

# Get in. Get out. Get a job!

***TMCC Workforce Development and Continuing Education courses***

## **Enhance your earning potential!**

**Two course guides in one: See Community Education on the other side.**

- **Learn 3D printing to realize a world of opportunity, page G**
- **Earn your Certified Associate in Project Management credential, page G**
- **Give a presentation they'll remember with Prezi, page J**
- **Discover the traits of exceptional leaders, page K**
- **Master negotiation strategies and reap the benefits, page L**



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

**August through December 2014 classes**

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

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

# TMCC's Workforce Development and Continuing Education Department

*Aspire.*

*Prosper.*

*Thrive.*

*Succeed.*



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## Career Certificates

### Apartment Maintenance

**HOT!**

#### Apartment Maintenance Technician Certificate

Create an environment that makes people feel right at home. Gain the skills you need to become an apartment maintenance technician during this comprehensive certificate program. Build a solid foundation in basic repair tasks including plumbing, drywall patching, electrical wiring, and prepping and painting. You'll also learn how to repair and re-key locks, as well as finish carpentry installation techniques. The U.S. Department of Labor Statistics projects 11 percent job growth in this career field through 2020, with average pay starting at \$16 an hour. \$50 materials fee

10/22-12/10      **W**                      6-9 p.m.  
 Shumway  
 TMCC/IGT Applied Technology Center    \$499

"I definitely recommend this program to someone who needs experience in basic maintenance areas."

– Apartment Maintenance student

### Floral Industry Training



**View the video on our floral fundamentals class!**

<http://bit.ly/floraltraining>

### Florist Fundamentals Certificate

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

9/29-10/10      **M-F**                      1-4 p.m.  
 Fiannaca  
 Sparks Florist Design Center                      **\$299**

"This was a seriously great class!"

– Arlyn M., floral student

## Grant Writing and Non-Profit Management

Take one class or earn your certificate. Visit [wdce.tmcc.edu](http://wdce.tmcc.edu) and click on "Programs We Offer" then "Grant Writing" to see certificate requirements.



### Grant Writing Basics

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

**9/6-9/20**      **S**      **9 a.m. - 5 p.m.**  
**French**  
**TMCC Meadowood Center S315**      **\$259**

"Vivienne was extremely engaging and enjoyable to observe. This is one of the best career decisions I've made towards working in the non-profit sector."

– Jodie S., grant writing student

### Outcomes and Evaluations

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

**11/8**      **S**      **9 a.m. - 5 p.m.**  
**French**  
**TMCC Meadowood Center S315**      **\$159**

### Why take grant writing?

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

### Designing Grant Budgets

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

**11/15**      **S**      **9 a.m. - 5 p.m.**  
**French**  
**TMCC Meadowood Center S315**      **\$159**

### Consulting Skills

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

**12/6**      **S**      **9 a.m. - 5 p.m.**  
**French**  
**TMCC Meadowood Center S315**      **\$15**

### 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.

**9/27**      **S**      **9 a.m. - 5 p.m.**  
**French**  
**TMCC Meadowood Center S115**      **\$159**

### Earn your Grant Writing Certificate in just one year!

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

For details or to view the required classes for the grant writing certificate, visit [wdce.tmcc.edu](http://wdce.tmcc.edu) and click on "Programs We Offer."

## Health Careers



**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. The U.S. Department of Labor Statistics predicts job growth in this field at 32 percent through 2020, with starting pay averaging \$14 an hour. 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.

**10/7-12/2**      **T,TH**      **5:30 - 9 p.m.**  
**Chan**  
**Nell J. Redfield Building A 215**      **\$999**

Register 24/7 at [wdce.tmcc.edu](http://wdce.tmcc.edu)

## EKG Technician Certification

Train for a new health care career in just 50 hours of instruction. This career field is projected by the U.S. Bureau of Labor Statistics to grow 70 percent through 2020, with starting pay averaging \$23 an hour. 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.

**10/6-11/24 M,W 5:30 - 9 p.m.**  
**Pearson**  
**TMCC Sierra 100 \$999**

## Physical Therapy Technician

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

**10/7-12/2 T,TH 5:30 - 9 p.m.**  
**TMCC Vista 107 \$999**

## Why become a medical assistant?

This career path is projected to be one of the top ten fastest-growing professions that do not require a college degree, according to the U.S. Bureau of Labor Statistics.

**HOT!**

## Clinical Medical Assistant

The U.S. Department of Labor Statistics predicts 31 percent job growth in the medical assistant field through 2020, with starting pay averaging \$13 an hour. 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 find out how to assist with minor surgery, obtain lab specimens and maintain medical equipment. You will also 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.

**10/7-1/29/2015 T,TH 5:30 - 9 p.m.**  
**Kolar**  
**Nell J. Redfield Building A216 \$2499**

## 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

**10/2 TH 6:30 - 9:30 p.m.**  
**Burns**  
**TMCC Meadowood Center S324 \$49**

The instructor was "very friendly, informative and knowledgeable. She made me excited to learn more."

— medical transcriptionist student

## Herbal Studies

Take one class for fun or earn your certificate to complement your existing health care career, work in a natural foods store or to build a foundation towards becoming an herbalist. See [wdce.tmcc.edu](http://wdce.tmcc.edu) and click on "Programs We Offer" for certificate requirements.



## Wildcrafting—Harvesting Local Medicinal Plants: Redroot

Spend the day outdoors exploring the ancient tradition of wildcrafting. Learn how to ethically and responsibly harvest medicinally important native plants. This year's focus plant will be Redroot. In addition, gain tips on how to preserve and process them into herbal products. \$10 materials fee

**8/23 S 9 a.m. - 5 p.m.**  
**Broderick/Powers**  
**Reno \$79**

## Medicinal Plants A-Z

Start building your herbal expertise by learning how plants can promote better health. Incorporate your senses in learning about more than 40 of the most widely used plants, as well as popular northern Nevada ones. Learn about their properties, qualities, uses, indications and contraindications. Explore cultural, ethical harvesting and ecological concerns as well. \$20 materials fee

**8/26-10/14 T 6 - 9 p.m.**  
**Broderick**  
**TMCC Meadowood Center S103 \$215**

### High Quality Organics, Inc. sends their employees to WDCE

The Herbal Studies program has “helped us build a more knowledgeable staff, has spurred innovation in uses and applications for our products, and increased our value to our customers,” explained Dawn Wykoff, director of research and development, and Dr. Tom Jondiko, food scientist, of High Quality Organics, Inc.

### Plant Identification

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

**8/28-10/16 TH 5:30 - 8:30 p.m.**  
**Broderick**  
**TMCC Redfield High Tech Center 121 \$259**

### View the video on our herbal studies program!

<http://bit.ly/herbalstudies>

### Become a personal Trainer

Enter a career where you can help others be physically active and healthy.

For details, visit [wdce.tmcc.edu](http://wdce.tmcc.edu) and click on “Programs We Offer.”

### HOT!

### Practical Herbology I

Gain hands-on experience in making your own herbal products and develop a deeper understanding of how plants support our health and well-being. Discover how to make salves, tinctures, poultices, teas and more. This class includes a field trip on 11/22. \$40 materials fee

**10/21-12/9 T 6 - 9 p.m.**  
**Broderick/Powers**  
**TMCC Meadowood Center S103 \$225**

“The partnership of instructors Powers and Broderick offers a unique and superb introduction to medicinal herbs.”

– Charlotte G., herbology student

### Essential Oils and Aromatic Medicine

Explore therapeutic uses of plant essential oils and how to effectively use them. Better understand their chemistry and how they affect the brain and body. Develop blending skills, learn to safely and effectively use essential oils and identify them by aroma. \$40 materials fee

**10/23-12/11 TH 6 - 9 p.m.**  
**Powers**  
**TMCC Meadowood Center S103 \$189**

### Medicinal Mushrooms

Discover how mushrooms can be used to support and enhance human health. Learn several methods of preparing medicinal mushrooms and gain insight in the diversity of mushrooms and their ecological roles. \$10 materials fee

**11/19-12/3 W 6 - 9:30 p.m.**  
**Broderick**  
**TMCC Meadowood Center S324 \$79**

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.

## Languages in the Workplace

### Spanish-English Translation and Interpretation Certificate

The Hispanic population in the USA is growing every day. Translators and interpreters are in high demand and work flexible hours from home. The U.S. Department of Labor says that the career field for certified translators can expect 40 percent job growth through 2020, with an average starting salary of \$20 an hour. As a proficient Spanish-English bilingual, develop the knowledge and skills necessary for translation. To participate, you must possess a high level of proficiency in both languages. This course prepares you for the state certification test. \$30 materials fee

**8/23-12/20 S 9 a.m. - 12 p.m.**  
**Griggs**  
**TMCC Meadowood Center S324 \$599**

### Spanish-English Medical Interpreting Certificate

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

**9/15-11/17 M 6 - 8 p.m.**  
**Sefchick**  
**TMCC Meadowood Center S300 \$469**

“Gigi was very engaged in the class. Her real-world experience with interpreting gave her the background to explain actual interpretations.”

– medical interpreting student

### Bilingual Office Assistant Certificate

If you speak both Spanish and English, advance your career by learning office and computer skills. Become comfortable using different software programs, learn business writing and gain time management tips. The U.S. Department of Labor Statistics predicts 12 percent job growth in this field through 2020, with average pay starting at \$15 an hour.

9/15-10/14 M,T 6 - 8 p.m.

Hirsch  
TMCC Meadowood Center S322 \$499

“Carmen Hirsch is a fantastic teacher. In every class, she gave me something useful that I could take back to my volunteer work.”

– Terry S., bilingual office student.

## Massage Therapy and LMT CEUs

For details, visit [wdce.tmcc.edu](http://wdce.tmcc.edu) and click on “Programs We Offer.”



### Sports Massage

Basic techniques, strokes and stretching used in sports settings will be covered. Wear sport type or comfortable clothing.

9/26-9/27 F,S 9 a.m. - 5 p.m.

Grubaugh  
TMCC Meadowood Center S217 \$159

### Massage Therapy, An Introduction

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

8/23 S 9 a.m. - 5 p.m.

Grubaugh  
TMCC Meadowood Center S217 \$59

The instructor “provided a lot of resources and presented an uplifting perspective.”

– AmyJo G., massage introduction student

### Massage Therapy Fundamentals

Prerequisite or Co-requisite: MASG 200C, BIOL 141B or BIOL 223.

Discover the art and science of professional therapeutic massage. Learn basic strokes and how to organize a massage suited to individuals’ needs. Also, gain insight into massage ethics. Learn scope of practice, massage and contraindications, draping, sanitation, Nevada law and client charts.

8/26-12/11 T,TH 5:30 - 8:30 p.m.

Grubaugh  
TMCC Meadowood Center S217 \$549

View the video on our Massage Therapy program!

<http://bit.ly/massagecertification>

### Anatomy and Physiology I

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

8/25-12/10 M,W 9 - 11 a.m.

Broderick  
TMCC Meadowood Center S217 \$356

### Pathology for Massage

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.

8/27-12/10 W 6 - 9 p.m.

Megason  
TMCC Meadowood Center S217 \$279

### Kinesiology for Massage

Prerequisite: LMT or BIOL 141B, BIOL 223. 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.

8/27-12/10 W 2 - 5 p.m.

Broderick  
TMCC Meadowood Center S217 \$279

### Why train to become an LMT?

Massage therapists help their clients achieve better health. According to researchers at Cedars-Sinai Medical Center, one session of deep tissue work can increase immunity-boosting white blood cells and lower the amount of the stress hormone cortisol in the body.

### Anatomy and Physiology II

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

8/26-12/11 T,TH 9 - 11 a.m.

Broderick  
TMCC Meadowood Center S217 \$356



### Oriental Massage

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

8/25-10/13 M 6 - 8 p.m.  
Eddy  
TMCC Meadowood Center S217 \$99

### Meridians of Oriental Massage

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

10/20-12/8 M 6 - 8 p.m.  
Eddy  
TMCC Meadowood Center S217 \$99

### Integrated Massage

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.

9/8-11/17 M 1:30 - 3 p.m.  
Horwitz  
TMCC Meadowood Center S217 \$125

### PNF for Massage Therapy

Prerequisite: Must be a student in the Massage certification program. Learn how to utilize proprioceptive neuromuscular facilitation (PNF) with your massage skills. This class will teach the basic PNF techniques and offer hands-on training.

10/17-10/18 F,S 9 a.m. - 5 p.m.  
Grubaugh  
TMCC Meadowood Center S217 \$138

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

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

### Medical Terminology

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

8/27-12/10 W 11:30 a.m. - 12:30 p.m.  
Broderick  
TMCC Meadowood Center S217 \$199

### Mechanics and Positioning

Prerequisite: Massage certification student or current LMT. Licensed massage therapists or massage program students only. Learn proper body mechanics and feel while using forearms, loose fists, elbows, knuckles, and hands; keys to career longevity and excellent touch. Work on creative client positioning with variations on side-lying and supine as well as seated position.

9/19-9/20 F,S 9 a.m. - 5 p.m.  
Asay  
TMCC Meadowood Center S217 \$159

### Touching Bone Energy

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

10/4 S 9 a.m. - 5 p.m.  
Asay  
TMCC Meadowood Center S217 \$99

### Aromatherapy for Massage

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

11/15 S 8:30 a.m. - 4:30 p.m.  
Anderson  
TMCC Meadowood Center S103 \$89

### Deep Tissue and Neuromuscular Therapy

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

11/7-11/8 F,S 9 a.m. - 5 p.m.  
Grubaugh  
TMCC Meadowood Center S217 \$159

### Hot Stone Massage

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

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

#### 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."



## Professional Advancement

**NEW!**

### Train-the-Trainer Certificate

Become a confident, respected trainer by understanding the characteristics of effective trainers and training programs. Learn methods of instructional design, identify learning styles for both the trainer and learner, cover logistics and various ways to deliver your message, be able to effectively facilitate training activities, and practice successful presentation techniques. You'll understand the differences among training, presenting and facilitating, complete and score three self-assessments, and select a training topic for a 10-minute training activity. You'll learn the key presentation elements of content and delivery, the four levels of training evaluation, and the ABCs of being accurate, brief and clear. You'll also cover adult learning theory, group dynamics and development, the three message components of words, tone and body language, and how to manage the dynamics of Q&A.

9/4-10/23 TH 6-9 p.m.  
Frenkel  
TMCC Meadowood Center S320 \$599

### Why train for a new career?

Perhaps you're looking for better benefits or to make a lifestyle change. Either way, you're not alone. Nearly 40 million Americans between the ages of 44 and 70 are considering encore careers, according to a Penn Schoen Berland study.

**NEW**

### 3D Printing Certificate

3D printing has already begun to change the way things are made, as well as who is making them, what is being made and the time it takes from concept to creation. Discover what 3D printing is and how it's being used in education and industry. Learn two different 3D modeling software programs, one open-source and one commercial, that will take you from a scribbled-on-paper idea to a basic 3D file ready for printing. Create complex shapes, get introduced to the engineering principles behind 3D modeling, and become comfortable with the mechanics and maintenance of the 3D printer. Then print one item up to \$20 in value from your own idea. Basic computing skills are required.

9/9-10/14 T 6-9 p.m.  
Radniecki/Boyko  
TMCC Meadowood Center S115 \$499

**NEW!**

### Lean Six Sigma Certificate

Learn to eliminate waste and improve quality by using methods proven in manufacturing, hospitals, government and the U.S. military. Explore three major LSS process improvement concepts for organizations—Theory of Constraints, LEAN Thinking and Six Sigma. Understand the crucial role that process improvement plays in eliminating defects, reducing costs, increasing the speed of production and boosting the quality of service. Gain a solid understanding of LSS tools including process mapping, value stream mapping, statistical analysis and DMAIC, as well as process improvement history, fishbone diagrams, the prioritization matrix and the Journey of the Red X.

9/15-10/16 M,TH 6-9 p.m.  
Burlie  
TMCC Meadowood Center S320 \$499

### Special Events Management Certificate

Quality festivals and events increase tourism, create powerful and memorable branding and imaging opportunities, foster community pride and enhance economic impact. Event management requires experience, creativity, planning and leadership. Event management is a skill with new demands, challenges and expectations every day from attendees, participants, sponsors, host communities and many other partners. Event management skills are important whether you're looking to fortify your resume with project management experience or you're planning to present an event for your business or nonprofit. Internship required.

9/18-11/20 TH 6-9 p.m.  
Hill  
TMCC Meadowood Center S315 \$499

**NEW!**

### Certified Associate Project Management

Gain the skills you need to get a project back on track to meet its goals, budget and timeline. Also, become prepared to take the Project Management Institute's Certified Associate in Project Management exam. Northern Nevada businesses are looking for qualified professionals with this credential. The CAPM certificate proves your proficiency to employers. Become knowledgeable about the project management framework, process groups, the importance of ethics and professionalism, and how to communicate effectively with project sponsors and stakeholders.

9/10-11/5 W 6-9 p.m.  
Paine  
TMCC Meadowood Center S315 \$799





## Property Management

**NEW!**

### Emotional Intelligence Certificate

Your professional success depends on your command of this soft skill. Increase your chances for advancement by boosting your managerial or professional skills or by transitioning to a new career field. The TalentSmart curriculum used by 75 percent of Fortune 500 companies produces improvement in leader performance, sales, customer service and the ability to navigate organizational change and growth. Through interactive, reflection-based sessions, spot emotions that get in your way, handle your reactions to trigger situations, accurately read other people and manage key relationships by navigating conflict. Identify negative self-talk patterns and the role of emotions in your job, increase your awareness of others and learn to listen to them effectively, Take TalentSmart's Emotional Intelligence Appraisal at the beginning and end of the course to chart your progress in EQ skills.

9/23-10/14 T 9 a.m. - 1 p.m.  
 Norris  
 TMCC Meadowood Center S315 \$399

**HOT!**

### Property Management— 30 Years in 24 Hours

Take this state-approved, 24-hour pre-licensing course to obtain the Nevada Property Management Permit. The U.S. Bureau of Labor Statistics predicts 6 percent growth in this career field through 2020, with starting pay averaging \$24 an hour. 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.

9/17-9/19 W-F 8 a.m. - 5 p.m. OR  
 10/15-10/17 W-F 8 a.m. - 5 p.m. OR  
 12/10-12/12 W-F 8 a.m. - 5 p.m.  
 Cook  
 TMCC Meadowood Center S315 \$339

This is a "great class for anyone who wants to gain a comprehensive understanding of the responsibilities and laws of property management."

— property management student

### 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."

### Veterans: Prepare for Your Success



TMCC's Veterans Upward Bound offers programs to help you succeed in college and in your career. Call us today at 829-9007.



### Earn your career certificates from the comfort of your home.

These online programs allow you the flexibility to learn at your convenience. All of these programs, which range from two to three months long, start Sept. 2.

- Entrepreneurship Certificate ~ \$495
- Management Certificate ~ \$595
- Managing Social Media Platforms ~ \$495
- Social Media for Business ~ \$495
- Supervisory and Leadership ~ \$395

## Business Skills

### Computers and Software



#### Computer Basics from Hardware to the Internet

Lose that feeling of computer intimidation by learning lingo like monitor, processor, hard drive, RAM, hardware, operating system and software. Get lots of practice using the computer as you explore the world of Windows. Type a short letter on the keyboard using a word processing program and draw a simple picture using an art program. Make practicing the computer FUN while surfing the Internet. \$5 materials fee

9/19 F 8:30 a.m. - 3:30 p.m.  
Gage  
TMCC Meadowood Center S115 \$99

"I learned more in six hours than I've known about computers in 10 years."

- computer basics student

#### Quickbooks I

Learn the basics and how to create invoices and billing statements. Also, work with bank accounts to learn how to enter and pay bills by using a QuickBooks check, and gain skills in using the program for accounts payable.

9/8-9/17 M,W 2-4 p.m.  
Lenga  
TMCC Meadowood Center S322 \$139

### Microsoft

#### Windows 7 FUNdamentals

Immerse yourself in all the fun things without getting bogged down in a bunch of technological babble. Discover quick tips for getting around, where to put your stuff and how to easily find it, smarter ways to shop online, share photos and more. If you ever thought that computer classes were too boring or technical, this is the class for you. \$5 materials fee

9/16 T 8:30 a.m. - 3:30 p.m.  
Gage  
TMCC Meadowood Center S115 \$99

"Jean's instructions and handouts were very clear. I'm much more excited about using my computer now."

- Windows student

#### Outlook 2013 Essentials

Microsoft Outlook provides an integrated solution for managing your time and information. Learn how to use Outlook's calendar, contacts, task list and email functions. You'll be able to schedule appointments and meetings for groups, stay organized by filing email messages in folders, track demographics, and put contacts in categories. You will also explore Outlook's To-Do bar, which can help you organize your day and manage priorities. \$5 materials fee

9/9 T 8:30 a.m. - 3:30 p.m.  
Gage  
TMCC Meadowood Center S115 \$119

#### 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. \$5 materials fee

9/30 T 8:30 a.m. - 3:30 p.m.  
Gage  
TMCC Meadowood Center S115 \$119

#### Excel Essentials II

Building on concepts covered in Excel Basics, this intermediate course shows you how to work with large files by freezing panes and splitting the window, how to use named ranges to make navigation easier, and how to use styles and the amazing conditional formatting feature. Learn to create pie, bar, column, XY and other charts in Excel to present your numeric data in a professional-looking and easy-to-read format. Explore sorting and filtering to manage data lists and practice working with formulas and functions. \$5 materials fee

11/19 W 8:30 a.m. - 3:30 p.m.  
Gage  
TMCC Meadowood Center S115 \$119

#### 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.

9/29-10/1 M,W 1-5 p.m.  
Lenga  
TMCC Meadowood Center S322 \$129

**NEW!**

#### Minecraft for Adults

Better relate to your child's interest in this computer game. Working within a large world of varying terrains and habitats, dig your mine and build different 3D blocks in a realm of your creation. You, as the player, choose the mode, either creative or survival. Learn about the various difficulty levels, each with its own unique features and challenges.

10/21-10/28 T 6-8 p.m.  
Butler  
TMCC Meadowood Center S123 \$39



**NEW!**

### Intermediate SQL for Access

Become proficient in creating information databases using SQL for Microsoft Access software. Create and understand calculated fields, group your data and create data relationships, and increase your understanding of queries. Book required.

**10/13-10/20** M,W 6-9 p.m.  
**Lenga**  
**TMCC Meadowood Center S115 \$159**

### Tablets

#### Tablets—Selecting the Best One for You

Find out which tool satisfies your technology needs before you make a purchase. Learn about the pros and cons of the iPad, Kindle and Nook and find out how you can get the full benefit from one of these tablets in your professional and personal lives.

**11/6** TH 6-8:30 p.m.  
**Lenga**  
**TMCC Meadowood Center S322 \$49**

#### iPad Essentials

Get comfortable with the vast possibilities of electronic tablet technology. Learn what gesturing is and how to type and add content to your device, download and manage apps, e-books and pictures, and configure email accounts. Discover how to use your iPad camera and how to access social media. Bring your own iPad to class.

**11/17-11/19** M,W 6-8 p.m.  
**Lenga**  
**TMCC Meadowood Center S322 \$69**

#### Teach for us!

Share your expertise with others. We're always looking for new topics to offer. Visit [washoecommunityed.org](http://washoecommunityed.org) and click on "Teach for us."

**NEW!**

### iPad Apps—Tips and Tricks

If you just purchased an iPad or you're already an experienced iPad user, there are countless free apps that can help you. Whether your interest is travel, cooking, photo enhancement, movie editing or file sharing, practice hands-on activities you can apply at work, at home or on the go.

**10/1** W 6-9 p.m.  
**MacKay**  
**TMCC Meadowood Center S322 \$49**

### Internet

**NEW!**

#### Google Analytics

Generate detailed marketing statistics about a website's traffic and traffic sources, and measure conversions and sales with the world's most widely used website analytical service. Discover in detail who is visiting your site by tracking visitors from all referrals including search engines and social media.

**10/8** W 6-9 p.m.  
**Lenga**  
**TMCC Meadowood Center S322 \$59**

**NEW!**

#### Instagram

Increase your business productivity with this online photo- and video-sharing and social networking service. Shoot pictures and videos, apply digital filters to them, and share them on social media like Facebook, Twitter, Tumblr and Flickr.

**10/22** W 6-9 p.m.  
**Lenga**  
**TMCC Meadowood Center S322 \$59**

### Presentations

**NEW!**

#### Prezi Presentations

Learn how to use Prezi, a presentation editor that lets you create astonishing visuals far beyond a simple PowerPoint slideshow. Devise your own Prezis and embellish them with music, diagrams, videos and web links. Explore upgrading and converting your existing PowerPoint slides to the Prezi platform. Find out how to collaborate, share your presentations and present with others online.

**9/24** W 6-9 p.m.  
**Stormoen**  
**TMCC Meadowood Center S322 \$49**

**NEW!**

#### Nearpod for Dynamic, Interactive and Sharable Presentations

Create dynamic, interactive presentations using Nearpod, a cloud-based program for fashioning presentations accessible from anywhere with the Nearpod app. Sign up for a free Nearpod Silver Account, download the free app to your device and explore Nearpod's features. Learn how third-party Nearpod presentations can be used in the classroom and elsewhere, modify existing NPPs to your needs, and create original NPPs that you can share with anyone in real time.

**10/16** TH 6-9 p.m.  
**Stormoen**  
**TMCC Meadowood Center S322 \$49**

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.



## Photography Software



### Photoshop Elements Layers and Effects

Have fun building on the skills you learned in the basics class. Explore the very powerful layers and effects palettes. Learn how to take yourself out of a photo in the kitchen and put yourself on a beach or climbing a mountain. Be able to take a photo and make it look like a pencil drawing or oil painting. \$5 materials fee

11/8 S 8:30 a.m. - 3:30 p.m.

Gage

TMCC Meadowood Center S115 \$119

### Digital Camera and Your Computer

Learn how to copy your pictures from your camera to your computer, flash drive or burn a CD. Use Windows Explorer to create folders on your computer to keep your photos organized. Explore numerous online printing services, as well as hosting sites for your photo albums. Learn how to enjoy your photos as a computer slide show and add your photos to a Word document or e-mail them to friends and family. \$5 materials fee

11/18 T 8:30 a.m. - 3:30 p.m.

Gage

TMCC Meadowood Center S115 \$119

**HOT!**

### Photoshop Elements Organizer and Basics

Unleash the artist inside you through the digital computer palette of Photoshop Elements, a mid-range photo editing software. Take the images held captive inside your camera and jazz them up to create eye-popping photos. Learn how to use this software's wide array of features including both Organizer and Editor. If you have photos scattered all over your computer in hundreds of folders, let this software help you get organized. \$5 materials fee

9/6 S 8:30 a.m. - 3:30 p.m.

Gage

TMCC Meadowood Center S115 \$119

### 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."

### Become an indispensable administrative professional

TMCC's WDCE offers an academic degree/certificate program for administrative professionals. The demand for skilled professionals is high.

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 "Programs We Offer" for details.

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

— Cindy S.

## Management



**NEW!**

### Best Practices of Exceptional Leaders

Become an exceptional leader by mastering cutting-edge methods of personal development. Learn the transformational practices of the most successful leaders in the world. Discover how to create more engaged teams, and create an environment where creativity, innovation, and progress are encouraged and rewarded. Become an agent of change and lead your team to success and fulfillment.

9/16-9/25 T,TH 6-9 p.m.

Ciccotti

TMCC Meadowood Center S324 \$249

**NEW!**

### Strategic Leadership

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

9/30 T 6-9 p.m.

Gaulden

TMCC Meadowood Center S324 \$49



## Marketing, Advertising and Public Relations

**NEW!**

### Social Networking Tools for Business

Understand the critical public relations role that social networking plays in the success of your business. Determine the social media tools used by your audience and which ones work best for your company. Devise a strategy to conduct online public relations and generate publicity. Use social media to strengthen your rapport with customers and expand the referrals you get from them.

11/12 W 6-9 p.m.  
Gaulden  
TMCC Meadowood Center S300 \$49

## Professional Skills

**NEW!**

### Make Money Copywriting

Learn how to write clear, concise copy that will sell just about anything. Explore the essentials of writing killer copy, introductions and headlines that demand attention and stir the reader's call-to-action reflex while you learn the lingo of copywriters. \$12 materials fee

8/19-10/7 T 6-8 p.m.  
Castleman  
TMCC Meadowood Center S315 \$199

### 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.

10/18 S 9-11 a.m.  
Foster  
TMCC Meadowood Center S315 \$39

**NEW!**

### Self-Publishing Summit

Discover which self-publishing options are best suited for you and your book from four authors who chose various publishing routes. Delve into book release timing, budgeting, marketing and more. After an information-packed presentation, ask panelists your questions and learn about the pros and cons of starting your own publishing imprint, publishing through a large house's self-publishing imprint, and doing it yourself through CreateSpace, Kindle and Smashwords platforms.

8/21 TH 6-8 p.m.  
Berry  
TMCC Meadowood Center S315 \$49

**NEW!**

### Your Power to Negotiate

Increase your confidence and effectiveness whether you're negotiating the salary for a new job, a raise at your current job or the price of a car you want to buy. Determine what can be negotiated, discover your negotiation style and how to apply it in different situations, and learn to say no and mean it.

10/22 W 6-9 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.

9/3 W 6-9 p.m.  
Webb  
TMCC Meadowood Center S300 \$49

"The instructor did a good job at explaining topics that were completely new to me."

– Christine C., productivity student

## Why become an entrepreneur?

Nevada is ranked among the most business policy friendly states in the nation, according to the Small Business and Entrepreneurship Council.

## You may qualify for State of Nevada tuition assistance

If you are underemployed or unemployed, you may qualify for tuition assistance through JOIN or Community Services Agency.

### Approved Programs

These classes are on Nevada's Eligible Trainer Provider List (ETPL).

- Apartment Maintenance Technician
- Grant Writing
- English/Spanish Interpretation/Translation
- Pharmacy Technician
- EKG Technician
- Massage Therapy
- Spanish/English Medical Interpreting
- Clinical Medical Assistant
- Special Event Management

### Pending Program Approval

These classes have been submitted to the state, but as of press time, they had not received final approvals.

- Lean Six Sigma
- Associate Project Management
- Train-the-Trainer
- Emotional Intelligence
- 3D Printing
- Best Practices of Exceptional Leaders

For information on courses that are on the ETPL list, call us at 829-9010. To learn if you qualify for tuition assistance, call JOIN at 336-4450 or the Community Services Agency at 786-6023.

## Train for a new career today!

**WDCE offers more than 24 certificate programs that, in most cases, get you trained and ready for a job in a matter of months.**

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.



### Interested in earning a college degree?

Visit [www.tmcc.edu](http://www.tmcc.edu) for a complete list of degree programs or call 673-7111.

## Outsource your employee development to TMCC WDCE

A well-trained workforce is critical to business success. WDCE offers multiple opportunities to help you attain the skill expertise you require of your employees.

- Send your workers to our regularly scheduled, public courses.
- Allow us to create training specific to your unique business' needs with WDCE's customized training. We can assess employee skills, hold classes at your business or at TMCC any day of the week.
- Work with us to create a new public training program to help you recruit employees from a trained pool of candidates.

Find out how WDCE can meet your workforce needs. For information about our public classes, call 829-9010 and for customized business solutions, call 824-3811.

### Tuition assistance available to the unemployed and underemployed

Financial support may be available for TMCC WDCE's professional courses and certificate programs through JOIN and Community Services Agency. See the ad on page L for complete details.

### Check out our most popular professional courses

- Photoshop Elements
- Pharmacy Technician
- Clinical Medical Assistant
- Property Management
- Apartment Maintenance Certificate
- Practical Herbology

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