demand (POD) companies that print books in small quantities economically.

Instructor: Tim Street is an American writer, producer, and director. He is one of the pioneers in using the Internet as a storytelling device and is the Creator/Executive Producer of a popular viral video series and the author of the iPad Mystery Thriller enhanced eBook. Tim is excited to share his knowledge with his students.

Online Course # UGOT157D1.............. $195
When: Feb 1 – 26

Online Course # UGOT157D2.............. $195
When: Apr 4 – 29
Twitter
Twitter is a hot social media platform these days – and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers – and discover the best ways to create relationships and network with your key constituents. You will find out the best – and easiest – techniques for successful interactions in the Twitterverse.

Instructor: Suzanne Kart is Director of Marketing for the Learning Resource Network and a national expert on generational communication. Her current work involves Twitter, eMarketing, social networks, and blogs, as well as traditional print and direct marketing.

Online Course # UGOT130D1 $195
When: Feb 1 – 26
Online Course # UGOT130D2 $195
When: Apr 4 – 29

SAFETY

Individual Defensive Instincts
Age 15 and Up
A girl’s and women’s self-defense program to teach easy and practical techniques. Learn additional skills that include awareness of your surroundings, area, drawing attention, etc. The objectives are to enhance one’s instincts as a first line of defense and the practice of easy and retainable techniques. No previous experience required.

Student should wear comfortable clothing and closed toe shoes. No shorts.

Instructor: Albert Ortiz is a retired law enforcement officer. He is a certified self-defense instructor and also sells women’s self-defense items. Albert has been teaching the course since his retirement in September 2005 and his motto is being a victim is not an option.

Course # SA113D1 $55
When: Sat Jan 23
Time: 8:00 a.m. – 3:00 p.m.
Where: DACC Workforce Center, RM 121
Course # SA113D2 $55
When: Sat Feb 20
Time: 8:00 a.m. – 3:00 p.m.
Where: DACC Workforce Center, RM 121

Writing

Continue to Write Your First Book: Adding More Elements to Your Story
Age 17 and Up
Now that you have the basics under your belt and a good start on your first book, get an idea of what to do next. Learn how to focus on additional elements of an unforgettable book like good and bad characters, a fully developed setting, and different varieties of dialogue.

Students should purchase The Everything Guide to Writing Your First Novel prior to start of class. ISBN: 978-1-4405-0957-5. Students can bring a personal laptop to class meetings.

Instructor: Barbara Alvarez, professional writer and novelist, has written over 3,000 non-fiction articles on a wide range of topics. She has written and self-published a non-fiction book under a pen name, as well as writing a romance novella under her own name. Barbara has written other manuscripts that are in the self-publishing process.

Course # WR137 $47
When: Mon Feb 1 – Mar 7
Time: 6:15 p.m. – 7:15 p.m.
Where: DACC Central DAHL, RM 184

Get Ready to Write Your First Book!
Age 16 and Up
Whether you’ve already begun to write a book or not, it’s normal to feel “stuck” on occasion. Learn how to use writing prompts, both as creative warm-ups and as a way of powering through mental roadblocks so you can get your words on the page. Learn about the different aspects of publishing: query letters, “trad” publishing, and self-publishing.

Students should purchase The Writer’s Idea Book prior to start of class. ISBN: 978-1-58297-179-7. Students can bring a personal laptop to class meetings.

Instructor: Barbara Alvarez, professional writer and novelist, has written over 3,000 non-fiction articles on a wide range of topics. She has written and self-published a non-fiction book under a pen name, as well as writing a romance novella under her own name. Barbara has written other manuscripts that are in the self-publishing process.

Course # WR113 $61
When: Sat Feb 6 – Apr 16
Time: 9:30 a.m. – 10:30 a.m.
Where: DACC Central DAHL, RM 184

NEW!

Fiction Writing: Workshopping Your Book
Age 17 and Up
Work closely with the instructor and fellow students to discuss and creatively critique portions of your manuscript. The focus will be on characterization, dialogue, setting and overall storyline. During this process, you will gain an understanding of what elements of your story need additional work, as well as elements that are working well.


Instructor: Barbara Alvarez, professional writer and novelist, has written over 3,000 non-fiction articles on a wide range of topics. She has written and self-published a non-fiction book under a pen name, as well as writing a romance novella under her own name. Barbara has written other manuscripts that are in the self-publishing process.

Course # WR134 $61
When: Sat Feb 6 – Apr 16
Time: 10:30 a.m. – 11:30 a.m.
Where: DACC Central DAHL, RM 184
Map to East Mesa Campus

DACC East Mesa Campus
2800 N Sonoma Ranch Blvd
Las Cruces
### General Information

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#### How to Read Course Information

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<thead>
<tr>
<th>Sample Course Information</th>
<th>How to Interpret</th>
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<td>M/S fee $15, payable to instructor</td>
<td>Materials/supplies (M/S) fee payable directly to the instructor, at the first course meeting</td>
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| Course # XX102 .......... 2 hrs .......... $10 | Course number used to register for the course, total number of hours in the course, and course cost (excluding M/S fee) |

| When: Tues July 3 | Weekday(s) and date(s) of course meetings |
| Time(s): 5:30 p.m.–7:30 p.m. | Course meeting time(s) |
| Where: DACC East Mesa DAEM, RM 107 | Location where course will be offered |

#### Online Course Information

Most online courses are available for 30 days. The course is entirely self-paced. You do not need to download special software or wait for future lessons. Within that 30 day session you can access and work on any course 24 hours a day and work as little or as much as you like—whatever suits you best. You can even skip a few days. To budget your time, plan on an average of 5 hours per week of online instruction. This includes reading the course materials and following suggested links.

Once you register, you will be contacted by the instructor before class begins with a User ID and Password and instructions to access the course. The instructor works with you one-on-one via email (so you don’t have to worry about your email address getting out to others).

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### Mission Vision Values

**Mission**

DACC is a responsive and accessible learning centered community college that provides educational opportunities to a diverse community of learners in support of workforce and economic development.

DACC will be a premier learning college that is grounded in academic excellence and committed to fostering lifelong learning and active, responsible citizenship within the community.

As a learning-centered community college, DACC is committed to the following core values:

**Education that** –  
- offers lifelong learning opportunities  
- fosters dynamic learning environments designed to meet the needs of our students  
- guarantees equality of rights and access  
- ensures integrity and honesty in the learning process  
- provides comprehensive assessment of learning

**Students who will be** –  
- respected for their diversity  
- provided with a safe and supportive learning environment  
- challenged to become critical and independent thinkers  
- expected to take an active role in their learning process

**Leaders and employees who** –  
- practice transparency and inclusiveness in decision-making through shared governance and with external stakeholders  
- encourage and support professional growth  
- demonstrate high ethical standards and integrity  
- encourage collaborative interaction among faculty and staff  
- practice responsible fiscal management and personal accountability  
- ensure equal opportunities for a diverse faculty and staff

**Communities that** –  
- build partnerships, including educational alliances  
- strengthen industry partnerships to provide workforce development services and programs in support of economic development  
- develop and adapt instructional programs in response to changing educational needs

[http://dacc.nmsu.edu]
Your Registration Checklist

Step 1
Check out our courses, then register in one of the following ways:
1) Fill out the registration form on page 31, register, and pay, OR
2) Register online at http://dacc.augusoft.net

Step 2
Check building location

Step 3
Check parking requirements

Step 4
Check e-mail (give us a couple days, please!) for registration confirmation

Step 5
Check for any required supplies listed in the course descriptions

Step 6
See you in class!

Confirming Your Enrollment
When you enroll in a non-credit course, you will receive an enrollment confirmation by e-mail. We will notify you of any changes to the course.

Note: If your enrollment confirmation doesn’t arrive within one week, call 575-527-7527 during office hours, Mon–Fri, 8:00AM–5:00PM.

Cancellation/Refund Policy
If you cancel three or more working days prior to course start date, a full refund will be issued. If you cancel with less than a three-day notice, or if you do not attend, you will be responsible for the entire payment without benefit of refund. You are welcome to send a substitute if you cannot attend. A working day is defined as Monday through Friday, with the exception of published holidays.

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Course Locations
DACC CENTRAL CAMPUS:
3400 S. Espina Street

DACC EAST MESA CAMPUS:
2800 N. Sonoma Ranch Boulevard

DACC WORKFORCE CENTER:
2345 E. Nevada Avenue

NMSU:
Various buildings on NMSU Main Campus (as indicated)

Parking
Parking at the East Mesa Campus and the Chaparral, Gadsden, Hatch, Sunland Park, and Workforce centers does not require a permit. If your course is scheduled at the DACC Central Campus, your parking options are the following:
For courses that are scheduled after 4:30PM Monday through Friday, or on weekends, no permit is required to park in visitor, commuter student, faculty/staff, or meter spaces.
For other courses when a permit is required, a daily E-Permit can be downloaded at the following site:
http://ict-iisweb.nmsu.edu/auxadmin/ParkingForms/ePermit.aspx
This permit is free and is valid for one day at a time. There is a limit of 5 permits per year.
For more information regarding parking, please call the Community Education Office or refer to the following Web site:
http://nmsuparking.com/visitor.htm

Office Hours
Mon–Fri, 8:00AM–5:00PM with the exception of holidays* (see list below.)

Important Dates
Registration for this spring term begins when you receive this schedule and is ongoing throughout the semester. Please register early as many popular courses fill quickly!
*DACC offices are closed every weekend and on the following holiday(s): Jan. 18 and Mar. 25, 2016.

Available Upon Request
• Certificates of Participation
• CEU Documentation (skill courses only)
• Gift Certificates

Catalog Statement
This catalog is current as of the time of printing. Please be aware that changes may have been made since that date. For the most up-to-date course information, please go to
http://dacc.augusoft.net

Registration:
Phone—575.527.7527 • Fax—575.527.7701 • Office—2345 E. Nevada Ave., Las Cruces • dacc.nmsu.edu/comed/
Community Education Registration Form

Thank you for your interest in DACC Community Education! It’s easy and convenient to register. Simply choose from the options below. All registrations will be acknowledged via email (U.S. Postal mail if no email address is provided) with registration confirmation and receipt. You will be notified of any changes to your course(s).

Office Hours: Mon-Fri, 8:00-5:00pm with the exception of holidays.

- Online Registration: dacc.augusoft.net
- Walk It In: Register in person in our office at DACC Workforce Development Center, 2345 E. Nevada, Ste. 100, Las Cruces, NM, or at the DACC East Mesa Campus Cashier’s Office, 2800 N. Sonoma Ranch Blvd., Las Cruces, NM
- Mail It In: Send check, money order, or credit card information along with a completed registration form to DACC Community Education, P.O. Box 30001, MSC 3-DA, Las Cruces, NM 88003-0001
- Phone It In: For VISA, MasterCard, Discover, and American Express debit or credit cards, call our office directly at 575-527-7527.
- Fax It In: Fax the completed registration form, including credit or debit card information to 575-647-0787. Please call our office to confirm receipt of Fax. 575-527-7527.

Cancellation/Refund Policy (A working day is defined as Monday through Friday, with the exception of published holidays.)

**If you cancel three or more working days prior to class start date, a full refund will be issued.

**If you cancel less than three working days prior to the class start date, or if you do not attend, you will be responsible for the entire payment without benefit of refund. You are welcome to send a substitute if you cannot attend.

[Form fields for payment information, course choices, and signature]

By signing I acknowledge that I have read and understand the Cancellation/Refund Policy. Registration will not be made without signature!
Online Registration
http://dacc.augusoft.net
Lots to choose from!

Fast, convenient, confidential and available 24 hours a day.
All major credit cards and debit cards accepted.

Personal Fitness Trainer
National Certification Course

What Can You Expect to Learn in 9 Weeks?

**Lectures (16 hrs.)**
- Exercise Physiology
- Fundamentals of Anatomy
- Biomechanics & Applied Kinesiology
- Muscular Strength & Endurance

**Practical Hands on Labs (16 hrs.)***
- Fitness Assessment
- Client Rapport
- Equipment Usage
- Weight Training Techniques
- Flexibility

* 30-hour internship, adult CPR & AED required prior to issuance of national certification.

To register call 888-330-9487

**Tuition Assistance:** This Certification Program is eligible for Workforce Investment Act Funding and Veteran’s Education Benefits in many states. Please check with the college listed, your local Workforce Investment Board or Veteran’s Administration office for details.