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:
TNCC WDCE pages A-F and Community Education, pages 1-20

- Achieve your publishing dreams, page F
- Create a website for your business, page B
- Learn to identify medicinal plants in the wild, page C
- Become a clinical medical assistant, page C

http://wdce.tmcc.edu    775-829-9010
April through August 2013 classes
www.facebook.com/tmccwdce
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.

- Excel Essentials
- eBay: The Basics of Selling
- Pharmacy Technician
- Grant Writing Basics
- TMCC Writers’ Conference
- Quickbooks Essentials

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

6/26 W 6:30 - 9 p.m.
Lenga
TMCC Meadowood Center S115 $49

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

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.”

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.

7/30-8/1 T,TH 5:30 - 8:30 p.m.
Gage
TMCC Meadowood Center S115 $99

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.

4/8-4/10 M,W 8 a.m. - 12 p.m.
Lenga
TMCC Meadowood Center S322 $129

7/16-7/18 T,TH 1 - 5 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.

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

Questions? Call 775-829-9010
Computers and Software for the Office • Grant Writing

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.

Internet

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
7/11 TH  6 - 9 p.m.
Boyd
TMCC Meadowood Center S320 $49

“Very knowledgeable teacher! I learned so much! Best class I’ve ever taken!”
—eBay student

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.

6/8-6/15 S  9 a.m. - 5 p.m.
French
TMCC Meadowood Center S320 $259

Register 24/7 at http://wdce.tmcc.edu

HOT!

Create a Website for Fun, Profit and Business
Find out the secrets to creating a website that attracts viewers with minimal setup 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 $49
7/11 S  9 a.m. - 3 p.m.
Boyd
TMCC Meadowood Center S320 $49

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.

6/20 S  9 a.m. - 5 p.m.
French
TMCC Meadowood Center S115 $149

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.

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

6/8-6/15 S  9 a.m. - 5 p.m.
French
TMCC Meadowood Center S320 $149

This class was “excellent, informative and essential. An absolute must for those in the non-profit field. The first 30 minutes were worth twice the class fee!”
—Syd M., Funding Sources student

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.

View our grant writing video.

For details, go to wdce.tmcc.edu and click on “View Our Programs.”
Health Careers

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, how to conduct phlebotomy and use an electrocardiograph. 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, 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 the following Saturdays: 6/29, 7/13, 7/27, 8/10, 8/24, 9/7, 9/14.

6/18-8/8 T,TH 6-9:30 p.m.  
Staff  
TMCC Meadowood Center S315 $999

“I was in the first Clinical Medical Assistant class and I am now working at Renown. I love Renown and what I’m doing!”  
—Syd M., Funding Sources student

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. Find how to calculate dosages, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, billing and reimbursement.

6/18-8/8 T,TH 6-9:30 p.m.  
Staff  
TMCC Meadowood Center S315 $999

“I recommend this class because it covers all the topics I needed to pass the exam in a shorter time, plus the teacher was very helpful and effective.”  
—Pharmacy student

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

Questions? Call 775-829-9010

Herbal Studies

Make an Herbal First-Aid Kit
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 in grinding, powdering, basic salve making, and how to measure and pour herbal extracts and essential oils. Become familiar with the 15 commercial herbs that can have a positive effect on health and well-being. Know the advantages and disadvantages of an herbal first-aid kit. $25 materials fee
5/4 S 9 a.m.-5 p.m.  
Broderick & Powers  
TMCC Meadowood Center S103 $79

Weeds, Worts and Roots: Foraging for Edible and Medicinal Plants in the Urban Environment
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. $5 materials fee
5/18 S 9 a.m.-4 p.m.  
Reno Area  
$79

Medicinal Mushrooms
Discover how mushrooms can be used to support and enhance human health. Learn several methods of preparing medicinal mushrooms and gain insight into the diversity of mushrooms and their ecological roles.
5/23-5/30 TH 6-9:30 p.m.  
Broderick  
TMCC Meadowood Center S103 $79

Scan this code with your smart phone to view a video on Herbal Studies classes or look under the class description for a link at www.washoecommunityed.org (click on register now).
Herbal Studies • Professional Skills

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. Learn about personal and professional interactions, client privacy and how to define boundaries.
6/11-6/18 T 5:30 - 9 p.m.
Powers
TMCC Meadowood Center S104 $79

Field Identification of Medicinal Plants
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.
7/27 S 9 a.m. - 4 p.m.
Broderick
Reno Area $79

This course gave me a “totally great introduction to the subject. It opened my eyes and mind and it’s just the tip of the iceberg.”

—Karen D., Field Identification of Medicinal Plants student

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 Area $79

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. Engage 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

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.”

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.

Professional Skills
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 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 easily as possible.

Self-paced
Vogel
Mickey’s Grooming School $4,000

Take classes when and where you want!
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/

Register 24/7 at http://wdce.tmcc.edu
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

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 TH 6 - 9 p.m.
Webb
TMCC Meadowood Center S300 $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. OR
7/13 S 9 - 11 a.m.
Foster
TMCC Meadowood Center S315 $39

Real Estate

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.”

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

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.
5/21-5/23 T-TH 8 a.m. - 5 p.m.
Cook
TMCC Meadowood Center S315 $339

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.

Questions? Call 775-829-9010
Writers’ Conference
For additional writing classes, see page 13.

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 Michael Larsen, Elizabeth Pomada 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

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 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 216C Ethics for Massage Therapists
.5 Unit 1001 50396 S
9 a.m.-5 p.m. 6/1 Grubaugh
Prerequisite: Currently enrolled TMCC Massage Certification students or licensed LMTs. Review the ethics of professionalism in massage therapy including the laws and regulations governing massage, boundaries, disclosure, ethical conduct and guidelines for working with clients and other professionals. This course fulfills the requirement for renewal of state licensure. $69

MASG 140C Prenatal Massage
1 Unit 1001 50397 F,S
8 a.m.-5 p.m. 7/19-7/20 Morris
Prerequisite: Currently enrolled TMCC Massage Certification students or licensed LMTs. Explore the unique physical and physiological changes that occur during pregnancy, as well as the many benefits prenatal massage offers both mother and baby. Gain confidence by practicing positioning, draping and massage techniques specific to the prenatal client. This course fulfills the requirement for renewal of state licensure. $159

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

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.”

Register 24/7 at http://wdce.tmcc.edu