

# Enhance your earning potential and career opportunities

*TMCC Workforce Development and Continuing Education courses*

More than 80 courses designed  
to increase your earning power!

Two course guides in one: TMCC WDCE pages A-0  
and Community Education, pages 1-24

- Train for a new career with one of our 24  
certificate programs, pages A-J
- Become a successful entrepreneur, page M
- Enter the logistics freight broker field, page I
- Build an enthusiastic, effective board of  
directors, page B
- Select the best computer tablet for you, page L



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

January through April 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.**

## Train for a new career today!

**WDCE offers 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.



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 career-driven individuals love! Browse this guide and look for other **HOT!** classes to help you get ahead.

- Spanish-English Court Interpreting
- Clinical Medical Assistant
- Grant Writing
- TMCC Writers' Conference
- Medical Transcription
- Photoshop Elements

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

## Tuition assistance available to the unemployed and underemployed

Financial support may be available for TMCC WDCE's professional courses and certificate programs through JOIN, Community Services Agency and other agencies that support our community's education and skill development needs. To find out if you qualify, call JOIN or Community Services Agency today.

**TMCC's Workforce Development and Continuing Education Department**

*Thrive. Succeed. Prosper. Aspire.*



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 Property Management.....

*Business Skills*

Computers and Software.....  
 Marketing and Advertising.....

Professional Skills.....

**Registration and Policies.....**  
**WCSD Community Education**  
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*Career Certificates*

**Apartment Maintenance**

**NEW!**

**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. Learn in a real-world environment, an actual apartment, as you receive relevant hands-on instruction. 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.

3/26-5/7      W                      6-9 p.m.  
                   S                      9 a.m. - 12 p.m.

Olson  
 TMCC/IGT Applied Technology Center 175 \$499

**Floral Industry Training**

**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, boutonnieres, corsages and more. Taught by an experienced floral designer at a floral design center, this class will give you a realistic feel for this profession. \$25 materials fee

3/3-3/14      M-F                      1-4 p.m.  
 Fiannaca  
 Sparks Florist Design Center      \$199

View this video to learn about Florist Fundamentals or go to the Online course description for the link.



"Each instructor took the time to explain and they demonstrated techniques very well. I learned and retained lots of information."

—Beth B., floral student

Questions? Call 775-829-9010

## Grant Writing and Non-Profit Management

Take one class or earn your certificate by taking all of the courses below pertaining to grants. For Online grant classes, visit [wdce.tmcc.edu](http://wdce.tmcc.edu) and click on Online Classes.



### New! Fundraising for Non-Profit Organizations

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

**3/28-4/11** F 9 a.m. - 5 p.m.  
French  
TMCC Meadowood Center S320 \$199

### Nonprofit Success Secrets—Building a Strong Board

Strengthen your board of directors and make your organization more successful. Find out how you can be a more effective member, while learning about recruitment, policies, ethics and legalities.

**4/26** S 9 a.m. - 5 p.m.  
French  
TMCC Meadowood Center S320 \$159

### 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.

**3/1** S 9 a.m. - 5 p.m.  
French  
TMCC Meadowood Center S115 \$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.

**2/8-2/15** S 9 a.m. - 5 p.m.  
French  
TMCC Meadowood Center S320 \$259

"Vivienne brings real life experience into the classroom. She brings experience that can't be learned from a book. She makes the class interesting and fun."

—Patricia B., grant writing student

View this video to learn about Grant Writing or go to the Online course description for the link.



### 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.

**3/8** S 9 a.m. - 5 p.m.  
French  
TMCC Meadowood Center S320 \$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.

### 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.

**4/5-4/12** S 9 a.m. - 5 p.m.  
French  
TMCC Meadowood Center S320 \$259

### Project Management

Maximize your chances of securing future grant money and building long-term sustainability for your non-profit agency. Learn how crucial it is to plan for and efficiently manage grant funding, to collect and analyze data that quantifies your success, and to follow through with those who have funded your project.

**4/19** S 9 a.m. - 5 p.m.  
French  
TMCC Meadowood Center S320 \$149

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



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

For details 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."

Register 24/7 at [www.washoecommunityed.org](http://www.washoecommunityed.org)

**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. 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.

**3/11-5/8 T,TH 5:30 - 9 p.m.**  
**Allen**  
**Nell J. Redfield Building A230 \$999**

**Hot!**

**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

**1/16 TH 6:30 - 9:30 p.m.**  
**Burns**  
**TMCC Meadowood Center S324 \$39**

**EKG Technician Certification**

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

**3/8-5/17 S 9 a.m. - 3 p.m.**  
**Pearson**  
**TMCC Meadowood Center S315 \$999**

**Medical Administrative Assistant Program**

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

**3/10-5/5 M,W 6 - 9:30 p.m.**  
**Stinson**  
**TMCC Meadowood Center S324 \$999**

**Hot!**

**Clinical Medical Assistant**

The medical assistant field is projected to grow 35 percent through 2016. Be a part of this in-demand career by working in a private medical practice, hospital, clinic or other medical facility. In TMCC's 140-hour program, receive 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.

**3/4-6/12 T,TH 5:30 - 9 p.m.**  
**Kolar**  
**Nell J. Redfield Building A206 \$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!"

Questions? Call 775-829-9010

### Health Information Technology Specialist

Become a part of the country's emerging health IT industry—a rapidly growing field—and possess skills that will make you an attractive job applicant. Gain a solid background in the health care industry as well as in computer technology. Get a complete overview of human body systems, health information terminology, communication in healthcare, privacy laws, ethical issues and the role of HIPAA in the digital electronic health record. Review basic computing, computer architecture, data organization, programming languages, networking, hardware components, software applications, the concept of meaningful use and more. Become comfortable with document system interfaces and integration requirements, databases, applications and operating systems. Review enterprise architecture models and project management principles, tools and techniques. A clinical externship will help you gain hands-on experience in the work field. You'll then be qualified to sit for three national certification exams including Technical/Software Support Staff competency exam, Practice Workflow and Information Management Redesign Specialist competency exam and Implementation Support Specialist competency exams. All exams are sponsored by the US Department of Health and Human Services.

3/4-6/12 T,TH 6-9:30 p.m.  
 TMCC Meadowood Center S324 \$2450

### Dialysis Technician

Enter this growing health care field that helps others enjoy a better quality of life. The U.S. Bureau of Labor Statistics projects this field to grow about 11 percent through 2020. As a technician, you'll be responsible for direct patient care working in hospitals, out-patient clinics and other medical facilities. Under the direct supervision of physicians and nurses, you'll operate dialysis machines, prepare dialyzer reprocessing and delivery systems, as well as maintain and repair equipment. In this 50-hour class, learn how to initiate, monitor and discontinue dialysis treatments for renal failure patients. Delve into renal physiology, how to perform and record vital signs, evaluate and perform vascular access to circulation, hemodialysis principles, body chemistry, delivery systems, medications and dialysis, psychological aspects of therapy and administering therapy to children.

3/10-5/5 M,W 6-9:30 p.m.  
 TMCC Meadowood Center S300 \$999

"For the short amount of time required to complete this course, I gained great knowledge."

—Jennifer B., dialysis student

**NEW!**

### Medical Math Basics

Gain the skills you need to perform daily math tasks easily and quickly. During fun and practical hands-on sessions, master the medical calculations needed to measure dosages, make accurate conversions or use scientific formulas for just about any health profession. Brush up on your math skills and become so confident with basic statistics that you'll be able to interpret the latest medical research. Whether you are new to the medical field or just want to enhance your skills, you'll receive a solid grounding in medical math and be ready to tackle any calculation.

1/25-3/29 S 2-4 p.m.  
 Lewis  
 TMCC Meadowood Center S300 \$159

**New!**

### Non-Medical Caregiver Career Certificate

The caregiving field is predicted to be the second-largest-growing industry in the U.S., according to the Department of Labor. An estimated three million caregivers will be needed in the next three years to serve the growing population of seniors. Take a 27-hour course that will train you as a non-medical care provider. Learn health-related record keeping, documentation and journaling, infection control and precautions, fall prevention and body mechanics, transfer and mobility techniques, medication reminders, personal care, bathing and grooming. Explore advanced caregiver communication skills for difficult clients and families, HIPAA and client privacy laws, and Nevada state caregiver regulations. Learn about client and caregiver safety, accident prevention and recognizing and responding to emergencies. Become familiar with caregiving ethics, elder abuse and neglect, chronic disease management techniques and how to maintain a safe and clean care environment. Completing this course will make you a fully trained caregiver who is ready to enter this burgeoning field.

3/17-5/12 M 6-9 p.m.  
 TenBoer  
 TMCC Meadowood Center S320 \$699

### 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/)

D

Register 24/7 at [www.washoecommunityed.org](http://www.washoecommunityed.org)

## 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 a herbalist. See [wdce.tmcc.edu](http://wdce.tmcc.edu) and click on Programs We Offer for certificate requirements.

### Medicinal Plants—A Systems Approach

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

1/28-3/25 T 6-9 p.m.  
Broderick, Powers  
TMCC Meadowood Center S103 \$215

View this video to learn about Herbal Studies or go to the Online course description for a direct link.



### Chinese Herbology

Delve into an ancient herbal art through in-depth teachings of Chinese medical theory and practical uses of herbs native to China. Experience smelling, tasting and preparing these medicinal herbs as part of a daily diet. \$15 materials fee

1/30-3/27 TH 6-9 p.m.  
Rueckl  
TMCC Meadowood Center S210 \$215

"This was my first experience learning about Chinese herbs and it helped bridge the gap between American herbs."

—Chinese Herbology student

### The West's Healing Tree

#### —Balsam Poplar

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

1/25 S 9 a.m. - 5 p.m.  
Broderick, Powers  
TMCC Meadowood Center S103 \$79

### Why take a herbal studies course?

Seventy-five percent of health care professionals admit their industry was poorly informed about herbal medicines, according to the Drug and Therapeutics Bulletin.

#### Hot!

#### Herbs for Women's Health

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

2/22 S 9 a.m. - 5 p.m.  
Powers  
TMCC Meadowood Center S103 \$79

#### Hot!

#### Make a 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 grinding, powdering, basic salve making, and how to measure and pour herbal extracts and essential oils. Become familiar with the 15 common herbs that can have a positive effect on health and well-being. Know the advantages and disadvantages of a herbal first-aid kit. \$25 materials fee

3/22 S 9 a.m. - 5 p.m.  
Broderick, Powers  
TMCC Meadowood Center S103 \$79

### Practical Herbology 2

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

4/1-5/13 T 6-9 p.m.  
Broderick, Powers  
TMCC Meadowood Center S103 \$225

### Herbal Formulations

Make better informed herbal purchases by learning how to analyze products and become a more objective consumer. Find out how and why certain herbs are blended together, while discussing how formulations might be altered or improved. Discover how to reformulate a remedy based on an existing commercial product. \$10 materials fee

4/3-5/15 TH 6-9 p.m.  
Powers  
TMCC Meadowood Center S300 \$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](http://tmcc.edu) to learn how TMCC can complete you.

Questions? Call 775-829-9010

## Internet Marketing



### Social Media for Business Certificate

This certificate is comprised of three online classes: Introduction to Social Media, Integrating Social Media in Your Organization and Marketing Using Social Media. Discover the impact social media can have on your business. Gain a solid foundation in the myriad of the web's networking sites from Facebook to YouTube and how they can be used to amp up awareness and loyalty for your product or service. Explore case studies to learn what avenues best fit your company, as well as learn how to avoid common mistakes. In addition, learn how to create your own social media site with the Ning platform and work socially with Google Docs and calendars so you can create a more interactive website. Through building a two-way communication and marketing strategy, tap into the power of viral marketing whether you're using LinkedIn, Twitter, blogs or more. Each class is \$195 if registered for separately or \$495 when you register for the complete certificate. Certificate courses begin Feb. 3.

"Wow! Chock full of very useful information. I thought I knew a lot about using social media for marketing already, but I was just barely scratching the surface. You've helped me a lot with this course."

—Social media student

F

### eMarketing Essentials Certificate

This certificate is comprised of three online classes: Improve Email Promotions, Boosting Your Website Traffic and Online Advertising. Gain insight into how to better target your e-news to clients and potential clients and how to avoid spamming people. Explore the most effective times and days to deliver your message and find out how to make your e-news content more compelling. Become familiar with web-based tools such as Google Analytics to better understand visitor site trends and Google Optimizer to test different web page versions. Discuss the importance of bounce rates, top landing pages, number of visits and views, and find out the top referral sites to your website. You'll learn how to create a better user experience that results in easier page navigation and longer viewing times. Finally, elevate your business through strategic online advertising. Discover key techniques to attract clients who want your product or service through using affordable awareness-building methods. Learn how to create an effective Google AdWords pay-per-click campaign through determining the best keywords, territory and pricing options. Explore Facebook's ability to target your specific demographic, whether local, national or international. Discuss the return on investment and how to compete effectively against other advertisers. Each class is \$195 if registered for separately or \$495 when you register for the complete certificate. Certificate courses begin Feb. 3.

### Share your expertise with others

Change people's lives by teaching them your skill. No teaching experience is necessary. Community Education and WDCE are looking for personal enrichment and professional development instructors with a proven proficiency in their subject. Visit <http://wdce.tmcc.edu> and click on "Teach for Us."

Register 24/7 at [www.washoecommunityed.org](http://www.washoecommunityed.org)

### Inbound Marketing Certificate

This certificate is comprised of three online classes: Introduction to Inbound Marketing, Content Marketing and Advanced Inbound Marketing. Have clients find your business by maximizing search engines and providing useful web content that will keep bringing them back to your site. Find out how your website, social media and the blogosphere can work together to increase website visits and enhance lead generation. Learn the keys to creating engaging and purposeful content to best meet your audience's needs. Explore visitor data and how it sheds light on visitor engagement. Gain deeper insights into user behavior and how to track meaningful conversions. Each class is \$195 if registered for separately or \$495 when you register for the complete certificate. Certificate courses begin Feb. 3.

## Languages in the Workplace



### Spanish-English Translation-Interpretation Certificate

The Hispanic population in the USA is growing every day. Translators and interpreters are in high demand. As a certified translator, you could start earning about \$30 an hour and work flexible hours from home. 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

1/25-5/17 S 9 a.m. - 12 p.m.  
Griggs  
TMCC Meadowood Center S300 \$599

### Spanish-English Court Interpreting Certificate Hot!

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

1/27-5/19 M 6-8 p.m.  
Sefchick  
TMCC Redfield High Tech Center 115 \$449

"Gigi is fantastic. She is patient, punctual and has a great command of the subject she teaches."

-Eligah M., Spanish-English Court 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.

2/18-4/1 T 6-8 p.m.  
Hirsch  
TMCC Meadowood Center S322 \$299

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/>.

## Massage Therapy and LMT CEUs

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



### Introduction to Massage Therapy

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.

1/25 S 9 a.m. - 5 p.m.  
Grubaugh  
TMCC Meadowood Center S217 \$59

View this video to learn about the TMCC Massage Therapy Program or go to the online description for a direct link.



### Fundamentals of Massage Therapy

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. Gain insight into massage ethics. Learn the scope of practice, massage and contraindications, draping, sanitation, Nevada law and client charts.

1/28-5/15 T,TH 12-3 p.m.  
Grubaugh  
TMCC Meadowood Center S217 \$549

## Why enroll in the massage program?

One of the top reasons professionals become LMTs is for career flexibility, according to the Associated Bodywork & Massage Professionals.

### 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.

1/27-5/14 M,W 9-11 a.m.  
Broderick  
TMCC Meadowood Center S217 \$356

### Pathology for Massage Professionals

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.

1/29-5/14 W 6-9 p.m.  
Burger  
TMCC Meadowood Center S217 \$279

### Kinesiology for Massage Professionals

Prerequisite: LMT or BIOL 141B, BIOL 223. Take part in this systematic, hands-on study of human kinesiology and palpatory anatomy. When you complete this course, you'll have partially fulfilled the new Nevada licensure requirements for massage therapists.

1/29-5/7 W 2-5 p.m.  
Broderick  
TMCC Meadowood Center S217 \$279

### Sports Massage

Learn the basic techniques, strokes and stretching used in sports settings. Wear sport-type or comfortable clothing.

4/25-4/26 F,S 9 a.m. - 5 p.m.  
Grubaugh  
TMCC Meadowood Center S217 \$159

Questions? Call 775-829-9010

### 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.

1/28-5/15 T,TH 9 - 11 a.m.  
 Broderick  
 TMCC Meadowood Center S217 \$356

### Business/Marketing for Massage Professionals

Ensure that your business succeeds by learning how to set up and market your service. You'll learn about bookkeeping systems, time management, customer services practices, client rescheduling techniques, target markets and business plan formation among others. This course is offered only in the spring.

2/1-4/5 S 8 a.m. - 4:30 p.m.  
 Fontana  
 TMCC Meadowood Center S219 \$279

### Oriental Massage

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

1/27-3/10 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.

3/24-5/12 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.

2/24-5/5 M 1:30 - 3 p.m.  
 Horwitz  
 TMCC Meadowood Center S217 \$125

### Reflexology

Discover the 5,000-year-old art of reflexology. Explore reflexology theories, the 10 zones and horizontal landmarks of the feet, reflex points on feet and ankles, basic techniques and precautions, treatment guidelines and possible client reactions. Through lecture and practice, you'll be ready to perform a basic reflexology session.

4/11-4/12 F,S 9 a.m. - 5 p.m.  
 TMCC Meadowood Center S217 \$139

### Trigger Point Therapy

Prerequisite: TMCC massage therapy student or LMT. Explore the location and effects of trigger points with in muscular tissue. Learn a system for addressing the pain patterns that result from trigger points and multiple techniques for releasing trigger points from the soft tissue. You will practice palpation of the muscle directional fibers, location of trigger points, and the techniques to release trigger points. This course fulfills the requirement for state and national licensure and renewal.

4/18-4/19 F,S 9 a.m. - 5 p.m.  
 Love  
 TMCC Meadowood Center S217 \$139

### PNF for Massage Therapy

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

3/28-3/29 F,S 9 a.m. - 5 p.m.  
 Grubaugh  
 TMCC Meadowood Center S217 \$138

"Tawni was the strength of this course. She showed tremendous experience and knowledge." – Menling N., PNF student

### Reiki—Universal Life Force

Learn the story and benefits of working with Reiki. Hand positions, philosophy and a general understanding of light work will be presented. Attunements are available by appointment after completing this one-day workshop.

3/1 S 8 a.m. - 4:30 p.m.  
 Anderson  
 TMCC Meadowood Center S217 \$89

### Medical Terminology for Massage Professionals

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 and find out how to connect seemingly foreign terms to words we use in everyday speech.

1/29-5/14 W 11:30 a.m. - 12:30 p.m.  
 Broderick  
 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!

#### Computer Literacy Certificate

Learn the skills you need to compete in the modern work world. If you have little or no computer experience, you can speed up and strengthen your computer knowledge with a course that will give you lots of hands-on time with a personal computer. You'll learn how a computer works, what it can do and what it can't do. You'll learn all the modern computer terms, from mouse to menu to hard drive, and you'll discover how to use them. Find out what the Windows, Word and Excel computer programs are designed to do and the variety of things you can create with them. You'll be guided through the process of creating files where you can store your documents, and you'll find out what is meant by a drive and how to use it. You'll get comfortable working with computer files that you can change and save so you can find them later. Experience the amazing information world of the Internet as you use the computer to connect to sites like Wikipedia and YouTube. You'll get to design and edit a document and discover four easy ways to protect your privacy online. Gain the computer confidence to apply for the job you want.

1/14-2/11 T 5:30 - 8:30 p.m.

Malkovich

TMCC Meadowood Center S115 \$399

#### 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!

#### Professional Sales Certificate

Develop the skills and strategies that will make you a successful sales professional. Learn the roles, responsibilities, challenges and rewards that the sales field offers, the importance of setting goals and objectives including the Rule of 10, and create a balance between your personal and professional life. Discover the seven critical steps of the sales process including needs assessment, presentation, negotiation and close. Find out how and why a customer buys and five pivotal steps in the buying process, from initial interest and education through the decision to buy. Prepare yourself for that initial customer contact through sales prospecting, identifying the decision maker in the sales relationship and positioning your product or service and its competitive advantage. Discover four ways to handle objections to your sales pitch and how to confidently and successfully close a deal.

4/3-5/8 TH 6 - 9 p.m.

McMartin

TMCC Meadowood Center S315 \$499

#### Supervisory Leadership Certificate

This is an online class. Establish yourself as a leader. Your career success relies on your ability to maximize your team's efficiency while enhancing your supervisory skills. Receive practical and insightful advice that even the most experienced managers can benefit from. Gain the tools you need to maximize workplace productivity, effectively delegate tasks and motivate your employees. Learn to recognize and address behavioral issues before they become problems and how you can create a productive, cooperative workforce. You'll delve into the necessary elements to effectively evaluate employees and explore your competencies to see how you can strengthen your own management skills. Discover relevant strategies you can implement immediately at your workplace. This class is approved for CEUs toward PHR, SPHR and GPHR recertification through the HR Certification Institute.

2/3-3/28 Online Klausss \$395

### New!

#### Logistics Freight Broker Certificate

Get real-world experience in the logistics industry as you learn the types of transportation services used in shipping freight and how to manage freight loads. Understand how LTL and intermodal shipments work and learn how to broker freight, create necessary paperwork and deal with customers and carriers. Become familiar with transportation management software programs, learn software programs like Excel, Word and Google Docs, gain a basic understanding of accounting and backend operations, and learn how a business operates.

1/14-2/27 T,TH 3:30 - 4:30 p.m.

Kirst

TMCC Meadowood Center S115 \$499

### New!

#### Leadership Development Certificate

This certificate is comprised of three online classes. Especially geared for future leaders who were born between 1980 and 1999, this certificate provides practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals. Then learn the unspoken secrets that leaders know and the strategies they employ for influencing others. You can become an effective leader if you know the do's and don'ts, what to say, what to do and what not to do. At the end of completing the three course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear. Sign up for this certificate, comprised of three courses—Leadership Principles, Developing your Leadership Skills and Developing Your Professional Career—and save \$40 off the total tuition.

2/3-4/11 Draves Online \$395

Questions? Call 775-829-9010

**New!**  
**Entrepreneurship Certificate**

This certificate program is comprised of three online classes: Entrepreneurial Boot Camp, the Business Plan and Entrepreneurial Marketing. Boost your chances of success for your new or small business and reduce your risks. Discover the latest on planning your business, brainstorming ideas and creating a checklist for going into business. Then learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Become comfortable with a step by step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan and take home techniques to successfully manage and market your new business. Save \$90 when you register for this certificate.

**2/3-5/2** **Law**  
**Online** **\$495**

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.

**Property Management**



"I feel completely prepared for the state exam and I'm confident I will pass the exam on my first attempt."

—Nicole B., property management student

**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.

**1/15-1/17** **W-F** **8 a.m. - 5 p.m. OR**  
**3/26-3/28** **W-F** **8 a.m. - 5 p.m.**  
**Cook**  
**TMCC Meadowood Center S315** **\$339**

**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."



## Business Skills

### Computers and Software

#### Master iCloud on Your PC

Make life easier by understanding how iCloud works and how to utilize it as a personal information manager or PIM. Keep data backed-up on your PC, laptop, iPad and iPhone. Learn how to keep your email, calendars, contacts, documents, apps and music synced and accessible from anywhere at any time. Discover the numerous features that help you back-up, restore and share information.

2/3-2/10 M,W 6-8 p.m.  
Lenga  
TMCC Meadowood Center S322 \$59

#### QuickBooks Essentials

Practice setting up a company, learn to work with lists and set up inventory, and create invoices and billing statements. Work with bank accounts to learn how to enter and pay bills by using a QuickBooks check, and gain skills in using the program for accounts payable.

2/4-2/13 T,TH 5:30-9:30 p.m.  
Lenga  
TMCC Meadowood Center S322 \$259

#### 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

3/12-3/19 W 5:30-8:30 p.m.  
Gage  
TMCC Meadowood Center S115 \$99

#### 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.

3/17 M 6:30-9 p.m.  
Lenga  
TMCC Meadowood Center S322 \$49

### 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

3/18 T 8:30 a.m. - 3:30 p.m.  
Gage  
TMCC Meadowood Center S322 \$99

#### Microsoft Excel Formulas and Functions

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

2/24 M 8-11 a.m.  
Lenga  
TMCC Meadowood Center S322 \$49

*"It was a good overview of formulas most would use every day. Exactly what I was looking for."*

-Microsoft Excel Formulas and Functions student

#### Word 2013 Essentials

Take word processing to a higher level by learning to do much more than just type documents. With this program, you can open, close, save and create a variety of new documents like business letters, memoranda, reports and press releases. Reduce your workload by skillfully manipulating documents more efficiently and discovering how to mail merge letters, envelopes and labels.

4/9-4/16 W 5:30-8:30 p.m.  
Gage  
TMCC Meadowood Center S115 \$129

#### 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.

3/20-3/27 TH 5:30-8:30 p.m.  
Gage  
TMCC Meadowood Center S115 \$129

#### Excel Essentials II

Expand your basic knowledge through an intermediate Excel workshop that will help you incorporate more complex techniques in your work. Protect data, control worksheets and workbooks, and work with images and tables.

4/23-4/30 W 5:30-8:30 p.m.  
Gage  
TMCC Meadowood Center S115 \$129

#### Access Essentials I

Database development is not just for programmers. With today's graphical tools and the right training, you can build easy-to-use front-end interfaces that access relational tables. Learn field and table creation, data entry editing, form creation and use, queries and simple reporting.

1/27-1/29 M,W 1-5 p.m.  
Lenga  
TMCC Meadowood Center S322 \$129

### Access Essentials II

Showcase your efficiency when you learn how to easily retrieve relevant data and eliminate repetitious information. Increase your mastery of Access through designing relational databases and run more efficient queries. Create more powerful reports through specialized forms that build on tables and queries, along with forms that create calculations. Take part in exercises that will build your confidence and skills with Access.

3/3-3/5 M,W 1 - 5 p.m.  
Lenga  
TMCC Meadowood Center S322 \$129

### Tablets

#### New!

#### 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.

1/23 TH 6 - 8:30 p.m.  
Lenga  
TMCC Meadowood Center S322 \$39

#### New!

#### iPad—A Versatile Work Tool

Become more efficient in your job by incorporating this technology. Bring your own iPad to class and explore the capability of this tablet by learning the basics, as well as email, calendar and appointment reminder functions. Benefit from this tablet by taking it to meetings instead of your laptop and using it as an electronic notebook, where you can share your notes immediately with others in your office. Discuss the variety of useful apps available for iPads.

2/20-2/27 TH 6 - 8 p.m.  
Lenga  
TMCC Meadowood Center S322 \$79

#### New!

#### 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.

3/10-3/12 M,W 6 - 8 p.m.  
Lenga  
TMCC Meadowood Center S322 \$39

### Internet

#### Internet Blogging and Promotion

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

1/22 W 5:30 - 9:30 p.m.  
Lenga  
TMCC Meadowood Center S322 \$59

#### Make Money Using Blogs, Facebook, YouTube and Other Social Networking Tools

Join the 21st century by marketing your business online. Learn how to use social media to reach new customers and draw them to your existing business. For little or no money, you can use Facebook, Friendster, MySpace, Twitter and blogging to stay in touch with your customers, friends and family. Turn online time into profitable time as you start a new venture and freelance opportunities. \$5 materials fee

3/11 T 6:15 - 9:15 p.m.  
Veltkamp  
TMCC Meadowood Center S315 \$39

"I already knew something about this topic but there were some new ideas/insights that I gained from this presentation."

—Blogs, Facebook student

#### Make Money Selling on the Internet

The web offers a wealth of sites beyond eBay for you to sell your items online. Discover what sells best on different sites, whether it's Facebook, Craigslist, Etsy or Amazon. Gain tips to successfully sell new or used products through the convenience of your computer. Discuss ways to secure wholesale inventories to help you build your income. \$5 materials fee

3/12 W 6:15 - 9:15 p.m.  
Veltkamp  
TMCC Meadowood Center S315 \$39

#### Make Money with Your Computer

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

3/11 T 2 - 5 p.m.  
Veltkamp  
TMCC Meadowood Center S320 \$39

#### 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 how to set up credit card payments. Streamline packing and shipping procedures, monitor listings and upload great pictures. Taught by an award-winning eBay instructor. Sign up for both eBay selling courses at the same time and save \$15.

4/7 M 6 - 9 p.m.  
Boyd  
TMCC Meadowood Center S315 \$49

#### eBay II—Advanced Selling Strategies

Learn the insider tips and strategies that will draw the most bids, maximize sales and beat your competition. Cover how to find a profitable niche, what to sell, what to avoid and how to use drop shippers to minimize inventory costs. Discover eBay research, marketing and photography tips, eBay stores and how to easily import and sell products direct from 1,500 manufacturers in China. Sign up for both eBay selling courses at the same time and save \$15.

4/8 T 6 - 9 p.m.  
Boyd  
TMCC Meadowood Center S315 \$59

Register 24/7 at [www.washoecommunityed.org](http://www.washoecommunityed.org)

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

Discover easy-to-use design tools that can build your personal or business website in 60 minutes. Get traffic immediately using pay-per-click ads on Google, MSN, Yahoo and Facebook. Learn how to get ranked by the three major search engines (SEO), and the tips and traps of website design. In addition, find out how to create money generating affiliate websites, plus how to easily import and sell products direct from 1,500 manufacturers in China. No programming required.

4/14-4/15 M,T 6 - 8:30 p.m.  
Boyd  
TMCC Meadowood Center S315 \$97

"Kevin's teaching and motivation made me really want to become a successful entrepreneur."

—create a website student

### Photography Software

#### Photoshop Elements Layers and Effects

Have fun building on the skills you learned in Photoshop Elements Basics. 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

4/24 TH 8:30 a.m. - 3:30 p.m.  
Gage  
TMCC Meadowood Center S115 \$99

### 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. \$5 materials fee

4/17 TH 8:30 a.m. - 3:30 p.m.  
Gage  
TMCC Meadowood Center S115 \$99

## Professional Skills



## Entrepreneurial

### Entrepreneurship Jumpstart

Gain an introduction into the Northern Nevada Virtual Incubator, a new support community for entrepreneurs developed by TMCC, UNR and the Entrepreneur's Assembly. Gain a valuable understanding of the key characteristics of successful business owners and receive personalized attention through a mentorship program. Delve into your entrepreneurial capacities, the basics of starting your own business and gaining a competitive edge. Gain insight into your business ideas and what it takes to move toward launching a business. Practice presenting business ideas and understand sustainability profitability. In addition, receive feedback from experienced entrepreneurs.

1/10-1/19 F 5:30 - 10 p.m.  
S,SU 9 a.m. - 6 p.m.

Hosilyk, Westfield  
Nell J. Redfield Building A \$252

### New!

### Find Your Market and Use Best Social Media Practices

Gain a public relations/marketing overview to determine what small businesses should do to enhance marketing that works, eliminate marketing that doesn't and engage where they may be missing the target audience. Learn how to define a target audience, craft a message for that audience and plan the communication strategy to reach that audience. Learn to reach an audience from social media to event networking.

3/5 W 5 - 7 p.m.  
Gaulden  
TMCC Meadowood Center S300 \$39

### New!

### Creativity in Business

Infuse your company with an innovative mindset and reap the rewards of a successful business. Gain a new perspective of creativity and how it impacts your business' bottom line. Explore the five different definitions of creativity as employed in the workplace and better understand the challenges that both individuals and organizations face when fostering a creative environment.

4/11 F 1 - 4 p.m.

Maisel  
TMCC Meadowood Center S300 \$39

### New!

### Accounting and Finance for Non-Financial Managers

This is an online class. Every successful person in the workplace utilizes financial information to make effective decisions. Delve into the financial concepts and accounting processes used in most businesses and learn practical techniques to increase your professional effectiveness.

Understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

2/3-2/28 DeFonteny Online \$195

Questions? Call 775-829-9010

**New!****Get Hired for the Job You Want**

Increase your chances of landing the job you want with the help of a corporate recruiter. Learn the keys to a successful employment interview and how to deliver what hiring managers value. Discover how to navigate job boards like CareerBuilder, Monster.com and Indeed.com, and create resumes and cover letters that make you stand out.

2/11-2/25 T 6 - 7:30 p.m.  
Sawhney  
TMCC Meadowood Center S315 \$59

**New!****Become a Successful Event Planner**

Enter the exciting field of event planning and become your own boss. Using your creativity and attention to detail, explore which niches fit you best, whether it's planning parties, events, weddings or meetings. Discover how to attract clients, price your services, market the event, coordinate suppliers and manage your business. Learn the secrets to amazing your customers and make great money while working from home. \$5 materials fee

3/12 W 2 - 5 p.m.  
Veltkamp  
TMCC Meadowood Center S315 \$39

**Small Business Success Boot Camp**

Whether you are starting a new company or revitalizing an existing one, maximize your chances of success by constructing a strong action plan. Gain valuable ideas on starting and growing your business and how to move forward. Understand legal structures, set-up and marketing. \$5 materials fee

3/13 TH 6:15 - 9:15 p.m.  
Veltkamp  
TMCC Meadowood Center S320 \$39

**So You've Got a Great Idea?**

Turn that great idea into a product by learning how to develop a prototype, find a manufacturer and obtain a patent. Get the ins and outs of how to market your product and what costs will be involved in order for you to make your dream into a reality. \$5 materials fee

3/13 TH 2 - 5 p.m.  
Veltkamp  
TMCC Meadowood Center S320 \$39

**Start a Profitable Greeting Card Business**

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

3/10 M 2 - 5 p.m.  
Veltkamp  
TMCC Meadowood Center S320 \$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.

4/12 S 9 - 11 a.m.  
Foster  
TMCC Meadowood Center S103 \$39

**25 Hot Home-based Businesses**

Discover business success by starting one of 25 proven home-based businesses for less than \$1,000. Learn the start-up requirements for businesses as well as the market niches. You will create an action plan to help jump-start your business. \$5 materials fee

3/10 M 6:15 - 9:15 p.m.  
Veltkamp  
TMCC Meadowood Center S320 \$39

**Become an indispensable administrative professional**

TMCC's WDCE offers an academic degree/certificate program for administrative professionals. The demand for skilled professionals is high, even in these challenging economic times.

Develop well-rounded office skills in:

- Computers,
- Customer relations,
- Management principles, and more.

**Go to [wdce.tmcc.edu](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.

## Writers' Conference



### Hot!

#### TMCC Writers' Conference

Achieve your writing goals, whether it's getting published or composing that first chapter. This event specializes in helping you strengthen your writing and expanding your literary network to increase your chances of getting published. Discover how to create a page-turner from crime author Elissa Wald, cultivate your creativity with writer and coach Eric Maisel, craft a compelling travel memoir with journalist Jeff Greenwald, plot your book with help from young-adult novelist Shaunta Grimes and learn to become a successful freelance writer from Reno News and Review Editor D. Brian Burghart. In addition, learn how to get your work represented and see what literary agents want from potential clients. Ask questions during the agents panel discussion or meet one-on-one for an optional private meeting that costs \$32 with one of our speakers or agents Ted Weinstein, from Ted Weinstein Literary Management, and Pam van Hylckama Vlieg from Foreward Literary. Bring your lunch or purchase one from the conference for \$12 and dine with the speaker of your choice. Increase your motivation to move those creative projects forward and pursue your writing dreams. Save \$15 when you register by March 3.

4/12 S 8:30 a.m. - 4:30 p.m.  
 TMCC Sierra Bldg. 108 \$119

"I've been to a few conferences, and TMCC's staff really care about the writers, not just the speakers. It was well organized and focused."

—Cynthia K., 2013 participant

TO REGISTER FOR THE FOLLOWING CLASSES, GO TO [WWW.TMCC.EDU](http://WWW.TMCC.EDU)

For massage training, see pages G-H.

## Personal Trainer

674-7974

Train for a career where you can help others be physically active and healthy. For program details, go to [wdce.tmcc.edu](http://wdce.tmcc.edu) and click on "View Our Programs."

### PT 120C Techniques of Teaching Weight Training

1 Unit 1001 20839 W 8:30-9:45 a.m.

1/29-5/14 TMCC Red Mountain Building Room 101 Simone-Call

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

### PT 202C Anatomy and Physiology for Fitness Professionals

4 Units 1001 20846 M, W 9-11 a.m.

1/27-5/14 TMCC Meadowood Center S217 Broderick

Prerequisite: enrolled in personal trainer or massage programs, licensed LMT's and certified personal trainers. Learn the structure and function of all the body systems and be able to relate them to their chosen field. This course fulfills the requirement for state and national licensure. \$356

### PT 205C Fitness Analysis & Application

3 Units 1001 20840 T 11:30 a.m.-2 p.m.

1/28-5/13 TMCC Vista Building 206 Simone-Call

Prerequisite: enrolled in personal trainer program. Discover how to measure a clients' overall fitness, then formulate an exercise program that will best suit your client. Also learn how to assist the client throughout the workout. \$249

### PT 208C Functional Anatomy for Fitness Professionals

4 Units 1001 20843 T, TH 9-11 a.m.

1/28-5/15 TMCC Meadowood Center S217 Broderick

Prerequisite: BIOL 141B, BIOL 223 or PT 202C or currently licensed LMT's/certified personal trainers. Learn the structure/function relationship of musculoskeletal anatomy and kinesiology by utilizing and enhancing palpation skills. Ultimately be able to create a solid three-dimensional anatomical image of the body and its movement patterns. This course fulfills the requirement for state and national licensure. \$356

### PT 250C Internship in Personal Training

2 Units \*\*\*\*\* TBA

TBA TMCC Red Mountain Building Room 101 Simone-Call

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

## Computer and Office Technology 824-3830

Work toward your certificate or associates degree as an administrative professional. Visit [wdce.tmcc.edu](http://wdce.tmcc.edu) and click on "Programs We Offer."

Computer Keyboarding I – COT 101

Business Machines – COT 110

Business Applications on the Internet – COT 207

Office Publications – COT 217

Executive Office Procedures – COT 240

Customer Service – BUS 112

Questions? Call 775-829-9010