

# Enhance your earning potential and career opportunities

*TMCC Workforce Development and Continuing Education courses*

Non-credit professional and  
career courses start daily!

Two course guides in one:

TMCC WDCE pages A-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](http://www.facebook.com/tmccwdce)

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



# 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](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.

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

**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.*

*Microsoft*

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## Computers and Software for the Office

For home-oriented computing, see pages 3-4. For related online courses, log on to <http://wdce.tmc.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.

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."

**HOT!**

### 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

**HOT!**

### Excel Essentials I

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

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

**HOT!**

### 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

## 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

### 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 an award-winning eBay instructor and published author from Seattle.

4/20 S 9 a.m. - 12 p.m.

Boyd

TMCC Meadowood Center S315 \$59

**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 \$97

7/13 S 9 a.m. - 3 p.m.

Boyd

TMCC Meadowood Center S320 \$97

## Grant Writing

For online grant classes, visit [wdce.tmcc.edu](http://wdce.tmcc.edu) and click on Online Classes.

### 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

**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

### 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

### 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.

6/29 S 9 a.m. - 5 p.m.

French

TMCC Meadowood Center S115 \$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](http://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 electrocardiogram. In this comprehensive program, you will also find out how to assist with minor surgery, obtain lab specimens and maintain medical equipment. You will gain a basic foundation in pharmacology, 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.

6/18-9/17 T,TH 6 - 9:30 p.m.  
 See above S 9 a.m. - 4:30 p.m.  
 Staff  
 TMCC Meadowood Center S324 \$2399

### Student Success Story:

Debbie Franey,  
 Medical Assistant Intern,  
 Renown Medical Group

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

### 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. 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

## Herbal Studies

### HOT!

### 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

### HOT!

### 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.  
 Broderick & Powers  
 Reno Area \$79

### NEW!

### 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](http://www.washoecommunityed.org) (click on register now).





## 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

### 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](http://tmcc.edu) to learn how TMCC can complete you.

**HOT!**

## 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

## 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/](http://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

**HOT!**

## How to Make It in Voiceovers

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

4/15 M 7 - 9 p.m. OR

7/13 S 9 - 11 a.m.

Foster

TMCC Meadowood Center S315 \$39

"I know exactly where and how to proceed now. I feel confident that I can get this going soon."

—Mason B., How to Make It in Voiceovers student

## 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.

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

## 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."

**HOT!**

## 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

**HOT!**

## Property Management: 30 Years in 24 Hours

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

5/21-5/23 T-TH 8 a.m. - 5 p.m.

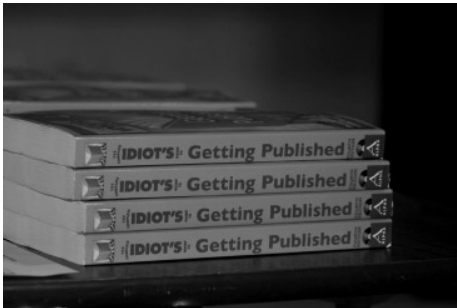
Cook

TMCC Meadowood Center S315 \$339



## Writers' Conference

For additional writing classes, see page 13.



**HOT!**

### 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

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

TO REGISTER FOR THE FOLLOWING CLASSES, GO TO [WWW.TMCC.EDU](http://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 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 117C Aromatherapy for Massage

.5 Unit 1001 50390 S  
8:30 a.m.-4:30 p.m. 7/13 Anderson

#### TMCC Meadowood Center S103

Learn how to use essential oils in massage. Make your own scented massage oil, lip balm, foot soak, salt scrub and air freshener. Pay a \$30 materials fee to the instructor. \$89

### MASG 128C Acupressure Made Simple

.5 Unit 1001 50402 M  
5:30-9:30 p.m. 7/8 & 7/15 Anderson  
Prerequisite: Current TMCC Massage Certification students or currently licensed LMTs. Explore the acupressure system of energy locks for the 12 meridians, their location and usage, while learning a system for addressing these energy locks and the symptoms of blockage along the meridian lines. Practice palpation of the 26 locations on each side of the body and simple release techniques. This course fulfills the requirement for renewal of state licensure. \$89

### 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

### 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>