

Enhance your earning potential and career opportunities

TMCC Workforce Development and Continuing Education courses

Non-credit professional and
career courses start daily!

Two course guides in one:
TMCC WDCE pages A-L and Community Education,
pages 1-28

- **Become a strategic leader**, page K
- **Start a successful small business**, page L
- **Train to become a massage therapist**, page H-J
- **Enter the lucrative field of translation**, page F



<http://wdce.tmcc.edu> 775-829-9010

August through December 2013 classes

www.facebook.com/tmccwdce

Check out Community Education's fun classes on the other side of this publication.

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Workforce Development and Continuing Education
7000 Dandini Boulevard
Reno, NV 89512-3999



TMCC's Workforce Development and Continuing Education Department

Thrive.

Succeed.

Prosper.

Aspire.

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Arts and Crafts

For recreational arts courses, see pages 1-3



Turn Your Crafts into Cash

Turn your hobby or craft into a moneymaker. Learn dozens of tips to improve sales and profitability while operating on a low budget. Discover how to prepare your crafts, promote, set prices, find the best outlets and expand your market opportunities. Find out how to obtain the materials you need to make your products for less and keep your enterprise running successfully. \$5 materials fee

10/14 M 2-5 p.m.
Veltkamp
TMCC Meadowood Center S315 \$39

Computers and Software for the Office

For home-oriented computing, see pages 4-5.
For related online courses, log on to <http://wdce.tmcc.edu>.

Photoshop Elements Basics

Unleash the artist inside you through the digital computer palette of Photoshop. Take the images held captive inside your camera and jazz them up to create eye-popping photos. Learn how to use the wide array of features of Adobe Photoshop Elements, a mid-range photo editing software. Find out how easy it is to use this software, even if you have no image editing experience.

9/18-9/19 W,TH 5:30 - 8:30 p.m.
Gage
TMCC Meadowood Center S115 \$99

QuickBooks Essentials

Practice setting up a company, learn to work with lists, set up inventory and create invoices and billing statements. Work with bank accounts to learn how to enter and pay bills by using a QuickBooks check, and gain skills in using the program for accounts payable.

10/8-10/17 T,TH 8 a.m. - 12 p.m.
Lenga
TMCC Meadowood Center S322 \$259

Student Success Story:

Lonnie Peck, owner, LR Peck Photography

"I had self-taught myself Photoshop Elements to clean up images before I presented them to clients. It was a long, slow process. After I took this class, I learned the real power of the program with advanced methods. I also learned shortcuts that save valuable time that I can now devote to other areas of my business. The Photoshop Elements class helped me get the most quality out of my photos, which gives me a competitive edge."

Internet

Start a Profitable Webmaster Business

Take advantage of the multiple income streams a webmaster service company can bring to you. Learn how to manage your own website better and how to start and grow your own webmaster business. Discover the tips and techniques of web design, hosting, site promotion, average investment and profit figures, and other information to help you get involved. This fun, practical approach will teach you how to market your business and find new customers while avoiding the hazards. \$5 materials fee

10/15 T 6:15 - 9:15 p.m.
Veltkamp
TMCC Meadowood Center S104 \$39

Create a Website for Fun, Profit and Business

Discover easy-to-use design tools that can build your personal or business website in 60 minutes. Get traffic immediately using the pay-per-click ad on Google, MSN, Yahoo and Facebook. Learn how to get ranked by the three major search engines and the tips and traps of website design. Create money-generating affiliate websites and easily import and sell products directly from 1,500 manufacturers in China. No programming is required.

10/19 **S** **9 a.m. - 3 p.m.**
Boyd
TMCC Meadowood Center S320 **\$97**

HOT!

eBay I—The Basics of Selling on eBay

Learn the tips, tricks and traps so you'll succeed in all your eBay dealings. Sell more effectively by developing procedures to set up a seller account, create listings and set up credit card payments. Streamline packing and shipping procedures and monitor listings and upload great pictures. Taught by an award-winning eBay instructor.

10/23 **W** **6 - 9 p.m.**
Boyd
TMCC Meadowood Center S300 **\$49**

HOT!

eBay II—Advanced Selling Strategies

Learn the insider tips and strategies that will draw the most bids, maximize sales and beat your competition. Cover how to find a profitable niche, what to sell, what to avoid and how to use drop shippers to minimize inventory costs. Explore eBay research, marketing and photography tips, eBay stores and how to easily import and sell products directly from 1,500 manufacturers in China.

10/24 **TH** **6 - 9 p.m.**
Boyd
TMCC Meadowood Center S315 **\$59**

Microsoft

Access Essentials I

Database development is not just for programmers. With today's graphical tools and the right training, you can build easy-to-use front-end interfaces that access relational tables. Learn field and table creation, data entry editing, form creation and use, queries and simple reporting.

11/5-11/7 **T,TH** **1 - 5 p.m.**
Lenga
TMCC Meadowood Center S322 **\$129**

Access Essentials II

Showcase your efficiency when you learn how to easily retrieve relevant data and eliminate repetitious information. Increase your mastery of Access through designing relational databases and run more efficient queries. Create more powerful reports through specialized forms that build on tables and queries, along with forms that create calculations. Take part in exercises that will build your confidence and skills with Access.

11/12-11/14 **T,TH** **1 - 5 p.m.**
Lenga
TMCC Meadowood Center S322 **\$129**

HOT!

Excel Essentials I

Get rid of that calculator. Become familiar with Excel's most popular features and you'll wonder how you ever got through a work day without them. Start off learning the basics such as entering text and numbers into spreadsheets and continue building your skills by learning formatting and formulas.

9/30-10/2 **M,W** **8 a.m. - 12 p.m.**
Lenga
TMCC Meadowood Center S322 **\$129**

"You can learn valuable skills that are very helpful with your work, etc. It's also quick and convenient."

—Alaina F., Excel student

Excel Essentials II

Expand your basic knowledge so you can incorporate more complex Excel techniques in your work. Protect data, control worksheets and workbooks, and work with images and tables.

10/7-10/9 **M,W** **8 a.m. - 12 p.m.**
Lenga
TMCC Meadowood Center S322 **\$129**

Why Take Computer/Software classes?

Employers rank computer proficiency very important in their decision to hire someone, according to the National Association of Colleges and Employers' Job Outlook 2012 Survey.

Experience the freedom and wealth of online classes offered through WDCE.



Tap into some of the world's greatest instructors and do it on your own terms. Day or night. At home, work or an internet cafe. WDCE works with the nation's top providers of online classes: ed2go, ProTrain, JER Group, Pronto Spanish and more.

- Train for a new career
- Expand your job skills
- Explore new interests

Check it out today at
www.tmcc.edu/wdce/courses/online/

Floral Industry Training



Florist Fundamentals

In just two weeks, get the training you need for a career as a floral handling or design assistant at a retail florist shop. Learn how to identify, care for and handle flowers. Gain hands-on experience creating vase and basket arrangements, boutonnieres and corsages. Taught by an experienced floral designer at a floral design center, this class will give you a realistic feel for the profession. \$25 materials fee

10/7-10/18 M-F 1-4 p.m.

Fiannaca
Sparks Florist Design Center \$199

View this video to learn about Florist Fundamentals or go to the online course description for the link.



Grant Writing

For online grant classes, visit wdce.tmcc.edu and click on online Classes.

HOT!

Grant Writing Basics

Help your favorite charity while you increase your job skills by learning to write grants. Find out how to tell your story and create a persuasive proposal to secure foundation, government and corporate money. Learn key components and critique samples, then write a mock proposal. In addition to the two Saturday lectures, 15 hours of outside work are required.

9/14-9/28 S 9 a.m. - 5 p.m.

French
TMCC Meadowood Center S320 \$259

View this video to learn about Grant Writing or go to the online course description for the link.



Finding Funding Sources

Don't buy expensive subscriptions when you can use the web to find free sources of funding for your grant. Learn how to interpret your research, so you have all the information you need to submit a proposal. You must have basic computer skills to take this class.

10/12 S 9 a.m. - 5 p.m.

French
TMCC Meadowood Center S115 \$149

Why take grant writing?

Grant writing is ripe with opportunities for those willing to learn. It can enrich your wallet, improve your personal life and give you independence, according to Entrepreneur.com

Designing Grant Budgets

Tell the story of your grant request convincingly through budgets and accompanying narratives. Learn the most commonly used budget formats and feel comfortable with concepts and terminology.

10/26 S 9 a.m. - 5 p.m.

French
TMCC Meadowood Center S320 \$149

"I keep coming back for more of Vivienne's grant classes. I learn so much from her and she is a great teacher!"

—Renee P., Designing budgets student

Outcomes and Evaluations

Every grants project demands evaluation and tweaking. Learn the importance that deliverables, measurables, goals, objectives and activities mean to your grant process. By learning what these terms mean, you can design and explain your goals and objectives, make your program results measurable, and effectively evaluate your program for those who will provide the money.

11/9 S 9 a.m. - 5 p.m.

French
TMCC Meadowood Center S320 \$149


Consulting Skills

Gain the skills you need to be a successful grant writing consultant. Find out how to set up your business and assess an organization's readiness for grants. Learn how to market your services, from building a resume to printing brochures and compiling a portfolio.

12/7 S 9 a.m. - 5 p.m.

French
TMCC Meadowood Center S320 \$159

Earn your Grant Writing Certificate in just one year!



Train for a rewarding career that makes a difference in our community! This popular program is designed to provide you with relevant instruction to help propel your career.

For details, go to wdce.tmcc.edu and click on "View Our Programs."

Health Careers



HOT!

Pharmacy Technician

In just 50 hours, get the training you need to take the Pharmacy Technician Certification Board's Exam and be well on your way to a new career. Opportunities in this field abound. Work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, pharmacies and other health care settings. Learn medical terminology specific to your new occupation, as well as reading and interpreting prescriptions and defining drugs by generic and brand names. Learn to calculate dosages, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, billing and reimbursement.

10/8-11/26 T,TH 6 - 9:30 p.m.
Nell J. Redfield Building A room 206 \$999

HOT!

Work at Home as a Medical Transcriptionist

Medical transcription is a \$12 billion-per-year industry in the U.S. Make good money, work from home and transcribe fascinating information. Find out what it takes to start a medical transcription business from the ground up and enjoy being your own boss, having flexible hours and earning a great salary. \$20 materials fee

10/5 S 10 a.m. - 1 p.m.
Burns
TMCC Meadowood Center S324 \$39

NEW!

Health Information Technology Specialist

Train to become part of the country's emerging health IT industry. Get a complete overview of human body systems, health information terminology, communication in healthcare, privacy laws, ethical issues and the role of HIPPA in the digital electronic health record. Review basic computing, computer architecture, data organization, programming languages, networking, hardware components, software applications, the HITECH Act and the concept of meaningful use. Learn document system interfaces and integration requirements, databases, applications and operating systems. Assess, select and configure EHRs, conduct workflow analysis and learn the functions of all layers of the ISO OSI models, data standards and components of health IT standards including HL7 and TC215 for health information exchange. Review enterprise architecture models and project management principles, tools and techniques. A clinical externship completes the program. You'll then be qualified to sit for three national HIT-Pro certification exams—Technical/Software Support Staff competency exam, Practice Workflow and Information Management Redesign Specialist competency exam and Implementation Support Specialist competency exams. All exams are sponsored by the US Department of Health and Human Services.

10/1-1/16 T,TH 6 - 9:30 p.m.
TMCC Vista Building 205 \$2450

Medical Billing and Coding

Get the training you need to secure an in-demand job in the health care industry. Take this accelerated training and become job ready in as little as 80 hours of instruction. Gain the skills you need to solve insurance billing problems, manually file claims, complete insurance forms and streamline billing procedures. You will learn about differences in specialty fields, CPT guidelines and codes that use manuals. Upon completion of this course and after you have worked in this profession for six months, you will be eligible to sit for various national certification exams.

10/7-12/18 M,W 6 - 9:30 p.m.
TMCC Sierra Building 204 \$1799

Physical Therapy Technician

Train to be a technician in the growing field of physical therapy. In this comprehensive 50-hour program, delve into the non-technical duties of physical therapy such as preparing treatment areas, ordering devices and supplies, and transporting patients under the direction of the physical therapist. You will learn how to assist physical therapists in providing services that help improve mobility, relieve pain and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. The job opportunities in this field are great, with positions available in nursing homes, hospitals, sports rehabilitation centers and orthopedic clinics. This program does not include a national or state certification as part of its overall objectives.

10/8-11/26 T,TH 6 - 9:30 p.m.
TMCC Sierra Building 204 \$999

Student Success Story:

**Debbie Franey, Medical Assistant Intern,
Renown Medical Group**

“I was in the first Clinical Medical Assistant class and I am now working at Renown. I love Renown and what I’m doing!”

Clinical Medical Assistant

The medical assistant field is projected to grow 35 percent through 2016. Be a part of this in-demand career by working in a private medical practice, hospital, clinic or other medical facility. In TMCC’s 140-hour program, receive in-depth instruction and gain hands-on experience to perform clinical skills with patients in a medical office setting. Learn how to prepare patients for examinations, treatments and laboratory procedures, conduct phlebotomy and use an electrocardiogram. In this comprehensive program, you will also find out how to assist with minor surgery, obtain lab specimens and maintain medical equipment. You will gain a basic foundation in pharmacology, ethics, the legal aspects of healthcare and how to educate patients. Upon successful completion of the classroom portion of this program, you will enter a 160-hour clinical rotation to practice what you have learned. When you successfully complete the entire program, you are eligible to sit for the National Health Career Association’s Certified Medical Assistant Exam.

**10/1-1/16 T,TH 6-9:30 p.m.
Nell J. Redfield Building A 216 \$2399**

“The instructor was well versed in the curriculum. She went above and beyond to be sure students understood the course work.”

—Clinical Medical Assistant student

Dialysis Technician

Enter this growing health care field that helps others enjoy a better quality of life. The U.S. Bureau of Labor Statistics projects this field to grow about 11 percent through 2020. As a technician, you’ll be responsible for direct patient care working in hospitals, out-patient clinics and other medical facilities. Under the direct supervision of physicians and nurses, you’ll operate dialysis machines, prepare dialyzer reprocessing and delivery systems and maintain and repair equipment. In this 50-hour class, learn how to initiate, Monitor and discontinue dialysis treatments for renal failure patients. Delve into renal physiology, how to perform and record vital signs, evaluate and perform vascular access to circulation, hemodialysis principles, body chemistry, delivery systems, medications and dialysis, psychological aspects of therapy and administering therapy to children.

**10/7-12/2 M,W 6-9:30 p.m.
TMCC Red Mountain Building 409 \$999**

Herbal Studies

Medicinal Plants A-Z

Start building your herbal expertise by learning how plants can promote better health. Incorporate your senses in learning about more than 40 of the most widely used plants including popular northern Nevada ones. Learn about their properties, qualities, uses, indications and contraindications. Explore cultural, ethical harvesting and ecological concerns. \$15 materials fee

**8/27-10/15 T 6-9 p.m.
Broderick & Powers
TMCC Meadowood Center S103 \$215**

View this video to learn about Herbal Studies or go to the online course description for a direct link.



Wildcrafting—Harvesting Local Medicinal Plants: Elderberry

Spend the day outdoors exploring the ancient tradition of wildcrafting. Learn how to ethically and responsibly harvest two medicinally important native plants. Gain tips on how to preserve and process them into herbal products. \$10 materials fee

**8/24 S 9 a.m. -5 p.m.
Broderick & Powers
Reno \$79**

Why take a herbal studies course?

Seventy-five percent of health care professionals admit their industry was poorly informed about herbal medicines, according to the Drug and Therapeutics Bulletin.

Plant Identification

Gain the skills you need to accurately identify our region’s wild-growing plants. Delve into the basics of botany, morphology and taxonomy during this lecture, lab and field trip class. Develop your analytical thinking by using a plant identification manual known as a dichotomous key. \$30 materials fee

**8/29-10/17 TH 5:30-8:30 p.m.
Broderick
TMCC Redfield High Tech Center 121 \$259**

HOT!

Practical Herbology I

Gain hands-on experience in making your own herbal products and develop a deeper understanding of how plants support our health and well-being. Discover how to make salves, tinctures, poultices and teas. \$35 materials fee

**10/22-12/3 T 6-9 p.m.
Broderick & Powers
TMCC Meadowood Center S103 \$225**

“Kim and Evert provide excellent and up-to-date information about making any type of herbal medicine in any form.”

—Latanya R., Herbology student

Essential Oils and Aromatic Medicine

Explore therapeutic uses of plant essential oils and how to effectively use them. Better understand their chemistry and how they affect the brain and body. Develop blending skills, learn to safely and effectively use essential oils and identify them by aroma. \$35 materials fee

10/24-12/12 TH 6-9 p.m.

Powers

TMCC Meadowood Center S103 \$189

Student Success Story:

Osteopath Dr. Newton Yco

“TMCC’s Herbal Studies program has helped my practice because it has opened my mind to another side of medicine: natural medicine. I now incorporate the herbal remedies I’ve learned into my osteopathic practice. Plus the instructors, especially Evert Broderick and Kim Powers, are great.”

Medicinal Mushrooms

Discover how mushrooms can be used to support and enhance human health. Learn several methods of preparing medicinal mushrooms and gain insight in the diversity of mushrooms and their ecological roles.

11/6-11/13 W 6-9:30 p.m.

Broderick

TMCC Meadowood Center S315 \$79

To browse TMCC’s variety of credit courses and degree programs like renewable energy and biology, visit tmcc.edu to learn how TMCC can complete you.

Languages in the Workplace



HOT!

Spanish-English Medical Interpreting

Increase your knowledge and effectiveness as a medical interpreter by reducing language barriers between patients and doctors. Become familiar with the different modes of interpretation that are performed verbally, in writing and by recordings while expanding your comprehension of medical terminology. Become aware of common mistakes and ethical responsibilities that are involved in medical interpreting. \$10 materials fee

9/9-11/18 M 6-8 p.m.

Sefchick

TMCC Redfield High Tech Center 122 \$279

“Anyone who works in the Medical field and speaks English and Spanish would benefit from this class.”

—Norma M., Medical interpreting student

Spanish-English Translation Certificate

The Hispanic population in the USA is growing every day. Translators and interpreters are in high demand. As a certified translator, you could start earning about \$30 an hour and work flexible hours from home. As a proficient Spanish-English bilingual, develop the knowledge and skills necessary for translation. To participate, you must possess a high level of proficiency in both languages. This course prepares you for the state certification test. \$30 materials fee

8/24-12/14 S 9 a.m. - 12 p.m.

Griggs

TMCC Meadowood Center S315 \$599

Attention Veterans

Prepare for success in college and in your career. Contact TMCC’s Veteran’s Upward Bound for details. 775-829-9007

Share your expertise with others

Change people’s lives by teaching them your skill. No teaching experience is necessary. Community Education and WDCE are looking for personal enrichment and professional development instructors with a proven proficiency in their subject. Visit <http://wdce.tmcc.edu> and click on “Teach for Us.”

Marketing, Public Relations and Advertising

Marketing for Professionals and Consultants

Grow your business through determining marketing strategies that best fit your business. Learn where to begin and how to stay motivated. Create a 28-day marketing plan and find out what you need to focus on during each marketing stage.

10/2 W 6-9 p.m.
Webb
TMCC Meadowood Center S315 \$39

Social Media for Business Certificate

Introduction to Social Media

This is an online class. Have your business transition from in-person to online communication to build customer retention, branding and customer service. Explore the various social media options including Facebook and YouTube, to determine which best fits your business. Find out about the top sites and how businesses are using them. Discuss case studies of how other companies use social media, as well as the issues of time and resource logistics, common misconceptions and mistakes. Pay only \$495 for the entire Social Media for Business Certificate when you register under the certificate name.

9/3-9/27
Selke
Online \$195

"Wow! Chock full of very useful information. I thought I knew a lot about using social media for marketing already, but I was just barely scratching the surface. You've helped me a lot with this course."

~ Social media student

Integrating Social Media in Your Organization

This is an online class. Create your own social media network to better suit your organization's needs. Devise a practical strategy and consider the top five considerations of starting your own network. Learn how to create your social media site with the Ning platform and work socially using Google Docs and calendars, so you can move to a more interactive website. Find out how social media functions within a company, then learn to create and implement a social media strategy within your overall marketing plan. Work with the instructor to choose which tools are right for your situation. After discussing the top tools available to manage your social media site, find out how to integrate a social media strategy with your company's overall marketing plan. Pay only \$495 for the entire Social Media for Business Certificate when you register under the certificate name.

11/4-11/29
Selke
Online \$195

Marketing Using Social Media

This is an online class. Engage your customers and keep them interested in your company through social media. Develop a two-way communication and marketing strategy and tap into the power of viral marketing. Explore the pros and cons of major social media including Twitter, LinkedIn and blogs, so you can best determine what fits your company. Learn quick and easy ways to incorporate social media into your business marketing plan. Pay only \$495 for the entire Social Media for Business Certificate when you register under the certificate name.

10/7-11/1
Kart
Online \$195

eMarketing Essentials Certificate

Improve Email Promotions

This is an online class. Create an email promotion that stands out from the crowd by delving into relevant content, as well as the best times and days to mail your message. Gain insight into how to better target your e-news to clients and potential clients and how to avoid spamming people. Learn how to make your email more compelling to readers through design and how to test your content for effectiveness. By the end of this class, you'll understand the differences and advantages of HTML and text emails, as well as how to keep your lists current. See how to integrate an email campaign into your regular marketing plan. Pay only \$495 for the entire series when you register for the entire eMarketing Essentials Certificate.

9/3-9/27
Belhassen
Online \$195

Boosting Your Website Traffic

This is an online class. Gain the knowledge you need to boost your website traffic through search engine optimization and visitor analysis, as well as page design and content. Become comfortable using web-based tools such as Google Analytics to better understand your site's visitor trends and Google Optimizer to test different web page versions. Discuss the importance of bounce rates, top landing pages, number of visits and views, and find out the top referral sites to your website. You'll learn how to create a better user experience that results in easier page navigation and longer viewing times. Pay only \$495 for the entire series when you register for the entire eMarketing Essentials Certificate.

10/7-11/1
Belhassen
Online \$195



Inbound Marketing Certificate

Inbound Marketing, An Introduction

This is an online class. Learn how to naturally attract visitors to your website by maximizing search engines, the blogosphere and social media. The average person encounters 2,000 outbound interruptions each day, and they've all figured out how to block them. Learn what kind of content you need to share, how to use landing pages and use forms to collect viewer data for successful lead generation. Pay only \$585 when you register for the entire Inbound Marketing Certificate.

9/3-9/27

Kart
Online \$195

Content Marketing

This is an online class. Discover how you can entice your website viewers to buy your product or service and to regularly return to your website. Find out who your best audience is and how to create engaging and purposeful content to best meet that audience's needs. In just one month, you'll be better equipped to create your own content marketing strategy and a content-rich website that will exceed the expectations for your potential customers. Pay only \$585 when you register for the entire Inbound Marketing Certificate.

10/7-11/1

Weiss
Online \$195

Online Advertising

This is an online class. Elevate your business through strategic online advertising. Discover key techniques to attract clients who want your product or service through using affordable awareness-building methods. Learn how to create an effective Google AdWords pay-per-click campaign through determining the best keywords, territory and pricing options. Explore Facebook's ability to target your specific demographic, whether local, national or international. Discuss the return on investment and how to compete effectively against other advertisers. By delving into the Traffic Estimator, see how you can optimize keyword selections to catch the attention of prospective customers. Pay only \$495 for the entire series when you register for the entire eMarketing Essentials Certificate.

11/4-11/29

Belhassen
Online \$195

Advanced Inbound Marketing

This is an online class. Incorporate all you've learned about inbound marketing from the previous two courses and learn how to monitor, measure and manage the results at a more advanced level. Learn which data is important and how it sheds light on visitor engagement. Gain deeper insights into user behavior and how to track meaningful conversions. Pay only \$585 when you register for the entire Inbound Marketing Certificate.

11/4-11/29

Belhassen
Online \$195

Massage Therapy Certification Program-CEUs

For details, visit <http://www.tmcc.edu/wdce/massage/>.

HOT!

Introduction to Massage Therapy

Have all your questions answered regarding a possible career in massage. Learn about TMCC's massage certification program, career opportunities available to licensed massage therapists and licensing procedures in Nevada.

8/24 S 9 a.m. - 5 p.m.

Grubaugh
TMCC Meadowood Center S217 \$59

Fundamentals of Massage Therapy

Prerequisite or co-requisite is MASG 200C, MASG 202C BIOL 141B or BIOL 223. Discover the art and science of professional therapeutic massage. Learn basic strokes and how to organize a massage suited to individuals' needs. Gain insight into massage ethics. Learn the scope of practice, massage and contraindications, draping, sanitation, Nevada law and client charts.

8/27-12/12 T,TH 5:30 - 8:30 p.m.

Grubaugh
TMCC Meadowood Center S217 \$549

It's never been easier to enroll in a massage training class



Forget the college application. You can now enroll in our massage therapy training program by visiting <http://www.tmcc.edu/wdce/programs/massage/>.

Why enroll in the massage program?

One of the top reasons professionals become LMTs is for career flexibility, according to the Associated Bodywork & Massage Professionals.

Oriental Massage

Relieve stress and related problems with hands-on reflexology, Shiatsu and soft tissue manipulation. Herbal oils will be used.

8/26-10/14 M 6 - 8 p.m.
Eddy
TMCC Meadowood Center S217 \$99

Anatomy and Physiology I

Requisite: TMCC massage or personal trainer students, LMTs or personal trainers. Learn the structure and function of the body's systems and relate them to their chosen field. This course fulfills the requirement for state and national licensure.

8/26-12/11 M,W 9 - 11 a.m.
Broderick
TMCC Meadowood Center S217 \$356

Touching Bone Energy

Learn how to access the whole body and identify energy obstructions in the skeletal structure. Discover how to release bone energy.

10/5 S 8 a.m. - 5 p.m.
Asay
TMCC Meadowood Center S217 \$99

Anatomy and Physiology II

Requisite: TMCC massage or personal trainer students, LMTs or personal trainers. Learn the structure and function relationship of musculoskeletal anatomy and kinesiology by utilizing and enhancing palpation skills. Create a solid 3-dimensional anatomical image of the body and its movement patterns. This course fulfills the requirement for state and national licensure.

8/27-12/12 T,TH 9 - 11 a.m.
Broderick
TMCC Meadowood Center S217 \$356

Medical Terminology for Massage Professionals

Co-requisite is MASG 202C. Become comfortable by demystifying medical terminology. Develop the knowledge and skills to decode, decipher and uncover the meaning of virtually any scientific term. Learn through lectures, readings and written exercises. Find out how to connect seemingly foreign terms to words we use in everyday speech.

8/28-12/11 W 11:30 a.m. - 12:30 p.m.
Broderick
TMCC Meadowood Center S217 \$199

Pathology for Massage Professionals

Requisite: TMCC massage program students or LMTs. Review body systems and learn conditions within those systems as related to pathology. Find out which conditions or pathologies are indicated and contraindicated. This course fulfills state and national licensure requirements.

8/28-12/11 W 6 - 9 p.m.
Burger
TMCC Meadowood Center S217 \$279

Hot Stone Massage

Requisite: TMCC massage program students or LMTs. Hot stone massage is a restorative stone thermotherapy and adjunctive therapy that can be used with all styles of massage therapy. As an adjunctive modality, it does not replace your hands-on skills. Refined assessment skills are not necessary to use stone therapy safely and effectively.

9/6-9/7 F,S 9 a.m. - 5 p.m.
Anderson
TMCC Meadowood Center S217 \$199

Integrated Massage

Discover body rhythm and flow in massage. Work on the nine basic massage strokes to create your own routine. Learn defined touch, confidence and proper massage ethics. Gain a superior edge on becoming a knowledgeable and capable massage therapist.

9/9-11/18 M 1:30 - 3 p.m.
Horwitz
TMCC Meadowood Center S217 \$125

Massage Mechanics and Positioning

Requisite: TMCC massage program students or LMTs. Learn proper body mechanics and feel while using forearms, loose fists, elbows, knuckles and hands as keys to career longevity and excellent touch. Work on creative client positioning with variations on side-lying, supine and seated positions.

9/20-9/21 F,S 9 a.m. - 5 p.m.
Asay
TMCC Meadowood Center S217 \$159

STUDENT SUCCESS STORY:

Robyn Griffith, owner, Revive Massage

"TMCC's program is different because it provides a tremendous amount of hands-on instruction by local top therapists. From advanced sports, myofascial, therapeutic rehabilitation and PNF, I left the program with above-average skills that show in my work and my business success. It only took me three months to build a successful clientele and maintain it. My education put my career in good hands—my own."

Sports Massage

Learn basic techniques, strokes and stretching used in sports settings.

9/27-9/28 F,S 9 a.m. - 5 p.m.
Grubaugh
TMCC Meadowood Center S217 \$159

PNF for Massage Therapy

Requisite: TMCC massage program students or LMTs. Learn how to utilize proprioceptive neuromuscular facilitation, or PNF, with your massage skills. Practice basic PNF techniques through hands-on training.

10/18-10/19 F,S 9 a.m. - 5 p.m.
Grubaugh
TMCC Meadowood Center S217 \$138



Meridians of Oriental Massage

Become familiar with the guiding principles, history and theory of Acupuncture. Learn about each of the 14 major meridians and how the five elements relate to these meridians, the organs and Yin and Yang. You'll also learn how Oriental massage is used to find a diagnosis.

10/21-12/9 M 6 - 8 p.m.
Eddy
TMCC Meadowood Center S217 \$99

Deep Tissue and Neuromuscular Therapy

Requisite: TMCC massage program students or LMTs. Enhance your skill and understanding of the concepts of deep tissue and neuromuscular massage. Learn to safely implement techniques into your massage routine in prone, supine, seated and side-lying positions. Witness proper body mechanics for administering these techniques and practice what you learn in class.

11/8-11/9 F,S 9 a.m. - 5 p.m.
Grubaugh
TMCC Meadowood Center S217 \$159

Massage Clinic

Prerequisites are MASG 201C and MASG 205C. Practice the skills gained in MASG 201C as you participate in this in-house clinic. Gain hands-on experience working with the public while providing a customer friendly environment. Review Nevada law, ethics, related pathologies, contraindications, sanitation and hygiene and learn about charts, client interviews, customer service and professional skills. Learn other massage-related bodywork practices. You will be required to do hours outside of class.

8/27-12/12 T,TH 11:30 a.m. - 3:30 p.m.
Grubaugh
TMCC Meadowood Center S217 \$659

Aromatherapy for Massage

Learn how to use essential oils in massage. Make your own scented massage oil, lip balm, foot soak, salt scrub and air freshener. Pay a \$30 materials fee to the instructor.

11/16 S 8:30 a.m. - 4:30 p.m.
Anderson
TMCC Meadowood Center S103 \$89

Professional Skills

Forensics for Court Interpreters

Become a more effective interpreter by better understanding English and Spanish forensic terminology. Increase your knowledge about fingerprinting, DNA analysis, weapons and ballistics. Practice simultaneous and sight interpretation skills while preparing for state and federal certification. Earn 10 CEUs through the Supreme Court of Nevada.

9/3-10/8 T 6 - 8 p.m.
Sefchick
TMCC Redfield High Tech Center 130 \$169

Your Work-Life Ought to be Great

You spend too much time at work not to enjoy your job. Explore alternatives to a poorly fitted work-life and discover how you really can create the career of your dreams. Through discovery exercises, pinpoint your interests, talents and motivations. Then develop a plan to guide you in achieving a personally rewarding career. \$15 materials fee

10/3-10/17 TH 6:30 - 8:30 p.m.
Benjamin
TMCC Meadowood Center S315 \$69

Marketing for Professionals and Consultants

Grow your business through determining marketing strategies that best fit your business. Learn where to begin and how to stay motivated. Create a 28-day marketing plan and find out what you need to focus on during each marketing stage.

10/2 W 6 - 9 p.m.
Webb
TMCC Meadowood Center S315 \$39

Irresistible Website Promotion

Rise above the thousands of other websites out there and attract a large number of visitors and buyers to your site. Learn how you can register in search engines and boost your placement on the Web. Gain techniques in how you can promote your site in other ways that will ensure a high volume of visitors. \$5 materials fee

10/16 W 6:15 - 9:15 p.m.
Veltkamp
TMCC Meadowood Center S300 \$39

Become an indispensable administrative professional



TMCC's WDCE offers an academic degree/certificate program for administrative professionals. The demand for skilled professionals is high, even in these challenging economic times.

Develop well-rounded office skills in:

- Computers,
- Customer relations,
- Management principles, and more.

Go to wdce.tmcc.edu and click on "View Our Programs" for details.

"I've become a more valuable employee with each class in the TMCC Administrative Professionals degree program." – Cindy S.

Management



Supervisory Leadership Certificate

This is an online class. Establish yourself as a leader. Your career success relies on your ability to maximize your team's efficiency while enhancing your supervisory skills. Receive practical and insightful advice that even the most experienced managers can benefit from. Gain the tools you need to maximize workplace productivity, effectively delegate tasks and motivate your employees. Learn to recognize and address behavioral issues before they become problems and how you can create a productive, cooperative workforce. You'll delve into the necessary elements to effectively evaluate employees and explore your competencies to see how you can strengthen your own management skills. Discover relevant strategies you can implement immediately at your workplace. This class is approved for CEUs toward PHR, SPHR and GPHR recertification through the HR Certification Institute.

9/3-10/25

Klauss
Online

\$395

Better Manage Difficult People

Whether at work or at home, keep your sanity and your cool by learning the six top tools for managing difficult, non-compliant people. Find out what behaviors you can and cannot control and how to help others grow in a positive way. A licensed psychologist will teach you how to improve communications and develop personal responsibility in others.

9/20 F 9 a.m. - 12 p.m.

Haro

TMCC Meadowood Center S320 \$49

NEW!

Strategic Leadership C Suite—Conflict, Communication, Cultural Competency

Become a more effective and respected leader by learning to listen, resolve co-worker conflicts and sharpen your awareness of cultural nuances. Find out how to maximize employee retention and minimize turnover. Become the boss whose employees feel appreciated and part of your team.

10/30 W 6 - 9 p.m.

Gaulden

TMCC Meadowood Center S300 \$39

Entrepreneurial

NEW!

Market Your Goodies

Taste sweet success by finding buyers for your delectable creations. Whether you make the perfect pecan pie, a hot sauce to die for or the best brownie this side of heaven, you'll discover how to turn your recipes into a thriving business. Explore legalities, packaging and how to market your specialty food item to restaurants, retail outlets, specialty food stores and through direct sales. Get valuable information on how to develop your product image to increase your impact. Bring samples to share and receive recommendations for them. \$5 materials fee

10/15 T 2 - 5 p.m.

Veltkamp

TMCC Meadowood Center S315 \$39

HOT!

25 Hot Home-based Businesses

Discover business success by starting one of 25 proven home-based businesses for less than \$1,000. Learn the start-up requirements for businesses as well as the market niches. You will create an action plan to help jump-start your business. \$5 materials fee

10/14 M 6:15 - 9:15 p.m.

Veltkamp

TMCC Meadowood Center S315 \$39

"This class gets you thinking about how to make a profit using everyday life situations."

-25 Hot Businesses student

HOT!

How to Make It in Voiceovers

Break into the voiceover industry and join talented artists like James Earl Jones, Linda Hunt and Donald Sutherland. Get an introduction to the business from a Tony Award-nominated composer and producer and learn how you can turn voiceovers into a thriving full- or part-time career.

11/4 M 7 - 9 p.m.

Foster

TMCC Meadowood Center S320 \$39

Make Money Using Blogs, Facebook, YouTube and Other Social Networking Tools

Join the 21st century by marketing your business online. Learn how to use social media to reach new customers and draw them to your existing business. For little or no money, you can use Facebook, Friendster, MySpace, Twitter and blogging to stay in touch with your customers, friends and family. Turn Online time into profitable time as you start a new venture and freelance opportunities. \$5 materials fee

10/16 W 2 - 5 p.m.

Veltkamp

TMCC Meadowood Center S300 \$39



Real Estate



HOT!

Property Management—30 Years in 24 Hours

Take this state-approved, 24-hour pre-licensing course to obtain the Nevada Property Management Permit. Explore related laws, as well as the daily practice of the profession. Instructor Judy Cook has worked as a Nevada property manager since the 1970s. Prior to taking the property management test, you must have a valid Nevada real estate license.

8/21-8/23 W-F **8 a.m. - 5 p.m. OR**
11/13-11/15 W-F **8 a.m. - 5 p.m.**
Cook
TMCC Meadowood Center S315 \$339

Student Success Story:

Dorothy Maynard, General Manager, Coldwell Banker Select Real Estate of Nevada

"I'd been a property manager for 25 years, so I thought the Property Management 30 Years in 24 Hours class would be a waste of my time. I was pleasantly surprised. It was well-organized and very informative. I have referred countless staff members to take this class. As the supervisor for our Nevada staff, it is nice to know that when I send someone to it, they will have a better understanding of property management as a whole."

Small Business Success Boot Camp

Whether you are starting a new company or revitalizing an existing one, maximize your chances of success by constructing a strong action plan. Gain valuable ideas on starting and growing your business and how to move forward. Understand legal structures, setup and marketing. \$5 materials fee

10/17 TH **6:15 - 9:15 p.m.**
Veltkamp
TMCC Meadowood Center S300 \$39

Entrepreneurial Bootcamp

This is an online class. Prosper by gaining the skills necessary to run a successful business. Discover the characteristics shared by profitable entrepreneurs and determine whether starting a business is right for you. Find out how to set goals, outline a business plan, establish record-keeping and create a legal business entity. You'll learn about the essential 11 technological skills that will help you form a more professional business, as well as government business programs and grants to give your new company an advantage. By the end of this class, you'll be familiar with how to set up and manage your own business.

9/3-9/30
Staff
Online \$195

So You've Got a Great Idea

Turn that great idea into a product by learning how to develop a prototype, find a manufacturer and obtain a patent. Get the ins and outs of how to market your product and what costs will be involved in order for you to make your dream into a reality. \$5 materials fee

10/17 TH **2 - 5 p.m.**
Veltkamp
TMCC Meadowood Center S300 \$39

Writers' Conference

For additional writing classes, see page 19



NEW!

Book Writing Seminar for Medical and Legal Professionals

Discover the secrets to getting your first book published from a veteran New York agent and author in an intimate environment limited to 40 participants. Learn what fiction and nonfiction genres are hot right now, as well as how to create book ideas with commercial appeal. Better understand the publishing world, what to expect for your first book contract, and the pros and cons of working with a book doctor. Gain the vital information you need to decide which routes to publishing will work best for you, whether you self-publish, work with an agent or contact publishing houses. Discuss how to best pitch your book and how to write a query that will grab any agent's attention. Submit your query in advance and the instructor, the author of *The Complete Idiot's Guide to Getting Published*, will critique it for you. The instructor, a favorite presenter at the SEAK Cape Cod Writing Conference for Physicians and Lawyers, is an expert at helping professionals attain their publishing goals. Pay only \$299 if you register by Sept. 23. The first three participants to register will receive a free copy of *The Complete Idiot's Guide to Getting Published*.

11/2 S **8:15 a.m. - 4:45 p.m.**
Bykofsky
TMCC Sierra Building 105 \$349

TO REGISTER FOR THE FOLLOWING CLASSES, GO TO WWW.TMCC.EDU

*For massage training, see
pages H-J.*

Personal Trainer 674-7974

Train for a career where you can help others be physically active and healthy. For program details, go to wdce.tmcc.edu and click on "View Our Programs."

PT 100C Introduction to Personal Trainer

3 Units 1001 81375 T
11:30 a.m.-2 p.m. 8/27-12/10

TMCC Vista Building Room 206 Simone-Call

If you have an interest in becoming a personal trainer, learn about certification requirements, career opportunities and counseling for the TMCC Personal Trainer Certificate Program. Client/trainer communication will be the focus of this class. \$249

PT 202C Anatomy and Physiology for Fitness Professionals I

4 Units 1001 81717 M,W
9-11 a.m. 8/26-12/11

TMCC Meadowood Center S217 Broderick

Prerequisite: TMCC massage or personal trainer program students or LMTs or personal trainers. Learn the structure and function of the body systems and relate them to their chosen field. This course fulfills the requirement for state and national licensure. \$356

PT 208C

Anatomy and Physiology for Fitness Professionals II

4 Units 1001 81944 T,TH
9-11 a.m. 8/27-12/12

TMCC Meadowood Center S217 Broderick

Prerequisite: TMCC massage or personal trainer program students or LMTs or personal trainers. Learn the structure/function relationship of musculoskeletal anatomy and kinesiology by utilizing and enhancing palpation skills. Create a solid three-dimensional anatomical image of the body and its movement patterns. This course fulfills the requirement for state and national licensure. \$356

Computer and Office Technology 824-3830

Work toward your certificate or associates degree as an Administrative Professional. Visit wdce.tmcc.edu and click on View Our Programs.

COT 101 Computer Keyboarding I

COT 110 Business Machines

COT 207 Business Applications on the Internet

COT 217 Office Publications

COT 240 Executive Office Procedures

BUS 112 Customer Service

TMCC is an EEO/AA (equal opportunity/affirmative action) institution and does not discriminate on the basis of sex, age, race, color, religion, disability, national origin or sexual orientation in the programs or activities which it operates.

TMCC Workforce Development and Continuing Education: Your complete training source.

Whether you seek to change careers, earn a promotion or become self-employed, TMCC's WDCE offers a wide range of programs to help you meet your professional goals. We offer accelerated programs to prepare you for careers in industries such as health care, floral, grant writing, translation/interpreting, property management, herbal studies and more; comprehensive training in the massage therapy, personal trainer and administrative professional fields; and classes in the latest software technology.



In addition, we offer businesses training to help our local economy grow stronger. Call our customized business training unit at 824-3811 to make your business even more competitive.

Interested in earning a college degree?

Visit www.tmcc.edu for a complete list of degree programs or call 673-7000.

Check out our most popular professional courses

Here's a sampling of classes your neighbors love! Browse this guide and look for other **HOT!** classes to help you get ahead.

- Introduction to Massage Therapy
- Grant Writing
- eBay: The Basics of Selling
- Excel Essentials
- 25 Hot Home-Based Businesses
- Pharmacy Technician

Register today at wdce.tmcc.edu to reserve your seat!