

DACC Customized Training Program Spring/Summer 2012 Classes



PLEASE CALL (575)527-7776 FOR MORE INFORMATION

Online Seminars-

We offer a variety of online classes to meet your needs. New sessions start monthly. Each high-quality course includes comprehensive lessons, quizzes, assignments, and a discussion area. New courses are introduced monthly, so there's surely something to fit your needs!

INTERESTED IN A NEW CAREER? WE HAVE TWO PROGRAMS THAT CAN GET YOU STARTED!

PHARMACY TECHNICIAN PROGRAM \$4,295 (Textbooks included)

The course consists of 84 hours of classroom study, with an additional 120 hour externship. The program offers students both theoretical and practical training through hands-on experience, preparing students for entry-level positions in the retail and institutional pharmacy setting.

VETERINARY ASSISTANT TRAINING \$4,800 (Textbooks included)

The Veterinary Assistant program offers students training in the classroom and lab setting. Upon completion of this program, students will be able to perform all the duties that are required for working as a veterinary assistant. In addition to 96 hours in the classroom, students are required to complete an 80-clock-hour externship in order to graduate the program.

For more information on Pharmacy Technician and Veterinary Assistant call 575-527-7776 or 888-824-6667

TRUCK DRIVING!

Doña Ana Community College Customized Training Program, in partnership with International Schools, 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 last three weeks are spent driving on the streets and highways and learning to master all of the different backing maneuvers. Job placement assistance is part of the process. (Qualified students can receive placement assistance prior to their actual class start.) The average entry level truck driver could earn approximately \$35,000 for the first year! Call for more truck driving information: 575-528-7449.

COMPUTER COURSES	DAY	DATE	TIME	COST
Basics of Computers	2/27	M	8:30am-4pm	\$139
Excel '07: Intro	3/1	Th	8:30am-4pm	\$139
Access '07: Intro	3/2 & 3/9	F	8:30am-4pm	\$195
QuickBooks 2011: Intro	3/5, 3/12 3/19, 3/26	M	5:30pm-8:30pm	\$225
Excel 2007: Intermediate	3/29	Th	8:30am-4pm	\$139
Excel 2010: Intro	4/17	T	8:30am-4pm	\$139
Dreamweaver CS4: Intro	4/20 & 4/27	F	8:30am-4pm	\$225
QuickBooks 2011: Adv	4/30 & 5/7	M	5:30pm-8:30pm	\$139
Access 2010: Intro	5/1 & 5/3	T/Th	8:30am-4pm	\$195
Excel 2010: Intermediate	5/8	T	8:30am-4pm	\$139
Photoshop CS4: Intro	5/10 & 5/17	Th	8:30am-4pm	\$225
Word 2010: Intro	6/19	T	8:30am-4pm	\$139
Photoshop CS4: Adv	7/18 & 7/20	W/F	8:30am-4pm	\$225
Word 2010: Intermediate	7/24	T	8:30am-4pm	\$139

PROFESSIONAL DEVELOPMENT

SHRM Learning System®	please call for the dates	W	5:30-8:30pm	\$935
NEW! Performance Management	2/28	T	9am-4pm	\$159
SHRM Essentials®	3/2 & 3/9	F	8:30am-4:30pm	\$459
Notary Public	3/6	T	5:30pm-8pm	\$95
NEW! Conquering Your Fear of Speaking in Public	4/13	F	8:30am-4:30pm	\$159
Grant Writing: Beginning	4/18	W	8:30am-4:00pm	\$85
Grant Writing: Intermed.	4/25	W	8:30am-4pm	\$85
Notary Public	4/28	S	9am-11:30am	\$95
Extraordinary Leadership-Extraordinary Results Conference	5/3	Th	8am-4pm	\$249
Running Effective Meetings	5/22	T	9am-4pm	\$159
Grant Writing: Adv. (includes lunch)	5/23	W	9am-2pm	\$95
NEW! FranklinCovey® 5 Choices to Extraordinary Productivity	6/12 & 6/13	T/W	8:30am-4:30pm	\$299*
FranklinCovey® Leading Across Generations	6/29	F	1pm-5pm	\$119
NEW! Webinar: Corrective Action	7/17	T	11am-12pm	\$45
NEW! Ethics in the Workplace	7/24	T	9am-4pm	\$79*

*special introductory price

For registration/information contact DACC Customized Training at (575) 527-7776, call toll-free at 1-888-827-7776, or e-mail ctp@nmsu.edu. You may also visit our website at <http://dacc.nmsu.edu/ctp>