

Enhance your earning potential and career opportunities

Mid-April through August 2012 classes



YOU COMPLETE ME

Look inside for details on noncredit professional success courses

- Create stunning websites with Dreamweaver, page 1
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- Explore home-based businesses and work for yourself, page 6



Workforce Development and Continuing Education

775-829-9010

wdce.tmcc.edu

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;
- entrepreneurial classes to start your own business;
- creative classes to help you achieve your aspirations in areas such as turning your art into a profitable concern or becoming a voiceover specialist;
- comprehensive training in the massage therapy, personal trainer and administrative professional fields; and
- classes in the latest software technology.

Interested in getting a college degree?

Go online to **www.tmcc.edu** for a complete list of degree classes and information on our programs or call **673-7000**.

Customized business training.

WDCE has the experts to help your business win the day. Call WDCE's customized business training at 824-3811.

Your convenience is our priority

We understand that you want to grow, explore and try out new activities without jumping through hoops. Our goal is to make our programs easy to access by offering:

- Close-by parking,
- Traditional courses held days, weeknights and weekends,
- Online courses you can take from the comfort of your home and
- Registration online, in person or by phone.

TMCC's Workforce Development and Continuing Education Division

Thrive. Succeed. Prosper. Aspire.

<http://wdce.tmcc.edu>

775-829-9010

TMCC Meadowood Center, 5720 Neil Rd., #S216, Reno

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To find non-credit personal enrichment classes, visit www.washoecommunityed.org.

Computers and Software

Increase your job skills and gain confidence with the latest software. For related online courses, log on to <http://wdce.tmcc.edu>.



Dreamweaver

New!

Create a professional, effective website without having to delve into code. Become comfortable with HTML and CSS basics, while discovering how easy it is to maintain and change pages. Whether you seek to design a site from scratch or use a template, benefit from using CSS Layout, cascading style sheets, images, navigation aids and more. Then, learn how to publish your finished work to the Internet. If time permits, find out how to add interactivity to your site with Flash video and animation.

7/16-7/20 M-F 8 a.m. - 12 p.m.
Lenga

TMCC Meadowood Center S321 \$299

QuickBooks Essentials

Practice setting up a company, learn to work with lists and set up inventory as well as create invoices and billing statements. Also, 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.

6/5-6/14 T,TH 8:30 a.m. - 12:30 p.m.

Lenga
TMCC Meadowood Center S322 \$259

Why Take Computers/ 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.

Clean Your Hard Drive **Hot!**

Give your hard drive a spring cleaning. In this lecture course, discover how to clean off unwanted and unnecessary items from your hard drive to get your computer running at optimal speed. Find out about spyware which downloads without your knowledge and learn to protect your computer from viruses.

5/21 M 6:30 - 9 p.m.
Lenga
TMCC Meadowood Center S322 \$49

Hardware and Software Basics

Find out the difference between computer software and hardware. In this beginning level course, learn computer lingo, practice word processing basics and explore the world of Windows.

5/17 TH 8:30 a.m. - 11:30 p.m.
Lenga
TMCC Meadowood Center S322 \$49

Microsoft

Excel Essentials I **Hot!**

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.

4/17-4/19 T, TH 5:30 - 9:30 p.m.
Lenga
TMCC Meadowood Center S322 \$129

7/10-7/12 T, TH 1 - 5 p.m.
Lenga
TMCC Meadowood Center S322 \$129

“Just learning the short cuts alone helps me a lot in my work day.” – Cynthia A., Excel student

Microsoft Access Queries, Queries, Queries

Find out how to sort and select data from existing Access tables. Learn about selection criteria, parameter queries and creating calculated fields. Must be familiar with Access tables.

4/13 F 8 - 11 a.m.
Lenga
TMCC Meadowood Center S322 \$49

Microsoft Access Forms and Reports

Discover how to create your own forms and reports using Access. Find out how to work with tables and queries to gather the information you need and how to add calculations to reports. Must be proficient with Access tables and queries.

4/20 F 8 - 11 a.m.
Lenga
TMCC Meadowood Center S322 \$49

Internet

Create Websites for Fun, Profit and Business **Hot!**

Find out the secrets to creating a website that attracts viewers with minimal set up time. Learn about easy-to-use design tools and other essentials for building your pages in this lecture class. Gain insight into the best techniques for search engine optimization and how to build up your traffic fast. In addition, find out how to generate excellent product ideas using instant market research tools and how to find reputable suppliers and drop shippers, so you won't have to stock an inventory.

4/21 S 9 a.m. - 3 p.m.
Boyd
TMCC Meadowood Center S315 \$97

Internet Blogging and Promotion

Promote yourself, get a message out and share what you have to say or sell with the rest of the world in a more effective manner. Discover three free avenues to let your presence be known, Twitter, Facebook and Myspace. Learn etiquette unique to each, how to set up your profile and how to make informed choices about your participation in the social media.

5/15 T 8:30 a.m. - 12:30 p.m.
Lenga
TMCC Meadowood Center S322 \$49

QUALITY GUARANTEED

At TMCC's Workforce Development and Continuing Education Division, you will

- receive prompt, courteous and friendly attention:
- receive instruction in a conducive atmosphere led by competent and experienced experts:
- find that your time is honored and valued and
- have your needs and requirements addressed promptly.

Grant Writing

Learn how to tap into a wealth of governmental, private and foundation funding sources to further a cause or expand your career.



Grant Writing Basics **Hot!**

Further your favorite cause or increase your job skills by learning about grant writing. Find out how to write in the most widely used format and create persuasive proposals to secure government, foundation and corporate grants. In addition, gain insight into how to illustrate funding ideas, find grant sources and incorporate key components of writing a grant proposal. Further hone your skills by critiquing samples and writing mock proposals. In addition to the two Saturday lectures, 15 additional hours will be required.

6/2 & 6/16 **S** **9 a.m. - 5 p.m.**
French
TMCC Meadowood Center S315 \$259

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. In addition, learn how to market your services from building a resume to printing brochures and compiling a portfolio.

5/12 **S** **9 a.m. - 5 p.m.**
French
TMCC Meadowood Center S315 \$159

Finding Funding Sources **Hot!**

Discover how to pinpoint the best funding sources for your non-profit and municipal programs. Learn how to use the Web to locate available monies by researching sources and verifying information. By the end of class, you will have the resources you need to succeed. You must have basic computer skills to take this course.

6/23 **S** **9 a.m. - 5 p.m.**
French
TMCC Meadowood Center S115 \$149

“This class gave me the knowledge I needed to search for additional funding.” –Renee P., grant funding student

Refining Grant Writing Skills

Increase your grant performance while making the process easier and more efficient through refining your grant writing skills. Improve your writing style and write a grant proposal. Learn how to create a mock review process that is used by funding sources. Attend two Saturdays plus 15 additional hours to be determined.

4/28-5/5 **S** **9 a.m. - 5 p.m.**
French
TMCC Meadowood Center S324 \$259

Outcomes and Evaluations **Hot!**

Better prove your project's worth to potential funding sources by creating strong outcomes and objectives. Make your program results measurable by discovering how to design and articulate goals and how to effectively evaluate your program.

4/21 **S** **9 a.m. - 5 p.m.**
French
TMCC Meadowood Center S324 \$149

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

Train for an in-demand health profession with these accelerated courses designed to give you the knowledge to pass national certification exams.

Pharmacy Technician **Hot!**

In just 50 hours, gain 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, reading and interpreting prescriptions and defining drugs by generic and brand names. In addition, find how to calculate dosages, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, billing and reimbursement.

6/19-8/7 **T,TH** **6 - 9:30 p.m.**
TMCC Meadowood Center S104 \$999

Clinical Medical Assistant **Hot!**

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, how to 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. In addition, you will gain a basic foundation in pharmacology, the legal aspects of healthcare, how to educate patients, ethics and more. 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. Class also meets seven Saturdays. See full schedule at <http://wdce.tmcc.edu>.

6/19-9/13 T,TH 6 - 9:30 p.m.
TMCC Meadowood Center S300 \$2399

Home Healthcare Aide **New!**

Train for a career the U.S. Bureau of Labor Statistics names one of the fastest growing occupations in the nation. Become a part of the booming health care industry by improving the lives of the elderly, disabled and ill by focusing on their specific health and personal needs. Learn how to care for clients' personal and health care needs by exploring nutrition, infection control, body mechanics, anatomy and physiology, emergency care, skin health, transfers and positioning, and more. In addition, find out about patient rights, human development and aging, death and hospice, rehabilitation and accident prevention. Healthcare aides work in client's homes, hospitals, rehabilitation centers, hospice, assisted living facilities and more. This 80-hour comprehensive program, which integrates lecture with hands-on training, also prepares you for the national Home Care Aide Certification examination through the National Association for Home Care and Hospice. Class also meets on Sat., 7/14 and 8/11 from 9 a.m. to 3 p.m.

6/18-8/27 M,W 6 - 9:30 p.m.
TMCC Meadowood Center S300 \$1499

Interested in getting a nursing degree? Visit tmcc.edu to learn how TMCC can complete you.

Herbal Studies Certificate

You're one who looks at nature as a precious resource. Take this series of courses to become an herbalist and help others feel their best.



Make an Herbal First-Aid Kit **New!**

Discover how to select fresh and dried herbs to make teas, tonics, tinctures, medicated oils and salves while creating a practical and usable first-aid kit. Gain hands-on experience grinding, powdering, basic salve making, and how to measure and pour herbal extracts and essential oils. Become familiar with the 15 common herbs that can have a positive effect on health and well-being. Know the advantages and disadvantages of an herbal first aid kit.

4/28 S 9 a.m. - 5 p.m.
Broderick
TMCC Meadowood Center S103 \$79

Herbal Formulations **New!**

Make better informed herbal purchases by learning how to analyze products and become more objective. Learn how and why certain herbs are blended together. Become more objective while engaging in discussions on how a formulation might be altered or improved. Discover how to reformulate a remedy based on an existing commercial product.

5/29-5/10 TH 6 - 9 p.m.
Powers
TMCC Meadowood Center S324 \$189

Weeds, Worts, and Roots: Foraging for Edible and Medicinal Plants in the Urban Environment **Hot!**

Come outside and explore the wild-growing plants found around the Truckee Meadows. Gain practical knowledge by touching, smelling and tasting more than 20 plants used for food or medicine. Recipes and resources for learning more about foraging will be provided. Materials fee: \$5

5/19 S 9 a.m. - 5 p.m.
Broderick
Reno \$79

Field Identification of Medicinal

Plants

New!

Spend the day outside learning techniques to recognize specific wild-growing plants in nature. As you go, you'll find out about the medicinal and general uses of these plants. In addition to developing a solid foundation in plant identification skills, you'll realize a deeper appreciation of area flora.

7/28 S 9 a.m. - 5 p.m.
Broderick
Reno \$79

Herbal Assessment and Consultation Skills

Help others feel their best by learning to determine what supplements will benefit your individual clients. Delve into patterns and imbalances and what they indicate, while developing your interview skills. Also, learn about personal and professional interactions, client privacy and how to define boundaries.

6/12-6/19 T 6 - 9:30 p.m.
Powers
TMCC Meadowood Center S103 \$79

Professional Skills

Gain the skills that give you a professional edge.

Accounting Essentials

Better understand what your accountant is talking about. Enjoy this accounting made simple course to help you keep well-organized records and better understand your business or personal accounting needs. If you go further this course will prepare you for Quickbooks.

5/22-5/24 T,TH 8:30 a.m. - 12:30 p.m.
Lenga
TMCC Meadowood Center S300 \$89

Start a Profitable Greeting Card Business

If you enjoy making creative and eye-catching cards for others, why not turn it into a business? Discover how you can market your cards, where to get materials and how to print them, how to attract buyers and how you can beat out the major card companies with your business. Bring your cards, concepts, ideas and imagination as you will be brainstorming and will receive feedback from the group. Materials fee: \$5

6/13 W 6 - 9 p.m.
Veltkamp
TMCC Meadowood Center S300 \$39

How to Make it in Voiceovers **Hot!**

Break into the voice-over 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 voice-overs into a thriving full or part-time career.

4/16 M 7 - 9 p.m.
Foster
TMCC Meadowood Center S324 \$39
7/24 T 7 - 9 p.m.
Foster
TMCC Meadowood Center S315 \$39

“Anyone interested in a career in voiceovers should take this class!” – Asia C., voiceover student

Build a Successful Web Business

Start your Web business right or attract new customers by setting up a successful Web-based business through SiteSell, Inc., an international small business Web hosting platform. During each class, go through the necessary steps to start off your business on the right foot from conducting market and profitability research to optimizing search engine crawlers and creating your site's look and feel. To take this course, you must pay a \$300 one-year subscription fee to SiteSell, which will cover hosting, site building tools and resources.

5/1-7/3 T 10 a.m. - 1 p.m.
Ramirez
TMCC Meadowood Center S321 \$199

How to Sell How-To Information

“How To” is the bestselling nonfiction category today. If you know how to do something well, turn that knowledge into money. Learn what kind of how-to products sell best, how to develop products quickly and how to market them. Also find out how to protect, produce and deliver your product, whether using traditional mail order to e-book downloads. You'll find these projects can continue to generate revenue years down the road and will also establish you as an expert that people want to hire. Materials fee: \$5

6/12 T 2 - 5 p.m.
Veltkamp
TMCC Meadowood Center S320 \$39

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.

Secrets to Solo Business

Realize your dreams of making money and having fun doing it by becoming an entrepreneur. Learn the secrets of how to go into business for yourself without becoming overwhelmed or a workaholic. Increase personal efficiency and business productivity by discovering how to automate and grow your profits without help from outside employees. Materials fee: \$5

6/13 W 2-5 p.m.
 Veltkamp
 TMCC Meadowood Center S300 \$39

Negotiating Power

Become a skillful negotiator and change your life. Empower yourself and make a dramatic difference in your personal and professional relationships. Learn negotiation skills to increase your earning power, get people to take action on your behalf and give you concessions. Discover the approach, evaluation, maneuvering and closing phases of negotiation. Find out how to win what you want while making the other side feel good about it. Materials fee: \$5

6/14 TH 6-9 p.m.
 Veltkamp
 TMCC Meadowood Center S320 \$39

25 Hot Home-based Businesses Hot!

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. Also, you will create an action plan to help jump start your business. Materials fee: \$5

6/14 TH 2-5 p.m.
 Veltkamp
 TMCC Meadowood Center S320 \$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.

Make Money with Your Computer

Develop the skills to start your own computer-based business. Learn to make money from your home in your spare time all with the use of a computer. Materials fee: \$5

6/12 T 6-9 p.m.
 Veltkamp
 TMCC Meadowood Center S320 \$39

A New Credential for Today's Workforce

Whether you're an employer who wants to build a strong workforce or a job-seeker, this national certification verifies core employability skills to help you achieve your goals.

The National career readiness certificate requires qualifying scores on three WorkKeys® assessments that measure "real world" workplace abilities in

- Reading for information,
- Applied mathematics and
- Locating information.

Qualifying participants earn bronze, silver, gold or platinum certificates.

Schedule your appointment by calling 829-9010.

Real Estate

Expand your real estate skills by taking these classes.

Property Management: 30 Years in 24 Hours Hot!

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. The instructor 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.

5/16-5/18 W-F 8 a.m. - 5 p.m.
 Cook
 TMCC Meadowood Center S315 \$339

The 24-Hour Property Management Permit Program Hot!

Gain the necessary skills to become a property manager. This pre-licensing course prepares you to take the property management permit exam. Prior to taking the property management test, you must have a valid Nevada real estate license.

7/25-7/27 W-F 8 a.m. - 5 p.m.
 Murphy
 TMCC Meadowood Center S315 \$339

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

LMT CEUs 824-3830

Visit wdce.tmcc.edu and click on “View Our Programs” for details.

MASG 130C Sports Massage: Basics and Beyond

F,S 4/27-4/28 8:30 a.m.-4:30 p.m. TMCC Meadowood Center \$159

MASG 216C Ethics for Massage Therapists

S 6/2 9 a.m.-5 p.m. TMCC Meadowood Center \$69

MASG 137C Osteo Symmetry Therapy

S 6/9-6/23 8 a.m.-1 p.m. TMCC Meadowood Center \$200

MASG 128C Acupressure Made Simple

M 7/9 & 7/16 5:30 p.m.-9:30 p.m TMCC Meadowood Center \$89

MASG 140C Prenatal Massage

F,S 7/20 & 7/21 8 a.m.-5 p.m. TMCC Meadowood Center \$159

Class Locations

TMCC Meadowood Center, 5270 Neil Rd., Reno,
Bus Rts. 6, 9, 54

TMCC Sierra Bldg., 7000 Dandini Blvd., Reno,
Bus Rts. 15, 10

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

Policies and General Information

Office Hours

WDCE, located at TMCC’s Meadowood Center, 5270 Neil Road in room 216 (across from the Sears Auto Center), is open Monday through Friday, 8 a.m. to 5 p.m.

Non-Grading

Most WDCE courses do not issue letter grades. Should you need documentation to prove that you successfully completed a course, please notify the instructor at the beginning of the class.

Employer-Paid Tuition

An employer or other third party may pay for any WDCE course. Please provide a check, credit card or purchase order from the third party at registration. Employer or third party registrations may be made in person if you are paying by check or purchase order. If you are paying by credit card, you may register online at wdce.tmcc.edu or by calling 775-829-9010.

Class Completion Certificates

If you would like a certificate to document CEUs earned or to prove your successful completion of a course, you may request a completion certificate for an additional \$10. Some course fees include a completion certificate; check with your instructor. Call 775-829-9010 for details.

Refund Policy

Should you need to cancel your registration, you will receive

- A full refund—minus a \$10 cancellation processing fee—if you cancel at least three working days prior to the class start date;
- A 50 percent refund—minus a \$10 cancellation processing fee—if you cancel less than three working days prior to the class start date;
- No refund if you are a no-show or cancel after the course has begun.

This refund policy does not apply to conferences or online classes. Please see the policy for those programs. All classes cancelled by WDCE will return 100 percent of the tuition cost.

Cancellation Policy

WDCE courses are self-supporting, so if a course does not have enough students enrolled in it to cover costs, it will be cancelled. If we cancel a course, you will receive a full refund. Beyond providing a timely refund, WDCE assumes no liability for expenses incurred.

Americans with Disabilities Act

Qualified, self-identified participants with documented disabilities have the right to free accommodations to ensure equal access to TMCC educational opportunities. For assistance, call 673-7277.

Registration

Sign up today and save your spot! Class sizes are limited.

Online.

Sign up 24/7 on our secure website at wdce.tmcc.edu. Click on "Classroom Courses." Create a New Student Profile if you haven't done so before. If you are a returning student, just sign in. Browse the classes and follow the registration prompts.

Phone. Call us at 775-829-9010

Visit Us.

5270 Neil Road, #216, Reno. We are open Monday-Friday 8 a.m. to 5 p.m.

Questions?

Call us at 775-829-9010 or e-mail us at wdce@tmcc.edu.

22nd Annual TMCC Writers' Conference

Turn your publishing dreams into a reality. Network with literary professionals and your writing peers while taking in presentations on Evaluating Your Book for Success, Driving Stories to their Destinations, Techniques to Telling a Story and more. Ask your most pressing questions during the Agents and Editor Panel Discussion and take part in informal roundtables on your craft. Speakers include *New York Times* Bestselling Memoirist Jennifer Lauck, Novelist Shawn Grady, Seal Press Executive Editor Brooke Warner, Agent Elizabeth Kracht, How-to-Market-Your-Book Expert Nina Amir, Children's Literature Agent Andrea Brown, Women's Fiction and Young Adult Agent April Eberhardt, Short Story Author Patrick Michael Finn, Poet Lindsay Wilson and KUNR General Manager David Stipech. Sack lunches may be ordered in advance for \$11.

"There is an energy around this conference from the people who put it together to the speakers and participants that is electric, motivational and necessary in starting and maintaining a career in writing."

— Tony G., 2011 conference participant

Sat., April 14, 9 a.m.-4:30 p.m. Cost: \$109

Find your favorite personal enrichment courses at <http://www.washoecommunityed.org>!

TMCC's noncredit fun courses have moved over to the Washoe County School District's Community Education Program. Here you'll find all your favorite classes taught by the same instructors in the same classrooms. Visit www.washoecommunityed.org today to view classes in

Arts and Crafts

Beauty and Wellness

Cultures and Religions

Dance

Drivers' Education for Teens

Fitness and Sports

Food and Beverage

Home and Garden

Languages

Money and Investing

Music

Outdoors

Photography

Real Estate

Silver College for Active Retirees

Special Interest

Writing

Youth Classes and Summer Camps

Want a brochure sent to you? Call 829-9010.