Customized Training • Workforce Development

2015 SPRING CLASSES

One STOP Training Shop

Your Place or Ours

Online Courses and Online Registration

NM State DACC
Continuing Education Division
2345 E. Nevada Avenue • Las Cruces, NM 88001 • (575) 527-7776
Payment is due at the time of registration. Registration is required at least 48 hours (two business days) prior to the class start date. Early registration is encouraged to ensure enrollment in the class and to prevent cancellation due to low enrollment. We accept Visa, MasterCard, Discover, and American Express credit cards. Checks must be payable to Customized Training. If your registration is to be paid by your employer, we can bill your organization/company when the purchase order is received in advance. Upon registration you will receive an e-mail confirmation. We will contact you if the class is cancelled.

Your Registration Checklist

**Step 1.** Go to dacc.augusoft.net

**Step 2.** Browse course offerings.

**Step 3.** Create a student profile.

**Step 4.** Click “Sign in” and fill in required information.

**Step 5.** Add courses to your cart.

**Step 6.** See you in class!

Confirming Your Enrollment

When you enroll in a non-credit course either online or by phone, mail, or fax, 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 575-527-7776 during office hours, Mon–Fri, 8:00 AM – 5:00 PM.

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. This refund policy does not apply to the following: conferences, online courses, Medical Office Administration, Pharmacy Technician, Truck Driving, and Veterinary Assistant.

Discounts

In the event a student is eligible for multiple discounts, only the highest discount will be applied.

Senior (55+) Discount Available

$10 off any computer or professional development course. Please indicate eligibility when you register. Does not apply for the following: online courses, Medical Office Administration, Pharmacy Technician, Truck Driving, and Veterinary Assistant.

Office Hours

Mon–Fri, 8:00 AM – 5:00 PM 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. 19 and April 3
Secure Your Future NOW!

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

Doña Ana Community College 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 or 575-527-7776
DACC Workforce Center
2345 E. Nevada Ave., Las Cruces, NM 88001
ABC’s of Supervision  
Jan 21 Wed  8:30 am – 4:00 pm  $139
This workshop is 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, a project manager, or a unit coordinator. Dealing with the many problems a new supervisor encounters isn’t easy, but it doesn’t have to lead to discouragement.

Instructor: Victoria D. Lusk, SPHR, has been active in Human Resources for over thirty five years. Her expertise is in employee relations, strategic leadership, and conflict resolution. She enjoys coordinating and presenting training programs and working with managers and supervisors to develop employee skills. Vicki is a certified Senior Human Resources Professional (SPHR).

NEW
Being a 21st Century Leader  
Jan 23, Feb 6, & Feb 20  
Fridays  8:30 am – 11:30 am  $199
This three session course is for new and experienced managers and emerging leaders who want to expand their leadership acumen. During the sessions participants will learn leadership fundamentals and how they apply to them, leading others effectively, the principles of “being” a leader, and how to integrate those principles into one’s personal and professional environments.

Instructor: Elke Wunderlich, ACC, is an accomplished certified executive coach and organizational development consultant focused on leadership development. She is a dynamic international business executive with more than thirty years of management and leadership experience in Financial Services and Management Consulting in the US and Europe. Elke is a graduate of Georgetown University and the founder of the Business Women Roundtable.

Business Writing that Works!  
Feb 17 Tues  8:30 am – 4:00 pm  $139
For those who must write as part of their job, being able to write well is a real career boost. Learn to capture your thoughts on paper so they are strong and persuasive, but at the same time clear, concise, complete, and correct. This workshop will concentrate on the nitty-gritty details that writers have to contend with, and give practical advice on making the job less difficult, while discussing individual writing problems and solutions with others in the workshop.

Instructor: Marina Atma is a certified Professional in Human Resources and has been teaching for over 20 years, including six 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.

Crucial Conversations  
Mar 3 Tues  8:30 am – 4:00 pm  $139
This course will give participants a framework for having those difficult, yet crucial conversations with co-workers, supervisors, employees, friends, 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, and more!

Instructor: Marina Atma is a certified Professional in Human Resources and has been teaching for over 20 years, including six 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.
Fifty Ways to Have Fun at Work

**Feb 3**  Tues  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 in this informative and idea-filled day to help you deal with crisis, change, and stress on the job.

**Instructor:** Marina Atma is a certified Professional in Human Resources and has been teaching for over 20 years, including six 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.

Getting Your Job Search Started

**Feb 18**  Wed  8:30 am – 4:00 pm  $139

While looking for work can be an exciting time, it can also involve fear and discomfort about change and the unknown. Whether you are already in the midst of a job search or just thinking about it, this one day workshop will help you to determine what your skill set is made up of, the kind of work that is important and realistic to include in your search, and how to get started. Where to go, who to talk to, and the opportunities that are available will help to shift you from someone who dreams about having a job, to someone who has the job they always wanted.

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

Getting Along in the Workplace

**Feb 4**  Wed  8:30 am – 4:00 pm  $139

All of us experience conflict. We argue with our spouses, disagree with our friends, and sometimes even quarrel with strangers at a sports event. Since you can’t prevent conflict, the most important thing is to learn how to handle or manage it in productive ways. What is critical for resolving conflict is developing an understanding of, and a trust in, shared goals, and more that you will develop in this workshop.

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

Inspiring Others to be Their Best

**Mar 18**  Wed  8:30 am – 4:00 pm  $139

Inspiring someone to be their best is no easy task. Just how do you manage for optimal performance? How do you create a motivating environment that encourages people to go beyond their best? This workshop includes understanding the role of goal setting, gives you tools to help set and achieve goals, a better knowledge of motivational techniques, and more.

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

It’s All About Prioritizing and Organizing!

**May 6**  Wed  8:30 am – 4:00 pm  $139

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. This workshop will help you organize and prioritize for greater workplace efficiency. Learn the power of change, planning, setting a ritual, the fours Ds, and STING. Get out of your mental rut, discover new ways of doing things, and feel more in control of your life.

**Instructor:** Victoria D. Lusk, SPHR, has been active in Human Resources for over thirty five years. Her expertise is in employee relations, strategic leadership, and conflict resolution. She enjoys coordinating and presenting training programs and working with managers and supervisors to develop employee skills. Vicki is a certified Senior Human Resources Professional (SPHR).
Learn to Manage Conflict

Apr 1 Wed 8:30 am – 4:00 pm $139
There are two major myths about conflict: that it always involves anger and that it’s always negative. Conflict can actually be a positive tool for growth if you know how to manage it properly. Learn to identify the stages of conflict, use the LECSR tool to resolve conflict, listening skills, confrontational facilitation, and how to develop the personal skills necessary to resolve conflict.

Instructor: Victoria D. Lusk, SPHR, has been active in Human Resources for over thirty five years. Her expertise is in employee relations, strategic leadership, and conflict resolution. She enjoys coordinating and presenting training programs and working with managers and supervisors to develop employee skills. Vicki is a certified Senior Human Resources Professional (SPHR).

Notary Public

Feb 7 Sat 9:00 am – 11:00 am $99
OR Apr 8 Wed 6:00 pm-8:30 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: Addy Reeves has been a notary for over 20 years in different states. She is very familiar with the notary process and has provided instruction to many prospective notaries through the Customized Training Program. Addy likes to share her knowledge and expertise with others.

Secrets to Managing Change

Apr 15 Wed 8:30 am – 4:00 pm $139
In today’s world, change is inevitable and often difficult to deal with. During this course, participants will learn how to implement, manage, and cope with change. Topics include the Bridges, Conner, and Janssen change models, identifying the need for change, responding to change, empowering employees, dealing with emotions, and more.

Instructor: Victoria D. Lusk, SPHR, has been active in Human Resources for over thirty five years. Her expertise is in employee relations, strategic leadership, and conflict resolution. She enjoys coordinating and presenting training programs and working with managers and supervisors to develop employee skills. Vicki is a certified Senior Human Resources Professional (SPHR).

Spanish Conversation Table 1

Jan 20 – Feb 17 Tues 6:00 pm – 8:00 pm $99
Further your conversational skills in Spanish with a focus on real-life topics. Become more confident in your Spanish language skill using the newest teaching techniques and gain new vocabulary to enable you to create your own dialogue on topics of interest to you. Think about it – NO Spanish knowledge required, and you will be speaking Spanish in just a few weeks! Participants of all ages are welcome.

Instructor: Viviana Moreno is a native Spanish speaker who has a passion for sharing this beautiful language. She has provided Spanish tutoring for thirteen years and is the founder of the Club del libro Carlos Fuentes – at the Las Cruces Branigan Library.

Spanish Conversation Table 2

Feb 24 – Mar 31* Tues 6:00 pm – 8:00 pm $99
Examine the culture of Spanish speaking people throughout the world, while you work to improve your speaking ability with the newest teaching techniques. Gain vocabulary to create dialogue on topics of interest to you. You will be able to speak proper Spanish in a way that you have never imagined!
*No class on March 24.

Instructor: Viviana Moreno is a native Spanish speaker who has a passion for sharing this beautiful language. She has provided Spanish tutoring for thirteen years and is the founder of the Club del libro Carlos Fuentes – at the Las Cruces Branigan Library.

Spanish Conversation Table 3

Apr 7 – May 5 Tues 6:00 pm – 8:00 pm $99
Continue to learn to speak Spanish on a fast track. This course will give you an enjoyable and interactive learning experience. Take the opportunity to practice speaking and enhance your listening skills with a native Spanish speaker. A basic level of Spanish speaking or Spanish Conversation Table 2 is recommended.
Instructor: Viviana Moreno is a native Spanish speaker who has a passion for sharing this beautiful language. She has provided Spanish tutoring for thirteen years and is the founder of the Club del libro Carlos Fuentes—at the Las Cruces Branigan Library.

Speaking Under Pressure
Mar 11 Wed 8:30 am – 4:00 pm $139
Speaking under pressure, or thinking on your feet, is based on being able to quickly organize your thoughts and ideas, and then conveying them meaningfully to your audience to modify their attitudes or behavior. It applies to formal speeches as well as everyday business situations. Learn to improve your skills and new techniques which will give you the persuasive edge when you are making a presentation, fielding difficult questions, or presenting complex information.

Instructor: Victoria D. Lusk, SPHR, has been active in Human Resources for over thirty five years. Her expertise is in employee relations, strategic leadership, and conflict resolution. She enjoys coordinating and presenting training programs and working with managers and supervisors to develop employee skills. Vicki is a certified Senior Human Resources Professional (SPHR).

Workplace Violence
Apr 28 Tues 8:30 am – 4:00 pm $139
Violence of any sort has many roots. 99% of the time, there are warning signs of workplace violence. This workshop will take a comprehensive look at workplace violence: how to prevent it on an individual and organizational level and how to respond to it if it does occur. Topics include warning signs of violence, Norman Keith’s nine components of a violence prevention program, stages of threat response, and incident response checklist.

Instructor: Marina Atma is a certified Professional in Human Resources and has been teaching for over 20 years, including six 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.

Certificate of SHRM HR Essentials **
Apr 2 – Apr 16 Thurs 8:30 am – 4:30 pm $495
HR happens every day. The SHRM Essentials of HR Management will address the complex...the vital...the real-world...the practical...and the legal issues you face. Developed by leading HR experts and legal counsel, the SHRM Essentials covers a wide range of introductory HR topics in a condensed, straightforward format. Up-to-date, easy-to-understand content ensures you master HR concepts and apply them to everyday situations and issues. After completion of the three-day course, participants will be able to test their knowledge and receive a certificate indicating their understanding of complex HR issues, HR laws and regulations, and ability to perform HR tasks.

Instructor: Marina Atma, is a certified Professional in Human Resources and has been teaching for over 20 years, including six 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.

SHRM Certification Prep **
Feb 4 – May 6 Wed 5:30 pm-8:30 pm $960
NEXT-GENERATION HR CERTIFICATION – The new SHRM Certification recognizes that HR professionals are at the core of leading organizational success. The Certification demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results. The course includes the NEW 2015 SHRM Learning System as well as access to the online resource center. Can't make it to class? Join other professionals in this interactive and dynamic in-person classroom environment OR via a synchronous online environment. FREE orientation on February 4. Call for details.

Instructor: Marina Atma, is a certified Professional in Human Resources and has been teaching for over 20 years, including six 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.

**Discounts available for National SHRM members.
SAFETY SEMINARS

CPR with Heartsaver First Aid
Feb 20  Fri  9:00 am – 4:00 pm  $50
OR Apr 17  Fri  9:00 am – 4:00 pm  $50
In the Heartsaver CPR/First Aid course you’ll learn when CPR is needed, how to give CPR to an adult, child, and infant, and how to use an AED. CPR consists of pushing on the chest (compressions) and giving breaths. First Aid is the immediate care that you give someone with an illness or injury before someone with more advanced training arrives and takes over. A 2 year certification from the American Heart Association will be awarded for the course.

Instructor: Marina Atma, is a certified Professional in Human Resources and has been teaching for over 20 years, including six 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.

Slips, Trips, and Falls – Ladder Safety
Apr 14  Tues  8:30 am – 12:00 pm  $79
This course provides important information on slips, trips, and falls safety in a variety of industrial workplaces. Based on OSHA standards, this course helps raise awareness of the root causes of falls on the same level and the serious nature of the resulting injuries, fatalities, and property damage. From identifying the leading scenarios which can lead to fall-related injuries and fatalities to reporting and prevention, this course provides the fundamental elements critical to establishing safe work habits for yourself and your team.

Instructor: Region II EMS provides effective and comprehensive training and education though the various courses offered through the American Heart Association. They train hundreds of students yearly all throughout the counties of Dona Ana, Grant, Hidalgo, Luna, Sierra, and Socorro through their large network of over two hundred instructors.

OOSHA for Managers
Mar 17  Tues  8:30 am – 4:00 pm  $139
Learn and understand the provisions of the federal Occupational Safety and Health Act. This hands-on course will help participants become familiar with OSHA inspection procedures, safety and health citations, penalties, and the appeal process. You will also learn about key OSHA standards, the VPP, and even getting help from OSHA!

Instructor: Marina Atma is a certified Professional in Human Resources and has been teaching for over 20 years, including six 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.

Safety in the Workplace
Mar 31  Tues  8:30 am – 4:00 pm  $139
Workplace accidents and injuries cost corporations millions of dollars and thousands of lost work hours each year. They also have a profound, often lifelong impact on workers. Introducing a safety culture into your organization, where safety is valued as an integral part of the business’ operation, not only saves the business time and money, it also builds a committed, loyal, healthy workforce. Topics include: defining a safety culture, identifying and resolving hazards, taking proactive measures, writing a safety plan, and incident management.

Instructor: Marina Atma, is a certified Professional in Human Resources and has been teaching for over 20 years, including six 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.

TO LEARN ABOUT ALL OF OUR ONLINE COURSES, VISIT THE WEB SITE dacc.augusoft.net OR CALL 575-527-7776
ONLINE COURSES
• Instructor-Facilitated       • 24-Hour Access
• Online Discussion Areas   • 6 Weeks of Instruction
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.

NEW THIS SPRING:
• Business Research Certificate
• Certificate in Customer Research
• Certificate in Data Analysis

FEATURED COURSES
Applying Lean Sigma Practices to HR Functions
Develop the mindset of Lean Operational Excellence, an advanced problem solving approach that facilitates continuous improvement within the organization.

Creative Problem Solving
In today’s business environment, employers expect employees to have a solid set of interpersonal skills. The ability to solve problems quickly and effectively is a critical interpersonal skill well worth developing.

Fatal Leadership Errors
Discover how fatal leadership errors begin. Review cases of real leaders in business, education, and government who experienced initial success but ultimately failed because of their own actions.

Female bullying in the Workplace
Recently, we have seen an upsurge of individuals claiming bullying in the workplace. The phenomenon of females being bullied by other females has been discussed in recent years in the media but little has been done to combat or try to deal with the problem.

Intercultural Communications
Globalization requires us to adapt our communication skills to be successful in a culturally diverse world. Whether you’re in business, education, the social services, or are simply an adventuring globetrotter, understanding intercultural communication will go a long way to ensure success in navigating the currents of communication across cultures.

Negotiations: Get What You Want
Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what’s essential. Work with a pro to learn how to plan, implement, and win in the bargaining process. Save time, grow your business network, and gain confidence when dealing with even the shrewdest of deal-makers.

Onboarding New Employees
Ensure a smooth transition from best candidate to star employee. Onboarding is the process of socializing new employees into the organization. Onboarding of employees begins well before traditional new-hire orientation with long reaching implications.

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
Email 101 – Learn the Basics of eMailing

Jan 22 Thurs 8:30 am – 12:00 pm $79
New to the world of eMail or just want to become more proficient? This is the course for you! Walk through the beginning steps of eMailing – learn to set up your own email account, compose emails, use attachments, send/receive emails, and much more. Hands-on, with lots of practice and instructor assistance. You will be eMailing like a pro in no time.

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.

Getting the Most from Your iPad

Mar 11 Wed 8:30 am – 11:30 am $49
This course will expand on the basics, including editing and other features of the touch screen and its keyboard. Bring your iPad to class and we can experiment together.

Instructor: Walter Dutton, has been using computers since the ‘80s and has been teaching computer courses much of that time. He is currently retired from the copper industry and now volunteers with the Civil Air Patrol.

Intermediate MS Excel 2010

May 6 Wed 8:30 am – 4:00 pm $139
Learn 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: David Infante, has over twenty-six years working in Information System Processing and Networking. David is well-versed in business and has a strong background in the operation of large, mini, and desktop computers. He has taught Windows based computer courses at a community college in Arizona and has a degree in Computer Science.

Introduction to MS Excel 2010

Mar 5 Thurs 8:30 am – 4:00 pm $139
Do you work with numbers or data? Even “non-technical” 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 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 Excel 2010**

**Apr 15** 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:** David Infante, has over twenty-six years working in Information System Processing and Networking. David is well-versed in business and has a strong background in the operation of large, mini, and desktop computers. He has taught Windows based computer courses at a community college in Arizona and has a degree in Computer Science.

**Introduction to MS Outlook 2010**

**Mar 18** Wed 8:30 am – 4:00 pm $139

Learn how to manage your e-mail 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. 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 Word 2010**

**Feb 19** Thurs 8:30 am – 4:00 pm $139

In this hands-on workshop, you’ll learn how to add, move through, and edit text. Learn to work on two or more documents simultaneously and how to change the size, appearance, and margins. Practice using spell checker, saving, retrieving, and printing your documents. This is just the start…you will learn much more with the 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.

**Introduction to Your iPad**

**Feb 25** Wed 8:30 am – 11:30 am $49

Realize the potential of your new iPad for eMail, surfing the Web, taking and sending photos, and much more! Learn about “Apps”, what they are, and what is available – both free and for sale. Bring your iPad to class and we can experiment together.

**Instructor:** Walter Dutton, has been using computers since the ’80s and has been teaching computer courses much of that time. He is currently retired from the copper industry and now volunteers with the Civil Air Patrol.

**PROFIT** (Planned Reporting Organized Future Information Tactics)

**Apr 7, 14 & 21** Thurs 8:30 am – 4:00 pm $299

Project Management 101! Be inspired to engage management tools to sustain and increase efficiency in your projects. Learn to use Microsoft Project software for planning and reporting of new and existing projects on the first day. On the second and third days, set up your new or existing project in the software and get ready to achieve maximum results. Includes student manuals for MS Project 2010 Basic and Advanced.

**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.
We focus on YOUR training needs!

Customized Training offers computer and professional development seminars and personalized training programs targeted to meet your needs, whether individual or group. Our trainers are experts in their fields and bring real world business knowledge to your training experience. As specialists in workforce training, we offer a wide variety of training programs ranging from customized contract training to specialized conferences and seminars. The following list is representative of the types of courses we can provide:

- Change Management
- Ethics
- QuickBooks (business specific)
- Dining Etiquette
- Time Management

- Customer Service
- Industrial Safety
- Leadership
- Access and Excel
- FranklinCovey®

Save the Date!

Administrative Professionals Conference

Wednesday
April 23, 2015

For more information call 575-527-7776.

To register, go to dacc.augusoft.net
For information, contact DACC Customized Training at (575) 527-7776 or e-mail ctp@nmsu.edu. Visit our Web site:

http://dacc.nmsu.edu/ctp

Customized Training, 2345 E. Nevada Ave., Las Cruces, NM 88001