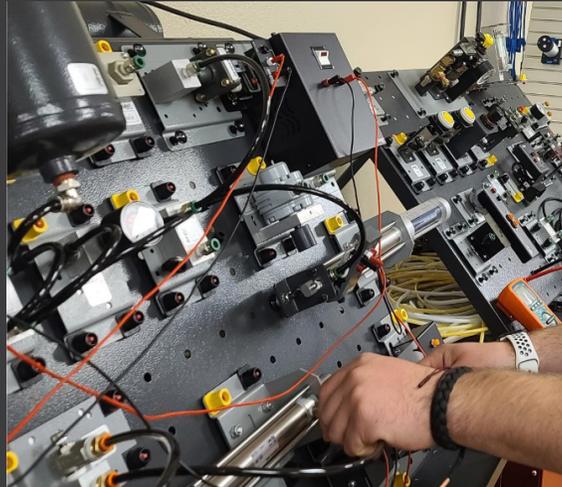


NMJJC

WORKFORCE DEVELOPMENT





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WELCOME

NMJC

WORKFORCE DEVELOPMENT

The **Workforce Development** division of **New Mexico Junior College (NMJC)** is a resource specializing in continuing education, facility rental, automation & industrial systems, oil & gas training, community education, transportation training, customized and workforce training. We also house the Small Business Development Center.

In our 15,000 square foot training facility, we host a wide variety of trainings and events. We can also design a training to come to you. In addition to the non-credit workforce training, we also have several programs that lead to a professional certification along with earning college credit. Those departments are: Public Safety (Law Enforcement); Automotive Technology; Welding; Energy Technology; and Cosmetology.

We know the importance of job training to obtain quality employment. With the best of intentions, please note that courses may be subject to change, postponement, modification, or cancelation.

Whatever your training needs are, the Workforce Development division of NMJC welcomes the opportunity to partner with you to provide it.



WORKFORCE DEVELOPMENT

CONTACT INFORMATION

| | | |
|---|-------------------------|--------------|
| Coordinator of Facility Scheduling | <i>Bianca Salinas</i> | 575.492.4717 |
| Director of Transportation Training (CDL) | <i>Kelly Brown</i> | 575.492.2651 |
| Admin. Assistant for Transportation Training (CDL) | <i>Sylvia Alves</i> | 575.392.5544 |
| Director of Automation & Industrial Systems | <i>Jerry Morris</i> | 575.492.2649 |
| Director of Oil & Gas Training | <i>Kelly Tooker</i> | 575.492.4703 |
| Dean of Workforce Training & Professional Studies | <i>Larchinee Turner</i> | 575.492.4711 |
| Admin Assistant to Dean of Workforce Training | <i>Veronica Silva</i> | 575.492.4714 |
| Director of Continuing Education | <i>Cruz Castillo</i> | 575.492.4707 |
| Vice President for Workforce Development | <i>Steve Saucedo</i> | 575.492.4713 |
| Executive Assistant to V.P. for Workforce Development | <i>Jessica Olivas</i> | 575.492.4710 |
| Small Business Development Center <i>Brandon Hunt, Director & Leslie Boldt, Business Advisor</i> | | 575.492.4700 |

How do I find course information online?

Go to www.nmjc.edu, then click on the *Workforce Development* icon.

How do I register?

You can register online for many courses, but some have specific requirements for enrollment, and you will need to speak with the facilitator or director.

Are there discounts or financial aid available?

Financial Aid does not apply to non-credit workforce training, however, as funds are available, we do offer some discounts.

When should I register?

Many courses have attendance limitations, so register for your selected course as soon as possible.

How am I notified if a class is canceled?

You will be notified by email, text, or phone call. You *will* receive a refund for canceled classes.

Transportation Safety Training



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WORKFORCE DEVELOPMENT



Transportation Safety Training

CDL TRUCK DRIVER

TRAINING

Program Cost **\$3,000**

Two Week - 80 Hour Course

Classroom

Basic Street Driving

Operation of a Tractor Trailer

Includes Skills Test with Certified CDL Examiner

\$45,000 average starting salary for long-distance professional truck drivers

Requirements Prior to Enrollment (*at student's expense*):

- DOT physical
- Class A Learner's Permit with Tanker Endorsement
- Must pass DOT Drug Test

To register, or for more information, contact us at: **575.492.2651** or **575.392.5544**

NMJC

WORKFORCE DEVELOPMENT



Transportation Safety Training

HAZMAT TRAINING

Class Cost **\$100**

2 Hour Course

This training will meet the ELDT training requirements to add a hazardous material endorsement for the CMV license. After the student has passed the course, they will be issued a certificate of completion and it will be entered into the training registry as required by FMCSA.

Requirements Prior to Enrollment (*at student's expense*):

- Background check
- Fingerprints
- Must pass the test provided by the MVD

*Students can take the class before the age of 21, but must be 21 in order to receive the endorsement.

To register, or for more information, contact us at: **575.392.5544**

CDL SKILLS TEST

Hobbs, Raton, and Taos **\$200**
Portales **\$220**

NMJC is a Third Party Testing site with locations in Hobbs, Portales, Taos, and Raton. The CDL Skills Test is a three part test consisting of Vehicle Inspection, Basic Control Skills, and Driving (Road Test). Examiners are certified in administering the test for Class A, B, and C vehicles along with Class B and C buses (except school buses). The CDL Skills Test is required by the State of NM to obtain a full Commercial Driver's License.

Individuals testing must provide a vehicle to use for the test.



To register, or for more information, contact us at: **575.392.5544**

NMJC

WORKFORCE DEVELOPMENT



Transportation Safety Training

DEFENSIVE DRIVING CLASS

Class Cost **\$100**

8 Hour Class

Licensed and approved by New Mexico Traffic Safety Division
Course accepted by the courts for citations received
English and Spanish classes available

To register, or for more information, contact us at: **575.392.5544**

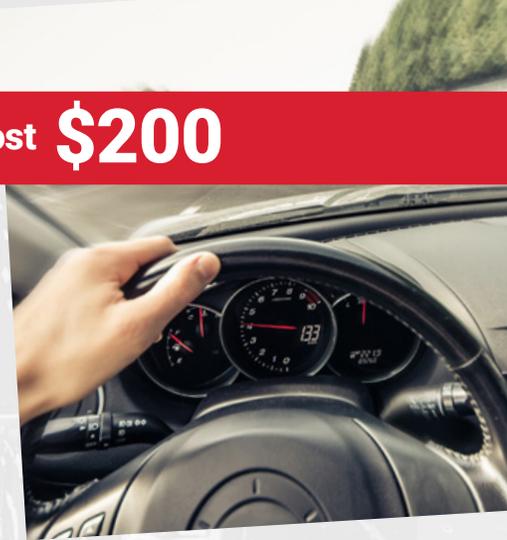
DWI SCHOOL

Class Cost **\$200**

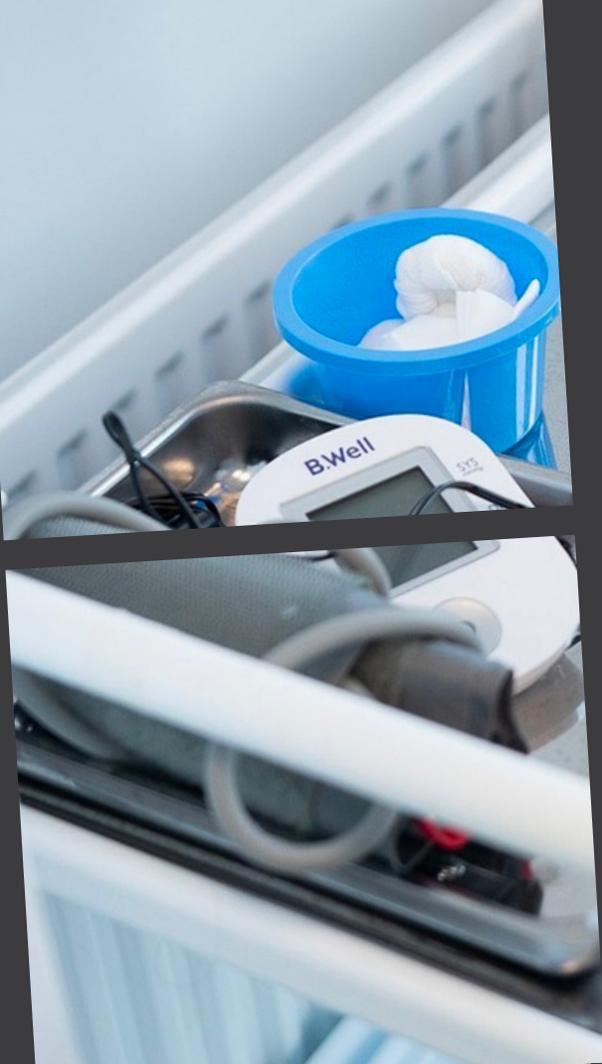
12 Hour court ordered, licensed, and approved by New Mexico Traffic Safety Division

Classes meet for four hours three evenings

English meets 3 Thursdays, dates TBA
Spanish meets 3 Tuesdays, dates TBA



To register, or for more information, contact us at: **575.392.5544**



Workforce Training Health Careers

Are there any educational pre-requisites to register for these trainings?

Interested students should have, or be pursuing, a high school diploma or GED.

Does financial aid cover the cost of these programs?

These classes are short-term workforce trainings and are NON-CREDIT and do not go towards a college degree. Financial Aid does NOT apply to the health career trainings.

Are there any discounts available?

As funds are available, some discounts are available, BUT an application must be requested.

When do I have to pay the registration fee? Do you hold spots?

The entire course fee is due at registration. We do not offer a payment plan and spots are not held for health career trainings.

Where do I get my books for these programs?

Textbooks are included with your course fee, and you receive them on the first day of class.

Do I have any costs outside of the course fee?

Costs are noted with each program. In addition to the course fee, students are responsible for purchasing their own scrubs (CMA, DA, & PT programs); CPR training (CMA); and national exam after the program (CMA & PT).

What happens after I finish the program?

Course completion does not guarantee licensure or certification as this is governed by outside agencies. If you successfully complete the program, you will receive a certificate of completion from New Mexico Junior College and have an opportunity to sit for a national exam (CMA; PT; EMT-B; A-EMT) to earn your certification.

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WORKFORCE DEVELOPMENT



**Workforce Training
Health Careers**

CLINICAL MEDICAL ASSISTANT

Program Cost \$2,600

Textbooks included in cost

140 Classroom Hours + 160 Clinical Externship Hours

The Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks, including assisting with the administration of medications, with minor procedures, performing an electrocardiogram (EKG), obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physicians' offices, clinics, chiropractors' offices, hospitals, and outpatient facilities.

This course will prepare you for the National Health Career Association (NHA) Certified Clinical Medical Assistant (CCMA) national certification examination.

Students should have, or be pursuing, a high school diploma or GED.

To register, or for more information, contact us at: 575.492.4711

DENTAL ASSISTANT

Program Cost **\$1,200**

60 Hour Course

Join a career in dental assisting! It ranks as the fourth fastest growing occupation in the healthcare technician field. Students will learn all areas of administrative and clinical dental assisting, focusing on the responsibilities required to function as an assistant in a dental practice including:

- Introductory oral anatomy, dental operator, and dental equipment
- Introductory tooth structure, including primary and permanent teeth
- Dental hand-pieces, sterilization, and much more

This course will prepare you for the Dental Assisting National Board (DANB); Radiation Health and Safety (RHS) exam; and the DANB – Infection Control Exam (ICE).

Students should have, or be pursuing, a high school diploma or GED.

To register, or for more information, contact us at: **575.492.4711**



PHARMACY TECH

Program Cost **\$1,400**

50 Hour Course

Prepare for a career as a pharmacy technician and pursue certification through state and national exams, including the Pharmacy Technician Certification Board's PTCB exam. Course includes:

- Pharmacy calculations
- Medical terminology specific to the pharmacy
- Skills to read and interpret prescriptions
- Review of the top 200 drugs
- Skills to identify drugs by generic and brand names
- Dosage calculations, I.V. flow rates, drug compounding, and dose conversions
- Dispensing of prescriptions and inventory control

Students should have, or be pursuing, a high school diploma or GED.

To register, or for more information, contact us at: **575.492.4711**

EMT BASIC TRAINING

225 Hour Course

Introduction to the field of prehospital emergency medical care. Emphasis is placed on recognition and basic life support treatment of emergency medical and traumatic conditions. After successful completion of the course, the graduate is eligible to challenge the National Registry of EMT's Exam and to apply for licensure with the State. The student will be performing the following functions at the minimum entry level:

- Assess the nature and seriousness of the patient's condition or extent of injuries to recognize requirements for emergency medical care
- Administer appropriate emergency medical care based on assessment findings of the patient's condition
- Lift, move, position, and otherwise handle the patient to minimize discomfort and prevent further injury
- Perform safely and effectively the expectations of the job description

Program Cost **\$1,800**

ADVANCED EMT TRAINING

300 Hour Course

This course expands knowledge learned in the *EMT-Basic* course, building on assessment of sick and injured patients. Students will learn advanced treatment of patients. This course meets or exceeds the National EMS Education Standards for the AEMT and New Mexico Scope of Practice for the EMT-Intermediate. Students must have a current New Mexico EMT-Basic License to enroll.

Program Cost **\$2,200**

To register, or for more information, contact us at: **575.492.4711**





Workforce Training

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Workforce Training

SERV SAFE: MANAGERS



Class Cost **\$125**

8 Hour Course

Changes in the food code have made it a **MANDATORY** requirement for establishments that serve or prepare food to have a “certified food production manager” on staff. In addition to the food manager, they must also have a designated “person in charge” present at all times during operations.

The New Mexico Restaurant Association requires that the “person in charge” should be trained in the same requirements as found in the food production manager’s course. This new requirement covers restaurants, bars, hotels, food trucks/carts, and ANY permitted food establishments that are licensed by the state.

Books are provided for student use and there is an exam at the end of the course.

To register, or for more information, contact us at: **575.492.4711**

MICROSOFT OFFICE TRAINING

Class Cost **\$125**

8 Hour Classes

All classes are one day from 8:30am – 4:30pm.

Laptop computers are provided as well as a workbook.

Courses taught by Certified Microsoft Office Expert Instructor, Darla Cloud.

Courses to choose from:

- MS Excel: Level 1 (Beginner)
- MS Excel: Level 2 (Intermediate)
- MS Excel: Level 3 (Advanced)
- MS PowerPoint: Creating Powerful Presentations
- MS Word: Using Word Effectively
- MS Access – Level 1



To register, or for more information, contact us at: **575.492.4711**

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WORKFORCE DEVELOPMENT



Workforce Training

AUTOMATION & INDUSTRIAL SYSTEMS

\$125 Per Month Usage Fee

Modules Offered:

- Core Knowledge and Skills
- Electrical Maintenance Technician
- Mechanical Maintenance Technician
- Electrical/Mechanical Technician
- Programmable Logic Controllers (PLC)
- Process Control Systems

You work at your own pace! Take as many or as few courses as your schedule permits! Great training to begin a career in the fields of Programmable Logic Controllers (PLCs) and Automation in unlimited industries such as oil, gas, manufacturing, and more to make a potential starting salary of \$60,000 annually. A sample of class options include: AC and DC Electrical Systems, Applied Mathematics and Measurements, Basic Controls, Basic Electrical Circuits, Conductor Types and Sizing, Electrically Controlled Hydraulics, Motor Transmission Systems 1, 2, and 3, Overcurrent Protection Device Types and Sizing, Sensors, and Transformers.

To register, or for more information, contact us at: **575.492.2649**

LINEMAN UTILITY

TRAINING

Program Cost **\$5,000**

Start a career as an Apprentice Linemen as a valued member of a team providing electrical power distribution/transmission to maintain and expand our area power needs.

This program consists of classroom training and field training at the NMJC Lineman Training Ground. Instructors include: experienced linemen, safety professionals, and electrical instructors. NMJC Lineman Utility Training Program consists of:

- Climbing School
- Ground Man School
- CDL Training
- Workplace Safety (OSHA 10)
- Navigating the Workplace (Resume writing, interview skills, MS Word & Excel)
- CAST EEI Prep
- Basic Electrical Circuits

To register, or for more information, contact us at: **575.492.2649**

NMJC

WORKFORCE DEVELOPMENT

CUSTOMIZED TRAINING

Customized Training at New Mexico Junior College is designed to meet the needs of clients with ever-changing schedules. We build the training around your availability, and customize the material to fit your particular business or industry. We provide you with *training made to fit!*

NMJC Workforce Development has a wide variety of consultants, business leaders, and instructors who contract with us, which enables us to provide quality training at an affordable price to you.

We are not limited to provide training to just one particular industry. We have worked with the nuclear industry, health care providers, non-profit organizations, city governments, oil and gas companies, and retail industries.... just to name a few. We can hold the training in our 15,000 square foot training facility, or we can come to you!

Become a valued client today. We look forward to providing your workforce needs!

For more information, contact us at: **575.492.4711**

The Workforce Development Division of New Mexico Junior College has partnered with three different online training providers to offer various and different training opportunities*: ed2go; ProTrain; and Condensed Curriculum International (CCI).

**Keep in mind that these classes are not taught by NMJC faculty or staff. You register and pay directly with the online training provider.*



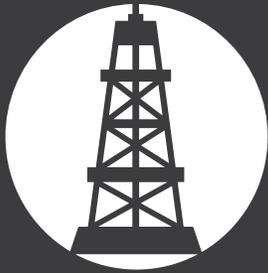
ONLINE COURSES

For a list of trainings offered by our online training providers, please visit:

NMJC.EDU

and click on Workforce Development icon, click on *Workforce Training*.





Workforce Training

Oil & Gas

NMJC

WORKFORCE DEVELOPMENT



**Workforce Training
Oil & Gas**

INTRODUCTION TO THE OIL & GAS INDUSTRY

Program Cost \$495

Two-Day Program

Introduction to the Oil and Gas Industry is a two-day course designed to provide a big picture overview of the oil and gas industry. This training is delivered by an industry professional with over thirty years of oilfield experience. It includes a tour of a safe oil and gas production site located on our campus. A view of the big picture is extremely valuable for non-technical personnel, such as those working in customer service, HR, IT, legal, administration, insurance, and finance. Business managers will find this valuable as they will gain a better understanding of the needs of their oil and gas industry clients.

Topics covered in this oil and gas training include upstream, midstream, and downstream operations along with a brief overview of O&G history and terminology. The final topic is crude oil economics, which explains the factors that determine the price of oil and gas.

During the class, events in the news are discussed and explained--these include: the price of oil, the Keystone and Dakota Access pipelines, hydraulic fracturing, horizontal drilling, crude oil exports, liquefied natural gas, oilfield related seismicity, oilfield emissions, flaring, and alternative energy.

To register, or for more information, contact us at: 575.492.4703

LEASE PUMPER TRAINING

Program Cost **\$1,500***

**Early Registration Discount - \$300 off, approval required*

10 Day Course, 2 Phase Hybrid Classroom and Field Training

This is a fast-paced two-week course taught by an experienced team of instructors combined of lease operator, petroleum engineer, computer specialist, and CSHO safety professional.

Phase One: Classroom focus on oil and gas production operations, computer operation, along with health/safety/environmental (HSE) training

Phase Two: Hands-on skills associated with operating producing wells and tank batteries at the outdoor NMJC Lease Pumper Site

Course concludes with a written test

Entry level Lease Operators: average approximately \$65,000 annually during their first year

To register, or for more information, contact us at: 575.492.4703

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WORKFORCE DEVELOPMENT



Workforce Training
Oil & Gas

MATH 4 THE OILFIELD

Class Cost **\$80**

6 Hour Course

Math 4 the Oilfield is designed to help current and future oilfield workers understand the simple but very unique calculations used every day in the oil and gas industry. The course is focused on utilizing an engineering handbook to find and apply data, and was created to meet a need expressed by oil company management when seeking new employees. Accurate calculations are required for both surface and downhole work. This is an excellent math review prior to both ***Lease Pumper*** and ***Well Control training***--both require basic math skills!

Class includes: basic math review, unit conversions, tank capacities, daily lease production, sucker rod pump displacement, tubing, pipe, casing, and hole volume, annular volumes, hydrostatic pressure calculations, chemical usage, and chemical feed rate.

Instruction for this training is provided by an experienced engineer.

To register, or for more information, contact us at: **575.492.4703**

WELL CONTROL

Class Cost **\$1,450**

This IADC WellSharp™ course curriculum is designed for Oil & Gas Operator Representatives who are primarily responsible for the oversight of coiled tubing, snubbing, wireline, and workover operational processes of well control. This curriculum identifies a body of knowledge and a set of job skills that can be used to provide well control training for Oil & Gas Operator Representatives.

To register, or for more information, contact us at: **575.492.4703**

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WORKFORCE DEVELOPMENT

FOR-CREDIT COURSES

Cosmetology and Barbering

Associate of Applied Science in Cosmetology Degree Plan

Associate of Applied Science in Barbering Degree Plan

Certificate of Cosmetology Degree Plan

Certificate of Barbering Degree Plan

Manicurist / Pedicurist Certificate Degree Plan

Joni O. Gallegos, *Director*

575.492.2689 or 575.602.3376

jgallegos@nmjc.edu

Automotive Technology

Associate of Applied Science in Automotive Technology:

ASSET (Ford)

Maria Ceballos, *Recruiter*

575.492.2860

mceballos@nmjc.edu

Welding

Associate of Applied Science in Welding
Certificate in Welding

Earl Nymeyer, *Professor*
575.492.2868
enymeyer@nmjc.edu

Public Safety

Southeastern New Mexico Law Enforcement Academy

Law Academy Certificate

Walter Coburn, *Director*
575.492.2868
wcoburn@nmjc.edu

TEEX OSHA ENVIRONMENTAL, HEALTH AND SAFETY

CERTIFICATE
PROGRAMS

NMJC Workforce Development serves as a host training facility for the TEEX Region VI to bring oil and gas safety training to the heart of the Permian Basin.

These courses provide the knowledge and skills necessary to create a safe workplace for employees and to maintain voluntary compliance with OSHA regulations. Taught by professionals for professionals, instructors are experts with years of field experience in compliance training for construction, disaster management, general industry, hazardous materials, instructor development, leadership and supervision, maritime, oil and gas/petrochemical and safety.

If you are interested in pursuing your Certified Safety & Health Official Certification in General Industry and/or Construction, we offer 90+% of the classes at NMJC in order to complete that program.

TEXAS A&M ENGINEERING



EXTENSION SERVICE



Register for TEEX classes at
www.teex.org or call
1.800.723.3811





CONTINUING EDUCATION & COMMUNITY PROGRAMS



Enjoy
life long
LEARNING!

Instructors always needed.

If you have a hobby, talent, or
interest to share, call today.

575.492.4707



WORKSHOPS / EVENTS

READY TO GET STARTED?

SEARCH FOR A WORKSHOP AT [NMSBDC.ORG](https://nmsbdc.org)

The **New Mexico Small Business Development Center** Network is here to help and support small businesses during this time of uncertainty. At our website you will find access to live trainings with step by step instructions on federal, state and grant programs available to our small business community. As federal and state programs are updated with new information and guidelines, so will our training classes.

For more information - visit [NMSBDC.ORG](https://nmsbdc.org) or contact Brandon Hunt | bhunt@nmjc.edu.

The New Mexico Small Business Development Center (NMSBDC) Network was established in 1989 through a partnership with the US Small Business Administration, the State of New Mexico, the New Mexico Association of Community Colleges, and the New Mexico Association of Independent Community Colleges. The NMSBDC Network State Office is located on Santa Fe Community College campus. The program provides confidential, no-cost business consulting and low-cost business training to entrepreneurs and small businesses throughout the state. Strategically located in 24 communities, we serve all 33 New Mexico counties. NMSBDC consultants have countless years of combined management and ownership expertise and have helped to create more than 35,000 jobs in the state since its inception. Entrepreneurs have access to subject matter experts to help them start, expand, and be profitable. For more information visit www.nmsbdc.org.

Funded in part through a Cooperative Agreement with the U.S. Small Business Administration. All opinions, conclusions and/or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. All SBDC programs are extended to the public on a non-discriminatory basis. Reasonable accommodations for persons with disabilities and individuals with limited English proficiency (LEP) will be made if requested at least two weeks in advance.

Lea Regional Hospital

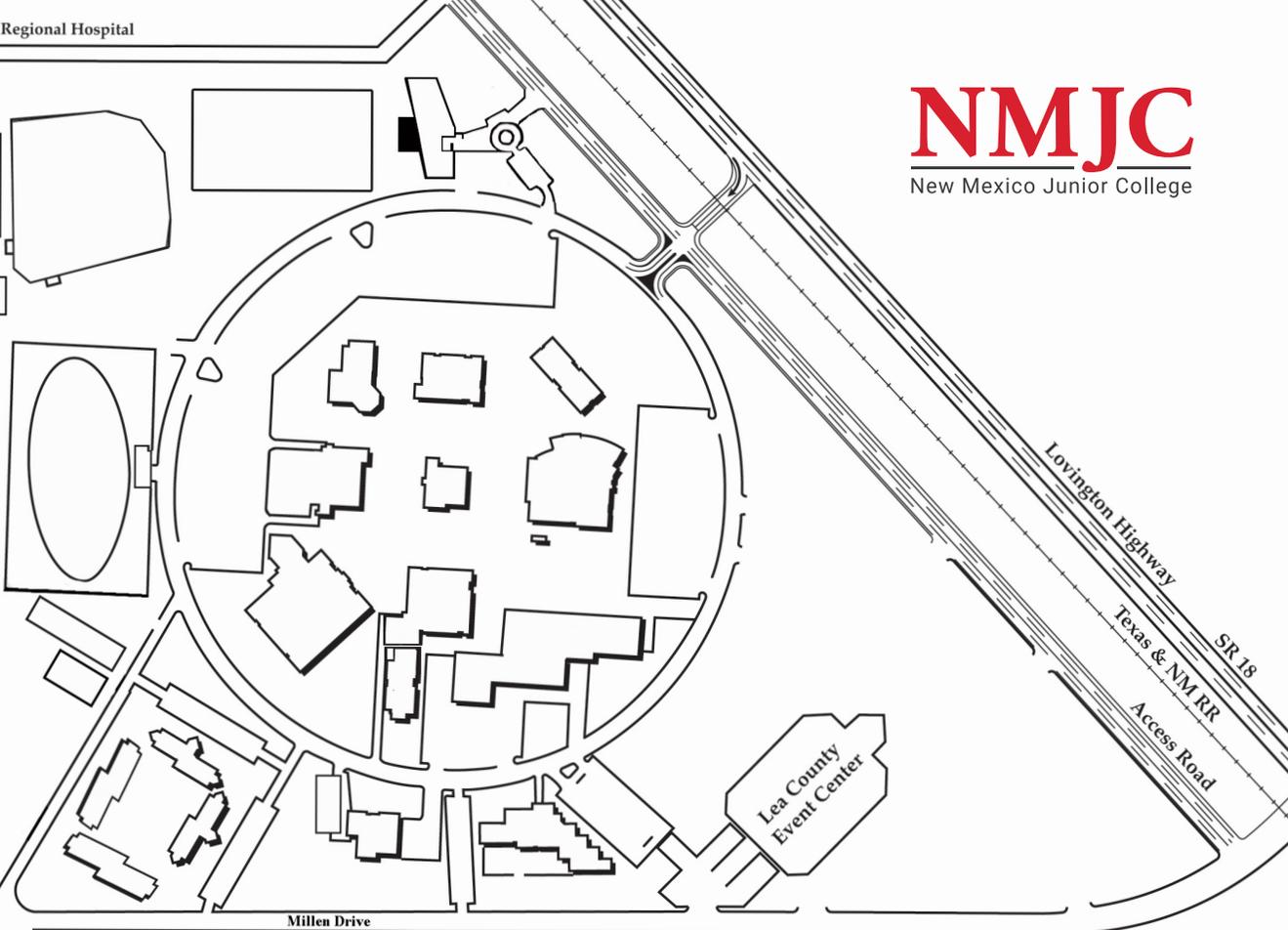
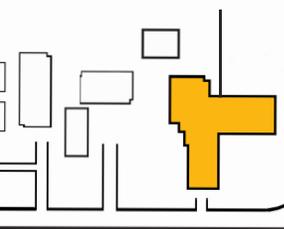
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New Mexico Junior College

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WORKFORCE DEVELOPMENT

Larry Hanna
Workforce Development



New Mexico Junior College does not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information or veteran status.



LARRY BENNA TRAINING

NMJC
WORKFORCE DEVELOPMENT



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