

Customized Training/Workforce Development

SUMMER 2010 SEMINARS



Make lifelong learning a part of your goals today!

Customized Training Program

Registration

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 and Discover 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 full or cancelled.

Cancellation / Refund Policy

If you cancel four or more working days prior to class start date, a full refund will be issued. If you cancel two or three working days prior to the class, a refund will be issued, minus a \$25.00 processing fee per person. If you cancel 24 hours prior to the class (one working day), or if you do not attend, you will be responsible for the entire payment without benefit of a 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 NMSU/DACC holidays.

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.

Experienced Trainer?

Interested in working for Customized Training? Contact us at (575) 527-7776.

DACC in partnership with International Schools offers truck driving classes!

Applications are now being accepted. Call us at (575) 527-7776 for additional information.

Please visit our website:

<http://dacc.nmsu.edu/ctp>

COMPUTER COURSES • PROFESSIONAL AND WORKFORCE DEVELOPMENT SEMINARS

CLASS	DATE(S)	DAY	TIME	PRICE
Notary Public	May 22 July 6	Sat Tue	9-11:30am 6-8:30pm	\$85 \$85
This seminar for new and established notaries will review: legal duties as a notary, what the law allows and requires of you, what to do with records when you are no longer a notary and MUCH MORE!				
Excel 2007 – Introduction	June 22	Tue	8:30am-4pm	\$135
Exploring Excel basics, create simple formulas, format cells, and create and format charts all while using the new features of Excel 2007.				
Photoshop CS4 – Basic	June 16, 23	Wed	8:30am-4pm	\$210
Use Photoshop CS4 to create professional-looking images for both print and the Web. Learn the basics of selecting and modifying images, working with layers and other effects; and how to retouch and resize images.				
Dealing with Difficult People	June 17	Thur	9am-4pm	\$150
Why is it so difficult to get along with some people? What is the matter with them anyway? When met with awkward situations, we would like to avoid them, but circumstance dictates we deal with them. Participants will learn to identify all the different people you work and live with and teach you the techniques and strategies you need to get the outcomes you want.				
MS Project 2007 – Introduction	June 25	Fri	8:30am-4pm	\$135
Create a new project file, task lists, Work Breakdown Structure, and task relationships. Learn how to create a base calendar, assign resources to tasks, create task calendars, and create and modify tables. Students will work with calendars, tables, filters and groups, and learn how to resolve resource conflicts.				
Basics of Computers	June 29	Tue	8:30am-4pm	\$135
Feeling a little "left out of the loop" when it comes to computers and technology? Our Basics of Computers class will get your computing skills up to speed. Learn how to navigate and manage files and folders; search for files using My Computer and Windows Explorer; use the Recycle Bin; create simple word processing documents and drawings; customize the desktop; and browse the Internet.				
Learn the Basics of Dreamweaver (CS4) in one day!	June 30	Wed	8:30am-4pm	\$135
Use Dreamweaver to create and modify Web sites. Learn how to plan and define a Web site; create pages and format text; define structural elements; create and apply CSS style rules; insert and modify tables, images, and links; test and manage Web site files; and publish a site.				
QuickBooks 2008 – Introduction	July 12, 19, 26, Aug 2	Mon	5:30-8:30pm	\$210
In this QuickBooks 2008 class you will, set up a mock company, pay the bills and print the reports at the end of the process.				
Access 2007 – Introduction	July 13, 15, 20, 22	Tue, Thur	8:30am-12:30pm	\$210
Organize and utilize your company's information in a way that saves you time, helps you to analyze data and make better decisions. Topics: plan, create, and modify a database; add new tables; and learn about fields, data types, properties, queries, and simple reports.				
Excel 2007 – Intermediate	July 14	Wed	8:30am-4pm	\$135
Prerequisite: working knowledge of basic Excel skills. Upgrade your skill level. Topics: charts & graphs; managing large and/or multiple worksheets; paste special feature; range names; labels in formulas and other functions; managing data; and customizing Excel preferences.				
Grant Writing – Beginning	July 27	Tue	8:30am-4pm	\$60
Learn different ways to research grant opportunities and find out what grant funds are available. Learn the overall do's and don'ts for proposal preparation. Register for beginning and advanced at the same time and receive a \$20 discount.				
Time Management	July 29	Thur	9am-4pm	\$150
You must stop looking at time as something to save and begin to see it as something to invest in - WISELY! Participants will learn tips to plan, stay organized, and keep on track. You will also take away ideas that you can implement NOW to keep your life organized and be more productive.				
Photoshop CS4 – Advanced	July 30, Aug 6	Fri	8:30am-4pm	\$210
Prerequisite: working knowledge of Photoshop basic skills (any version). Topics: color fills, gradients, patterns, and overlays; layer-, gray-scale-, and clipping-masks; paths and convert type to paths; a variety of creative effects including Vanishing Point and Smart Filters; create layer comps, and prepare images for use in video productions.				
Grant Writing – Advanced	August 3	Tue	8:30am-4pm	\$60
This seminar will take an in-depth look at each section of a proposal and discusses the review process. Register for beginning and advanced at the same time and receive a \$20 discount.				
Business Writing	August 4	Wed	1-3pm	\$35
This mini seminar is designed as a hands-on opportunity for you to improve writing skills through traditional and electronic communication.				