Customized Training / Workforce Development

Spring 2016 Courses

coach  learning  ability  practice  instruction

Training  mentor  education  workshop

advising  development  skill  teaching

Online Registration Available

2345 E. Nevada Avenue  Las Cruces, NM 88001  (575) 527-7776
Cancellation and 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. This refund policy does not apply to the following: Conferences, online courses, Pharmacy Technician Certification, and Veterinary Assistant Certification.

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

Important Dates
Registration for this fall 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):
  Martin Luther King Day .................. Jan. 16, 2016
  Spring Holiday ......................... Mar. 27, 2016

Mission Statement
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.

Vision Statement
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.
Secure Your Future NOW!

You’ll be making a wise choice if you pursue your interest in trucking

International Schools Professional Driver Training offers a four-week, 200-clock-hour truck driving training program. The first week is devoted to preparing students to take the CDL written exams. The next three weeks are spent driving on the streets and highways and learning to master the different backing maneuvers. Job placement assistance is part of the process. (Qualified students can receive placement assistance prior to the starting date of their class.) The average entry-level truck driver could earn approximately $35,000 the first year.

FOR INFORMATION REGARDING TRUCK DRIVING:

Call 575–528–7449
DACC Workforce Center
2345 E. Nevada Ave., Las Cruces, NM 88001
Professional & Workforce Development

ABC’s of Supervision

April 6  Wed  8:30 am–4:00 pm  $139
Designed to help you overcome many of the supervisory problems you will encounter in your first few weeks as a boss, whether you are a team leader, project manager, or unit coordinator. Gain confidence in dealing with a variety of issues. Topics include clarifying roles and responsibilities, developing your skills in listening and communication, resolving conflict, giving feedback, and more.

**Instructor: Victoria D. Lusk,** SPHR, has been active in Human Resources for over 35 years. Her expertise is in employee relations, strategic leadership, and conflict resolution. Vicki enjoys coordinating and presenting training programs and working with managers and supervisors to develop employee skills.

Aerial Lifting/Fall Protection

February 29  Mon  8:00 am–5:00 p.m.  $199
Learn the proper procedures for the safe operation of any man–lifting device – single or multiple, scissor or boom. Includes classroom lecture, instructor demonstrations, hands–on performance evaluation, written examination, permit card, and certificate of completion for those who successfully pass the course.

**Instructor: Curtis Thomas** has many years operating a variety of aerial lifting devices, as both a worker and an instructor. Curtis is an OSHA certified instructor who has been teaching OSHA approved safety training to establish skill levels for safe and quality equipment operations for more than 23 years.

The Art of Listening

February 10  Wed  1:00 pm–4:30 pm  $59
To be able to communicate effectively, you must be able to utilize the critical communications skills of listening and appropriate word usage. Learn about proper listening skills, how we formulate our thoughts, and then deliver them in words. Words have power! Learn how important what you say and the words you choose can be in your life.

**Instructor: Mark O’Neill** has experience as a supervisor, manager, business owner, and trainer. Mark often relates what he teaches in the workplace and on-the-job to the principles he taught in his 25 years as a head football coach.

Bringing Out the Leader in You

March 29  Tue  8:30 am–4:00 pm  $139
Identify your leadership profile and competencies and learn how to build on these strengths to increase your leadership effectiveness. Develop key leadership skills, including time management, critical thinking, change management, delegation, problem solving, goal setting, communication, and much more.

**Instructor: Marina Atma,** SPHR, SHRM–SCP, is a certified Senior Professional in Human Resources and has been teaching for over 25 years, nine years with the Customized Training Program. She has a Bachelor’s in Business Management from NMSU. Marina’s passion is helping people improve their work and professional skills.

Business Etiquette

February 25  Thu  5:30 pm– 8:30 pm  $29
Fear of embarrassment from doing or saying the wrong thing is one of the most common sources of stress in a business or professional setting. If you have had some awkward moments where you aren’t sure which fork to use or which side plate is yours, or if you’ve had to make small talk with a VIP and been at a loss for words, this is the place to enhance and polish your business image, skill, sophistication, and confidence.

Meal to practice dining etiquette is included.

**Instructor: Janet Green,** Ph.D., is a native New Mexican who spent eight years as the Protocol Officer for the State of New Mexico. She worked with Governors, Ambassadors, Cabinet Officials, Military leaders, and students in polishing their etiquette skills. Janet has a Doctorate in Educational Leadership from NMSU and is a Certified Protocol Officer graduating from the Protocol School of Washington in 2009.

TO LEARN ABOUT ALL OF OUR FACE–TO–FACE AND ONLINE COURSES, VISIT OUR WEB SITE dacc.augusoft.net or call 575–527–7776
Business Writing that Works!

**Mar 1** Tue 8:30 am–4:00 pm $139

For those who must write as part of their job, being able to write well is a career boost. Learn to capture your thoughts on paper so they are strong and persuasive, and clear, concise, complete, and correct. Concentrate on the nitty-gritty details that writers have to contend with, and get practical advice on making the job less difficult. Discuss your writing problems and share solutions with others.

**Instructor:** Marina Atma, SPHR, SHRM–SCP, is a certified Senior Professional in Human Resources and has been teaching for over 25 years, nine years with the Customized Training Program. She has a Bachelor’s in Business Management from NMSU. Marina’s passion is helping people improve their work and professional skills.

CDL Exam Prep Course

**Feb 13** Sat 8:00 am – 3:00 pm $99

**OR Apr 9** Sat 8:00 am – 3:00 pm $99

Get hands-on training for the CDL exam pre-trip, including an explanation of the terms, proper evaluation and identification of parts, and criteria for scoring. The six required backing skills will be demonstrated and the scoring criteria discussed. The skills and abilities necessary to pass the road test portion of the exam will be discussed.

**Instructor:** Curtis Thomas has more than 35 years of experience in operating a commercial vehicle, which includes local and over the road driving. For more than 15 years he has served as a CDL instructor in a variety of environments and currently serves as a CDL examiner for the State of New Mexico.

Conducting Market Research

**Jan 30** Sat 10:00 am–2:00 pm $49

Concentrate on the skills of market research and how to use the internet to gain information and knowledge. Learn how to properly conduct research for a product or service. Then analyze your findings and compare what you have found. Learn price and value comparison and how to market your product.

**Instructor:** James “Jimi” Hill is pursuing his doctoral degree in Management while working full time. He has an MBA as well as a Bachelor of Science in Operation/Supply Chain Management. Jimi has a wealth of information to share with his students. He was a former city route bus driver, professional chauffeur, law enforcement officer, and military service veteran.

Crucial Conversations

**Mar 8** Wed 8:30 am–4:00 pm $139

Get a framework for having those difficult, yet crucial conversations with co-workers, supervisors, employees, friends, neighbors, and family. Topics include offering constructive feedback, tactfully suggesting better hygiene, dealing with an angry customer, apologizing to a superior, discussing funeral arrangements with family members, situations with neighbors, and more!

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Dealing with Difficult People

**Apr 5** Wed 8:30 am–4:00 pm $139

People can face almost any problem except the problem of people. You can work long hours, face declining business, even the loss of a job, but it is challenging to deal with the difficult people in your life. Identify some of the ways you may be contributing to these problems and get strategies to adopt at work and in your personal life.

(Continued on page 6)
Professional & Workforce Development

(In Continued from page 5)

**Instructor: Marina Atma**, SPHR, SHRM–SCP, is a certified Senior Professional in Human Resources and has been teaching for over 25 years, nine years with the Customized Training Program. She has a Bachelor’s in Business Management from NMSU. Marina’s passion is helping people improve their work and professional skills.

**Effective Time Management**

**Feb 6** Sat 10:00 am–2:00 pm $49

Time is money, as the saying goes, and lots of it gets lost in disorganization and disruption. Learn to manage your priorities, organize, and manage your life to have a better flow for everyday functions. Gain useful tools and tips to implement the next day.

**Instructor: James “Jimi” Hill** is pursuing his doctoral degree in Management while working full time. He has an MBA as well as a Bachelor of Science in Operation/Supply Chain Management. He was a former city route bus driver, professional chauffeur, law enforcement officer, and military service veteran.

**Effective Participation in Small Group**

**Apr 12 & 14** Tue & Thu 8:00 am–12:00 pm $119

Join this learning experience that is designed to enhance development of communication skills, interpersonal function, and the understanding of group processes in the context of formal organizations. Through demonstrations, lectures, discussions and participation in skill development activities, gain effective group management and participation skills, whether as a leader or a participant.

**Instructor: Marvin Ernst** has 44 years of teaching experience, conducting more than 100 workshops on a wide variety of topics. His teaching areas of interest include non-profit management, applied group dynamics, and gerontology. Marvin has a Ph.D. from Oklahoma State University.

**Fifty Ways to Have Fun at Work**

**Mar 22** Tue 8:30 am–4:00 pm $139

Fun at work may be the single most important trait of a highly effective and successful organization. There is a direct link between fun at work and employee creativity, productivity, morale, satisfaction, and retention, as well as customer service and many other factors that determine business success. Join us for this informative and idea–filled day to help you deal with crisis, change, and stress on the job.

**Instructor: Marina Atma**, SPHR, SHRM–SCP, is a certified Senior Professional in Human Resources and has been teaching for over 20 years, eight years with the Customized Training Program. She has a Bachelor’s in Business Management from NMSU. Marina’s passion is helping people improve their work and professional skills.

**Forklift Certification**

**Feb 12** Fri 8:30 am–4:30 pm $129

OSHA training in powered industrial truck operation (no experience required). Includes classroom lecture, instructor demonstrations, hands–on performance evaluation, written examination, permit card, and certificate of completion for those who successfully pass the course.

**Instructor: Curtis Thomas** has 12 years of experience in operating a forklift in a large factory warehouse environment. Curtis is also an OSHA certified instructor. For 23 years, he has been teaching OSHA approved forklift safety training to establish skill levels for safe and quality forklift operation.

**Grant Writing – Beginning**

**Apr 19** Tue 8:30 am – 3:00 pm $109

Thinking about writing a grant? Then this course is for you! Learn strategies to search for funding, the different types of grant funding available, and practical hints and tips to create a fundable proposal. This is a hands–on class, so bring your program/project ideas that need funding.

**Instructor: Vickie Galindo** has been writing grants for the last ten years, which has resulted in more than $60 million in funding. In addition to writing grants, Vickie provides grant writing seminars around the country and enthusiastically shares what she has learned with her students.

**Grant Writing – Intermediate**

**Apr 20** Wed 8:30 am – 3:00 pm $109

Experienced grant writer, novice, or thinking about writing a grant – this course will provide you with a wealth of information. Examine each part of the proposal and determine the components of each part. Discuss the electronic submission, review processes, and strategies for when your proposal is and is not funded. This is a hands–on class, so bring your program/project ideas that need funding to class.

**Instructor: Vickie Galindo** has been writing grants for the last ten years, which has resulted in
more than $60 million in funding. In addition to writing grants, Vickie provides grant writing seminars around the country and enthusiastically shares what she has learned with her students.

**Herbicide-Vegetation Management: 6A General & 6B Right-of-Way**

**Apr 11–13 Mon–Wed 8:00 am–5:00 pm $499**

Designed to ensure the safe use of pesticides in New Mexico and provide a greater understanding of the activity, selectivity, behavior, and fate of herbicides in plants and environment. Applicable for commercial, public, and private applicators, and pesticide management consultants. Upon completion of this course, students will be prepared to take the 6A/6B exam for certification as an applicator for vegetation management.

**Instructor: Curtis Thomas** has 15 years of experience as a licensed herbicide applicator. For the last seven years, he has also conducted training for new applicators and refresher courses for current applicators.

**Indispensable Administrative Professional**

**Apr 27 Wed 8:30 am–4:00 pm $99**

Boost your skills to increase your effectiveness as an administrative assistant. Join this day–long workshop about working to the best of your abilities, and encouraging the best in those who work with you or for you. Topics include Personal and Professional Best, The Steps to Feeling Good, Communication Skills, Setting Goals, Working with Difficult People, Learning to say No, and more! Includes Lunch.

**Instructor: Marina Atma**, SPHR, SHRM–SCP, is a certified Senior Professional in Human Resources and has been teaching for over 25 years, nine years with the Customized Training Program. She has a Bachelor’s in Business Management from NMSU. Marina’s passion is helping people improve their work and professional skills.

**Notary Public**

**Feb 23 Tue 9:00 am–11:30 am $99**

**OR Apr 2 Sat 9:00 am–11:30 am $99**

**OR May 10 Tue 5:30 pm–8:00 pm $99**

Learn the legal duties and what the law allows and requires of a Notary. Determine the steps for applying to become a NM Notary Public and information you need to order your notary seal, as well as what to do with records when you are no longer a Notary. For new and experienced Notaries. Must be a New Mexico resident. Record Book of Notarial Acts included.

**Instructor: Marina Atma**, SPHR, SHRM–SCP, is a certified Senior Professional in Human Resources and has been teaching for over 25 years, nine years with the Customized Training Program. She has a Bachelor’s in Business Management from NMSU. Marina’s passion is helping people improve their work and professional skills.

**Setting Goals to Finish the Job**

**Feb 24 Wed 1:00 pm–4:30 pm $59**

The setting of realistic goals is important in most all aspects of life. We all must have a direction, a result you want to strive for, and a plan to get there. Learn what the differences are between goals and objectives. Get tips in setting goals and making them attainable to following through – closing the deal.

**Instructor: Mark O’Neill** has experience as a supervisor, manager, business owner, and trainer. Mark often relates what he teaches in the workplace and on the job to the principles he taught in his 25 years as a head football coach.

**Minute Takers Workshop**

**Feb 9 Tue 8:30 am–4:00 pm $139**

No matter who you are or what you do, whether at work or in the community, you are involved in meetings. To ensure meetings are productive and worth the expense involved, three ingredients are necessary – find out what those ingredients are at this interactive workshop. Understand the role of a minute taker and the best techniques for producing minutes that include all the essential information needed.

**Certificate in Customer Service $299**

Whether you are new to the sales industry or would like to improve your customer service and sales skills, this certificate program is for you! There are 12 courses in this program. Participant must successfully complete all 12 courses to be eligible for the certificate.
NEW

SHRM Certification Prep
Feb 3–May 11 Wed 5:30 pm–8:30 pm $960
NEXT–GENERATION HR CERTIFICATION – SHRM–CP & SHRM–SCP
Are you ready for the NEW SHRM HR certification exams? If not, join this 12–week certification preparation course for the SHRM–CP and SHRM–SCP examinations featuring the number one tool necessary to master the bodies of knowledge. The tool includes the SHHRM Learning System, access to the Online Resource Center, more than 1, 500 practice questions, electronic flashcards, and two post–tests. Can’t make it to class? Join other professionals in this interactive and dynamic in–person classroom environment OR via a synchronous online environment. Simulations, quizzes, and more as you prepare to sit for the exam. FREE orientation on February 3. Call for details.

Certificate

SHRM Essentials of HR Management
May 5–May 19 Thurs 8:30 am–4:30 pm $495
The UPDATED SHRM Essentials of HR Management will address the complex...vital...real–world...practical...and legal issues you face daily. Developed by leading HR experts and legal counsel, the up–to–date, easy–to–understand content of SHRM Essentials covers a wide range of introductory HR topics in a condensed, straightforward format. Cover the six bodies of knowledge necessary to master HR concepts and apply them to everyday situations and issues. On the third day, an exam will be administered to test knowledge and gain a certificate. Ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills.

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Online Certificates

Business Research Certificate
3 One Month Courses $495
Discover the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision-making for your organization. Get the skills to effectively communicate research results to a specific audience for maximum impact. Explore market potential, competitive intelligence, standard industry practice, productivity improvement, and more.

Certificate in Data Analysis
3 One Month Courses $495
(available separately or as a certificate)
Get a basic understanding of how to analyze data in a business setting to see trends and make predictions. Understand the statistics of data groupings and learn to perform inquiries that will be useful to your organization. Develop easily understandable graphs and text to convey the results for data-driven decision-making.

Certificate in Effective Surveys
3 One Month Courses $495
(available separately or as a certificate)
Learn how to design successful surveys to improve business and workplace effectiveness. Discover how to design a survey and segment your audience by demographics and behavior, finding your seven primary audience segments and why they are the most important people to survey. Finally, take away advanced information on analyzing your survey results.

Certificate in Customer Service
2 One Month Courses $245
(available separately or as a certificate)
Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization’s success.
ONLINE COURSES

- Instructor–Facilitated
- 24–Hour Access
- Online Discussion Areas

Our instructor facilitated online courses are informative, fun, convenient, highly interactive, and project oriented. Courses include lessons, quizzes, hands–on assignments, discussion areas, supplementary links, and more. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office, any time of the day or night.

HOW TO GET STARTED

1. Visit dacc.augusoft.net
2. Click on “Courses”
3. Search for a specific class or browse our brochure
4. Click on “Sign in” to register for non–credit online classes

Administrative Assistant Fundamentals
Self-Paced Online Course $99
Available Online Only: http://www.ed2go.com/dacc
Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Learn how to become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

Instructors: Becky and Tony Swaim have helped thousands of clients, colleagues, and students reach organizational and personal goals. Becky earned a Bachelor’s of Arts degree in Speech Communication from California State University, Long Beach. Tony Swaim has been an accomplished online instructor since 1998. He earned an MBA from California State University, Long Beach and holds professional certifications in five disciplines.

Accounting and Finance for Non-Financial Managers
Self-Paced Online Course $195
Every successful person in the workplace utilizes financial information to aid effective decision making. Learn the financial concepts and accounting processes used in most businesses and get practical techniques to increase financial effectiveness. Learn to analyze resource allocation and evaluate financial performance.

Instructor: Sharon deFonteny has a degree in Business Education with a concentration in Accounting, and spent many years working in Accounting and Finance. For the past 5 years she has created and taught online Business courses for Bucks County Community College. Her work experience has allowed her to help people understand the Accounting and Finance process.

NEW
eMail Etiquette
Self-Paced Online Course $40
Available Online Only: http://dacc.augusoft.net
Define the role proper netiquette has in any eMail message. Learn how to use punctuation and grammar to convey “non-verbal” meaning in your eMail messages. Practice organizing an eMail message and develop skills to write a clear, concise message with all of the components required for an effective eMail message.
**NEW**

**eMail Etiquette: Netiquette**

**Self-Paced Online Course** $195

Available Online Only: http://dacc.augusoft.net

Learn the best way to create and use eMail from a well-written subject line to the signature block. Develop concise messages that look and sound professional for all your writing needs with a four step process. Learn the seven deadly sins of eMail and how to avoid them. Discuss eMail organization using folders and filters.

**NEW**

**Introduction to Quickbooks 2015**

**Self-Paced Online Course** $99

Available Online Only: http://www.ed2go.com/dacc

Master the tools to set up a chart of accounts and reconcile your checking account. Learn to create and print invoices, receipts, and statements and track your payables, inventory, and receivables. Discover how to create estimates and generate reports to manage the financial aspects of a small business quickly and efficiently.

**Instructor: Scott Paxton** is recognized as a Certified Public Accountant and holds master’s degrees in business administration and accounting. His background includes experience as a public accountant, a manager in the banking industry, an entrepreneur, and a college business instructor. Scott has spent much of his career working closely with small business owners to help them successfully implement and troubleshoot the QuickBooks accounting program.

**NEW**

**Mac, iPhone & iPad Programming**

**Self-Paced Online Course** $198

Available Online Only: http://dacc.augusoft.edu

Learn to use the free Xcode compiler and the Objective-C programming language to program your own apps that you can sell through Apple’s App Store, reaching millions of potential customers around the world.

**NEW**

**Marketing Your Business on the Internet**

**Self-Paced Online Course** $99

Available Online Only: http://www.ed2go.com/dacc

Find out how to market your business on the Internet, even if you have little or no money to spend! Discover proven methods to establish an Internet presence and build an online brand identity with online advertising, email marketing, social media, and more. Learn how search engine optimization (SEO) works and how to track your site’s performance using Web analytics.

**Instructor: Lisa Adams** is a Web development expert specializing in marketing, user experience, and e-commerce. In addition to building and maintaining hundreds of Web sites, Lisa has helped a wide variety of clients and students to create their own sites and modify existing ones to make them more attractive and user-friendly.

**NEW**

**Non-profit Board and Volunteer Development**

**Self-Paced Online Course** $295

Volunteers are the lifeblood of most nonprofit organizations. Discover why people volunteer and their responsibilities as a board member. Learn different models for organizing a non-profit board and recruiting and filling positions and how to develop and maintain a strong volunteer base. Discuss typical non-profit board and staff interactions.

**NEW**

**Performing Payroll in Quickbooks 2015**

**Self-Paced Online Course** $99

Available Online Only: http://www.ed2go.com/dacc

Use the payroll feature in QuickBooks 2015 to master efficient techniques for creating checks, paying taxes, and generating forms and reports quickly and easily. Learn how to prepare for the payroll process. Review how to set up and maintain payroll information for your employees including tracking work and vacation time, producing job costing reports, and more.

**Instructor: Scott Paxton** is recognized as a Certified Public Accountant and holds master’s degrees in business administration and accounting. His background includes experience as a public accountant, a manager in the banking industry, an entrepreneur, and a college business instructor. Scott has spent much of his career working closely with small business owners.
Computer Courses

Advanced MS Excel 2010

**Apr 19**  Tue  8:30 am–4:00 pm  $139

Work with advanced formulas. Then lookup functions such as VLOOKUP, MATCH, and INDEX. Learn about data validation and database functions. Practice importing and exporting data, and running a query for external databases. Then explore the analytical features of Excel (Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics.

**Instructor: Walter Dutton** has been using computers since the ‘80s and has been teaching computer courses for much of that time. Walter has found computers to be a powerful tool and enjoys sharing his knowledge with others. He is currently retired from the copper industry and now volunteers with the Civil Air Patrol.

Advanced MS Project 2010

**Apr 21**  Thu  8:30 am–4:00 pm  $139

Builds on the basic concepts and skills. Learn to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project for your own organization.

**Instructor: Clark Rowe** has extensive knowledge in program management with government and commercial aviation programs. He is a Mechanical Engineer in aerospace and automotive applications. Clark is a practicing Program Management Professional (PMP) certified through the Program Management Institute (PMI) since 2004.

Excel Enhancer: Charts & Graphs

**Mar 8**  Tue  9:00 am–12:00 pm  $59

The ability to create charts and graphs in Excel is a visual aid. Charts make it easier to spot trends, highlight, important changes, and compare individual figures. Using charts in reports and presentations displays numbers in a format that is easy to understand. This specialized course will demonstrate how you create, format, and manipulate charts.

**Instructor: Walter Dutton** has been using computers since the ‘80s and has been teaching computer courses for much of that time. Walter has found computers to be a powerful tool and enjoys sharing his knowledge with others. He is currently retired from the copper industry and now volunteers with the Civil Air Patrol.

Excel Enhancer: Data Analysis Using Pivot Tables & MS Lists

**Apr 5**  Tue  9:00 am–12:00 pm  $59

Excel allows the user to “validate” or restrict certain types of data entry to limit the margin of error. Lists are used to validate the data entered. Learn to work with the Excel database, as well as create and revise pivot tables to summarize large amounts of data quickly and manipulate row and column headings to view data in different ways.

**Instructor: Walter Dutton** has been using computers since the ‘80s and has been teaching computer courses for much of that time. Walter has found computers to be a powerful tool and enjoys sharing his knowledge with others. He is currently retired from the copper industry and now volunteers with the Civil Air Patrol.

Excel Enhancer: Macros

**May 3**  Tue  9:00 am–12:00 pm  $59

A macro is a program you can create to perform frequently used functions automatically. It contains all the commands, mouse movements, and user actions necessary to complete a task. Learn how to create, define, and record macros using visual basic editor. Save yourself time by learning to use macros!

**Instructor: Walter Dutton** has been using computers since the ‘80s and has been teaching computer courses for much of that time. Walter has found computers to be a powerful tool and enjoys sharing his knowledge with others. He is currently retired from the copper industry and now volunteers with the Civil Air Patrol.

Facebook in a Box

**Feb 18**  Thu  1:00 pm–4:00 pm  $59

Learn to build and maintain a Facebook page, including the ins and outs of using Facebook to promoting the product or service of your organization. Discover how to set up events, market promotions, protect your site, and much more!

**Instructor: Adam Garcia** has over six years of experience in the marketing business. He is currently the Executive Creative Director and business associate of a regional marketing firm. Adam enjoys helping clients with reputation building, mobile, and (of course) social media marketing campaigns.
Get to Know Your Computer

Feb 3 Wed 8:30 am–4:00 pm $139
Get your computing skills up to speed. Learn to navigate and manage files/folders. Customize your computer settings, browse the internet; and much more in this fun, hands-on workshop.

Instructor: Margie Graham is an adjunct instructor for both NMSU and DACC, with 30 years of teaching experience. Her work experience in testing and training in the business, medical, and post-secondary fields provides a rich learning opportunity for her students. Margie has a BS in Business Education, MA in Curriculum and Instruction, and EDS in Education Administration.

Intermediate MS Excel 2010

Mar 22 Tue 8:30 am–4:00 pm $139
Learn to use large worksheets and work with and manage multiple worksheets and the “paste special” feature. Locate advanced features and discover how this powerful program can boost your productivity. Practice creating macros that eliminate repetitive tasks and manipulate your data with the touch of a button.

Instructor: Walter Dutton has been using computers since the ‘80s and has been teaching computer courses for much of that time. Walter has found computers to be a powerful tool and enjoys sharing his knowledge with others. He is currently retired from the copper industry and now volunteers with the Civil Air Patrol.

Introduction to MS Access 2010

Feb 25 Thu 8:30 am–4:00 pm $139
Organize and utilize your information in a way that saves you time and helps you to analyze data and make better decisions. Begin with an introduction to database concepts, Access environment, and Help systems. Learn how to design and create databases. Then work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Create queries, forms, and reports.

Instructor: Mike Baumann has over 35 years of experience working with people in the health care industry and with computers. He teaches Microsoft Access for Customized Training and enjoys sharing his knowledge with his students.

Introduction to MS Excel 2010

Feb 24 Wed 8:30 am–4:00 pm $139
Do you work with numbers or data? Even “non-techie” beginners will find it easy to learn Excel in this fun, step-by-step course. Learn the basic functions and features, including an introduction to terminology, components, and the Help System. Practice entering data and navigating in the spreadsheets while manipulating data using formulas.

Instructor: Margie Graham is an adjunct instructor for both NMSU and DACC, with 30 years of teaching experience. Her work experience in testing and training in the business, medical, and post-secondary fields provides a rich learning opportunity for her students. Margie has a BS in Business Education, MA in Curriculum and Instruction, and EDS in Education Administration.

Introduction to MS Outlook 2010

Mar 9 Wed 8:30 am–4:00 pm $139
Learn how to manage your eMail and work with contacts and contact groups in this interactive workshop. Practice the task management tool. Set up and manage meetings. Create and send appointments and master your calendar. A must for any business professional!

Instructor: Margie Graham is an adjunct instructor for both NMSU and DACC, with 30 years of teaching experience. Her work experience in testing and training in the business, medical, and post-secondary fields provides a rich learning opportunity for her students. Margie has a BS in Business Education, MA in Curriculum and Instruction, and EDS in Education Administration.

Introduction to MS Project 2010

Mar 3 Thu 8:30 am–4:00 pm $139
Learn the basic commands and features, along with creating and modifying task lists, establishing a project schedule, creating calendars, assigning resources to tasks, tracking costs, and working with different views and tables. Practice applying filters and groups, sorting tasks and resource data, and resolving resource conflicts.

Instructor: Clark Rowe has extensive knowledge in program management with government and commercial aviation programs. He is a Mechanical Engineer in aerospace and automotive applications. Professional (PMP) certified through the Program Management Institute (PMI) since 2004.

Introduction to MS Word 2010

Mar 30 Wed 8:30 am–4:00 pm $139
Learn hands-on how to add, move through, and edit text. Practice working on two or more documents simultaneously and changing the size, appearance, and margins. Use spell checker and saving, retrieving,
Spring 2016

and printing your documents. Step–by–step lessons and hands–on activities so that you can use Word confidently, at home or on the job.

Instructor: Margie Graham is an adjunct instructor for both NMSU and DACC, with 30 years of teaching experience. Her work experience in testing and training in the business, medical, and post–secondary fields provides a rich learning opportunity for her students. Margie has a BS in Business Education, MA in Curriculum and Instruction, and EDS in Education Administration.

Marketing with Social Media 1
Mar 10 Thu 1:00 pm–4:00 pm $59
Learn about the differences between Twitter, LinkedIn, Pinterest, and Instagram. Knowing and understanding the different uses of each of these social media will help you make informed and knowledgeable decisions regarding the online marketing of your business. Topics include how to install the different social media and how to use them.

Instructor: Adam Garcia has over six years of experience in the marketing business. He is currently the Executive Creative Director and business associate of a regional marketing firm. Adam enjoys helping clients with reputation building, mobile, and (of course) social media marketing campaigns.

Marketing with Social Media 2
Mar 31 Thu 1:00 pm–4:00 pm $59
Are you interested in using videos to market your business? Do you know the value of video marketing? This is the workshop for YOU! Learn about the ins and outs of Google + and YouTube and how to use and share videos to advertise your business and the value of video marketing.

Instructor: Adam Garcia has over six years of experience in the marketing business. He is currently the Executive Creative Director and business associate of a regional marketing firm. Adam enjoys helping clients with reputation building, mobile, and (of course) social media marketing campaigns.

Social Media for Business
Feb 4 Thu 1:00 pm–4:00 pm $59
Do you know what the top SEVEN social media sites for business are? Do you know the difference between Pinterest and Instagram? Are you interested in promoting your business on social media but don’t know how to get started? Come to this informative workshop and learn how to actively promote your business in these areas. Learn what the difference is between Facebook, Twitter, YouTube, Google+, LinkedIn, Pinterest, and Instagram.

Instructor: Adam Garcia has over six years of experience in the marketing business. He is currently the Executive Creative Director and business associate of a regional marketing firm. Adam enjoys helping clients with reputation building, mobile, and (of course) social media marketing campaigns.

Prezi
Self-Paced Online Course $195
Available Online Only: http://dacc.augusoft.net
Learn how to use and engage your creative side for amazing presentations with Prezi. Practice setting up an account and review templates and page controls such as zooming, 3-D backgrounds, editing, inserting media, and more. Convert your existing PowerPoint presentations to Prezi and share the files at meetings using an app, online, or by desktop.

Instructor: Kimba Green, PMP, CEH, CMP, CMB, ZK, is founder of White Lion Social, a social media training, management and training company, where she works with commercial, government, small business and corporate clients. Kimba specializes in user interface, interaction, community building and tool assessment, and teaches courses for several universities on social media, marketing, communications, tools and apps, including Evernote and Prezi.
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### Administrative Dental Assistant Career Prep

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An administrative dental assistant is responsible for managing the daily operations of the dental office while providing a caring environment for patients. Get a comprehensive overview of the dental office and the role of the administrative dental assistant. Learn how to manage patient records, maintain office inventory, conduct scheduling and recall functions, submit and manage patient insurance claims, and utilize technology to ensure a well-structured administrative system.

### Administrative Office Assistant Career Prep

**Self–Paced Online Course** $1350

Available Online Only: http://daccms.theknowledgebase.org/MyCAA

Discover the skills necessary to succeed as an administrative office assistant, including office etiquette, daily duties, reception skills, technology and equipment, correspondence, calendar management, bookkeeping, travel planning, and other duties performed by an assistant. Learn business math, bookkeeping and accounting as well as opportunities to work as a virtual assistant and career advancement.

### Become an Entrepreneur

**Self–Paced Online Course** $1650

Available Online Only: http://daccms.theknowledgebase.org/MyCAA

Discover tools and information to get the best chance of success when starting a business. Discuss risk, economics, the global market, ethics, legal considerations, organization, human resources, and marketing. Gain a practical understanding of the components of a small business and the steps it takes to create and establish a business, from the idea, to the business plan, to the strategies for growth and success.

### Daycare Administration Career Prep

**Self–Paced Online Course** $3535

Available Online Only: http://daccms.theknowledgebase.org/MyCAA

Become familiar with the development and management of a child daycare center. Discuss challenges and trends in the industry, organizational, facilities, fiscal, and personnel management, health and safety issues, and educational approaches to learning and education in early childhood. Learn about child nutrition and food service management, marketing and public relations, and assessment and evaluation of your daycare center.

### Legal Transcriptionist Career Prep

**Self–Paced Online Course** $3389

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Learn how to transcribe the most common legal documents. Gain the perspective and capacity for decision-making. Use theoretical and practical activities, for experience in civil litigation, probate, family law, legal instruments, bankruptcy, and appellate procedure. Get a thorough understanding of the terminology, guidelines, and formatting skills needed to prepare accurate legal documents.

### Microsoft Office Suite 2013

**Self–Paced Online Course** $1620

Available Online Only: http://daccms.theknowledgebase.org/MyCAA

Learn the features of Microsoft (MS) Office’s Word 2013. MS Word is a word–processing program, designed to help you create professional–quality documents. MS Excel is an incredibly powerful tool for getting meaning out of vast amounts of data and also works for simple calculations. MS PowerPoint is a visual and graphical application to create, view, and present slide shows that combine text, shapes, pictures, graphs, animation, charts, videos, and much more! MS Outlook organizes your eMails, calendars, contacts, tasks, and to–do lists, all in one place. MS Access is a tool to manage information with storage for reference, reporting, and analysis. Get basic and advanced features for all programs.
Paralegal Career Prep Master
Self–Paced Online Course $3995
Available Online Only: http://daccms.theknowledgebase.org/MyCAA
Become familiar with the U.S. legal system and the judicial process, as well as the specific areas of the law of civil, criminal, and family law. Identify the role a Paralegal plays in the legal team. Explore the litigation process including the Rules of Civil Procedure and Evidence that forms the foundation of legal research and how a Paralegal is involved. Understand the ethics of this profession.

Quickbooks Pro
Self–Paced Online Course $1620
Available Online Only: http://daccms.theknowledgebase.org/MyCAA
Learn step–by–step how to set up QuickBooks, track customer information, and handle day–to–day accounting needs of a small business using your copy of QuickBooks Pro. Explore creating estimates, tracking job costs, job progress, inventory and receivables, invoicing customers, paying bills including sales tax, and handling payroll. Practice writing form letters in Microsoft Word, creating reports in Microsoft Excel, and creating financial statements.

Start Your Own Business in Personal Fitness
Self–Paced Online Course $4500
Available Online Only: http://daccms.theknowledgebase.org/MyCAA
Get a comprehensive overview of personal fitness training. Through a variety of practical and theoretical applications, learn to assess each client and develop programming that incorporates different fitness methods with the goal of providing the client with a comprehensive approach to fitness. Gain the knowledge needed to sit for the ACSM Personal Trainer certification exam so you can begin working with clients immediately.

Teachers Aide
Self–Paced Online Course $3659
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Get a foundation in assisting classroom teachers in instruction of mathematics, reading, and writing through required courses in these areas. Use elective courses to gain skills in areas related to instruction including classroom management, teaching and learning theories, and instructional methods. Gain the knowledge needed to pass the Educational Testing Services ParaPro Exam or other skills assessment exams and to pass any observation–based certification programs required by your state.

Veterinary Office Manager
Career Prep
Self–Paced Online Course $2795
Available Online Only: http://daccms.theknowledgebase.org/MyCAA
Become familiar with the administrative, bookkeeping, and reception duties in a veterinary office and the role of an office manager. Discuss medical record filing, appointment setting, record–keeping, bookkeeping and billing, and office etiquette. Learn about the daily duties, technology, software and equipment, correspondence, calendar management, bookkeeping, and other duties of this position.

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- Industrial Safety
- QuickBooks (business specific)
- Leadership
- Dining Etiquette
- Access and Excel
- Time Management
- Microsoft® Office Products

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Pharmacy Technician • $1,499 (textbooks included)
The program is 80 hours of classroom study, with an additional 80 hour externship. Students experience both theoretical and practical training through hands-on experience, preparing students for entry-level positions in the retail and institutional pharmacy setting.

Veterinary Assistant • $1,899 (textbooks included)
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