PERSONAL TRAINING | WORKFORCE TRAINING | CONTRACT TRAINING

PERSONAL GROWTH & BUSINESS SOLUTIONS

WORKforce Training
powered by CNM Ingenuity

STEMulus Center
powered by CNM Ingenuity

GET YOUR CEUs

Plumbing Code Update pg.20
Nursing Continuing Education pg.19
Electrical Code Update pg.20

TRAINING ACADEMIES
- CYBER ACADEMY
- ELECTRONIC SOLDERING ACADEMY
- PHOTOVOLTAIC ACADEMY
- SUPERVISOR ACADEMY
See full list on page 3.

cnmningenuity.org
The FUSE Makerspace and FabLab is a community center with tools that allow students and community members to design, prototype and create manufactured works.

We have a wide-range of equipment available in the following areas:

- 3D Printing
- Woodworking
- Metalworking
- Welding
- Sewing
- Screen Printing
- Electronics
- Robotics
- Laser Engraver

FUSE Makerspace has several different membership fee plans. CNM students receive a discount on membership fees.

For additional information contact info@fusemakerspace.org

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The STEMulus Center has partnered with CNM’s School of Business and Information Technology to offer this Fast Track Associate’s Degree in Business Administration. Classes in this program are offered in 7-week blocks. Through the Competency Based Education model (CBE), students leave the program ready to implement their new skills sets at work.

- Classes take place in the evening (maximum two nights per week) and online.
- Students receive a personal laptop that becomes their property.
- Students receive digital textbooks to load onto their laptops.
- Dinner is served to students on class nights, as a perk!

Visit stemuluscenter.org/products/ftba or contact Vanessa LaGrange at vlagrange1@cnm.edu
Academies

Our noncredit academies are designed to provide you with the core competencies you need to advance in the workplace or pursue new skills. These interactive and engaging academies are taught by industry experts. Find academies in this schedule and at our website.

cnmingenuity.org

2016 Programs

BUSINESS & MANAGEMENT

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BUSINESS BASICS

NEW! Accounting and Finance for Non Financial Managers $195
Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.
Instructor: Sharon DeFonteny
Online 24/7 / 26 sessions / Feb 1 – Feb 26

NEW! Certificate in Accounting and Finance for Non-Financial Managers $495
Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Three one month courses. See full description online.
Instructor: Jodie Trana
Online 24/7 / 26 sessions / Feb 1 – Apr 29

ENTREPRENEURSHIP

Entrepreneurial Mindset $749
Inspired by the life story of Pulitzer nominee Clifton Taulbert, the Ice House Entrepreneurial Mindset Program is a powerful learning program designed to educate and engage participants in the fundamental aspects of an entrepreneurial mindset and the unlimited opportunities it can provide. Built for rigor and relevance, this highly interactive program enables participants to learn directly from the first-hand experience of successful, “unlikely” entrepreneurs. The overall objective is to empower learners by exposing them to entrepreneurial thinking while immersing them in real-world entrepreneurial experiences. Note: Up to 30 hours of homework will be required outside of class time. Campus: STEM
Instructor: Marvin Lozano
Fri 8:30 am - 12:30 pm / 8 sessions / Feb 5 – Mar 25

MARKETING & SOCIAL MEDIA

Being On Camera: Developing Your Presence and Delivering Your Message $69
Do you need to serve as the on camera spokesperson for your organization/group? Promote yourself or start-up business through an online video? Learn more about creating livestream, shared gameplay and video blogs? Taught by 2 Kasa Style’s Chad Brummet, this class will offer strategic tips on how to develop your on camera presence. Campus: STEM
Instructor: Chad Brummet
Sat 10:00 am - 3:00 pm / 1 session / Apr 2
NEW! Certificate in Data Analysis $495

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skills necessary to communicate results. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned.

Instructor: Jeff Kritzer
Online 24/7 / 26 sessions / Feb 1 – Apr 29

NEW! Introduction to Data Analysis $195

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

Instructor: John Rutledge
Online 24/7 / 26 sessions / Apr 4 – Apr 29

NEW! Intermediate Data Analysis $195

Many of your business decisions involve comparing groups for differences. For example, would men and women prefer different product features? In addition, you may look at relationships between variables. Does product recognition relate to subsequent product purchase? This Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you’ll learn how to work with ratings, graphs and user-friendly reports of statistical results.

Instructor: Mary Dereshiwsky
Online 24/7 / 26 sessions / Mar 7 – Apr 1

NEW! Advanced Data Analysis $195

After taking this Advanced course in Data Analysis, you will be able to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Take the guesswork out of important company decisions and make decisions based on statistically significant information. Whether your business is home based or a large company, this class will take you to the next level where important decision-making is concerned.

Instructor: Jeff Kritzer
Online 24/7 / 26 sessions / Apr 4 – Apr 29

NEW! Fix It In the Mix: Podcasting & Audio Recording/Editing Techniques $89

Consistent, high quality audio is critical to attracting and keeping a podcast audience. Take this class to learn about hosting, recording, editing, noise reduction, equalization, leveling, file structure, and more! Note: Students must bring their own audio equipment possibly including microphones, audio recording devices, etc. This equipment will not be provided. Please email CNM if you have questions about what make and model of equipment the instructor recommends. Campus: WTC

Instructor: CNM Instructor
Wed 9:00 am - 4:00 pm / 1 session / Mar 30

NEW! Get Noticed!: SEO (Search Engine Optimization) & Other Strategies to Build Your Internet Reach $49

Establish and grow your organization’s/cause’s web presence by learning a wide range of internet marketing strategies. Topics include onsite factors, page errors, META tags, link structure, and link building. Also, learn strategies in search engine and conversion optimization to make sure you get found and accomplish your goals! Campus: WTC

Instructor: CNM Instructor
Sat 10:00 am - 3:00 pm / 1 session / May 14

NEW! Google Analytics $195

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You’ll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leverage more success from their website.

Instructor: Susan Hurrell
Online 24/7 / 26 sessions / Apr 4 – Apr 29

NEW! Prezi $195

Bring your vision to life with Prezi and leave PowerPoint behind! Take a journey into the world of creative presentations! Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting.

Instructor: Kimba Green
Online 24/7 / 26 sessions / Feb 1 – Feb 26
**NEW! The Wow Effect: Using Visual Social Media Effectively**  
$49

Visual Social Media (e.g., Pinterest, Instagram, Tumbler, Vine) are considered must-haves for social media promotion. Take this class to learn why visual social media platforms work, how to use visual social media platforms strategically and tactically, and for tips on setting up and managing accounts to optimize their value. Taught by professionals for those at the basic level, this is the class to take if you want to punch up your visual social media presence. **Campus: WTC**  
Instructor: CNM Instructor  
Tue 4:00 pm - 8:00 pm / 1 session / Feb 16  
Sat 10:00 am - 1:30 pm / 1 session / Apr 23  

**NEW! Video Editing: Making Your Video Footage Tell A Story**  
$49

Gain technical skills to make video footage (such as the video you captured in the *Being On Camera* class) look great! An entertainment professional will guide you on how to create a beginning, middle and end to your clip to create engaging video you can share. **Campus: WTC**  
Instructor: Chad Brummett  
Sat 10:00 am - 2:30 pm / 1 session / Apr 9  

**SUPERVISION & LEADERSHIP**

**Supervisor Academy**

Make sure you have the tools to be a successful supervisor by attending one of the most successful management programs offered in Albuquerque: The WTC Supervisor Academy. In the past 10 years, over 2,000 employees representing over 100 companies and government agencies have attended. These courses are facilitated by some of the best trainers in the state with extensive industry experience. This program consists of 10 modules that address the fundamentals, as well as the advanced techniques, of successful supervision.  

$999  

**Building Your Leadership Potential**  
$159

Influence and lead with a proactive flair as you build upon your identified strengths. Building your style means understanding the difference between leadership and management while enhancing your skills based on emotional intelligence challenges. Be THAT leader. **Campus: WTC**  
Instructor: Dalia Delgado-Baca  
Fri 9:00 am - 4:00 pm / 1 session / Sep 9  

**Effective Communication**  
$159

Don’t underestimate the importance of communication in management. Explore techniques for improving verbal and non-verbal communication and creative problem solving. Become a more effective communicator across all generations, all backgrounds, and all team members by learning the PACE Palette Model. **Campus: WTC**  
Instructor: Pamela Kandlbinder  
Fri 9:00 am - 4:00 pm / 1 session / Sep 16  

**Lead with Coaching and Feedback**  
$159

Positive coaching provides supervisors the ability to move to a higher level of effectiveness and responsibility. Use common sense to guide your employees and their performance. Participants learn the TrustWorks model as a foundation for other units. **Campus: WTC**  
Instructor: Pamela Kandlbinder  
Fri 9:00 am - 4:00 pm / 1 session / Sep 23  

**Teaming with Leadership**  
$159

Overcome challenges associated with working in teams regardless of your style or location. Learn methods that turn groups into highly productive teams with heightened performance and commitment. Concepts of building trust at a distance are introduced; symptoms of dysfunctional teams are discussed and solutions to move the team forward are developed. **Campus: WTC**  
Instructor: Debra Maese  
Fri 9:00 am - 4:00 pm / 1 session / Sep 30  

**Conflict Resolution Strategies**  
$159

Examine methods of managing disagreements before the escalation of anger and conflict. The Thomas-Kilmann Conflict Mode Instrument is used to assess your preferred style of conflict management and to understand how problems can best be solved. Be able to determine the best context for conflict resolution situations. **Campus: WTC**  
Instructor: Debra Maese  
Fri 9:00 am - 4:00 pm / 1 session / Oct 7  

**Appraising Performance and Delegating for Results**  
$159

Learn to conduct performance appraisals that encourage positive relationships and improve individual performance. Establish specific, measurable and realistic goals that align with personal and organizational objectives to delegate responsibility for success. **Campus: WTC**  
Instructor: Pamela Kandlbinder  
Fri 9:00 am - 4:00 pm / 1 session / Oct 14
Managing Resources in an Ever Changing Workplace $159
Rise to the challenge of the unknown. Increase your ability to motivate employees to deal with workplace changes. Manage proactively and achieve better results with greater satisfaction. Work smarter not harder.
Campus: WTC
Instructor: Debra Maese
Fri 9:00 am - 4:00 pm / 1 session / Oct 21

Employment Law and Human Resources $159
Don’t wait until something has gone wrong to recognize “red flags.” Become familiar with the key employment laws, as well as potential problems and how to avoid them by seeking expert advice. Explore HR issues relating to discrimination, sexual harassment, benefits, hiring, termination, privacy, the Family and Medical Leave Act, and other significant HR topics. Campus: WTC
Instructor: CNM Instructor
Fri 9:00 am - 4:00 pm / 1 session / Oct 28

Hiring Right $159
Discover the 3-D interview matrix, focusing on evaluating candidates based on capability, commitment, and chemistry. Learn to formulate questions that get at the core of the candidates skills and knowledge, motivation and attitude, as well as values and work style. Campus: WTC
Instructor: Dalia Delgado-Baca
Fri 9:00 am - 4:00 pm / 1 session / Nov 4

Engaging Success $159
Understanding employee engagement in the workplace is essential to help create a climate of motivation and sustainability. Learn skills that build confidence and reduce stress. Improve your personal effectiveness by developing a positive attitude and holding yourself to a higher standard. Campus: WTC
Instructor: Pamela Kandlbinder
Fri 9:00 am - 4:00 pm / 1 session / Nov 11

NEW! Management Certificate $595
Enhance your management skills through this program for supervisors, managers, and emerging leaders. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then learn how to improve your management of time and productivity. Get tips and techniques you won’t get anywhere else for managing time and increasing productivity. Finally, discover what motivates each generation at work, what incentives they respond to, and what messages they value.
Three one month online courses. Sally Klauss, William A. Draves, and Kassia Dellabough instructors. $595 for all 3 courses and certificate.
Instructor: Sally Klauss
Online 24/7 / 26 sessions / Feb 1 – Apr 29

NEW! New 21st Century Strategies for Productivity and Time Management $195
Time is even more valuable in this century than in the last. How effective you manage your time and productivity can affect your business and personal life in so many ways. You’ll get tips and techniques you won’t get anywhere else for managing time and increasing productivity. Whether you are managing your own time, or others’ time, come away with proven tips to put into practice on Monday morning.
Instructor: William Draves
Online 24/7 / 26 sessions / Mar 7 – Apr 1
COMPUTER AIDED DESIGN

AutoCAD Academy

Used by architects, engineers, and other professionals who require computer assisted drafting and drawing techniques in their work, AutoCAD is one of the world’s leading 3D design tools. AutoCAD jobs are in demand, and WTC has the technology and AutoCAD 2014 software to keep you ahead of the curve. The instructor works personally with each student to facilitate in depth learning along each step of the way. In Beginning AutoCAD, you will learn to communicate effectively with the software and learn basic techniques. In Intermediate AutoCAD, build on the knowledge and delve into the more advanced options. The Advanced AutoCAD module concludes in productivity techniques with 3D modeling and the exciting new world of 3D printing.

Beginning AutoCAD $699
This course provides the groundwork for using AutoCAD. You will learn to communicate effectively with the software; basic file management techniques of opening and saving drawings; initial drawing and editing commands to complete design documents; layer creation and management; proper layout techniques to facilitate the plotting of hard copies and/or pdf files from your drawings. Prerequisite: Basic computer fluency, especially file management procedures. Campus: WTC
Instructor: Ed St. Martin
Tue 1:00 pm - 5:00 pm & Wed, Thu 1:00 pm - 4:00 pm / 9 sessions / Apr 5 – Apr 21

Intermediate AutoCAD $699
Building on the knowledge obtained in Beginning AutoCAD, this course will continue the exploration into more advanced drawing and editing commands. Learn advanced options within Text, Dimensioning and Layouts; explore the use of Blocks, including the use of attributes, and build a symbols library; link external references, Word documents, spreadsheets and image files to your drawing; streamline repetitive tasks such as creating layers, text styles and dimension styles. Prerequisite: Beginning AutoCAD or equivalent. Campus: WTC
Instructor: Ed St. Martin
Tue 1:00 pm - 5:00 pm & Wed, Thu 8:00 am - 12:00 pm / 8 sessions / May 10 – May 26

Advanced AutoCAD $699
Starting with basic 3D modeling techniques, this final course delves into the 3rd dimension. Learn how to construct models from scratch, and how to take your existing 2 dimensional drawings and convert them into 3D. Once the models are built, enhance them with textures and materials to create photo-real images. Finally, take a flight through your model while recording it in a video. Finally, as an intro to the exciting world of 3D printing, you will have the opportunity to send your completed model to a local 3D print shop and leave class with a “print” of your model in your hand! Prerequisite: Intermediate AutoCAD or equivalent. Campus: WTC
Instructor: Ed St. Martin
Tue 1:00 pm - 5:00 pm & Wed, Thu 1:00 pm - 4:00 pm / 9 sessions / Jun 14 – Jun 30

CYBER ACADEMY

Deep Dive Coding Bootcamp $5,995
The Deep Dive Coding Bootcamp is a 10-week (375 total hours) web development bootcamp taught at the CNM STEMulus Center in downtown Albuquerque. You’ll learn the fundamentals of modern web development and coding to build great websites, software, and apps. We’ll teach you the languages, tools and techniques used to build today's best websites, software and apps, including: HTML5, JavaScript, jQuery, MySQL, CSS3 (browser-side), Object-oriented programming (OOP), and PHP (server-side). You’ll become proficient with test environments, GitHub collaboration and version control tools, Agile Development Methodology, and other development tools used by today's best software shops. Campus: STEM
Instructor: Dylan McDonald
Mon-Thu 8:00 am - 5:00 pm & Fri 8:00 am - 12:30 pm / 49 sessions / Apr 11 – Jun 17*  
*No class on May 30.
Mon-Thu 8:00 am - 5:00 pm & Fri 8:00 am - 12:30 pm / 49 sessions / Jul 11 – Sep 16*  
*No class on Sep 5.
Mon-Thu 8:00 am - 5:00 pm & Fri 8:00 am - 12:30 pm / 48 sessions / Oct 10 – Dec 16*  
*No class on Nov 24.
IT Professional trains students for entry-level employment in IT support, help desk, desktop support and general IT maintenance positions. The focus is on broad IT knowledge, technical customer support, troubleshooting, analysis, and problem solving. Upon completion of this series, you will be prepared for CompTIA A+, Network+, Linux+, and Security+ certifications. These are blended learning classes, which means there is an online component in addition to the face to face classroom time.

**Sign up for the full academy series and save!**

$5,199

**CompTIA A+ Certification Training**

-develop the skills you will need to be a Computer Support Specialist. This course focuses on the fundamentals of computer hardware, software and advanced concepts. Learn the basic skills of computer hardware and software installation, repair and configuration. This course is delivered in a hybrid model using both online and classroom instruction. This course will prepare you for the CompTIA A+ certification exams. Note: Price includes CertMaster, A+ 220-801 and 220-802 exam vouchers, and retake vouchers if needed. Campus: WTC

Instructor: William Peifer

Mon-Thu 6:00 pm - 8:00 pm & Online / 32 sessions / Apr 18 – Jun 9*

*No class on May 30.

**CompTIA Network+ Certification Training**

Begin your career as a network administrator by learn the fundamentals of computer networking through online videos, demonstrations, exercises and in class labs. Topics include network design, and network services with emphasis on network communication protocols, switching, routing and security administration (i.e. firewalls). Note: CertMaster, CompTIA Network+ exam voucher, and retake voucher if necessary are included in the price of the course. Vouchers are valid for 6 months upon course completion. Campus: WTC

Instructor: Gerald Heater

Mon, Wed 6:00 pm - 8:00 pm & Online / 16 sessions / Jun 20 – Aug 10*

*No class on Jul 4.

**CompTIA Linux+ Certification Training**

Learn the LINUX operating system and perform basic commands, common file maintenance from the command line and the GUI. Emphasis on how to install, upgrade and delete application packages, use network utilities and perform common system administration tasks. Note: CertMaster, CompTIA Linux+ LX0-101 and LX0-102 exam vouchers and retake vouchers if necessary are included in the course price. Vouchers are valid for 6 months upon course completion. Campus: WTC

Instructor: Srividya Iyer

Mon, Wed 6:00 pm - 8:00 pm & Online / 16 sessions / Aug 22 – Oct 12*

*No class on Sep 5.

**CompTIA Security+ Certification Training**

Explore computer and network security concepts such as remote access, e-mail, the Web, directory and file transfer, wireless data, common network attacks, cryptography, operational/organizational security, disaster recovery, business continuity and Cyber Ethics in both online and classroom learning format. Note: CertMaster, CompTIA Security+ exam voucher, and a retake voucher if necessary is included in the price of the course. Vouchers are valid for 6 months upon course completion. Campus: WTC

Instructor: David Beach

Mon, Wed 6:00 pm - 8:00 pm & Online / 32 sessions / Oct 24 – Dec 14

**CompTIA Security+ Certification Training - Online**

If you are a self-motivated individual and are interested in cyber security, this course maybe right for you. You will learn computer and network security concepts such as remote common network attacks, cryptography, operational/organizational security, disaster recovery, business continuity and Cyber Ethics using a self-paced curriculum. A mentor will be assigned to you to assist you in your understanding of the concepts. Included is CompTIA's new study tool, CertMaster in preparation for the CompTIA Security+ exam. Note: You will receive login instructions within two business days of your registration.

Instructor: David Beach

Online 24/7 / 1 session / Feb 15 – Apr 8
Online 24/7 / 1 session / Mar 14 – May 6
Online 24/7 / 1 session / Apr 11 – Jun 3
Online 24/7 / 1 session / May 9 – Jul 1
Online 24/7 / 1 session / Aug 8 – Sep 30
Online 24/7 / 1 session / Oct 17 – Dec 9

**NEW! Certified Ethical Hacker**

To master the hacking techniques the black hats use, you will need to become one, but an ethical one! The accredited course provides the advanced hacking tools and techniques used by hackers and information security professionals alike to break into an organization. This course prepares you for the EC-Council Certified Ethical Hacker exam to receive the internationally recognized Certified Ethical Hacker Certification. Campus: WTC

Instructor: David Beach

Tue, Thu 6:00 pm - 8:30 pm & Online / 16 sessions / Jun 21 – Aug 11

NEW! Certified Ethical Hacker

$2,299
NEW! Computer Hacking Forensics Investigator $2,199
In this course you will learn the process of detecting hacking attacks and properly extracting evidence to report the crime and conduct audits to prevent future attacks. Computer forensic investigators draw on an array of methods for discovering data that resides in a computer system, or recovering deleted, encrypted, or damaged file information. This course will prepare you to obtain the EC-Council Certified Hacking Forensics Investigator (CHFI) certification. Campus: WTC
Instructor: David Beach
Tue, Thu 6:00 pm - 8:30 pm & Online / 16 sessions / Aug 23 – Oct 13

NEW! Secure Computer User - Online $299
The purpose of the Secure Computer User training program is to provide students with the knowledge and skills to protect their information assets. This class will immerse students into an interactive environment where they will acquire fundamental understanding of various computer and network security threats such as identity theft, credit card fraud, online banking phishing scams, virus and backdoors, emails hoaxes, sex offenders lurking online, loss of confidential information, hacking attacks and social engineering. More importantly, the skills learned from the class helps students take the necessary steps to mitigate their security exposure. The course includes a Certified Secure Computer User certification exam voucher, an excellent certification to have in the corporate world.
Instructor: EC-Council Instructor
Online 24/7 / 1 session / Upon Registration

NEW! Cyber Security for Managers $245
Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.
Instructor: Stan Waddell
Online 24/7 / 26 sessions / Mar 7 – Apr 1

Network Associate
The Cisco Networking Academy helps individuals prepare for industry-recognized certifications and entry-level information technology (IT) careers in virtually every type of industry. Students develop foundational skills in IT while acquiring career skills in problem solving, collaboration, and critical thinking. These are blended learning classes, which means there is an online component in addition to the face to face classroom time. The price includes the exam vouchers for the ICND1 and ICND2 exams.

Pre-requisite: Prior IT experience, IT Professional series, Network Pro, or CompTIA Network+ certifications.
Sign up for the full academy series and save! $4,999

Introduction to Networks $869
Become a Cisco Certified Network Associate and obtain your CCNA certification. This is the first course in the Cisco CCNA Routing and Switching curriculum teaching students the architecture, structure, functions and components of the Internet and other computer networks. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Campus: WTC
Instructor: Scott Owen
Tue, Thu 6:00 pm - 8:00 pm & Wed 6:00 pm - 9:00 pm & Online / 10 sessions / Feb 29 – Mar 24
Tue, Thu 6:00 pm - 8:00 pm & Wed 6:00 pm - 9:00 pm & Online / 10 sessions / Aug 2 – Aug 25

Routing & Switching Essentials $1,619
This course will teach students how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing. Note: Price includes ICND1 exam for CCENT certification. Campus: WTC
Instructor: Scott Owen
Tue, Thu 6:00 pm - 8:00 pm & Wed 6:00 pm - 9:00 pm & Online / 10 sessions / Apr 5 – Apr 28
Tue, Thu 6:00 pm - 8:00 pm & Wed 6:00 pm - 9:00 pm & Online / 10 sessions / Sep 6 – Sep 29
Scaling Networks $869
Learn how to configure routers and switches for advanced functionality. This is the third course in the CCNA Routing and Switching curriculum. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP. Campus: WTC
Instructor: Scott Owen
Tue, Thu 6:00 pm - 8:00 pm & Wed 6:00 pm - 9:00 pm & Online / 10 sessions / May 17 – Jun 9*
*No class on May 30.
Tue, Thu 6:00 pm - 8:00 pm & Wed 6:00 pm - 9:00 pm & Online / 10 sessions / Oct 18 – Nov 10

Connecting Networks $1,839
The fourth and final course in the CCNA Routing and Switching curriculum covering the WAN technologies and network services employed by converged applications in a complex network. Students will learn to configure and troubleshoot network devices and resolve common issues with data link protocols. Note: Price includes ICND2 certification, which taken with ICND1 qualifies for CCNA. Campus: WTC
Instructor: Scott Owen
Tue, Thu 6:00 pm - 8:00 pm & Wed 6:00 pm - 9:00 pm & Online / 10 sessions / Jun 20 – Jul 14
Tue, Thu 6:00 pm - 8:00 pm & Wed 6:00 pm - 9:00 pm & Online / 10 sessions / Nov 21 – Dec 15

GETTING STARTED

Basic Computer Skills for Adult Learners $59
Learn to succeed with mouse and keyboard skills, an introduction to computer programs, and a look at the largest database on Earth - the internet. Begin from square one with an introduction to all the basic computer skills you need to get started on your home or work computer. Campus: WTC
Instructor: Karina Guzzi
Sat 9:00 am - 12:00 pm / 1 session / Feb 6
Sat 9:00 am - 12:00 pm / 1 session / Jun 18
Sat 9:00 am - 12:00 pm / 1 session / Sep 10

Word 2010 for the Workplace $329
Simplify your tasks and prepare for a certification that looks great on your resume. Explore how to share and maintain documents, format content, apply page layout and reusable content, include illustrations and graphics, proofread, apply references and hyperlinks, perform mail merge options, and ensure your documents are professional. A retooled course to help prepare you for the Microsoft Office Specialist (MOS) certification exam. For an additional fee, the exam can be offered following successful course completion. Campus: WTC
Instructor: John Mims
Sat 9:00 am - 4:00 pm / 4 sessions / Jul 9 – Jul 30

Word 2013 for the Workplace $329
Simplify your tasks in the workplace, and begin preparing for a certification that looks great on your resume. Explore how to share and maintain documents, format content, apply page layout and reusable content, include illustrations and graphics, proofread, apply references and hyperlinks, perform mail merge options, and ensure that your documents are professional and high-quality. This course has been retooled to help prepare you for the Microsoft Office Specialist (MOS) certification exam. For an additional fee, the exam can be offered following successful course completion. Campus: WTC
Instructor: John Mims
Sat 9:00 am - 4:00 pm / 4 sessions / Apr 2 – Apr 23
Sat 9:00 am - 4:00 pm / 4 sessions / Oct 15 – Nov 5

OFFICE PRODUCTIVITY

Excel with Excel 2010 $279
Discover how to manage the spreadsheet environment, create cell data, format and manage cells and worksheets, apply formulas and functions, present data visually, share worksheet data with other users, and analyze and organize data. This course has been retooled to help prepare you for the Microsoft Office Specialist (MOS) certification exam. For an additional fee, the exam can be offered following successful course completion. Campus: WTC
Instructor: John Mims
Sat 9:00 am - 4:00 pm / 4 sessions / May 7 – May 28

Excel with Excel 2013 $329
Discover how to manage the spreadsheet environment, create cell data, format and manage cells and worksheets, apply formulas and functions, present data visually, share worksheet data with other users, and analyze and organize data. This course has been retooled to help prepare you for the Microsoft Office Specialist (MOS) certification exam. For an additional fee, the exam can be offered following successful course completion. Campus: WTC
Instructor: John Mims
Sat 9:00 am - 4:00 pm / 4 sessions / Feb 27 – Mar 19
Sat 9:00 am - 4:00 pm / 4 sessions / Aug 13 – Sep 3
NEW! Introduction to Photoshop $149
Discover the most powerful and popular photo editing software available. Learn the basics of photo editing software in this hands-on workshop. You will learn the basic interface, basic color correction techniques, targeting selected areas of the image, working with layers, basic retouching, and combining image elements. Feel free to bring one or two of your own images to work on. Campus: WTC
Instructor: Susan Herrington
Sat 9:00 am - 4:00 pm / 1 session / Jun 4

WEB DEVELOPMENT & DESIGN

NEW! Become a Web Designer and Front End Developer $795
Explore the core programming skills needed to design and build smart, functional and responsive websites, whether your goal is to tackle projects on your own or to collaborate in a professional work environment. Learn how web design and development teams work, and be able to articulate design choices to your peers or to their clients. The course will culminate with completion of individual or small group website design projects. Campus: WTC
Instructor: Amanda Otter
Tue, Thu 5:30 pm - 8:30 pm & Sat 8:00 am - 11:00 am / 18 sessions / Apr 12 – May 21

NEW! WordPress Introduction $89
Learn the basics of developing, managing and maintaining your own WordPress site. Apply your new understanding on themes, plugin and customization during hands-on exercises. Campus: WTC
Instructor: Paul Clark
Sat 9:00 am - 1:00 pm / 1 session / Feb 20

NEW! WordPress Fundamentals $459
Develop, manage, and maintain your own WordPress site, one of the most requested skills in the world. Nearly 20,000 people make money using WordPress every day, and now you can too! In this class you will learn how to use themes and plugins to customize your website. You will also learn to organize your content and publish search engine friendly pages. Take a look behind the scenes to better understand how themes and plugins work. You will be provided with and trained to use a hosting account, which lets you host unlimited domains for you and your clients for one year. This course is a combination of lectures and hands-on exercises that provide practical real-world experience. Campus: WTC
Instructor: Paul Clark
Sat 9:00 am - 1:00 pm / 5 sessions / Mar 5 – Apr 2

NEW! Introduction to Game Design $245
Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By completing this course, you can take the first steps into understanding game design, and how it can be applied in your field.
Instructor: Jean Haefner
Online 24/7 / 26 sessions / Apr 4 – Apr 29

NEW! Introduction to Photoshop

NEW! Become a Web Designer and Front End Developer

NEW! WordPress Fundamentals
GREEN BUSINESS

LEED AP+ Building Design and Construction $795
Discover the real-world application of Green Building Design and Construction practices on LEED projects. Prepare yourself for the LEED AP+BD&C accreditation exam that (after passing) will allow you to operate as a successful LEED practitioner on and off job sites. The LEED Rating System is the industry leader in Green Building Design and Construction.
Instructor: Kelly Gearhart
Online 24/7 / 26 sessions / Feb 1 – Mar 25

LEED for Existing Buildings: Operations + Maintenance Exam Prep $795
This study group covers the concepts and strategies of the LEED for Existing Buildings Operations & Maintenance Rating System. The course will prepare students to earn the LEED for Existing Buildings Operations & Maintenance Accredited Professional (LEED AP O+M) credential from the Green Building Certification Institute. Please note that experience on a LEED project is an eligibility requirement to sit for this exam. Students examine case studies of LEED for Existing Buildings Operations & Maintenance certified building projects, concepts of integrated design, third-party verification and the LEED administration process.
Instructor: Kelly Gearhart
Online 24/7 / 26 sessions / Apr 4 – May 29

LEED Green Associate Exam Preparation $695
This course covers the fundamental concepts of green building for anyone who wants to develop their knowledge in this area. The course will prepare students to earn the LEED Green Associate credential from the Green Building Certification Institute and fulfill the eligibility requirement to sit for the exam. In each of the first seven Units we cover all specification sections listed by the Green Building Certification Institute as exam content areas. The final Unit focuses on exam preparation. Kelly Gearhart, your instructor, holds the designations LEED AP BD+C, LEED AP O+M, and will answer your questions in the online discussion.
Instructor: Kelly Gearhart
Online 24/7 / 26 sessions / Feb 1 – Mar 25

PHOTOVOLTAIC

Advanced Photovoltaic Academy
For professionals already familiar with photovoltaic design and installation, the Advanced PV Academy provides an opportunity to further your knowledge and experience with four modules including NEC for PV Installers, Off Grid Solar Electricity Design and Installation, Advanced PV System Design, and PV Operations and Maintenance. For those who need 40 hours of advanced solar training in preparation of becoming a NABCEP Certified PV Installation Professional, or if you’re already NABCEP certified but need to meet continuing education requirements, this academy is for you. These courses will make it possible for you to update your knowledge and available services in the solar industry.
$ Sign up for the full academy series and save! $799

NEC for PV Installers $269
NEC Updates are required to ensure safe and legal PV systems installation. Maximize your ability to identify and follow changes to the National Electrical Code, focusing in particular on Article 690. Cover types of systems, circuit requirements, disconnecting means, wiring methods, grounding, marking, storage batteries, and utility interactive inverters to make sure that you are providing the best service possible. Constitutes eight hours of CEUs for Journeyman Electricians and advanced training required to sit for the NABCEP PV Installation Professional certification exam. Note: Textbook “Understanding NEC Requirements for Solar Photovoltaic Systems” is included in the price of the course. Campus: WTC
Fri 1:00 pm - 5:00 pm & Sat 9:00 am - 1:00 pm / 2 sessions / Jun 3 – Jun 4
Off Grid Solar Electricity Design and Installation  $199

Advance in your career by gaining additional knowledge of Off Grid PV systems. Describe and discuss the core principles of off grid living, explain the differences between grid tied and off grid PV systems, describe the principal components used in an off grid PV system, provide basic sizing and design for a typical off grid PV system, and identify resources available to assist with design, sizing, and sourcing further assistance. If you need advanced training to take the NABCEP PV Installation Professional Certification exam or Continuing Education for certification renewal, this class is for you! Note: While the course will give you some additional skills to prepare you for the NABCEP PV Installation Professional Certification exam, it is not written to correspond to specific sections of the NABCEP PV Installation Professional Study Guide. Campus: WTC

Instructor: Allan Sindelar

Sat 8:00 am - 5:00 pm / 1 session / Jun 11

Advanced Photovoltaic System Design  $199

Proper PV system design is the key to designing predictable and reliable systems. Learn to apply National Electrical Code standards and industry best practices to design the best systems for your company. You will leave this class with the knowledge to design and write a permitting package. Students will be provided unique solar PV system problems and will be required to solve them using previously acquired and new skills. If you need advanced training to take the NABCEP PV Installation Professional Certification exam or Continuing Education for recertification, we’ve got you covered. This course is also approved for eight CEUs for Electrical Journeymen. Note: While the course will give you some additional skills to prepare you for the NABCEP PV Installation Professional exam, it is not written to correspond to specific sections of the NABCEP PV Installation Professional Study Guide. Campus: WTC

Instructor: Aaron Cabral

Sat 8:00 am - 5:00 pm / 1 session / Jun 18

Photovoltaic Operations and Maintenance  $269

Are you a solar energy professional in need of NABCEP or Electrical Journeyman Continuing Education Units? Do you need advanced solar training in preparation of becoming a NABCEP Certified PV Installation Professional? This class is for you. Grasp - literally - new skills through hands-on training in CNM’s Sustainable Technology Lab. Capture concepts like operation and troubleshooting of a grid tied batteryless PV system and explain maintenance requirements; discuss and demonstrate use of safety equipment and specialized tools used in the operation, maintenance, and inspection of operational grid tied batteryless PV systems; discuss and demonstrate troubleshooting procedures; and perform operation, maintenance, and inspection procedures. Campus: WTC

Instructor: Aaron Cabral

Fri, Sat 8:00 am - 5:00 pm / 2 sessions / Jun 24 – Jun 25

Photovoltaic Academy

Discover the exciting field of solar photovoltaics (PV) and get the skills needed to prepare you for an entry level industry credential. This course benefits anyone already working in the solar industry who wants to earn a credential, anyone who is currently an electrician or construction worker who wants to add PV knowledge and hands-on installation to their skill set, or anyone who simply wants to learn more about PV system design and installation. The PV Academy consists of three modules. In the first module you will be introduced to solar energy and solar electricity. This class is perfect for an overall understanding of solar energy. In the second module you will be introduced to PV system design and installation, and you will receive hands-on training in our state of the art lab. Complete attendance in the first two modules are required to take the NABCEP PV Entry Level exam. The third module is an exam prep class to help you prepare for the NABCEP PV Entry Level exam. The exam fee is included in the price of the PV Academy.

Sign up for the full academy series and save! $999

PV Academy Module 1: Introduction to Solar Energy and Solar Electricity  $499

Go back to basics with an introduction to the fundamentals of Solar Energy and Solar Electricity, including a brief history of photovoltaics. Convert knowledge to power with definitions of basic electrical terms, techniques to calculate simple circuit values and predict solar positions, energy efficiency fundamentals, and discussion of photovoltaic markets and applications. Whether you’re a non-technical beginner working with photovoltaic services in sales, customer service, manufacturing and support staff or want to be a field worker like Journeyman Electricians and Electricians, this introduction is perfect to boost your confidence in solar energy. Price includes textbook and flash drive. PV Academy Modules 1 and 2 are required for individuals seeking eligibility to sit for the NABCEP PV Entry Level Exam. Campus: WTC

Instructor: Jeffrey Granger

Fri, Sat 8:00 am - 5:00 pm / 2 sessions / Mar 4 – Mar 5

PV Academy Module 2: General PV and Installation  $519

Ready for the next step? Achieve the success you want by training in basic electricity and safety, system sizing, and basic photovoltaic electrical and mechanical design. Execute actual techniques and get hands-on exposure to all the tips and tools you need to design and install a system properly. NOTE: the last Saturday will be from 9:00 am - 4:00 pm. This course is approved for 30 CEUs for Electrical Journeymen. Campus: WTC

Instructor: Patrick Higgins

Sat 8:00 am - 5:00 pm / 4 sessions / Mar 12 – Apr 2
PV Academy Module 3: NABCEP Exam Prep $59
Get the grade! Prepare to take the NABCEP PV Entry Level examination and maximize your score. Campus: WTC
Instructor: Patrick Higgins
Tue 3:00 pm - 7:00 pm / 1 session / Apr 5

NABCEP Solar PV Entry Level Exam $120
The exam demonstrates basic knowledge, comprehension and application of key terms and concepts of photovoltaic system design and installation. Call for exam requirement information. A PASSING SCORE ON THE NABCEP ENTRY LEVEL EXAM DOES NOT CONFER THE TITLE OF A NABCEP CERTIFIED INSTALLER OR ANY OTHER TITLE OR CREDENTIAL FROM NABCEP. A successful candidate may state that he or she has passed an Entry Level Exam issued by the North American Board of Certified Energy Practitioners (NABCEP). For more information on the NABCEP Entry Level Program, visit the NABCEP website at www.nabcep.org. Note: The examination will not occur on the date listed on this website. This is the date by which all candidates must register to be eligible to sit for the NABCEP PV Entry Level Exam. Campus: WTC
Instructor: CNM Proctor
Sat 9:00 am - 11:00 am / 1 session / Apr 9

Swimming Pool Operator Certification $159
Want to become a certified swimming pool operator for the City of Albuquerque or State of New Mexico? Act now to ensure your certification by improving your knowledge of calculations I and II, filtration systems, circulation and water chemistry, water testing and adjustment, spas, City Ordinance rules and regulations, and the new State rules and regulations. Upon class completion, the Swimming Pool Operator examination will be administered (8 hours includes the exam). Campus: WTC
Instructor: Marvin Bone
Wed 8:00 am - 5:00 pm / 1 session / Feb 3
Wed 8:00 am - 5:00 pm / 1 session / Mar 2
Wed 8:00 am - 5:00 pm / 1 session / Apr 6
Wed 8:00 am - 5:00 pm / 1 session / Apr 20
Wed 8:00 am - 5:00 pm / 1 session / May 4
Wed 8:00 am - 5:00 pm / 1 session / May 18
Wed 8:00 am - 5:00 pm / 1 session / Jun 1

Swimming Pool Operator Recertification $79
If your Pool Operator Certification expires in the current calendar year, we’ll help you renew! Solidify your understanding of calculations I and II, filtration systems, circulation and water chemistry, water testing and adjustment, spas, City Ordinance rules and regulations, and the new State rules and regulations. Upon class completion, the Swimming Pool Operator examination will be administered (4 hours including exam). Campus: WTC
Instructor: Marvin Bone
Wed 1:00 pm - 5:00 pm / 1 session / Mar 16

WATER UTILITY OPERATOR

Swimming Pool Operator Certification $159
Sign up for the full academy series and save! $549

Water Utility Operator Series for Levels 1 and 2 (30 Training Credits)
Get the knowledge and training credits required to sit for the Water Utility Operators, Levels 1 and 2, NM Water Systems Operator certification and the NM Sampling Technician certification exams. Water Utility Operators must work at least one year before taking the exam, however this series is also very beneficial for anyone wanting to get into this career field. This series includes four Water Utility Operator Levels 1 and 2 courses, and is offered at a significant discount as opposed to signing up for the courses individually. Each of the four classes qualifies for 7.5 Training Credits.

Sampling Technician 1 or 2 (7.5 Training Credits) $179
Review the content needed to prepare for the NM Sampling Technician I or II exam. This class is suitable for operators or those new to the field who are looking for a review of sampling and regulations topics. Course content includes material from the NM Water Sampling Certification Study Guide. Campus: WTC
Instructor: Ray Dimas
Tue 8:00 am - 5:00 pm / 1 session / Sep 6
Tue 8:00 am - 5:00 pm / 1 session / Mar 1

Water Utility Operator Levels 1 and 2; MATH REVIEW (7.5 Training Credits) $179
The math needed to correctly operate your systems is not difficult, but your basic foundation must be strong and used frequently to keep it in your mind. We will discuss each concept in detail and work enough examples to establish that foundation. Please remember to bring a scientific calculator and paper for maximum benefit! Campus: WTC
Instructor: Ray Dimas
Wed 8:00 am - 5:00 pm / 1 session / Sep 7
Wed 8:00 am - 5:00 pm / 1 session / Mar 2
Water Utility Operator Levels 1 and 2; Part 1  
(7.5 Training Credits)  $179
This class is based on the introductory and intermediate level content in the *NM Water Systems Operator*. You will learn the different methods of disinfection including on-site generation, and a more detailed explanation of the terms and concepts of chlorination. The distribution session will look at design, construction and operational fundamentals that can help resolve many of the issues that operators face on a daily basis. Class content will cover waterlines; corrosion control; system valves, fire hydrants, service lines, and water meters; storage; distribution system hydraulics; separation distances and cross connection control. Water system operations and maintenance techniques that can help maintain compliance, improve water quality and extend the functional life of your system will also be discussed. Campus: WTC
Instructor: Ray Dimas
Thu 8:00 am - 5:00 pm / 1 session / Sep 8
Thu 8:00 am - 5:00 pm / 1 session / Mar 3

Water Utility Operator Levels 1 and 2; Part 2  
(7.5 Training Credits)  $179
Continue to review the basics of drinking water system operations up to Level 2. This class is based on the introductory and intermediate level content in the *NM Water Systems Operator Certification Study Manual*. You will look at the major components of operator safety such as hazard communication, fire protection, trenching and shoring, lockout-tagout, confined space and chlorine safety. Pumps and motors will include an introduction to pump types, proper use, and advantages and disadvantages and more. Groundwater hydrology and wells will begin with the hydrologic cycle and include a discussion about aquifer types, sources of contamination, drilling methods, well construction and development, wellhead protection and well/pump system troubleshooting. Campus: WTC
Instructor: Ray Dimas
Fri 8:00 am - 5:00 pm / 1 session / Sep 9
Fri 8:00 am - 5:00 pm / 1 session / Mar 4

Water Utility Operator Series for Levels 3 and 4 (30.5 Training Credits)  
Get the knowledge and training Credits required to prepare Water Utility Operators for Levels 3 and 4 of the NM Water Systems Operator certification. This series includes four Water Utility Operator Levels 3 and 4 courses, and is offered at a significant discount as opposed to signing up for the courses individually. This class is suitable for operators who want to build on their already strong foundation in drinking water treatment, operators who want to work towards their Level 3 or 4 certification and operators who want to learn more about the complex and detailed surface water treatment regulations, surface water treatment technologies for turbidity & specific dissolved contaminant removal, system optimization and disinfection by-products (DBP) reduction.

$ Sign up for the full academy series and save!  $549

Managing Your Distribution System for Optimal Water Quality (8 Training Hours)  
$179
Review the basics of water distribution system design and operations. We will look at design, construction and operational fundamentals that can help resolve many of the issues that operators face on a daily basis. Class content will examine pipe materials and pressure ratings; installing, repairing, disinfecting, and cleaning waterlines; corrosion control; system valves, fire hydrants, service lines, and water meters; storage; distribution system hydraulics; and cross connection control. Also covered is water system disinfection operations and maintenance techniques that can help maintain compliance, improve water quality and extend the functional life of your system. This class qualifies for 8 Training Credits with the NM Dept. of Environment for Water Utility Operator. Campus: WTC
Instructor: James Jaramillo
Tue 8:00 am - 5:30 pm / 1 session / Sep 13
Tue 8:00 am - 5:30 pm / 1 session / Mar 8

Water Utility Operator Levels 3 and 4; MATH REVIEW  
(7.5 Training Credits)  $179
Review all levels of operator math (up to and including Level 4) with plenty of example problems explained in detail. Attendees will be given a copy of the equivalents and formula reference guide that is provided with each certification exam. Where appropriate, the example problems will be used to reinforce how to effectively use the 4-page reference guide. Attendees will also be given a copy of math chapter example problems from the water operator study guide, and each problem will be explained in detail. Campus: WTC
Instructor: James Jaramillo
Wed 8:00 am - 5:00 pm / 1 session / Sep 14
Wed 8:00 am - 5:00 pm / 1 session / Mar 9
Water Utility Operator Levels 3 and 4; Part 1 (7.5 Training Credits) $179

Suitable for operators who want an advanced perspective of drinking water system operations up to Level 4; this class is based on the upper level content from Chapters 4, 5, 6, 8, 9 and 10 of the *NM Water Systems Operator Certification Study Manual*. Campus: WTC

Instructor: James Jaramillo

Thu 8:00 am - 5:00 pm / 1 session / Sep 15
Thu 8:00 am - 5:00 pm / 1 session / Mar 10

Water Utility Operator Levels 3 and 4; Part 2 (7.5 Training Credits) $179

Build on your strong foundation in drinking water treatment, for operators who want to work towards their Level 3 or 4 certification and want to learn more about the complex and detailed surface water treatment regulations, surface water treatment technologies for turbidity & specific dissolved contaminant removal, system optimization and disinfection by-products (DBP) reduction. Campus: WTC

Instructor: James Jaramillo

Fri 8:00 am - 5:00 pm / 1 session / Sep 16
Fri 8:00 am - 5:00 pm / 1 session / Mar 11

WORKPLACE SAFETY

Hazardous Material Response and Personal Protection Equipment (PPE) $499

Learn and practice Hazardous Material Response cleanup including how to use Level 1 SCBA (Self Contained Breathing Apparatus) suits. Practice putting them on and using them! Review different respirator filters and their uses. Other types of personal Protective Equipment (PPE) will also be demonstrated. Class covers Occupational Safety and Health Administration (OSHA) CFR 1910 Subpart I (Personal Protective Equipment) and OSHA CFR 1910.134 (Respiratory Protection). Clean up a chemical spill utilizing the skills you learned. Need signed medical release. Campus: WTC

Instructor: David Barber

Thu, Fri 8:00 am - 5:00 pm / 2 sessions / Mar 17 – Mar 18
Thu, Fri 8:00 am - 5:00 pm / 2 sessions / Sep 15 – Sep 16

Incident Command ICS 300 $499

ICS-300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses. Campus: WTC

Instructor: David Barber

Mon, Tue, Wed 8:00 am - 5:00 pm / 3 sessions / Sep 12 – Sep 14
CPR & EMERGENCY RESPONSE

AHA Basic Life Support (CPR) for Health Care Providers

Get the training you need to obtain an American Heart Association (AHA) Basic Life Support Certification. Ensure you are prepared for cardiopulmonary resuscitation (CPR) and managing foreign body airway obstruction in infants, children, and adults alike. Solidify your knowledge of legal and ethical considerations, rescuer safety while performing CPR, and automatic external defibrillation (AED) and receive a two-year certification through the AHA. This course follows the AHA guidelines for healthcare professionals. Campus: WTC

Instructor: CNM Instructor

Sat 9:00 am - 4:00 pm / 1 session / Apr 23
Sat 9:00 am - 4:00 pm / 1 session / Jun 4

AHA Basic Life Support (CPR) Renewal for Health Care Providers

Get the training you need to obtain an American Heart Association (AHA) Basic Life Support Certification. Ensure you are prepared for cardiopulmonary resuscitation (CPR) and managing foreign body airway obstruction in infants, children, and adults alike. Recall principles of legal and ethical considerations, rescuer safety while performing CPR, and automatic external defibrillation (AED). This course follows the AHA guidelines for healthcare professionals. You must hold a current AHA Healthcare Provider certification or one that has recently expired to enroll. Campus: WTC

Instructor: CNM Instructor

Wed 5:30 pm - 9:30 pm / 1 session / Feb 24
Wed 5:30 pm - 9:30 pm / 1 session / Apr 27
Tue 5:30 pm - 9:30 pm / 1 session / May 24

EDUCATION

NEW! Designing Online Instruction

Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines. Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation. Your instructor is co-author of the book “The Online Teaching Survival Guide,” which you will receive in the mail with this course.

Instructor: Dr. Rita-Marie Conrad

Online 24/7 / 26 sessions / Feb 1 – Feb 12

Essential Academic Skills Review

Passing the Essential Academic Skills online exam is an essential element in the New Mexico educator’s licensure process. Get familiar with the format, scope and content of the Essential Academic Skills (EAS) online assessment. You will learn test-taking strategies based on knowledge and experience with the online EAS assessment and learn practice exercises in each subtest area. Strengthen your knowledge in the main subtest areas of: reading comprehension, mathematics, written expression/constructed response as well as technology literacy. Read, practice, apply and guarantee success! Course price includes a book.

Instructor: Anne Marie Werner-Smith

Campus: WTC

Sat 9:00 am - 4:00 pm / 1 session / Mar 5
Sat 9:00 am - 4:00 pm / 1 session / Jun 4
Sat 9:00 am - 4:00 pm / 1 session / Sep 24
HEALTHCARE TRAINING

Asepsis Techniques for Dental Assistants in the Operating Room $769
Don’t leave anything to chance on the operating table. Deliver safe and quality service through training for basic techniques to oral and maxillofacial surgery for pediatric and general dental assistants that assist their doctors in the operating room environment. Position yourself for success with surgical scrubbing, gloving, gowning, creating a sterile field, instrument and supply set-up, sharps safety (e.g., needles and blades), electro-surgical safety, operating room fire safety, universal protocol/time out, latex allergy awareness, and malignant hyperthermia response. If requested, an assessment of your strengths will be provided to the hospital operating room supervisor. Campus: Main
Instructor: Caroline Geissler
Mon 2:00 pm - 6:00 pm / 2 sessions / Feb 29 – Mar 7

Clinical Compliance Renewal $25
This online course is designed to allow students currently enrolled in, or preparing to enroll in, a clinical course with a means to renew all of the yearly compliance requirements. This is a follow-up course to CNM’s HLTH 1001 which is required for nearly all healthcare programs. Upon successful completion of this course, students will receive a new Compliance Certificate and be able to apply fundamental knowledge in the course of normal duties in the clinical environment. Note: You must register by 2/1/16 at 8 am. You will have 7 days to complete the class. This class does not provide academic credit.
Instructor: Mike Faulhaber
Online 24/7 / 1 session / Feb 4 – Feb 11
Online 24/7 / 1 session / Jun 3 – Jun 10

Introduction to I.V. Procedures for Health Professionals $169
A competency-based course that covers both theory and skills for IV therapy, including indications for IV therapy, IV fluids and medications, IV equipment, safety & infection control, troubleshooting, recognizing & managing complications, and IV insertion and discontinuation techniques. Skills practice progresses from artificial arms to live sticks. This continuing nursing education activity was approved by New Mexico Nurses Association CNE Accredited Approver Unit, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. In order to receive a Certificate of Completion you must sign in, be present for the entire day, pass the post test with 80% success and submit an evaluation form. Materials provided. 7.1 hours CNEs. Campus: WTC
Instructor: Sharon Marie
Sat 8:30 am - 5:30 pm / 1 session / Feb 13
Sat 8:30 am - 5:30 pm / 1 session / Apr 9
Sat 8:30 am - 5:30 pm / 1 session / May 14
Sat 8:30 am - 5:30 pm / 1 session / Sep 10
Sat 8:30 am - 5:30 pm / 1 session / Nov 12

PICC Line Training for Health Professionals $109
A competency-based course that covers everything you need to know for safe and effective care of PICC lines. This course includes the indications for a PICC line, types of solutions and treatments, safety & infection control, care and maintenance of the line, medication administration technique, flushing procedure, dressing changes, troubleshooting, and discontinuation of the line. In order to receive a certificate of completion, you must sign in, be present for the entire class, successfully complete a sterile dressing change, pass the post-test with a minimum of 80%, and submit an evaluation form. All materials are provided. This continuing nursing education activity was approved by New Mexico Nurses Association Accredited Approver Unit, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. Please note: 4.5 CNE’s are awarded with full completion requirements.
Instructor: Sharon Marie
Sat 12:00 pm - 5:00 pm / 1 session / Mar 12
Sat 12:00 pm - 5:00 pm / 1 session / Jun 11
Sat 12:00 pm - 5:00 pm / 1 session / Oct 15

MEDICAL CODING

Medical Coding CCS Certification Exam Prep $459
Are you preparing to take AHIMA’s Certified Coding Specialist (CCS) exam? Review with an expert in the field and increase your potential for passing this highly sought after credential. The CCS certification speaks to your mastery proficiency in coding rather than entry level skills. Professionals experienced in coding inpatient and outpatient records should consider obtaining this certification. This review course provides you with the added knowledge and test-taking skills to face the CCS certification exam with confidence. Note: See website for pre-requisites.
Instructor: Anna Cruz
Tue-Thu 5:30 pm – 9:30 pm / 6 sessions / Jan 12 – 21
Tue-Thu 5:30 pm – 9:30 pm / 6 sessions / Apr 12 – 21
CONSTRUCTION TRADES

2012 Mechanical Code Update $199
Effective November 2015 all new construction must meet the 2012 Uniform Mechanical Code. Ensure you have the most up-to-date knowledge regarding code, especially the effects of the general rule changes within the 2012 Mechanical Code which influence building inspectors, contractors, equipment installers, and facilities managers. Sign up today to ensure you’ve got what it takes to comply with legal requirements while earning 8 CEUs. Please bring the 2012 Uniform Mechanical Code with you to this class! Campus: WTC
Instructor: David Jensen
Sat 8:00 am - 5:00 pm / 1 session / Apr 2
Sat 8:00 am - 5:00 pm / 1 session / Sep 17

2012 Plumbing Code Update $199
Effective November 2015 all new construction must meet the 2012 Uniform Plumbing Code. The eight-hour session include informative discussions covering code: changes, approved terms and definitions, traps and interceptors, materials, sizing drain, waste and vent systems. A copy of the 2012 Uniform Plumbing Code is required for this class. This class counts for 8 CEU’s. Campus: WTC
Instructor: David Jensen
Sat 8:00 am - 5:00 pm / 1 session / Jul 16

2014 National Electrical Code Update $199
Journeyman Electricians need 16 CEUs every three years to renew their license; eight of the CEUs must be in Electrical Code. Update your knowledge of the National Electrical Code, identify specific code changes, and be certain that you are providing the most up-to-date services to your clientele. This class is good for 8 CEUs by the NMCID. Mandatory text that you should bring with you to class: 2014 National Electrical Codebook (NFPA-70). Campus: WTC
Instructor: Wes Mozley
Fri 8:00 am - 5:00 pm / 1 session / Mar 18
Fri 8:00 am - 5:00 pm / 1 session / May 13
Fri 8:00 am - 5:00 pm / 1 session / Jul 22
Fri 8:00 am - 5:00 pm / 1 session / Sep 16
Fri 8:00 am - 5:00 pm / 1 session / Nov 11

Electrical Safety $199
You can prevent electrical accidents. Understand how electricity affects the body, the nature of electrical burns and shocks, and how to eliminate arc blast hazards. Implement proper working clearances and cover OSHA 1910 and OSHA 1926, Subparts E and K. This class is eligible for 8 CEUs for Journeymen Electricians by the NMCID. Campus: WTC
Instructor: Wes Mozley
Fri 8:00 am - 5:00 pm / 1 session / Feb 19
Fri 8:00 am - 5:00 pm / 1 session / Jun 24
Fri 8:00 am - 5:00 pm / 1 session / Oct 14

Forklift Operator Training $229
In-depth forklift instruction on applicable regulations, safe forklift operation, OSHA requirements, safety decals and information, and hazards. Ensure your ability to inspect, start, and operate equipment, maneuver the forklift, and perform necessary maintenance. Prove operational competence and you will receive documentation of successful program completion. Minimum age of 18 years required. Please be sure to bring your driver’s license. Campus: Main
Instructor: Jason Bransford
Sat 8:00 am - 5:00 pm / 1 session / Mar 12
Sat 8:00 am - 5:00 pm / 1 session / Jul 9
Sat 8:00 am - 5:00 pm / 1 session / Oct 22

NEW! Grounding & Bonding $199
Grounding and bonding theory is a must for successful electricians. Explore systems, circuits, and equipment permitted, or not permitted to be grounded. Discuss circuit conductors to be grounded, location of grounding connections, type and size of grounding and bonding conductors, methods of bonding, and much more. Don’t miss out on your opportunity to be qualified in this area and on Article 250 of the National Electrical Code. Campus: WTC
Instructor: Wes Mozley
Fri 8:00 am - 5:00 pm / 1 session / Apr 1

Journeyman Electrician Exam Prep and Review $499
It’s electric! Prepare for the JE-98 examination, proficiently navigate the National Electrical Code, and review Journeyman-level, hands-on applications. Deliver the results you want through training and an included practice examination. You must register five working days prior to this class. Requirements: a current NEC Code Book and scientific calculator. Prerequisite for test: Four years electrical experience. Campus: WTC
Instructor: Wes Mozley
Sun, Fri, Sat 8:00 am - 5:00 pm / 3 sessions / May 20 – May 22
NFPA 70E  $199
Proper application of NFPA 70E is essential to safeguard workers’ wellbeing. Establish a precedent of safety preparedness against fire, shock, arc flash, and arc blast and avoid life-threatening accidents. This class is eligible for 8 CEUs for Journeyman Electricians by the NMCID.
Campus: WTC
Instructor: Wes Mozley
Fri 8:00 am - 5:00 pm / 1 session / Aug 19
Fri 8:00 am - 5:00 pm / 1 session / Dec 9

MANUFACTURING

Electronic Soldering Academy
This four week series is intended for people with little or no electronic component and soldering background and will provide the knowledge and skills to become an entry level electronics solderer. You may leave the course with the two most recognized national certifications': IPC J-Std001F and IPC 610F.

IPC J Standard  $899
IPC J-STD-001F is recognized worldwide as the sole industry-consensus standard covering soldering materials and processes. This course includes support for both traditional solder alloys and for lead-free manufacturing. Examples of some of the significant changes are revision to plated-through hole, PTH, minimum fill requirements; criteria for two new SMT termination types; and expanded conformal coating criteria. Upon successful completion of the course and a course for the written examinations, you will receive an IPC Worker Proficiency Certificate and are registered with the IPC (Institute of Interconnecting and Packaging Electronic Circuits). Prerequisite: some soldering experience and successful completion of the open and closed book examinations.
Campus: WTC
Instructor: Victoria Maestas
Mon-Fri 8:00 am - 5:00 pm / 5 sessions / Feb 29 – Mar 4

IPC-610F Acceptability of Electronic Assemblies  $899
A must for all quality assurance and assembly departments, IPC-A-610F illustrates industry-accepted workmanship criteria for electronics assemblies through detailed statements reflecting acceptable and defect conditions. This revision includes two new SMT termination styles, as well as changes in plated-through hole fill and BGA void criteria. IPC-A-610 is invaluable for all inspectors, operators and trainers. Upon successful completion of this class you will receive an IPC 610F certification.
Campus: WTC
Instructor: Victoria Maestas
Mon-Fri 8:00 am - 5:00 pm / 5 sessions / Mar 7 – Mar 11

NEW! Welding Certification for AWS D1.1 Structural Steel Code 2010  $999
LEARN HOW TO CERTIFY FOR THE AWS D1.1 STRUCTURAL CERTIFICATION using the SMAW process. Students will be required to follow proper WPS (Welding Procedure Specifications) and perform weld tests in front of instructor prior to their certification test. Class includes practice time to prepare for the certification. Proper materials, consumables and machines needed to certify are all included in the cost of the class. Upon successfully completing the required test plates for the AWS D1.1, SMAW process, with 3/8 plate open root 6010 / 7018 requirements, students will take the certification test by the appointed CWI. The certification test cost is not included in class price. Please Note: If you do not know or understand the information provided you are likely not at the educational and skill level required for this class.
Campus: Main
Instructor: Kay Hamby
Mon-Thu 7:30 am - 4:30 pm / 4 sessions / May 2 – May 5
BICYCLE MECHANIC

Bicycle Mechanic (Park Tool) 101 $209
Tame your bicycle! Learn the basic repair and maintenance skills for both novices and advanced cyclists. Never worked with your drive train before? No problem. Explore how to adjust gears, replace cables and housing, change a cassette, remove the cranks and bottom bracket, and keep the drive train running smoothly. Gain a Park Tool 101 certificate upon completion of the class. Requirements: a working bicycle and a helmet. Price includes a Repair Manual. Campus: WTC
Instructor: Paul Walton
Mon 5:00 pm - 9:00 pm / 3 sessions / Feb 1 – Mar 7
Mon 5:00 pm - 9:00 pm / 3 sessions / Sep 12 – Sep 26

Bicycle Mechanic Advanced: Park Tool 202 $209
The Park Tool Mechanic 202 Class is designed to advance the skills of students who have completed the 101 class. Students will apply their 101 knowledge and take their mechanic ability to the next level. Bring the necessary cables and housing for front and rear derailleur replacement (estimated cost $12-$20). Students will receive a Park Tool 202 certificate upon passing the class. Students must pass a written and mechanical test with a score of 75% or greater to receive the certificate. Students must have completed the Park Tool 101 class or get special permission from instructor. Note: Attendees will have to buy parts and supplies, instructor will provide a materials list. Campus: WTC
Instructor: Paul Walton
Mon 5:00 pm - 9:00 pm / 3 sessions / Mar 14 – Apr 4
Mon 5:00 pm - 9:00 pm / 3 sessions / Oct 10 – Oct 24

PHOTOGRAPHY

NEW! Close Up and Macro Photography $99
Want more advanced instruction in the creative area of close up and macro photography? Learn about the equipment needed and how to light the subjects for flawless results. Subjects will include flowers and butterflies, small objects such as postage stamps and jewelry. You’ll get images you will not only be proud of, you’ll want to have enlargements made to display. Note: Bring your personal camera equipment. Campus: WTC
Instructor: Jerry Goffe
Tue 5:30 pm - 8:30 pm / 2 sessions / Jun 28 – Jul 5

NEW! Conveying your Message Through Your Photograph $99
Transform flat images with spectacular vision by applying the Nine Rules of Composition. Beginning and intermediate photographers will spend the week after class one applying what they know and bringing pictures back in week two for one-on-one coaching. This class is intended to be Part One of Composition. Note: Bring your personal camera equipment. Campus: WTC
Instructor: Cathy Linford
Thu 6:00 pm - 9:00 pm / 2 sessions / Feb 11 – Feb 18

NEW! Fast Action Photography $59
Do you live in the fast lane? Do you wish your photographs conveyed the thrill of the ride? You will amaze yourself with the transformation of your photographs once you master the techniques explored during this class. Sports activities, birds or fast cars you choose the target. Note: Bring your personal camera equipment. Campus: WTC
Instructor: Cathy Linford
Thu 6:00 pm - 9:00 pm / 1 session / Mar 24

NEW! Getting the Most from a Point & Shoot Camera $59
Go from taking snapshots to producing images you will want to enlarge and display. The difference is in making the camera do what you want it to do. Take the camera out of automatic mode and into fabulous mode. Note: Bring your personal camera equipment. Campus: WTC
Instructor: Jerry Goffe
Tue 5:30 pm - 8:30 pm / 1 session / Jun 7

NEW! Getting to Know Your Camera: “Get the Shot” $199
Conquer balance, control and depth by experimenting with shutter speeds, f stops, ISO, bracketing and white balance. You will also learn the difference between RAW and jpg files and the difference of settings for slow shots and fast speed shots. Control your camera instead of it controlling you. This class is intended to be Part Two of Composition. Note: Bring your personal camera equipment. Campus: WTC
Instructor: Cathy Linford
Thu 6:00 pm - 9:00 pm / 4 sessions / Feb 25 – Mar 17
NEW! Getting to Know your Camera: “More than Buttons” $49
Ever wondered what the crooked arrow on your camera means? Work one-on-one with an expert to learn YOUR camera. Master the various auto settings and learn when and how to use them. Learn how and when to switch to manual settings and explore basic settings and effects for the perfect picture. Learn the camera, controls and functions, basic parts and settings as well as proper handling of the camera. Note: Bring your personal camera equipment. Campus: WTC
Instructor: Cathy Linford
Thu 6:00 pm - 9:00 pm / 1 session / Feb 4

NEW! Make a House Shine Through Your Lens $59
Real Estate Professionals- Wish you could make your client's home stand out from the rest? Understanding how to setup tripods and holding the camera at just the right angle will give you the best shots of your houses indoors and out. Transform your photographs to show off the architecture and splendor of a home to get it sold. Note: Bring your personal camera equipment. Campus: WTC
Instructor: Cathy Linford
Thu 6:00 pm - 9:00 pm / 1 session / Apr 21

Make Your Camera Work For You, Part 1 $59
Want to take great photographs? Experiment with a few simple features on your digital SLR type camera that will help you get the interesting and creative pictures that you want. Transform your skills by learning the basic operation of a DSLR camera, camera set-up, settings, and operation, and how to use your exposure triangle. Required: bring your camera, charged batteries, and your camera's manual to this class. Note: Bring your personal camera equipment. Campus: WTC
Instructor: Jerry Goffe
Tue 5:30 pm - 8:30 pm / 1 session / Jun 14

Make Your Camera Work For You, Part 2 $59
Don't just take photographs - make them! After you have learned the basic operation of your digital camera, master more of your camera's features like freezing fast action for sharp images, or blurring parts of the image for dramatic effect. Enrich your knowledge and learn how to adjust color, get the right exposure, and tips for composing your shots. Then, see what you can do to alter your photos outside the camera! Required: bring your camera, charged batteries and your camera's manual to class. Prerequisite: Make Your Camera Work For You, Part 1. Note: Bring your personal camera equipment. Campus: WTC
Instructor: Jerry Goffe
Tue 5:30 pm - 8:30 pm / 1 session / Jun 21

NEW! Smart Phone & Tablet Photography: Take Photos that Speak for Themselves $59
Using the NM International Balloon Fiesta as an outdoor laboratory, learn about lighting, composition, camera capacity & settings, and editing software/apps! Taught by ABQ Journal photojournalist, Roberto Rosales, this is a must take class for amateur photographers that want to make their photos pop! Note: Bring your personal camera equipment. Campus: WTC
Instructor: Roberto Rosales
Tue 9:00 am - 4:00 pm / 1 session / Mar 29

NEW! Tips and Tricks with Slow Shutter Speeds $59
Ever wondered how to get the lights to show up just how you want at night? Learn about timed exposures and making moving objects look blurred to perfection. Intensive nighttime photography, tricks with slow shutter speeds, pan, zoom, stop-motion and long exposure photography - know it all. You will also learn how to make those waterfalls look just like silk! Note: Bring your personal camera equipment. Campus: WTC
Instructor: Cathy Linford
Thu 6:00 pm - 9:00 pm / 1 session / Apr 14

NEW! Welding SERIES: Basic and Advanced Welding: Fabrication/Metal Art
Learn how to Weld and then apply those skill to designing and, using advanced fabrication techniques, create your own Metal Sculpture Art. This series includes both the Basic Welding and the Advanced Welding: Fabrication and Metal Sculptured classes and is offered at a significant discount as opposed to signing up for each class individually.

 Basics of Welding (40 hours) $799
Learn the fundamentals of welding equipment safety, nomenclature, controls, setup, and operation. Use oxyfuel welding and cutting equipment; understand and describe the chemical reaction in oxyfuel flames; select proper welding filler metal(s); cut straight, angled and contour profiles; describe the effects of torch angle, flame, filler material size, lap, tee and butt joints on thin gauge mild steel; interpret the characteristics in welding with DCSP, DCRP and AC current, and welding speed on gas welds. The class also covers SMAW, GMAW and (MIG) welding. This class is a prerequisite to the Advanced Welding class. Campus: Main Instructor: Ron Hackney
Sun 8:00 am - 4:30 pm / 5 sessions / Mar 6 – Apr 3*
*No class on Jul 5.
Sun 8:00 am - 4:30 pm / 5 sessions / Sep 18 – Oct 16

Basics of Welding (40 hours) $799
Learn the fundamentals of welding equipment safety, nomenclature, controls, setup, and operation. Use oxyfuel welding and cutting equipment; understand and describe the chemical reaction in oxyfuel flames; select proper welding filler metal(s); cut straight, angled and contour profiles; describe the effects of torch angle, flame, filler material size, lap, tee and butt joints on thin gauge mild steel; interpret the characteristics in welding with DCSP, DCRP and AC current, and welding speed on gas welds. The class also covers SMAW, GMAW and (MIG) welding. This class is a prerequisite to the Advanced Welding class. Campus: Main Instructor: Ron Hackney
Sun 8:00 am - 4:30 pm / 5 sessions / Mar 6 – Apr 3*
*No class on Jul 5.
Sun 8:00 am - 4:30 pm / 5 sessions / Sep 18 – Oct 16

Sign up for the full academy series and save! $1,099

Advanced Welding: Fabrication and Metal Art  $799

The only limit is your imagination. Learn how to create art from metal through advanced welding techniques that focuses on combining art and welding technology. The objective of the course is to train participants to produce quality welds, study its use regarding various fabrication applications, and apply these techniques to create a piece of metal art. You will build light, small projects such as plant stands, stools, tables, plant hangers, possibly a metal sculpture and then take them home. Prerequisite: Basics of Welding or equivalent, instructor must approve. You will provide all metal supplies for your project. You may review this with the instructor prior to the start date of the class. Campus: Main
Instructor: Ron Hackney
Sun 8:00 am - 5:00 pm / 5 sessions / Apr 17 – May 15
Sun 8:00 am - 5:00 pm / 5 sessions / Oct 23 – Nov 20

HOW YOU CAN GET YOUR EMPLOYER TO SEND YOU TO CLASS:

Ask.
A simple request is usually all it takes.

Show the Catalog.
Get your boss to read it. Attach it to a memo.

Stress the Benefits.
Additional skills training will make you a more productive employee.

Emphasize the Convenience.
Why go out of town for training when you can get quality training right here?

Compare the Pricing.
Your employer will be pleased to know they are paying a little less and getting a lot.
Check the prices. They’re hard to beat!
CNM Small Business Development Center:

Whether you already own a small business or are thinking about becoming an entrepreneur, the Small Business Development Center (SBDC) at Central New Mexico Community College (CNM) can help you climb the ladder of success. The SBDC offers NO-COST management consulting, LOW-COST training courses, and government procurement assistance for central New Mexico businesses.

CNM SBDC
5600 Eagle Rock Ave. N.E.
Albuquerque, NM 87113
505.224.5250 / Fax: 505.224.5256
sbdc@cnm.edu
www.nmsbdc.org/albuquerque
www.cnm.edu/depts/abqsbdc

FOLLOW US ON SOCIAL MEDIA:
www.facebook.com/albuquerque.sbdc
www.twitter.com/AlbuquerqueSbdc
www.pinterest.com/albuquerquesbdc

The CNM SBDC also hosts a PTAP Advisor for the NMSBDC/Procurement Technical Assistance Program (PTAP). Lenny Bean will be able to assist anyone with governmental contracts, bid preparation, requests for proposals, governmental marketing strategies, and more. Contact Lenny via (505) 224-5966 http://www.nmptap.org/

Building New Mexico’s Economy One Business at a Time
For information on NMSBDC and its 20 service centers, visit www.nmsbdc.org

Funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA). Cooperative Agreement No. SBSHQ-15-B-0049. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the view of the SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact the Albuquerque SBDC at CNM Workforce Training Center, 5600 Eagle Rock Avenue NE, Albuquerque, NM 87113, 505 224-5250.
COACHING PROGRAMS

Learn to coach others through these nationally-recognized training programs.

■ FINANCIAL
Learn to coach others on financial literacy topics through a dynamic, interactive coaching training that combines fundamental coaching skills with strong financial content. Topics include cash flow management, the COACH model, debt alleviation, values clarification, credit and debt ratios, Coaching skills and strategies, and estate planning. Participants get immediate practice and feedback on their financial coaching skills. The five day course, divided into two parts, is highly interactive with coaching practice during the training and between the two training sessions. The intention of the course is for participants to leave with knowledge and tools that they will be able to easily integrate into their day-to-day work life.

■ COLLEGE SUCCESS
CNM’s College Coaching training is a dynamic, interactive coaching training that combines fundamental coaching skills with strong college access and success content created specifically for professionals who work with students and families in Middle and High Schools, Adult Basic Education programs, Community Colleges and Universities, and Community-Based Organizations. Our nationally renowned trainers help participants create a solid understanding of how they can use coaching skills and tools to help students and families take actionable steps, particularly on the financial side, to improve the probability that a child will enroll in, and succeed at, college. Topics include coach model, college success strategies, creating a college going culture, developmental level appropriate supports, coaching skills and financing college.

■ LEADERSHIP
The Leader as Coach training challenges leaders to have the influence they need to achieve complex organizational goals. Through greater self-awareness of leadership, strengths, values, patterns of high performance, communication style and how they create more effective conversations with stakeholders, team members, vendors, etc. leaders will gain an understanding of how to make their vision for the organization a reality. Leaders will learn a straightforward coaching model and coaching skills to implement in the workplace immediately. Additionally, the course covers: when is the right time to coach, delegation, powerful feedback, multiple perspectives, expectations and tools for goal planning. At the completion of the course, leaders will walk away with a Leadership Effective Plan to implement key learning from the experience.

Courses offered nationwide. Please contact us for dates and additional program details.

coaching@cnm.edu | 505.224.5210 | 1.855.266.6369

CNM is an approved training provider for the Board Certified Coach Credential by the Center for Credentialing and Education.
Industry Testing & Certification

A wide range of Industry Testing is available at CNM Workforce Training Center

- ACT WorkKeys - Skills Assessment and National Career Readiness Certificate
- EPA 608 of the Clean Air Act (EPA)
- Industry Competency Exam (ICE)
- Law School Admission Test (LSAT)
- Multistate Professional Responsibility Examination (MPRE)
- National Registry of Emergency Medical Technicians Practical Exam (NREMT)*
- NMNEC Health Education Systems Incorporated Admissions Assessment (HESI A2)
- NM Commercial Driver License Skills Exam (CDL)
- NM Nurse Aid Competency Evaluation Exam (CNA)
- NM Pesticide Licensing Exam
- North American Board of Certified Energy Practitioners (NABCEP), Photovoltaic and Solar Heating Entry Level Exam

We also offer Professional High Stakes Testing through Castle Worldwide, Comira, Performance Assessment Network (PAN), and Pearson VUE including industry certification exams for organizations such as the American Culinary Federation (ACF), Board of Chiropractic Examiners (BCE), Environmental Protection Agency (EPA), Association of Energy Engineers (AEE), and many more.

The Cy Stockhoff Memorial Scholarship at Central New Mexico Community College benefits EMS students taking the National Registry of EMTs practical examination (NREMT).

To make a tax-deductible contribution:
- Donate online at www.cnm.edu/donate
- Mail your gift to: CNM Foundation | 525 Buena Vista Dr. SE
  Albuquerque, NM 87106 | Memo line: Cy Stockhoff

For additional information please contact WTCtesting@cnm.edu or call (505) 224-5206. | cnm.edu/wtc

WORKforce Training powered by CNM Ingenuity

PRINCIPLES OF MANUFACTURING

COST IS $350 (SMALL SIZE COMPANIES MAY QUALIFY FOR FUNDING)

Any for-profit small business wishing to participate in the NM MEP Lean Concepts Training may utilize funding through the New Mexico Small Business Assistance Program with Sandia National Laboratories.

Please call (505) 262-0921.

How can you improve your process to give you a competitive advantage? New Mexico MEP guides participants as they utilize concepts to convert a convoluted job shop environment into one that is responsive to each customer’s specific requirements while improving on-time delivery, quality and showing significant improvement to profit margin.

This event has broad application to people in any industry and role; operations and administrative personnel, hourly associates to the CEO, all can benefit from attending this event. The team will move to the factory floor where the learned concepts will be applied to a simulated manufacturing floor. This class is provided as a joint partnership between NM MEP and CNM (8 hrs.)
CUSTOMIZED TRAINING

CNM Workforce Training Center has the expertise to provide customized and on-demand training programs in a wide variety of areas. In addition to our currently scheduled programs, we can provide innovative, high-quality training in these areas:

BUSINESS & COMPUTERS
- Microsoft Office Suite: All Levels, All Applications, 2010 or 2013 Versions
- Customer Service
- Keirsey Temperament Sorter
- Employability Skills
- Diversity
- Social Media Marketing
- Business/Technical Writing
- Spanish in the Workplace
- Quality Improvement (Lean/Six Sigma)
- Leadership Coaching
- Improv for improved performance
- Customized Audit Training
- Food Safety/ServSafe Certification
- Specialized training for food service providers
- Business Etiquette Dinner
- Collaboration and Communication by Candlelight Dinner
- Data Analysis

EDUCATION
- 45 Hour Childcare State Certification
- Professional Development for Teachers
- Train the Trainer

HEALTH & EMS
- AHA CPR
- AHA First Aid
- Wilderness First Aid
- AHA Advanced Cardiac Life Support
- AHA Pediatric Advanced Life Support
- Clinical Counseling & Social Worker CEUs
- Eldercare/Home Health
- Food Safety/ServSafe Certification
- Emergency Medical Services
- EMS First Responder
- EMS Out of State Transition
- Paramedic Refresher
- Firefighter Training
- Wildland Fire Training
- Nursing CEUs
- Phlebotomy
- Healthcare Simulation
- Clinical Compliance
- Medical Coding/ICD-10

TECHNICAL TRADES
- Soldering/IPC
- Construction Trades
- Backflow
- Blueprint Reading
- Code & Safety
- Machine Tool
- Water & Wastewater Technician

TRUCK DRIVING
- CDL Class A, B, or C
- Trailer Safety & Driving

SAFETY & OSHA
- Incident Command
- OSHA 30
- Hazwoper 40, 24, or 8
- Hazard Communication
- Lockout/Tagout
- Bloodborne Pathogens
- Personal Protection Equipment

CUSTOMIZED TRAINING

CNM Workforce Training Center has the expertise to provide customized and on-demand training programs in a wide variety of areas. In addition to our currently scheduled programs, we can provide innovative, high-quality training in these areas:

Discover how we can provide flexible, cost-effective training solutions to meet the needs of your business. To learn more, contact one of our Business Account Representatives today!

- Cynthia Molnar: cmolnar@cnm.edu / 505.224.5228

www.cnm.edu/wtc
Central New Mexico Community College provides rooms on a space available basis for a fee. We can provide top quality rooms of varied sizes, state of the art audio, visual and computer technology, and technical support for meetings, conferences, seminars and special events at multiple centers and campus locations.

WE PROVIDE
• classrooms
• computer labs
• conference rooms
• audio/visual equipment
• computer equipment
• SMART equipment
• WIFI & guest accounts
• technical support
• custodial service
• furnishings & set up
• podium stage
• pipe & drape backdrop

LOCAL SERVICES
• catering, restaurants
• hotels, recreation

LOCATION & PARKING
• convenient locations
  — CNM Workforce Training Center
  — CNM Main Campus
  — CNM Montoya Campus
  — CNM Westside Campus
  — CNM Rio Rancho Campus
  — CNM South Valley Campus
  — CNM STEMulus Center
  — CNM Advanced Technology Center
• ease of access
• ample parking

Request your space at www.scheduling.cnm.edu

Rooms at CNM Workforce Training Center feature:

- Technologically enhanced featuring projectors, sound, document cameras and DVD playback capabilities in a large screen presentation or classroom environment.
- An interactive SMART panel is available for those instructors who want to incorporate this technology into the course curriculum.
- WTC has Polycom audio and/or video conference capability, as well as other options for software-based conferencing.
- Designed to be user friendly, facilitators are welcome to connect a personal laptop or other device to project presentations from that source.
- Polycom audio and/or video conference capability available in select rooms.
- Classrooms come standard with white boards and huddle boards to give facilitators a variety of instructional tools.

For any other questions or to coordinate your event, please contact us at spacesolutions@cnm.edu or call 505.224.5200 | cnm.edu/wtc

SPACE Solutions powered by CNM Ingenuity
ATTENTION K-12 TEACHERS!

Public school teachers are required to take continuing education courses annually to maintain their licensure. CNM Workforce Training Center offers a number of unique, interesting and educational courses for K-12 Teachers via our online provider, UGotClass.

COURSES AVAILABLE ARE:

TRAINING AND EDUCATION

- Building Online Learning Communities
- Designing Online Instruction
- Fostering Online Discussion
- The Flipped Classroom
- Developing Hybrid Courses
- Advanced Teaching Online
- Advanced Designing Multimedia for eLearning
- Designing Successful Webinars
- Managing & Marketing Webinars
- Using Gallup’s Strengths Quest in Higher Education

TRAINING FOR K-12 TEACHERS

- Gender in the Classroom
- Generational Learning Styles for K-12 Teachers
- Online Learning and Teaching for K-12 Teachers
- Social Media and Online Tools for K-12 Teachers
- Students with ASD (Autism Spectrum Disorder)
- Substitute Teacher Preparation
- Using Cellphones in the Classroom
- All Courses Online
- Many courses qualify for graduate credit!

Additional topics are available for personal and professional development.

For more information please contact the Workforce Training Center at (505) 224-5200 or visit cnm.edu/wtc.
**Accessibility**

CNM is committed to making classes accessible. If you require special services or accommodations for a course or exam offered at WTC or the STEMulus Center please contact us in advance. If we are not able to accommodate your accessibility needs, we will refund your payment. The CNM Disability Resource Center also assists students with documented physical, mental, learning and visual, speech and hearing disabilities. For questions about accessibility and special services at CNM please call (505) 224-3259 or email workforce@cnm.edu.

**Parking**

Parking is free parking at CNM Workforce Training Center. Contact us for parking requirements at other locations.

**Waiting List**

If the course you select is full, you can request to be placed on a waiting list. You will not pay for the course until you receive notice that a seat is available to you.

**Refund Policy**

We will provide a full refund so long as your withdrawal cancellation is received at least 2-business days before the class starts unless otherwise stated for special events. CDP Skills Exams require a 3 business day advance notice. No refunds will be authorized once a class or exam has started. Refunds are processed according to the form of payment received (check or credit card).

**Cancellations & Transfers**

If we have to cancel a class due to low enrollment, we will notify you at least two business days before the class is scheduled to start. If we have to cancel your class, you can request a full refund of your tuition or transfer to another course of your choice within 3 business days, space permitting. Per CNM policy, if you pay with a check or money order you must provide your Social Security Number to obtain a refund.

**Withdrawals**

If you need to withdraw from a class you must notify us at least 2-business days before the class starts to receive a credit or refund of the course fee. CDP Skills Exams require a 3 business day advance notice. No refunds will be made once a class or exam has started. Please see the refund policy above.

**Inclement Weather**

For announcements of school closings due to inclement weather, please check our website at www.cnm.edu/weather or call 505-224-4SNO (4766). CNM will issue refunds for classes that have been postponed due to inclement weather or other circumstances beyond our control however we will make every effort to reschedule such classes and/or exams.

**Funding Resources**

Non-credit programs are not eligible for CNM Financial Aid. There are other funding sources that may be available to qualified participants. Learn more about these workforce funding programs and how to qualify by visiting our website at www.cnm.edu/wtc and click on Funding Resources.

- **Trade Adjustment Assistance:** The Trade Adjustment Assistance (TAA) program was created to assist workers dislocated due to foreign imports or the transfer of production to Mexico or Canada. The program offers great benefits including money for retraining, and reimbursement of job search and relocation expenses.

- **Workforce Investment Act:** The Workforce Investment Act (WIA) is for those who are unemployed or laid off. WIA funding provides training funds for jobs in demand.

- **Division of Vocational Rehabilitation:** The Division of Vocational Rehabilitation (DVR) provides assistance for those who have an impairment which “constitutes a substantial impediment to employment.”

- **VA Education Benefits – VA Benefits may be eligible for approved programs. Please call 224-5200 or e-mail workforce@cnm.edu for a list of approved programs.**

- **W.K. Kellogg Access Funds:** Access Funds may be available to eligible residents of Bernalillo County for the Deep Dive Coding Bootcamp and Cyber Academy until October 2017.

**Scholarships**

Scholarships may be available for select courses through the Bosworth Workforce Scholarship Endowment or McCorkle Workforce Training Center Endowment. Doug and Joan Bosworth established and funded an endowment which provides scholarships to working individuals who have a sincere desire to improve their workplace capabilities and earning power. Cathy and Sherman McCorkle established and funded an endowment which provides scholarship to students seeking non-credit skill development or workforce training opportunities. For information please email workforce@cnm.edu or call 505-224-5200.

**Grading**

Our grading system is Complete or Incomplete for most classes/programs and completion is given when the student attends at least 75% of the course or total program hours. The following programs have classes that receive numeric grades (70% and above = Pass / under 70% = Incomplete): Deep Dive Coding Bootcamp, Cyber Academy, PV Academy, and Electronic Soldering Academy

**Prior Learning Assessment**

Non-credit programs and credentials completed at WTC or the STEMulus Center may transfer toward the completion of a certificate or degree program at CNM. More information is available at www.cnm.edu/student-resources/transfer/. Credentials earned at other postsecondary institutions, training centers or through military experience may be applied toward program requirements for non-credit programs. Requests should be made to the WTC Program Director at workforce@cnm.edu

**Transcripts**

Transcripts of course history and grades are accessible by logging in to our registration system at cnm.edu/wtc. Click Login on right.

**Discounts**

Receive a 10% discount when:
- You register and pay for 4 classes or more with a single payment
- An employer sends 4 individuals to a course with a single payment
- You are over the age of 65.
- You are a CNM employee according to your customer profile.
- An employer sends 4 individuals to a course with a single payment
- You register and pay for 4 classes or more with a single payment

Restrictions include:
- Exams are not eligible for discounts.
- Discounts applied only at time of registration with single payment.
- Ed2go and Pearson online courses do not qualify for Senior or CNM Employee discounts.
- Restrictions may apply for other programs.

**Gift Certificates**

eGift cards can be purchased at any time at www.cnm.edu/wtc. Simply click on the Buy eGift Card icon at the top of the home page and follow the steps.

No refunds allowed, no expiration date and a minimum purchase of $10 is required. Gift the gift of learning
REGISTRATION FORM

Participant Name (Last) _____________________________________ (First) __________________________ Date of Birth __________

Home Address ________________________________________________

City __________________________ State ______ ZIP ______________

Phone (Day) __________________________________________________

Phone (Alternate) ______________________________________________

E-mail ________________________________________________________

Employer or Business Name (mandatory for all 3rd party payments)

Organization Name ___________________________________________

Business Address _____________________________________________

City __________________________ State ______ ZIP ______________

Contact Name ________________________________________________

Contact E-mail ________________________________________________

Contact Phone ________________________________________________

Payment Method (Registration is not complete without payment.)

☐ Check/Money Order, payable to CNM Ingenuity

☐ 3rd Party Payment (purchase order, purchase requisition or voucher)

To pay by credit card register online at www.cnm.edu/wtc.

Course Information

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<th>CLASS OR SERIES TITLE</th>
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<th>FULL COST</th>
<th>DISCOUNT (if any)</th>
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WITHDRAW DEADLINE: Two business days before the class start date. See page 31.

TOTAL DUE

Note: Payment MUST be included with registration.

Questions? (505) 224-5200 / M–F 8am–5pm

Five Ways to Register

ONLINE
www.cnm.edu/wtc
24 hours/7 days

FAX
(505) 224-5205

IN-PERSON
Mon–Fri, 8 a.m. to 5 p.m.
Visit the WTC office at 5600 Eagle Rock Ave. NE, in Albuquerque, NM.

MAIL
CNM Workforce
Training Center (WTC)
Attn: REGISTRATION
5600 Eagle Rock Ave. NE
Albuquerque, NM 87113-1711

E-MAIL
Scan and send to workforce@cnm.edu

Questions? (505) 224-5200 / M–F 8am–5pm
DON’T HAVE TIME TO ATTEND THE DEEP DIVE CODING BOOTCAMP?

DON’T WORRY, WE HAVE ADDITIONAL WEB DESIGN COURSES JUST FOR YOU!

Scheduled Now:
• Become a Web Designer and Front End Developer
• WordPress Essentials

Coming Soon:
• .NET Coding Bootcamp
• JavaScript
• iOS App Development
• Android App Development

For information, contact info@stemuluscenter.org

PROFESSIONAL DEVELOPMENT

Supervisor Academy

Obtain effective supervisory skills and help your organization strive for excellence by attending one the most successful management programs in Albuquerque.
• 10 revamped weekly modules
• Applicable case studies and experiential learning activities
• Relevant readings and videos
• Online modules available for customized training for you organization

The next series is September 9 – November 11, every Friday from 9:00 a.m. – 4:00 p.m.
For more information call 224-5200 or email workforce@cnm.edu.
IGNITE Community Accelerator

Realize your dream. Start now, move quickly.

Only 12 weeks to develop the business skills and connections you need to launch or grow your company. Get the training and support you need in the earliest stages of business growth.

Participants attend classes every Friday for 12 weeks.

For more information contact info@stemuluscenter.org

STAY CURRENT IN YOUR FIELD.

DO YOU NEED A CONTINUING EDUCATION UNIT COURSE?

Courses are now available at the Workforce Training Center in:

Environmental & Industrial Safety
- Photovoltaics/ Electrical Journeyman
- Water Utility Operator

Coming Soon:
- Mechanical Code
- Plumbing Code
- Electrical Code
- Electrical Safety/ Electrical Journeyman

Health & Education
- CPR Certification Renewal
- Nursing

For additional information on CEU’s call (505) 224-5200 or email workforce@cnm.edu.