

# 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: Check out all of TMCC WDCE 's and Community Education's courses.**
- **Get closer to getting published with the TMCC Writers' Conference, page J**
- **Should you upgrade to Office 365?, page A**
- **10 ways to get business funding, page C**
- **Become a certified pet groomer, page I**
- **Explore Ayurvedic and Chinese herbology, page F**



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

January through April 2013 classes

[www.facebook.com/tmccwdce](http://www.facebook.com/tmccwdce)

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# 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 regarding any of the above programs.

## Interested in earning a college degree?

Visit [www.tmcc.edu](http://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.

- Pharmacy Tech
- eBay: The Basics of Selling
- Clinical Medical Assistant
- Grant Writing Basics
- How to Make It in Voiceovers
- Create Websites for Fun, Profit and Business

**Register today at [wdce.tmcc.edu](http://wdce.tmcc.edu) to reserve your seat!**

# TMCC's Workforce Development and Continuing Education Department

*Thrive.*

*Succeed.*

*Prosper.*

*Aspire.*

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## Arts and Crafts Business

For additional arts and crafts classes, see pages 1-4.



### Make Art Your Business

Take your art to the next level by making it your business. Learn alternate ways to present yourself as an artist and discover excellent resources for marketing and promotion of your arts company. The instructor, a multi award winning designer, is happy to share her knowledge with you.

3/14-3/28 TH 6 - 7:30 p.m.  
Foldvary-Anderson  
TMCC Meadowood Center 300 \$59

## Computers and Software for the Office

For home-oriented computing, see pages 5-6. For related online courses, log on to <http://wdce.tmcc.edu>.

### Clean Your Hard Drive

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.

2/25 M 6:30 - 9 p.m.  
Lenga  
TMCC Meadowood Center S322 \$49

"Very useful and helpful information. I know now how to do more stuff with my computer." –Clean Your Hard Drive student

### QuickBooks Essentials

Practice setting up a company, learn to work with lists and 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.

3/4-3/13 M, W 8 a.m. - 12 p.m.  
Lenga  
TMCC Meadowood Center S322 \$259

### Microsoft

**NEW!**

### Should You Upgrade to the New Office 365?

Microsoft Office 365, aka "Computing in the Cloud," adds muscle to the Office program you now use by making communication and collaboration easier. Learn about upgrades and differences in Word, Excel, Access, PowerPoint and Outlook to keep your technological edge. You can decide whether to upgrade, and you can advise your company, too.

1/22 T 9 a.m. - 12 p.m.  
Lenga  
TMCC Meadowood Center S322 \$39

### Microsoft Word: Create a Newsletter

Produce a professional-looking newsletter in this hands-on class. Learn how to add a banner across the top, create columns of text and include graphics. You must be familiar with Word basics.

2/14 TH 9 a.m. - 12 p.m.  
Lenga  
TMCC Meadowood Center S322 \$49

"She really takes the time with every student. She gives as much individual attention as you need. She is very patient and makes learning so much fun. I feel like I'm excited to learn even more!"

– Newsletter student



### 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.

2/19-2/21 T, TH 5:30 - 9:30 p.m.  
4/8-4/10 M, W 8 a.m. - 12 p.m.

Lenga  
TMCC Meadowood Center S322 \$129

### Excel Essentials II

This advanced workshop expands your basic knowledge to help you incorporate more complex techniques in your work. Learn how to develop advanced formulas, functions, graphing and data validation, create special effects, protect data in worksheets and print reports using Report Manager.

2/26-2/28 T, TH 5:30 - 9:30 p.m.  
4/15-4/17 M, W 8 a.m. - 12 p.m.

Lenga  
TMCC Meadowood Center S322 \$129

### Excel Essentials III

Take your knowledge of Excel to the next level with advanced techniques that include making pivot tables and charts and using intricate formulas and data analysis to make tasks easier at your workplace. Learn how to use various financial functions, grouping skills and how to consolidate your worksheets.

4/22-4/24 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.

### Microsoft Excel Formulas and Functions

Let Excel do the work for you. Find out how easy it can be to calculate data by using simple formulas and functions. Learn how to get totals, maximums, percentages, monthly payments, profits and more. You must be comfortable with beginning Excel.

3/18 M 8 - 11 a.m.

Lenga  
TMCC Meadowood Center S322 \$49

### 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.

1/28-1/30 M, W 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.

2/4-2/6 M, W 1 - 5 p.m.

Lenga  
TMCC Meadowood Center S322 \$129

## Internet

### Internet Basics

Discover the immensity of the Internet. Explore ways to search the Internet using different search engines, save your favorite addresses, copy text and pictures from the Internet and learn a brief history.

2/11 M 9 a.m. - 12 p.m.

Lenga  
TMCC Meadowood Center S322 \$49

### 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. 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 social media.

1/23 W 5:30 - 9:30 p.m.

Lenga  
TMCC Meadowood Center S322 \$49

**HOT!**

### Create a Website for Fun, Profit and Business

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. 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.

4/17-4/18 W, TH 6 - 8:30 p.m.

Boyd  
TMCC Meadowood Center S324 \$97

## Entrepreneurship

**HOT!**

### eBay I: The Basics of Selling on eBay

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

4/16 T 6-9 p.m.  
Boyd  
TMCC Meadowood Center S315 \$49

### eBay II: Advanced Selling Strategies

Learn the secret strategies that will draw the most bids, maximize sales and beat your competition. Cover how to find a profitable niche and reputable suppliers including drop shippers. Discover marketing and photography tips, eBay stores and free automation tools that can organize and streamline your eBay selling. Taught by multi award-winning eBay instructor and published author from Seattle.

4/20 S 9 a.m. - 12 p.m.  
Boyd  
TMCC Meadowood Center S315 \$59

**NEW!**

### Pinterest for Fun and Profit

Immerse yourself in the newest, fastest-growing social media site. Explore case studies of pins that went viral, create a virtual bulletin board by pinning images and video, and use Pinterest to drive traffic to your web site.

2/11 M 6-9 p.m.  
Ramirez  
TMCC Meadowood Center S322 \$49

**NEW!**

### 10 Ways to Establish Credit and Get Funding for Your Business

Strengthen the potential of your business by building a credit profile, qualifying for business credit and locating financing sources. Learn about business marketing from a CEO and certified FICO credit expert whose specialty is helping business owners establish strong credit scores and leverage those scores to access cash and credit.

2/23 S 9 a.m. - 12 p.m.  
Yee  
TMCC Meadowood Center S315 \$39

### 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.

4/15 M 7-9 p.m.  
Foster  
TMCC Meadowood Center S315 \$39

“An entertaining, excellent presentation. I’m so interested in the possibilities.” – voiceover student

## Entrepreneurial Bootcamp

Prosper by gaining the necessary skills 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, create a legal business entity and more. You’ll also 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.

2/4-3/29 Online Class  
Law \$195

## Florist Industry

### 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. In addition, gain hands-on experience creating vase and basket arrangements, boutonnières, corsages and more. Taught by an experienced floral designer at a floral design center, this class will give you a realistic feel for this profession. \$25 materials fee

3/4-3/15 M-F 1-4 p.m.  
Feringere  
Sparks Florist Design Center \$199

“Loved every minute. Time flew by and I learned a great deal!” –Maurine V., floral student

**NEW!**

### Earn marketing certificates through our online courses.

Learn from the convenience of your own computer. Check out these certificates on pages G-I or look under Professional Online Classes on our registration website.

- eMarketing Essentials Certificate
- Mobile Marketing Certificate

- Video Marketing Certificate
- Social Media for Business Certificate

## Grant Writing

For online grant classes, visit [wdce.tmcc.edu](http://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.

1/12 & 1/26 S 9 a.m. - 5 p.m.

French  
TMCC Meadowood Center S324 \$259

### 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.

2/2 S 9 a.m. - 5 p.m.

French  
TMCC Meadowood Center S115 \$149

### 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.

2/9 S 9 a.m. - 5 p.m.

French  
TMCC Meadowood Center S324 \$149

### Fundraising for Non-Profit Organizations

Discover how to get started in fundraising and how to grow and diversify so economic stresses don't sink your organization. Explore fundraising methods: what works, what doesn't and why. Learn about the business, ethics and responsibilities of raising money and take a peek into its future.

2/23-3/2 S 9 a.m. - 5 p.m.

French  
TMCC Meadowood Center S300 \$199

### Student Success Story:

Rick Sorensen



"The grant writing certification program has helped me to explore a new career path. The instructor, Vivienne French, is knowledgeable, helpful and funny. Now I possess the ability to write grants to help others in our community."

### Refining Grant Writing Skills

Put your grant writing skills on steroids. Learn the extras that make your grant request more competitive. You'll polish the basic grant components and your current proposals so they shine.

4/13 & 4/27 S 9 a.m. - 5 p.m.

French  
TMCC Meadowood Center S324 \$259

### Project Management

Learn how to plan for and efficiently manage grant funding, collect and analyze quantifiable and qualitative data, follow through on reporting requirements and increase the likelihood of future funding and sustainability.

3/16 S 9 a.m. - 5 p.m.

French  
TMCC Meadowood Center S324 \$149

"I learned a lot from this class and plan to use it in my non-profit organization." -

Renne P., project management student

### Outcomes and Evaluations

Better understand deliverables, measurables, goals, objectives and activities for your grant. Learn what these terms mean, design and explain your goals and objectives, make your program results measurable, and effectively evaluate your program.

4/6 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](http://wdce.tmcc.edu) and click on "View Our Programs."



## Health Careers

### Work at Home as a Medical Transcriptionist

Medical transcription is a \$12 billion industry per year 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

2/5 T 6:30 - 9:30 p.m.  
Burns  
TMCC Meadowood Center S324 \$39

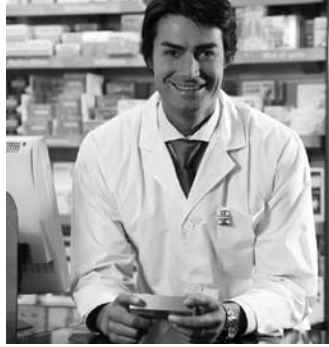
**HOT!**

### 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 indepth 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 on six Saturdays from 9 - 4:30. See website for details.

3/5-6/6 T, TH 6 - 9:30 p.m.  
Nell J. Redfield Building A230 \$2399

"I highly recommend this class. It helped advance me into a new career." – Raquel G., medical assistant student



### EKG Technician Certification

Train for a new health care career in just 50 hours of instruction. Acquire the skills you need to prepare for the ASPT Electrocardiograph Technician Exam, other national certification exams and to serve as an EKG Technician. Learn about the heart's fascinating anatomy, physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Gain experience practicing with equipment and getting hands-on time in labs working with an EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

3/9-5/18 S 9 a.m. - 3 p.m.  
TMCC Meadowood Center S320 \$999

### Medical Administrative Assistant Program

Gain a well-rounded introduction to medical administration so that you can learn the necessary skills required to obtain an administrative assistant position in the health care field. This 50-hour course prepares you to function effectively in many of the administrative and clerical positions in the health care industry. Medical administrative assistants, secretaries and records clerks are all positions in great demand. Delve into important background information on the medical assisting profession and interpersonal skills, ethics and law, terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, records management and management of practice finances. This program does not include state or national certification.

3/11-4/29 M, W 6 - 9:30 p.m.  
Nell J. Redfield Building A215 \$999

**HOT!**

### Pharmacy Technician

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.

3/12-4/30 T, TH 6 - 9:30 p.m.  
Allen  
Nell J. Redfield Building A215 \$999

## Herbal Studies

### The West's Healing Tree: Balsam Poplar

Learn to identify the Balsam Poplar tree in its native habitat and how to ethically harvest the usable parts while out in the field. In the lab, steep the Balsam buds into an oil and then transform it into a therapeutic salve. \$10 materials fee

1/26 S 9 a.m. - 5 p.m.  
Broderick  
TMCC Meadowood Center S103 \$79

### Medicinal Plants: A Systems Approach

Establish a strong foundation in herbal studies by discovering more than 40 important medicinal plants and how their uses promote overall well-being. Learn how plants interact with the body's physiological systems, such as cardiovascular and digestive systems. Learn their appropriate uses, while touching and smelling both fresh and dried plant materials. \$15 materials fee

1/29-3/19 T 6 - 9 p.m.  
Broderick  
TMCC Meadowood Center S103 \$215



## Practical Herbology 2

Engage every sense as you learn the basics of producing botanical medicines. In this hands-on lab prepare salves, decoctions, tinctures and more. While this lab complements the class Medicinal Plants-A Systems Approach, you can take it independently. \$35 materials fee

**4/2-5/14 T 6-9 p.m.**

**Broderick**

**TMCC Meadowood Center S103 \$225**

“This class was so great! I learned a wealth of information that I will keep for a lifetime.” **Tai J., medicinal plants student**

## Ayurvedic and Chinese Herbology

Receive an overview of Ayurveda and Chinese herbal medicine from experienced practitioners. Explore the benefits of plants and how they support your well-being. Gain historical and cultural insights into medicinal plants, while better understanding how Western herbal traditions have been influenced by these practices. \$15 materials fee

**1/31-3/21 TH 6-9 p.m.**

**TMCC Meadowood Center S315 \$215**

## Herbs for Women's Health

Take your health back into your own hands and learn to prevent many health issues by using simple herbs and natural healing methods to achieve and maintain balance. Explore the best forms of herbal preparation and the best ways to apply them internally and externally. Gain confidence while you develop ways to incorporate healthy habits and dietary changes for better overall health. \$10 materials fee

**2/23 S 9 a.m. - 5 p.m.**

**Powers**

**TMCC Meadowood Center S103 \$79**

## 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.”

## Herbal Formulations

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. \$10 materials fee

**4/4-5/16 TH 6-9 p.m.**

**Powers**

**TMCC Meadowood Center S315 \$189**

*To browse TMCC’s variety of credit courses and degree programs like renewable energy and biology, visit [tmcc.edu](http://tmcc.edu) to learn how TMCC can complete you.*

## K-12 Educators

The following classes are held online and for an additional \$40 fee can receive graduate college credits. To register, visit [wdce.tmcc.edu](http://wdce.tmcc.edu), click on Classroom Courses, then Professional Skills Online Classes.



## Students with Asperger's

With every American school enrolling children with Asperger's Syndrome, teachers need to be able to recognize this condition and know how to effectively teach these students. Asperger's is a neurological disorder of the autism spectrum and its effects can vary widely. Better understand this disease, including how it is diagnosed and what behaviors are common. Then, explore how to create a comfortable learning environment, effectively communicate and determine if your student is feeling lost. Learn how to effectively work as a team with parents to create the most positive learning environment and come to know parents' perspectives and experiences with this disease. Graduate college credit is available for an additional \$40 through the University of South Dakota.

**3/4-3/29**

**Online Class**

**Coates**

**\$145 + \$40 for graduate credit**

## Online Learning and Teaching for K-12 Teachers

Find out why and how your students learn online and why teachers are more important than ever in the virtual school arena. Delve into the world of wonderful e-tools being used from drag-and-drop games and virtual labs to simulations and audio presentations. Discover how the Web is changing the way we learn and how online education prepares students for the workforce. You'll learn about online course technology, how to organize a class and about online classroom communication. Graduate college credit is available for an additional \$40 through the University of South Dakota.

**3/4-3/29**

**Online Class**

**Draves**

**\$145 + \$40 for graduate credit**



## Gender in the Classroom

Help your students better succeed by understanding gender differences in learning. On average, girls waste 30 percent of their study time and boys do less homework than girls. Engage in a discussion about the differences in their brains and learning styles and become familiar with the techniques and activities to enhance every student's classroom experience. You'll also learn the top ten tips for helping the two genders accelerate their learning. In addition, you'll delve into hormonal and neurological differences, helping girls with spatial skills and boys with language skills, and more. Graduate college credit is available for an additional \$40 through the University of South Dakota.

**3/4-3/29** **Online Class**  
**Coates** **\$145 + \$40 for graduate credit**

## Social Media and Online Tools for K-12

Relate to your students on their level with social media. You'll find these sites are a great tool to better engage your students and communicate with their parents. Delve into Facebook, Twitter, YouTube, Google Docs, Adobe Connect Now, iGoogle, Teacher Tube and more. Discuss ways to overcome any resistance you may encounter to become successful using these tools. In addition, you'll delve into ways to encourage group work; learn about virtual labs; use graphics, videos and smartphones; and how to develop a web presence for your class. Graduate college credit is available for an additional \$40 through the University of South Dakota.

**4/1-4/26** **Online Class**  
**Dimitt** **\$145 + \$40 for graduate credit**

## Languages in the Workplace

*For other language classes, see pages 12-13.*

### Spanish-English Court Interpreting

Get closer to becoming a certified court interpreter by preparing for the federal or state exams. Court interpreters are in high demand and the starting salary is about \$30 an hour. You must have native fluency in Spanish and English to register for this course. \$10 materials fee

**1/28-5/20** **M** **6-8 p.m.**  
**Sefchick**  
**TMCC Redfield High Tech Center** **\$449**

## Management



### Management Boot Camp

If you want to become an emerging leader, discover the keys for effectively managing your employees, as well as how to create clear expectations, engage and motivate employees. Increase your effectiveness by using DISC—dominance, influence, steadiness and compliance—personality profile. By the end of this course, you will confidently manage like a professional.

**3/4-3/29** **Online Class**  
**Klauss** **\$295**

### Supervisory and Leadership Certificate

Establish yourself as a leader. 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. Also, learn to recognize and address behavioral issues before they become problems and how you can create a productive, cooperative workforce. This class is approved for CEUs toward PHR, SPHR and GPHR recertification through the HR Certification Institute.

**2/4-3/29** **Online Class**  
**Klauss** **\$395**

## Marketing/Public Relations/Advertising

### Marketing and PR for Small Business

Develop a memorable message, while using the best marketing tools to reach potential customers. The most successful small businesses know how to grow their client base. Learn the elements of a strategic marketing plan, so you can identify your business needs to target the right clients. Explore social media, traditional media, investor relations and community outreach. Gain insight into campaign evaluation methods to determine your campaign's success.

**4/4** **TH** **8 a.m. - 12 p.m.**  
**Gaulden**  
**TMCC Meadowood Center S300** **\$49**

### eMarketing Essentials Certificate

*Register for all three online classes at the same time and pay only \$495.*

### Improving E-mail Promotions

Create an e-mail 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, as well as how to avoid spamming people. Learn how to make your e-mail more compelling to readers through design and how to test your content for effectiveness. In addition, explore the wide range of data (such as open, click-through and conversion rates) that you can use to gauge each e-mail promotion's success.

**2/4-3/11** **Online Class**  
**Belhassen** **\$195**



## Boosting Your Website Traffic

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. As a result, you'll learn how to create a better user experience that results in easier page navigation and longer viewing times. Discuss how you can incorporate Web2.0's interactive elements to foster a two-way relationship while better serving your potential customers' needs.

**3/4-3/29** **Online Class**  
**Belhassen** **\$195**

## Online Advertising

Elevate your business through strategic online advertising. Discover key techniques to attracting 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. Also, explore Facebook's ability to target your specific demographic, whether local, national or international. Discuss the return on investment, as well as 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.

**4/1-4/26** **Online Class**  
**Belhassen** **\$195**

## Mobile Marketing Certificate

*Register for all three online classes at the same time and pay only \$595.*

### Mobile Marketing

More than half of those who make purchases with their smart phones do so in response to mobile marketing messages. And, smart phone and tablet sales are expected to exceed one billion in 2016. Is your company poised to tap into the new ways consumers expect to interact with your brand? Find out the difference between a mobile app and a mobile-optimized website, as well as understand cost and click-through rate comparisons. In addition, delve into location-based marketing, mobile payments, QR codes, applications and coupons. Also discuss strategies to better connect with customers.

**2/4-3/1** **Online Class**  
**Dimitt** **\$195**

### Creating Cell Phone Apps for Your Business

Cell phone apps are the latest way smart businesses, regardless of size, are reaching their customers. Better connect with your clients who use smart phones for less than \$200. Learn step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. The course is ideal for business owners and managers who want to understand how smartphone applications can be inexpensively built and also for technical users who want to understand how to quickly deploy smartphone applications.

**3/4-3/29** **Online Class**  
**Belhassen** **\$245**

## Advanced Mobile Marketing

Create an effective mobile marketing campaign for your business that's integrated with your company's broader marketing plan. Go through all the necessary elements of implementing your plan from promoting your app on the web to building a landing page and tracking its usage. Receive a blueprint with mobile marketing guidelines and learn about the standards and how you can measure your plan's success. Delve into SMS/MMS marketing, non-native and native apps, as well as how to leverage existing apps and make platform decisions.

**4/1-4/26** **Online Class**  
**Salt** **\$245**

## Social Media for Business Certificate

*Register at the same time for all three classes and pay only \$495.*

### Introduction to Social Media

Have your business transition from in-person to online communication to build customer retention, branding, customer service and more. Explore the various social media options, including Facebook and YouTube, to determine which best fits your business. In addition, 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, and more.

**2/4-3/1** **Online Class**  
**Selke** **\$195**

## Integrating Social Media in Your Organization

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 Web 2.0 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.

4/1-4/26  
Selke

Online Class  
\$195

## Marketing Using Social Media

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. With the instructor as your guide, 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.

3/4-3/29  
Kart

Online Class  
\$195

## 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](http://wdce.tmcc.edu) and click on "View Our Programs" for details.

**NEW!**

## Video Marketing Certificate

Register for both online classes at the same time and pay only \$395.

### Video Marketing

By incorporating sight, sound and motion into your web pages, you'll find people are compelled to stay at your site longer. Video is very hypnotic and speeds up like and trust factors with your audience. Discover how to use simple online videos to quickly bond with your viewer, drive traffic to your website, boost business and build brand awareness. Find out how easy it is to shoot simple, effective videos without costly equipment. Learn how to create content that commands attention and dominates Google and YouTube.

2/4-3/1  
Huggins

Online Class  
\$245

### YouTube for Business

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy.

3/4-3/29  
Selke

Online Class  
\$245

## Professional Skills



### Secrets of Productivity

The productivity techniques of the Lean Enterprise system helped Toyota grow from a little-known entity to a top company in the auto industry. Learn how to use Lean Enterprise to improve your department, company or personal productivity, and discover how eliminating what are known as the seven wastes can make your operations leaner and more efficient.

4/4  
Webb

TH

6-9 p.m.

TMCC Meadowood Center S300

\$39

**NEW!**

### Pet Groomer Certification

Put your love of animals to work by becoming a pet groomer. Through hands-on training grooming dogs and cats for adoption through the SPCA, you'll learn pet anatomy and health care, bathing, drying and cutting, the personalities of various breeds and the business side of grooming. Upon completion of this three-month program you can obtain your own equipment and then get hired by the grooming school at 40% commission of each groom you perform, giving you the needed work experience to be successful as a pet groomer. The grooming school will work with you individually to make the instruction fit into your schedule as conveniently as possible.

Self-paced

Vogel

Mickey's Grooming School

\$4,000



## Real Estate Professionals



### 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.

**1/16-1/18**      **W-F**      **8 a.m. - 5 p.m.**  
**Cook**  
**TMCC Meadowood Center S315**      **\$339**

### The 24-Hour Property Management Permit Program

Gain the necessary skills to become a property manager. This state-approved 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.

**4/10-4/12**      **W-F**      **8 a.m. - 5 p.m.**  
**Murphy**  
**TMCC Meadowood Center S315**      **\$339**

“What a fun and relaxing class. Through interacting with the instructor and her sharing her experiences, I learned much more than I would’ve through an online class.” – **property management student**

## Writers’ Conference

For additional writing classes, see page 17.



### TMCC Writers’ Conference

Make this the year you accomplish your writing goals. In its 23rd year, this writing event offers you opportunities to network with literary professionals and your writing peers, pitch your book, strengthen your writing and tap into the latest trends in publishing. This year’s keynote speaker is Sheree Bykofsky, founder of an East Coast literary agency and the author of 25 books including the bestselling “The Complete Idiot’s Guide to Getting Published,” which is now in its fifth printing. Enjoy presentations by young adult/children’s author David Michael Slater, New World Library Editorial Director Georgia Hughes, literary agents Lindsey Clemons and Pooja Menon, short story writer Mark Maynard and Jim Azevedo of Smashwords, an ebook publisher. As a conference participant, you may also register for an optional 10-minute private meeting with a speaker for an additional \$32. You may bring a sack lunch or buy one from TMCC for \$12.

**4/27**      **S**      **9 a.m. - 4:30 p.m.**  
**TMCC Sierra Bldg. 108**      **\$119**

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

## Massage Training

**824-3830**

Train to become a licensed massage therapist or earn the CEUs you need to keep your massage practice current. Visit [wdce.tmcc.edu](http://wdce.tmcc.edu) and click on “View Our Programs” for details.

Except where noted, massage training classes are held at TMCC’s Meadowood Center, room S217.

### MASG 200C Introduction to Massage Training

**.5 Unit**      **4001 22504**      **S**  
**9 a.m. - 4:30 p.m.**  
**1/26**      **Grubaugh**  
 Have your questions answered regarding a possible massage career. Learn about TMCC’s massage certification program, career opportunities available to licensed massage therapists and licensing procedures in Nevada. \$59

### MASG 105C Oriental Massage

**1 Unit**      **2001 22262**      **M**  
**6 - 8 p.m.**  
**1/28-3/11**      **Eddy**  
 Relieve stress and related problems with hands-on reflexology, Shiatsu and soft tissue manipulation. CEUs may be possible. \$99

### MASG 106C Meridians of Oriental Medicine

**1 Unit**      **2001 22263**      **M**  
**6 - 8 p.m.**  
**3/25-5/13**      **Eddy**  
 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. CEUs may be possible. \$99

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

### MASG 110C Integrated Massage

1 Unit 1001 22389 M  
1:30 - 3 p.m.

2/25-5/6 White

Prerequisite: TMCC massage program student. 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. \$125

### MASG 115C Introduction to Craniosacral Therapy

1 Unit 1001 22503 F, S  
9 a.m. - 5 p.m.

5/3-5/4 Tracy

Prerequisite: TMCC massage program students and currently licensed LMTs. Better serve your clients by using this technique to diminish headaches, induce spontaneous deep relaxation, release old injuries and lighten emotions. Craniosacral therapy is a gentle hands-on method of bodywork. Explore the craniosacral system, its rhythm, structures and history. Practice palpation, locate restrictions and facilitate release. \$99

### MASG 118C PNF for Massage Therapy

1 Unit 1001 22270 F, S  
9 a.m. - 5 p.m.

3/29-3/30 Grubaugh

Discover how to integrate proprioceptive neuromuscular facilitation (PNF) into your massage skills by practicing basic PNF techniques. \$138

### MASG 119C Chair Massage

.5 Unit 4001 22360 S  
9 a.m. - 5 p.m.

5/11 Grubaugh

Learn the fundamentals of chair massage. Use your current skills and adapt them to chair massage. This is a great tool for marketing your business and introducing your touch to people. \$69

### MASG 125C Reiki

.5 Unit 4001 22361 S  
8 a.m. - 4:30 p.m.

3/2 Anderson

Learn the story, philosophy and benefits of working with Reiki (Universal Life Force). Practice hand positions and gain a general understanding of light work. \$89

### Student Success Story: Robyn Griffith



"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." Robyn owns Revive Massage, [www.revivemassage.abmp.com](http://www.revivemassage.abmp.com).

### MASG 130C Sports Massage: Basics and Beyond

1 Unit 1001 22362 F, S  
9 a.m. - 5 p.m.

4/26-4/27 Grubaugh

Basic techniques, strokes and stretching used in sports settings will be covered. \$159

### MASG 142C Geriatric Massage

1 Unit 1001 22384 F  
9 a.m. - 5 p.m.

3/1-3/8 Tracy

Prerequisites: MASG 201C or MT. Confidently work with seniors, by finding out how to adjust and modify massage techniques to the elderly population; to learn proper safety, draping and positioning of geriatric clients; and to identify contraindications and adjust the treatment to physical and psychological changes found in this age group. Also, discover how to build a rapport with seniors and how to communicate with their relatives and caregivers. \$139

### MASG 201C Fundamentals of Professional Massage

6 Units 1001 22192 T, TH  
12 - 3 p.m.

1/29-5/16 Grubaugh

Prerequisite or co-requisite: MASG 200C, BIOL 141B or BIOL 223. Discover the art and science of professional therapeutic massage. Learn basic massage strokes and how to organize a massage suited to the needs of individual clients. Also, gain insight into massage ethics. Learn about scope of practice, massage and contraindications, draping, sanitation, Nevada law and client charts. \$549

### MASG 202C Anatomy and Physiology for Massage Professionals

4 Units 1001 22197 M, W  
9 - 11 a.m.

1/28-5/15 Staff

Prerequisite: TMCC massage certification or personal trainer student or currently licensed LMTs or certified personal trainers. Delve into the structure and function of the body systems and be able to relate them to your chosen field. This course fulfills the requirement for state and national licensure. \$356

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

**MASG 203C Pathology for Massage Professionals**

**3 Units** 1001 22162 **W**  
**6-9 p.m.**  
**1/30-5/15** **Staff**

Prerequisite: currently enrolled massage 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. \$269

**MASG 205C Kinesiology**

**3 Units** 1001 22363 **W**  
**2 p.m. - 5 p.m.**  
**1/30-5/15** **Broderick**

Prerequisite: LMT or BIOL 141B, BIOL 223 or MASG 202C. Take part in this systematic, hands-on study of human kinesiology and palpatory anatomy. Once successfully completed, you'll have partially fulfilled the new Nevada licensure requirements for massage therapists. \$279

**MASG 208C Functional Anatomy for Massage Professionals**

**4 Units** 1001 22194 **T,TH**  
**9 a.m. - 4 p.m.**  
**1/29-5/16** **Staff**

Prerequisite: LMT or currently certified personal trainer; or TMCC massage or personal trainer students who've taken BIOL 141B, BIOL 223 or MASG 202C. Learn the structure/function relationship of musculoskeletal anatomy and kinesiology by utilizing and enhancing palpation skills. Ultimately, create a solid three-dimensional anatomical image of the body and its movement patterns. This course fulfills a requirement for state and national licensure. \$356

**MASG 210C Massage Clinic**

**7 Units** 2001 22556 **T,TH**  
**5:15 - 9 p.m.**  
**1/29-5/16** **Grubaugh**

Prerequisites: MASG 201C & MASG 205C. Practice the skills gained in MASG 201C while participating in the 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. Also, learn other massage-related bodywork practices. \$659

**MASG 215C Business & Marketing Massage Professional**

**3 Units** 1001 22365 **S**  
**8 a.m. - 4:30 p.m.**  
**2/2, 2/23, 3/9, 3/23, 4/6** **Fontana**

Ensure your business succeeds by learning how to set up and market your service. You'll learn about bookkeeping systems, time management, customer service practices, and client rescheduling techniques, target markets and business plan formation. \$269

**MASG 221C National Test Prep and Review**

**1 Unit** 1001 22364 **S**  
**9 a.m. - 2 p.m.**  
**4/6-4/20** **Dorangricchia**

Prerequisite: MASG 210C or LMT. Pull together your knowledge and skills learned within the massage training program to prepare for the NCETMB national exam. Go through the application process and learn Nevada state and national requirements for certification. Prepare for each section of the exam and learn important study skills. At the end of this class, you will be ready to take and pass the NCETMB national exam. Class will be held in TMCC Meadowood Center S300. \$199

**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](http://wdce.tmcc.edu) and click on "View Our Programs."*

**PT 120C Techniques of Teaching Weight Training**

**1 Unit** 1001 22189 **W**  
**8:30 - 9:45 a.m.**  
**1/30-5/15** **TMCC Red Mountain 101**  
**Simone-Call**

For personal trainer students only. Build your knowledge of weight training and how to teach proper lifting and safety. Find out how to present and demonstrate information. Learn to critique and provide corrective feedback to your client for improved performance. You must spend 15 hours in the fitness center as a part of this course. \$125

**PT 202C Anatomy and Physiology for Massage Professionals**

**4 Units** 1001 22196 **M,W**  
**9 - 11 a.m.**  
**1/28-5/15** **TMCC Meadowood Center S217**  
**Staff**

See description under Massage Training.

**PT 205C Fitness Analysis & Application**

**3 Units** 1001 22190 **T**  
**11:30 a.m. - 2 p.m.**  
**1/29-5/14** **TMCC Vista 206**  
**Simone-Call**

For personal trainer students only. Learn to measure a client's overall fitness, then formulate an exercise program that will best suit your client.

**PT 208C Functional Anatomy for Fitness Professionals**

**4 Units** 1001 22193 **T,TH**  
**9 - 11 a.m.**  
**1/29-5/16** **TMCC Meadowood Center S217**  
**Fetty**

See description under Functional Anatomy for Massage.



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

### PT 250C Internship in PT

4 Units \*\*\*\*\* TBA  
 TMCC Red Mountain 101  
 Simone-Call

Prerequisites: Successful completion of all other PT program requirements and must have instructor or department approval. Become an effective personal trainer by practicing the skills you've learned over the course of this program. Under the supervision of the TMCC fitness center coordinator, you will train clients, teach weight and circuit training classes, and present wellness information to wellfit lifestyle participants. In addition, coordinate, plan, market and host a fitness event while building your hands-on skills. You will also meet weekly to review and prepare for the national exam. \$199

## Computer and Office Technology

824-3830

To learn about the Administrative Professionals' degree and certificate programs, visit <http://wdce.tmcc.edu> and click on "View Our Programs."

### COT 101 Computer Keyboarding I

3 Units 1001 22118 M,W  
 9:30-10:45 a.m.  
 1/28-5/15

TMCC Red Mountain Room 204  
 Scarnati

OR

3 Units 3001 22119 Online class only  
 3 Units 3002 22120 Online class only

If you've never had any typing instruction, develop your touch typing skill. Keyboard proficiency will be taught.

### COT 110 Business Machines

3 Units 1001 22533 W  
 2:30 p.m.-5:20 p.m. 1/30-5/15

3 Units 2001 22121 W  
 5:30 p.m.-8:20 p.m. 1/30-5/15  
 TMCC Meadowood Center S123 Donnelly

Learn how to use electronic printing calculators. These skills are applied to business math problems which include: touch addition of whole numbers, multiplication, division, fractions, and decimals, percentages, markdown and markup, interest, payrolls and installment buying.

### COT 207 Business Applications on the Internet

3 Units 3001 22122 Online class only  
 1/26-5/19 Kamen

You must have access to a computer and the Internet to complete assignments. Learn how to use the Internet, website review and compatibility, intranet/\ Internet site development and designing a business plan.

### COT 217 Office Publications

3 Units 3001 22123 Online class only  
 1/26-5/19 Kamen

Prerequisite: IS 101 or equivalent. Learn the basic techniques of desktop and web page publishing. Discover how to plan and design a publication, format text, work with art, use styles and work with multiple pages. Also, learn about the creation and maintenance of simple web sites, including using links, tables, frames, and forms.

### COT 240 Executive Office Procedures

3 Units 3001 22124 Online class only  
 1/26-5/19 Kamen

Administrative professionals must possess specific skills to succeed in and adjust to a diversified workforce with ever-emerging technologies. To be successful in today's dynamic workplace, learn about workplace mail, records management, telecommunications (including technology and etiquette), written and verbal business communication, event planning, travel arrangements, skills for multitasking and prioritizing, proofreading skills, business ethics and customer service.

### BUS 112 Customer Service

3 Units 3001 22125 Online class only  
 1/26-5/19 Donnelly

Learn fundamental service principles and practices to raise service levels and improve the customer experience at every point of contact. Discuss the issues of serving a diverse population and find out how to delight your customers, support your colleagues, and build a superior service culture. This course may not transfer to a baccalaureate degree of arts or science within the universities in the Nevada System of Higher Education (NSHE).

## Community Education and TMCC Workforce Development and Continuing Education

### Class Locations

**ACHIEVE Fitness**, 600 So. Center Street, Reno, Bus Rt. 1

**Caughlin Ranch Elementary School**, 4885 Village Green Pkwy., Reno

**Clayton Middle School**, 1295 Wyoming Ave., Reno, Bus Rt. 3

**Damonte Ranch High School**, 10500 Rio Wrangler Pkwy., Reno, Bus Rt. 57

**Dilworth Middle School**, 255 E. Prater Way, Sparks, Bus Rts. 21, 25, 26

**Galena High School**, 3600 Butch Cassidy Way, Reno

**Grand Sierra Resort**, 2500 E. Second Street, Reno, Bus Rts. 14, 14A

**Hidden Valley Regional Park**, 4740 Parkway Dr., Reno

**Hunsberger Elementary School**, 2505 Crossbow Ct., Reno

**Jesse Hall Elementary School**, 185 Shelby Dr., Sparks

**Kadam Studios**, 47 Glen Carran Cir., Sparks, Rt. 18

**Let's Dance Studio**, 1151 N. Rock Blvd., Sparks, Bus Rt. 25

**McQueen High School**, 6055 Lancer St., Reno, Rts. 3, 4

**Mendive Middle School**, 1900 Whitewood Dr., Sparks

**Mickey's School of Grooming**, 4950 Spectrum Blvd., Reno

**Nell J. Redfield Building A**, 18600 Wedge Pkwy, Reno

**Nell J. Redfield Foundation Performing Arts Center**, 505 Keystone Avenue, Reno, Bus Rt. 3

**North Valleys High School**, 1470 E. Golden Valley Rd., Reno

**Reed High School**, 1350 Baring Blvd., Sparks, Bus Rt. 22

**Reno High School**, 395 Booth St., Reno, Bus Rt. 16

**Shaw Middle School**, 600 Eagle Canyon Dr., Sparks

**Spanish Springs High School**, 1065 Eagle Canyon Dr., Sparks

**Sparks Florist Design Center**, 1440 Hymer, Sparks, Bus Rts. 18, 18X

**Sparks High School**, 820 15th Street, Sparks, Rt. 11

**Sparks Middle School**, 2275 18th Street, Sparks, Bus Rt. 2

**Steinway Piano Center**, 500 E. Moana Lane, Reno, Bus Rt. 6

**Swope Middle School**, 901 Keele Dr., Reno, Bus Rt. 16

**TMCC IGT Applied Technology Center**, 475 Edison Way, Reno, Bus Rt. 14

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

**TMCC Red Mountain Bldg.**, 7000 Dandini Blvd., Reno, Bus Rts. 15, 10

**TMCC Redfield High Tech Center**, 18600 Wedge Pkwy, Reno

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

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

**TresImage Salon**, 9660 S. McCarran, Reno

**Wooster High School**, 1331 E. Plumb Ln., Reno

## Policies and General Information

### Office Hours

Both Community Education and TMCC WDCE are housed at TMCC's Meadowood Center at 5270 Neil Road in room 216 (across from the Sears Auto Center). We are open weekdays from 8 a.m. to 5 p.m.

### Age Range for Classes

Adult courses are open to those 18 and older; some exceptions may be made, depending on the class, to allow students 16 or 17 years old. Silver College courses are open to those 60 and older. Children's courses stipulate the age group served. Some children's classes require a parent to attend.

### Senior Citizen Tuition Assistance/ Discount

Seniors 65 and older can apply for the Senior Sunshine Fund established by Helaine Greenberg. This fund provides \$20 toward any class priced \$50 or higher. To apply, call our office at 829-9010.

Seniors 65 and older may receive a 10 percent discount on Community Education regular personal enrichment classes with the exception of Silver College, conferences/series/events, online classes and a few select other classes. Professional/career courses offered through TMCC WDCE do not qualify for discounts. To learn if a course has a senior discount, visit [www.washoecommunityed.org](http://www.washoecommunityed.org), click on Classroom Courses, then the class you're interested in. Each class lists available discounts.

### Employer-Paid Tuition

An employer or third party may pay for any Community Education or TMCC WDCE class. Please provide a check, credit card or purchase order from the third party at the time of registration. Courses to be paid through check or purchase order, should be registered in person at our office. If paying by credit card, you may register online at [www.washoecommunityed.org](http://www.washoecommunityed.org) 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 \$10. Some course fees include a certificate; check with the instructor. Call 775-829-9010 for details.

### Non-Grading

Most TMCC WDCE and Community Education classes do not issue letter grades. Should you need documentation to prove you successfully completed a course, please notify the instructor at the beginning of class.

### Refund Policy

Should you need to cancel your registration, you will receive

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

This policy does not apply to conferences/ events/series or online classes. Please see the policy for those programs. All classes cancelled by TMCC WDCE or Community Education will return 100% of the tuition cost back to each student.

### Cancellation Policy

Both Community Education and TMCC WDCE classes are self-supporting, so if a course does not have enough students enrolled in it to cover costs, it will be cancelled and we will refund 100 percent back to you. Beyond providing a timely refund, we cannot assume any liability for expenses incurred by a student due to a cancellation.

### Inclement Weather Class Cancellations

For courses held at TMCC, visit [www.tmcc.edu](http://www.tmcc.edu) or call 673-7000. For classes held at a Washoe County School District facility, check [www.washoe.k12.nv.us](http://www.washoe.k12.nv.us) for details. In the event of district-wide snow closures, all classes held at school district properties will cancel. For courses held at other locations, call us at 775-829-9010.

### Accessibility

All classes, services and programs put on by Community Education and TMCC WDCE are readily accessible to and usable by persons with disabilities. We will make reasonable accommodations for the disabled, except for where to do so would: result in undue financial or administrative burden; require fundamental alteration in a program, service or activity; or threaten or destroy the significance of a historic property. Persons with special needs should call us at 829-9010 as far in advance of a class as possible.

## Registration Form

Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Birthdate (mm/dd/yy) \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

1. Class Title \_\_\_\_\_ Beginning Date \_\_\_\_\_ Cost \$ \_\_\_\_\_

2. Class Title \_\_\_\_\_ Beginning Date \_\_\_\_\_ Cost \$ \_\_\_\_\_

Total Amount \$ \_\_\_\_\_

To pay by credit card, print your card number here: \_\_\_\_\_

Credit card expiration date: \_\_\_\_\_ Security Code (back of card): \_\_\_\_\_

Make your check payable to the "Board of Regents." Mail to TMCC WDCE, 5270 Neil Road S216, Reno, NV 89502.