

# Get in. Get out. Get a job!

*TMCC Workforce Development and Continuing Education courses*

Dozens of courses designed to increase your earning power!  
Two course guides in one: See **Community Education** on the other side.

- Tap into your creativity and excel in business, page J
- Gain the skills to become successful at sales, page F
- Achieve your publishing dreams, page J
- Enter the events management field, page G
- Master Microsoft Excel and Access, pages H, I



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

April through August 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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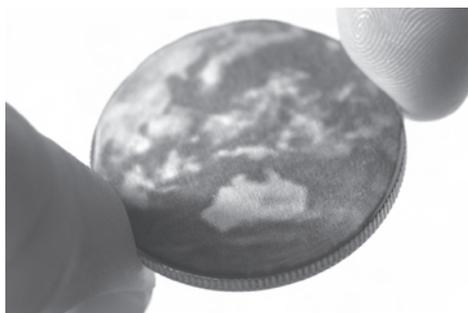
*Business Skills*

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*Career Certificates*

**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.



**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.

**Grant Writing Basics**

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

6/7 & 6/21 S 9 a.m. - 5 p.m.  
French  
TMCC Meadowood Center S320 \$259

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



**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

**Finding Funding Sources**

Don't buy expensive subscriptions when you can use the web to find free sources of funding for your grant. Learn how to interpret your research, so you have all the information you need to submit a proposal. You must have basic computer skills to take this class.

6/28 S 9 a.m. - 5 p.m.  
French  
TMCC Meadowood Center S115 \$159

**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 \$159**

**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**

**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."

**Improve your English and basic education skills or earn your high school equivalency at TMCC!**

TMCC offers free or low cost programs to help you gain skills and achieve success through: English as a second language, high school equivalency exam preparation, literacy tutoring, and college and career transition classes.

Call us today at 829-9044 to find out about our next orientation!

**Learn to save lives with CPR**

Be prepared for emergencies by learning CPR and first aid. TMCC regularly offers American Heart Association CPR with the use of automated external defibrillator classes, as well as instruction in first aid. Certifications are good for two years.

Find out more about these courses held at TMCC's Dandini Campus by contacting the CPR department at [kswinney@tmcc.edu](mailto:kswinney@tmcc.edu) or 789-5432.

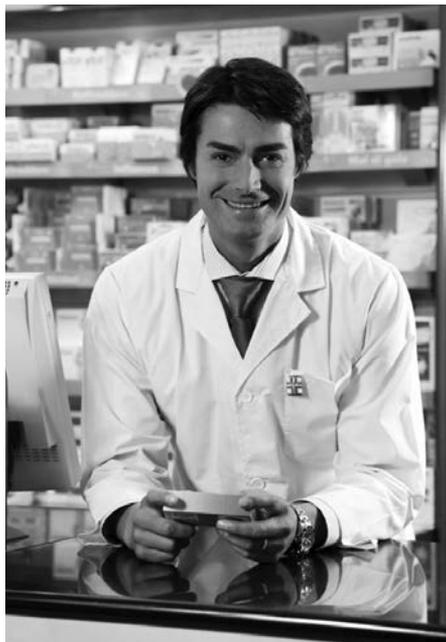
**Health Careers**

**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.

**6/17-8/5 T,TH 5:30 - 9 p.m.**  
**TMCC Meadowood Center S315 \$999**



"I enjoyed the instructor and he was very good at making connections to make it easier for us to comprehend."

– Reilly N., pharmacy student

**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.

6/24-9/18 T,TH 5:30 - 9 p.m.

Kolar

TMCC Meadowood Center S300 \$2399

### 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.

### 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

8/13 W 6:30 - 9:30 p.m.

Burns

TMCC Meadowood Center S324 \$39

## 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.



### Practical Herbology II

Engage every sense as you learn the basics of producing botanical medicines. Prepare salves, decoctions and tinctures in this hands-on lab. 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

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



### Herbal Assessment and Consultation Skills

Help others feel their best by learning to determine what supplements will benefit your individual clients. Delve into patterns and imbalances and what they indicate, while developing your interview skills. Learn about personal and professional interactions, client privacy and how to define boundaries.

6/10-6/17 T 5:30 - 9 p.m.

Powers

TMCC Meadowood Center S103 \$79

### 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

"Kim is the best instructor. She and Evert have opened up a new world for me."

– Heather S., Herbal Formulations student

### Weeds, Worts and Roots—Foraging for Edible and Medicinal Plants in the Urban Environment

Come outside and explore the wild-growing plants found around the Truckee Meadows. Gain practical knowledge by touching, smelling and tasting more than 20 plants used for food or medicine. Recipes and resources for learning more about foraging will be provided. \$5 materials fee

5/17 S 9 a.m. - 4 p.m.

Broderick/Powers

Reno Area \$79



## Plant Field Identification —Focus on Medicinals

Spend the day outside learning techniques to recognize specific wild-growing plants in nature. As you go, you'll find out about the medicinal and general uses of these plants. In addition to developing a solid foundation in plant identification skills, you'll realize a deeper appreciation of area flora.

7/26 S 9 a.m. - 4 p.m.  
Broderick  
Reno Area \$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!**

## 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. Gain tips on how to preserve and process it into herbal products. \$10 materials fee

8/23 S 9 a.m. - 4 p.m.  
Broderick/Powers  
Reno Area \$79

## Student Success Story:

### Osteopath Dr. Newton Yco

"TMCC's Herbal Studies program has helped my practice because it has opened my mind to another side of medicine: natural medicine. I now incorporate the herbal remedies I've learned into my osteopathic practice. Plus the instructors, especially Evert Broderick and Kim Powers, are great."

## 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.

6/2-8/29 Online  
Selke/Kart \$495

"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

### 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 enews 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.

6/2-8/29 Online  
Belhassen/Hurrell \$495

TMCC is an EEO/AA (equal employment opportunity/affirmative action) institution and does not discriminate on the basis of sex, age, race, color, religion, physical or mental disability, creed, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in the programs or activities which it operates.

## Massage Therapy and LMT CEUs

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



### 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

### 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

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



### Trigger Point Therapy

Prerequisite: currently enrolled massage students or LMTs. Explore the location and effects of trigger points within 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. Practice palpation of the muscle directional fibers, location of trigger points and the techniques to release trigger points.

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

### Ethics for Massage Therapists

Review the ethics of professionalism in massage therapy including the laws and regulations governing massage, boundaries, disclosure, ethical conduct and guidelines for working with clients and other professionals. This course fulfills the requirement for renewal of State licensure.

5/31 S 9 a.m. - 5 p.m.  
 Grubaugh  
 TMCC Meadowood Center S217 \$69

### Acupressure Made Simple

Explore the acupressure system of energy locks for the 12 meridians, their location and usage. Learn a system for addressing these energy locks and the symptoms of blockage along the meridian lines. Practice palpation of the 26 locations on each side of the body and simple release techniques. This course fulfills the requirement for State licensure and renewal.

7/7-7/14 M 6 - 9 p.m.  
 Anderson  
 TMCC Meadowood Center S217 \$89

"I always thought it would be hard to learn and practice acupressure, but this class impressed me in that acupressure is interesting and effective."

- acupressure student

### Chair Massage

Learn the fundamentals of chair massage by using your current massage skills and adapting them to chair massage. Chair massage is a great tool for marketing your business and introducing your touch to people. If you have a massage chair, you may bring it to class.

6/7 S 9 a.m. - 5 p.m.  
 Grubaugh  
 TMCC Meadowood Center S217 \$69

### 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.



### Reiki

Learn the story and benefits of working with the universal life force known as Reiki through hand positions, philosophy and a general understanding of light work. Attunements are available by appointment after completing this one-day workshop.

6/14 S 8 a.m. - 4:30 p.m.

Anderson

TMCC Meadowood Center S217 \$89

### Prenatal Massage

Prerequisite: currently enrolled massage students or LMTs. Learn the unique physical and physiological changes that occur during pregnancy, as well as the many benefits prenatal massage offers both mother and baby. Gain confidence as you practice positioning, draping and massage techniques specific to the prenatal client. This class qualifies for State board CEUs and license renewal.

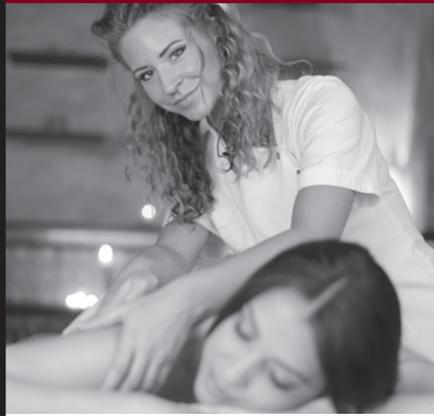
7/18-7/19 F,S 8 a.m. - 5 p.m.

TMCC Meadowood Center S217 \$159

### Student Success Story: Robyn Griffith, owner, Revive Massage

“TMCC’s program is different because it provides a tremendous amount of hands-on instruction by local top therapists. From advanced sports, myofascial, therapeutic rehabilitation and PNF, I left the program with above-average skills that show in my work and my business success. It only took me three months to build a successful clientele and maintain it. My education put my career in good hands—my own.”

### 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>.

## Professional Advancement

**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 creating a balance between your personal and professional life. Discover the critical steps of the sales process including needs assessment, presentation, negotiation and close. Find out how and why a customer buys and the 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. Explore ways to handle objections to your sales pitch and how to confidently and successfully close a deal. The U.S. Bureau of Labor Statistics has projected 13 percent job growth in this field through 2020, with starting pay averaging \$21 an hour.

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

McMartin

TMCC Meadowood Center S315 \$499

### 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.

### 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.

6/2-8/29

Law, Izard and Nadima

Online

\$495

### 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.

## Property Management



**NEW!**

### Special Events Management Career 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.

5/8-8/21 TH 6-9 p.m.  
Hill  
TMCC Meadowood Center S320 \$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.

6/2-7/25 Online  
Klaus \$395

"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. 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.

5/14-5/16 W-F 8 a.m. - 5 p.m. OR  
7/23-7/25 W-F 8 a.m. - 5 p.m.  
Cook  
TMCC Meadowood Center \$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."

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.

## 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.

5/28-6/4 M,W 6 - 8 p.m.  
Lenga  
TMCC Meadowood Center S322 \$59

#### 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.

7/15 T 6:30 - 9 p.m.  
Lenga  
TMCC Meadowood Center S322 \$49

#### Make Your Own Book Using Blurb

See how easy it is to make a coffee table book by adding photos, artwork and text using Blurb, a free online service. Learn how to personalize a cookbook, travel photo book or fundraising book. Publish your book with photos and narration and even sell it online.

5/7 W 8:30 a.m. - 4:30 p.m.  
Gage  
TMCC Meadowood Center S115 \$119

### Microsoft

#### Word 2013 Essentials

Whether you're new to Microsoft Word or have been using it for awhile, take control of your word processing by exploring tips and tricks for using the program. Learn the new ribbon, tabs, groups and commands as you move and copy your text, set margins and spruce up your work with different fonts and colors. Use Word to check your spelling and grammar, create bullets and numbers for lists, customize envelopes and mailing labels for letters, and save and print your work. \$5 materials fee

4/9-4/16 W 5:30 - 8:30 p.m. OR  
6/16-6/18 M,W 1:30 - 4:30 p.m.  
Gage  
TMCC Meadowood Center S115 \$119

#### 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. Schedule appointments and meetings for groups, stay organized by filing email messages in folders, track demographics, and put contacts in categories. Explore Outlook's new TO-DO bar, which can help you organize your day and manage priorities. \$5 materials fee

5/1 TH 8:30 a.m. - 3:30 p.m. OR  
6/25 W 8:30 a.m. - 3:30 p.m.  
Gage  
TMCC Meadowood Center S322 \$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

6/9-6/11 M,W 1:30 - 4:30 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

4/23-4/30 W 5:30 - 8:30 p.m. OR  
7/21 M 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.

5/6-5/8 T,TH 1 - 5 p.m.  
Lenga  
TMCC Meadowood Center S322 \$129

"Very informational, even for long-time users. I learned some new tricks!"

- Deborah W., Access student

## 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.

7/21-7/23 M,W 1-5 p.m.  
 Lenga  
 TMCC Meadowood Center S322 \$129

**NEW!**

## SQL for Microsoft Access

Examine the use of structured query language to understand how Access will work. Understand how table joins, unions and subqueries are used to retrieve records from multiple tables. Learn how to filter records and group data, create calculated fields, create views and effectively manage tables and indexes.

7/28-8/1 M,W 9 a.m. - 12 p.m.  
 F 9-11 a.m.  
 Lenga  
 TMCC Meadowood Center S322 \$119

## PowerPoint 2013 Essentials

Microsoft PowerPoint can be used for anything from professional presentations and training seminars to weddings and birthday parties and everything in between. In this hands-on six-hour class, learn how to create dynamic, high-impact presentations using PowerPoint. Explore screen components, learn how to type the content of your slide show, and learn how to add to that content with PowerPoint's many themes, graphics, charts and even animation and sound. PowerPoint makes sharing slides between files easy, and the new publish choices give you control over what is hidden and what shows, as well as who can make changes to your file. \$5 materials fee

7/14 M 8:30 a.m. - 3:30 p.m.  
 Gage  
 TMCC Meadowood Center S115 \$119

## Tablets

### 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.

6/10-6/12 T,TH 6-8 p.m.  
 Lenga  
 TMCC Meadowood Center S322 \$49

## Internet

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

Learn the tips, tricks and traps in order to succeed in all your eBay dealings. Sell more effectively by developing procedures for setting up a seller account and credit card payments and for creating listings. 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. Explore 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

## 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 a pay-per-click ad 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. Find out how to create money-generating affiliate websites and how to easily import and sell products direct from China. No programming required.

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

## Photography Software

### Photoshop Elements 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 Photoshop Elements help you get organized. \$5 materials fee

6/30-7/2 M,W 12:30-3:30 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."

### 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

7/28 M 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

6/30-7/2 M,W 8:30 - 11:30 a.m.  
Gage  
TMCC Meadowood Center S115 \$119

## Professional Skills

**HOT!**

### How to Make It in Voiceovers

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

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

She was an "engaging and friendly instructor. She made us feel very comfortable."

— Voiceovers student

**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!**

### Launch Your Business Career

Discover the world of small business and the cultural, social, economic, technological and ethical forces that drive it. Become familiar with the entire context in which business operates and the crucial roles played by marketing, e-commerce and management. Identify possible businesses and their products, write a one-page business plan and identify a target market for your product or service.

7/23-8/20 W 5:30 - 7:30 p.m.  
Hunter  
TMCC Meadowood Center S300 \$89

### 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 "Programs We Offer" for details.

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

— Cindy S.

## Writers' Conference

For additional writing classes, see page 6.



**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, gain expert tips from journalist/memoirist Laura Fraser, 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 Forward 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.

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

"This conference is a wonderful resource, and a great way to network with other writers. It helped recharge my battery and get me back to my writing!"

~Barbara R.,

2013 conference attendee.

## 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.



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

## 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, 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.