

Professional Development

Excel 2007 Classes

Introduction to Excel 2007

Sandy Johnson

2/20 Fri 8:30am-12:30pm

Adult \$50.00

Excel is becoming more and more important in the business world. Adding it to your business plan is critical to the smooth operation of your organization. This class will teach you the basics, allowing you to use it. This class focuses on an introduction to spreadsheets and basic functions of Excel.

Intermediate Excel 2007

Glenda Elser

3/13 Fri 8:30am-12:30pm

Adult \$50.00

This class picks up where the introduction class leaves off. It is also good for anyone who knows the basics of the program, but could stand to learn more. This course will teach you to enhance spreadsheets, use functions and advanced formulas, filter data, and more.

Advanced Excel 2007

Glenda Elser

4/23 Thurs 8am-12pm

Adult \$50.00

Ready to use Excel like a Pro? Take this class and you will! Save time with shared workbooks, advanced formatting, analysis tools, macros and integration features in advanced Excel.



Internet Applications

Web Design on a Budget

Jenna Kammer

3/10 Tues 8:30am-12:30pm

Adult \$50.00

Everyone knows that you can find anything on the Internet...or can you? If your business isn't on the web, then you are missing out on the biggest source of advertizing of all time. But the problems with putting your business on the web seem huge. There are all the expert techniques you need. Who will make your web page and manage it? What about the costs? Fortunately for you, our local expert, Jenna Kammer, has got the answers! She will show you how to build a website for your business using a free content management system. With only a small fee to initiate hosting, you can create a dynamic webspace!

An investment in
knowledge always
pays the best interest.
~ Ben Franklin

PowerPoint Classes

Intro to PowerPoint 2007

Sandy Johnson

3/6 Fri 8:30am-12:30pm

Adult \$50.00

PowerPoint helps you develop your presentation! Learn to format slides, modify existing presentations and more.

Intermediate PowerPoint 2007

Sandy Johnson

4/17 Fri 8:30am-12:30pm

Adult \$50.00

Create visually exciting presentations. Learn to share and connect data and link and embed other objects and files into your presentation.

Office Safety

Adult Heartsaver CPR

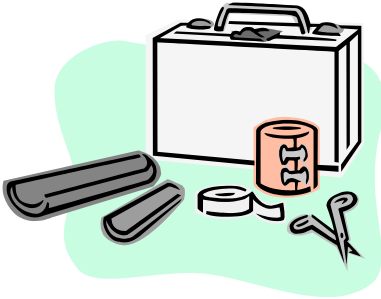
David Lawrence

2/17 Tues 9am-2pm

Adult \$35.00

Everyone has heard the old adage that "an ounce of prevention is worth a pound of cure". If that is true, then this class is too valuable to pass up. Sudden cardiac arrest can happen anywhere and at any time. According to the American Heart Association, "approximately 95 percent of sudden cardiac arrest victims die before reaching the hospital". If it is provided immediately, CPR can double a victim's chance of survival. By taking this class, you can prepare yourself and your staff

to save lives whenever and wherever heart attacks happen.



First Aid

David Lawrence

2/19 Thurs 12-5pm
Adult \$35.00

Injuries are all too common. This is especially true for those that are not bad enough for a doctor's attention. The problem is, however, that without proper training, it can be hard to determine if an injury requires medical treatment. Save both time and money by educating yourself and your employees about how to treat cuts, burns and bumps.

Team Building and Public Relations

Customer Success:

Keep Them Coming Back

Sigrund Shoemaker

3/3 Tues 8:30am-12:30pm
Adult \$50.00
Tays 132

A successful business is built upon hard work, wise planning, and a solid customer base. Although you are an expert at your trade, you may not be familiar with some of the finer points of customer relations. That is where this class comes in! Customers will notice your newfound confidence and you will notice their repeat business.

Hope for Teens

Ray Goin

4/7 Tues 8:30am-12:30pm
Adult \$50.00
Tays 132

As adults, we are very aware of the problems that happen when we interact with teenagers. On one hand, we were all teens once, so we understand some of their difficulties. On the other, today's teens face a lot of new challenges. This can lead to strained relationships and misunderstandings, both of which can leave teens with feelings of hopelessness and despair. Fortunately, however, there is help. Dr. Goin offers help for attending to the rebellion and depression in the teens that you interact with. Learn practical solutions for promoting hope instead of defeat.

Resolving Conflicts at the Office

Ray Goin

2/24 Tues 8:30am-12:30pm
Adult \$50.00
Tays 132

Every time people come together, there is going to be conflict. The office is no exception. Unresolved conflicts can lead to tension, weakened morale, and inefficiency. Problems can worsen when people lack the proper tools with which to handle these situations. Dr. Goin has over 40 years of conflict resolution experience. His class will offer you and/or your workforce new strategies to work through problems and achieve a friendlier environment. A motivated, productive office could be just one class away.

What's New

What's New in Word & Excel 2007?

Glenda Elser

3/31 Tues 8am-12pm
Adult \$50.00

Change is inevitable. Like many things, the programs that we know and love are modified over time. While these changes are often called "new and improved" or "bigger and better", they often lead to hassle. Ranging from strange new layouts to substantial interface modifications, software changes can cause more trouble than the new benefits seem to be worth. That's where this course comes in. Not only will you learn where to find your old favorites; you will also learn how to use all of the new features!

Continuing your
education is one
of the main keys
to continuing
your success.

Sign up for a
**Professional
Development
seminar today!**

Get to know...

Your Professional Development Instructors!!

Sandy Johnson

Ms. Johnson currently teaches within the Business Office Technology Department at NMSU. She has been teaching Business courses for over 28 years. Ms. Johnson's educational background includes a Master's of Science degree in Education from the University of New England in Biddeford, Maine, a Bachelor's of Science degree in Business Education from Bentley College in Boston, Massachusetts. She is Microsoft Certified in Word, Excel, and PowerPoint.

David Lawrence

David Lawrence holds an Associate of Arts in Weapons Technology from the Community College of the Air Force in Montgomery, Alabama. He holds an Intermediate EMT license, and an EMS Instructor certification (both Basic and Intermediate) from the state of New Mexico. He also possesses an American Heart Association trainer certification for CPR and First Aid.

Ray Goin

Dr. Goin has been involved in conflict resolution and community service since 1966. He worked with children in Northern California for a

decade, serving at the Helen E. Cowell Children's Center, the Children's Receiving Homes for Youth, and Ettie Lee Homes for Youth. In 1983, Dr. Goin became the director of Chapman College at the Naval Air Station in Fallon, Nevada, where he also served as Pastor. In 1991, he became the President and founder of Christian Companion Ministries. At present he serves as President of The Goin Seminar and Consulting Service.

Jenna Kammer

Jenna owns and operates a small web design business out of her home in Tularosa, NM, called 49 Blocks Web Design. Jenna is also an instructor at NMSU-A and UNM-Gallup where she teaches HTML, web design, occupational software and information literacy. Jenna has a Master's of Library Science and is working on a second Master's in Educational Technology.

Sigrund Shoemaker

Sigrund Shoemaker has been working in the business and personal coaching arena for more than fifteen years. Prior to moving to New Mexico and starting her own coaching practice, she had successful careers with Cisco Systems and the Federal Government. She holds a Bachelor

of Science degree in Business from the University of the State of New York and a Master of Arts degree in Management from Webster University. She received her professional coaching training from the Institute of Transpersonal Psychology, Palo Alto, CA.

Cynthia Osborne

Ms. Osborne has also worked with Alamogordo High School. She, working with Holly Bird, coordinated a new and highly successful Allied Health program. She also teaches dual credit classes at the AHS campus. In addition, Ms. Osborne teaches Professional Development Training classes in CPR and First Aid.

Glenda Elser

A native of Montana, Glenda taught 12 years at the Helena College of Technology and 14 years at The University of Montana-Western before coming to NMSU-A in January 2005. Glenda received her Microsoft Office XP Master Instructor Certification in Word, Excel, Access, PowerPoint, and Outlook. She graduated from Montana State University with a Master of Science in Business Education.

THURSDAY LUNCHTIME LECTURE SERIES

You are invited to attend these thought-provoking topics starting in January

One-Stroke Painting Demonstration and Lecture, John Rusha – January 22

The Roswell Incident, Dee Gragg – February

The Making of a Documentary Film, Michael Lennick – March

DNA Day, Dr. John Ely – April

- ❖ No charge to attend. 11:30am-1:00pm.
- ❖ Designed for the NMSU-A students, faculty, and staff.
- ❖ Open to everyone in the Alamogordo community.
- ❖ Bring your own lunch. We will have coffee.

Townsend Library on the NMSU
Alamogordo campus.

Park in the lot adjacent to the
Rohovec Fine Arts Center.

An elevator is available.