


Computer Track


March 1, 2010

Time	Class	Presenter
10:00 - 11:00 am	Basic CMS This class will cover navigation of CMS. This is NOT a data entry class.	Brandy Toward, Program Specialist & Trainer, Administrative Office of the District Attorneys (AODA) Brandy began working for the 11 th Judicial District Attorney's Office in Farmington, NM in 2002. She worked for the District Attorney's Office for 6 years, in various divisions. She was hired by AODA in February of 2009 to serve as a trainer in an effort to ensure uniform data entry and reporting for the District Attorneys' Offices throughout the state.
11:00 am - Noon	Case Opening This class will include opening Probation Violation, Adult Criminal, and Juvenile cases both manually as well as via the quick-case entry.	Brandy Toward, Program Specialist & Trainer, AODA
Noon - 1:00 pm	Lunch Break	
1:00 - 2:30 pm	Case Updating This class will include explanation of all fields on the people, main case, defendant, and charges screens.	Brandy Toward, Program Specialist & Trainer, AODA

2:45 - 5:00 pm	WordPerfect Tips & Tricks	 <p>Caroline Nez, Information Systems Assistant, 11th Judicial District, Division 2</p> <p>As a native Gallupian, Ms. Nez graduated from Gallup High School and attended the University of New Mexico at the Gallup campus on a part-time basis, earning several credits. She is currently employed part-time at the UNM Gallup Campus as a DWI facilitator and has been for the past 15 years. A DWI school facilitator is one who is certified by the Traffic Safety Bureau of the New Mexico State Highway and Transportation Department as qualified and trained to facilitate DWI Schools.</p> <p>She has also been a full-time employee at the Eleventh Judicial District Attorney's Office, Division Two, since 1992. Ms. Nez began her career path with the DA's Office as a receptionist, promoting from that position through the stages of secretary, supervising secretary, administrative assistant, to her present position as the sole Information Systems Assistant in the Office. Ms. Nez has been the ISA over six years, having been anointed the moniker of "motherboard" by District Attorney, Karl Gillson.</p>
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March 2, 2010

Time	Class	Presenter
8:00 - 9:45 am	<p>Case Closing</p> <p>This class will demonstrate closing Adult Criminal, Juvenile, Appeal, Trial De Novo, and Probation Violation cases.</p>	<p>Brandy Toward, Program Specialist & Trainer, AODA</p> <p>Brandy began working for the 11th Judicial District Attorney's Office in Farmington, NM in 2002. She worked for the District Attorney's Office for 6 years, in various divisions. She was hired by AODA in February of 2009 to serve as a trainer in an effort to ensure uniform data entry and reporting for the District Attorneys' Offices throughout the state.</p>

10:00 am - Noon	Merge Documents	 <p>Janetta Hicks, 5th Judicial District Attorney Ms. Hicks has been the District Attorney for the 5th Judicial District since 2009. She has the distinction of being the first woman District Attorney in the 5th Judicial District since the inception of the office in 1912. She has been involved in prosecutions since 1990. Ms. Hicks graduated from the University of Texas at Austin School of Law with a JD in 1989.</p>
Noon - 2:00 pm	Luncheon	
2:15 - 3:00 pm	PPD Directors' Meeting	<p>Keri Penner, Special Programs Director, 7th Judicial District Ms. Penner has worked as the PPD Director for the 7th Judicial District for 12 years. In addition to running the PPD Program, Ms. Penner is involved in community outreach programs such as the Meth Initiative and RESPECT program.</p>
3:15 - 5:00 pm	<p>PPD & Worthless Check Modules This class will include data entry into the PPD & Worthless Check modules as well as running reports on data in both modules.</p>	<p>Brandy Toward, Program Specialist & Trainer, AODA</p>

March 3, 2010

Time	Class	Presenter
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8:00 – 12:00 am	Network Hardening		<p>Srinivas Mukkamala, Ph.D.</p> <p>Dr. Mukkamala is the owner of Computational Analysis and Network Enterprise Solutions, LLC. He has 10 years experience as an information security researcher at New Mexico Tech and is a senior research scientist with ICASA. He earned his Ph.D. in Computer Science from New Mexico Tech in 2005.</p>
12:00 – 1:30 pm	Lunch Break		
1:30 – 3:30 pm	CMS Workgroup Meeting	Brandy Toward, Program Specialist & Trainer, AODA	
3:30 – 5:00 pm	<p>Office Administrator</p> <p>This class will cover the additional abilities/duties of office administrators, including reports, alias merging, creating and maintaining personnel records, etc.</p>	Brandy Toward, Program Specialist & Trainer, AODA	