

# Get in. Get out. Get a job!

*TMCC Workforce Development and  
Continuing Education courses*

## Enhance your earning potential!

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

- Earn your grant writing certificate in as little as one week, pages A and B
- Check out our new real estate marketing classes, page H
- Write for Hollywood, page H
- Train to be a clinical medical assistant, page B



[wdce.tmcc.edu](http://wdce.tmcc.edu) 775-829-9010

April through August 2015 classes

[facebook.com/tmccwdce](https://facebook.com/tmccwdce)

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

# TMCC's Workforce Development and Continuing Education Department

*Aspire.*

*Prosper.*

*Thrive.*

*Succeed.*



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## Career Certificates

### Grant Writing and Non-Profit Management

**NEW!**

#### Grant Writing Certificate

Secure funding for your favorite charity by earning a grant writing certificate in only 32 hours. Create a persuasive proposal that will attract foundation, government and corporate money. Using the nine components of a grant, identify critical data that will produce a successful grant application. Find free funding sources that will save you money, and understand the importance of effectively managing the money after your organization receives it. You must complete the WorkKeys Silver Level prerequisite to qualify for this certificate program. Internship not provided.

4/20-4/23 M-TH 8 a.m. - 5 p.m. OR

6/8-6/11 M-TH 8 a.m. - 5 p.m.

French

TMCC Meadowood Center S315 \$899

#### 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.

**HOT!**

#### Grant Writing Basics

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

6/6-6/20 S 9 a.m. - 5 p.m.

French

TMCC Meadowood Center S315 \$259

#### Refining Grant Writing Skills

Put your grant writing skills on steroids. Learn the extras that make your grant request more competitive. You'll polish the basic grant components and your current proposals so they shine.

4/18-4/25 S 9 a.m. - 5 p.m.

French

TMCC Meadowood Center S315 \$259

*"The instructor is knowledgeable, helpful and funny. Now I possess skills to help others in our community."*

*-Rick S., grant student*

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.

**HOT!**

### 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.

**6/27 S 9 a.m. - 5 p.m.**

**French**

**TMCC Meadowood Center S115 \$159**

### Consulting Skills

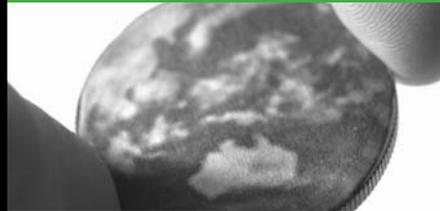
Gain the skills you need to be a successful grant writing consultant. Find out how to set up your business and assess an organization's readiness for grants. In addition, learn how to market your services, from building a resume to printing brochures and compiling a portfolio.

**5/2 S 9 a.m. - 5 p.m.**

**French**

**TMCC Meadowood Center S315 \$159**

**Earn your grant writing certificate in as little as one week!**



Our new, accelerated grant writing program covers the nine essential components of grant writing in a week-long or one-month format.

You'll learn:

- the most practical approaches to grant writing,
- the art and technology of grant writing,
- about different sources of funding and
- how to keep your grants for subsequent years.

For details, see class listed on page A.

## Health Career Certificates



### 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

**8/20 TH 6:30 - 9:30 p.m.**

**Burns**

**TMCC Meadowood Center S324 \$49**

*A degree in Community Health Sciences at TMCC offers you a career in a wide array of health-related areas including physical therapy, home health aides, exercise specialists, health policy analysts and many more. For details, visit [schedule.tmcc.edu/](http://schedule.tmcc.edu/)*

**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. This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. It will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics and the legal aspects of healthcare. Become thoroughly prepared for a career with 145 hours of classroom lecture and hands-on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the program, submit to a thorough background check and drug screening and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. Externship provided.

**6/22-9/2 M-W 5:45 - 9:15 p.m.**

**Five Sats. S 8:30 a.m. - 2:30 p.m.**

**Kolar**

**TMCC Meadowood Center S103, S315 \$2999**

*"The instructor was very interactive, gave us full details and was always willing to answer our questions." —Jimmy A., clinical medical student*

## Herbal Studies

Take one class for fun or earn your certificate to complement your existing healthcare career. See [wdce.tmcc.edu](http://wdce.tmcc.edu) and click on "Programs We Offer" for certificate requirements.

**HOT!**

### 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

4/2-5/14 TH 6-9 p.m.

Powers

TMCC Meadowood Center \$189

"Kim is the best instructor. She has opened up a new world for me." —Heather S., formulations student

**HOT!**

### Weeds, Worts, and Roots: Foraging for Edible and Medicinal Plants

Come outside and explore the wild-growing plants found around the urban environment in 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. Please read where the field trip will meet and what to bring online. \$5 materials fee

5/16 S 9 a.m. - 4 p.m.

Broderick/Powers

Reno \$79

View the video on our herbal studies program!

<http://bit.ly/herbalstudies>

### Veterans: Prepare for Your Success

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

## 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.

6/9-6/16 T 5:30 - 9 p.m.

Powers

TMCC Meadowood Center S324 \$79

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

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

**HOT!**

### 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.

7/25 S 9 a.m. - 4 p.m.

Broderick

Reno \$79

### Wildcrafting: 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 them into herbal products. \$10 materials fee

8/22 S 9 a.m. - 5 p.m.

Broderick/Powers

Reno \$79

## Language Certificates

### Forensics for Court Interpreters

Become a more effective interpreter by better understanding English and Spanish forensic terminology. Increase your knowledge about fingerprinting, DNA analysis, weapons and ballistics. Practice simultaneous and sight interpretation skills while preparing for state and federal certification.

4/17-4/18 F,S 8:30 a.m. - 4 p.m.

Seifchick

TMCC Meadowood Center S324 \$259

### Professional ELL

In this highly advanced class, build upon your English skills so you can succeed in a multitude of personal and professional settings. Incorporating the National College and Career Readiness Standards, you will have the ability to transition confidently into the professional arena. Enjoy listening to guest speakers who will address specific professional issues.

6/3-7/8 W 9 a.m. - 12 p.m.

Donohue

TMCC Meadowood Center S315 \$69

**NEW!**

### Business Italian

Discover the information you need to successfully conduct business in Italy. Learn about the business culture as well as basic vocabulary so you can effectively communicate with businessmen and customers. Gain insider tips from an instructor who once served as a business professor for the Italian Ministry of Education.

7/27-8/17 M 5 - 7 p.m.

Hunter

TMCC Meadowood Center S300 \$69

TMCC offers an associate of arts degree with an emphasis in Spanish. Plus this degree is fully transferable to four-year institutions. For details, visit [schedule.tmcc.edu](http://schedule.tmcc.edu)

## Massage Therapy and LMT CEUs

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

### Prenatal Massage

Prerequisite: TMCC massage student or licensed LMT. Become familiar with the unique physical and physiological changes that occur during pregnancy, as well as the benefits this technique offers both mother and baby. Gain confidence by practicing positioning, draping and massage techniques specific to the prenatal client. This class qualifies for state board CEUs and license renewal.

4/10-4/11 F,S 8 a.m. - 5 p.m.  
TMCC Meadowood Center S217 \$159

View the video on our Massage Therapy program!

<http://bit.ly/massagecertification>

### Exam Prep and Review for Massage Professionals

Prerequisite: MASG 210C or LMT. Pull together your knowledge and skills learned within the massage training program to prepare for the state MBLEx exam. Go through the application process and learn Nevada state and national requirements for certification.

5/2-5/16 S 9 a.m. - 2 p.m.  
TMCC Meadowood Center S116 \$199

### Sports Massage

Expand your services to better care for athletes. Basic techniques, strokes and stretching used in sports settings will be covered.

4/24-4/25 F,S 9 a.m. - 5 p.m.  
Grubaugh  
TMCC Meadowood Center S217 \$159

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 [www.tmcc.edu/wdce/programs/massage-therapy](http://www.tmcc.edu/wdce/programs/massage-therapy).

**HOT!**

### Ethics for Massage Therapists

Review the ethics of massage therapy professionalism 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.

5/30 S 9 a.m. - 5 p.m.  
Grubaugh  
TMCC Meadowood Center S217 \$79

### Chair Massage

Make your practice portable! Learn the fundamentals of chair massage and how to adapt your current skills to chair massage. This 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.

6/6 S 9 a.m. - 5 p.m.  
Grubaugh  
TMCC Meadowood Center S217 \$79

### Acupressure Made Simple

Explore this system of energy locks for the 12 meridians, their locations and usage. Discover how to address 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.

7/6-7/13 M 5:30 - 9:30 p.m.  
Anderson  
TMCC Meadowood Center S217 \$89

"I always thought it would be difficult to learn acupressure. Instead, I found it interesting and effective." —acupressure student

## 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.

## Professional Advancement Certificates



### Emotional Intelligence

Emotional intelligence, or EQ, is the No. 1 predictor of professional success. Increase your chances for advancement by boosting your managerial or professional skills or by transitioning to a new career field. The TalentSmart curriculum used by 75 percent of Fortune 500 companies produces improvement in leader performance, sales, customer service and the ability to navigate organizational change and growth. Through interactive, reflection-based sessions, spot emotions that get in your way, handle your reactions to trigger situations, accurately read other people and manage key relationships by navigating conflict. Identify negative self-talk patterns and the role of emotions in your job, increase your awareness of others and learn to listen to them effectively. Take TalentSmart's Emotional Intelligence Appraisal at the beginning and end of the course to chart your progress in EQ skills.

4/7-4/28 T 5:30 - 9:30 p.m.  
Norris  
TMCC Meadowood Center S300 \$399

## Become an indispensable administrative professional

Today's workplace relies on professionals skilled in the latest technology, management principles and customer relations. Whether you're seeking to be an office manager or an executive assistant, you'll find our Administrative Professionals certificate and degree will give you a competitive edge for the position you are seeking.

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

Learn more at [wdce.tmcc.edu](http://wdce.tmcc.edu) by clicking on "Programs We Offer" or call 775-829-9010.

## Property Management

### 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.

5/13-5/15 W-F 8 a.m. - 5 p.m.  
Cook  
TMCC Meadowood Center S315 \$499

"Judy was a great instructor. She took her time to ensure the material was covered thoroughly." –Rian H., property management student

## Business Skills

### Computers and Software



**NEW!**

#### Computer Basics for English Language Learners

Become comfortable with a computer and see how this technology can improve your life. Learn the basics from using the keyboard and saving files to sending email and surfing the Internet.

7/13-7/15 M,W 9 a.m. - 12 p.m. OR  
7/21-7/23 T,TH 6 - 9 p.m.  
TMCC Meadowood Center S115 \$59

**HOT!**

#### QuickBooks

Streamline your accounting procedures with this popular program. Learn the basics and how to 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.

6/9-6/18 T,TH 1 - 5 p.m.  
Lenga  
TMCC Meadowood Center S322 \$179

**NEW!**

#### QuickBooks Online

Streamline and grow your business with the world's premier web-based software system. Automate and organize payments and payroll for your small or medium-sized business while keeping the information up-to-date and accessible from multiple electronic devices. Learn how to report and troubleshoot common financial errors.

4/13-4/16 M-TH 1 - 4 p.m.  
Lenga  
TMCC Meadowood Center S322 \$169

### Microsoft

#### Word 2013 Essentials

Typing letters and reports has never been easier. Learn tabs, groups and commands as you move and copy your text, set margins and spruce up your work with different fonts and colors. Discover how to check your spelling and grammar, create bulleted lists, customize envelopes and mailing labels for letters, and save and print your work.

5/26-5/28 T,TH 6 - 9 p.m.  
Lenga  
TMCC Meadowood Center S322 \$119

"She was very interesting and caring. She taught us so many tricks on the computer." –Debra A., Word student

#### 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.

5/11-5/13 M,W 6 - 9 p.m.  
Lenga  
TMCC Meadowood Center S322 \$119

#### Excel Essentials II

Building on concepts covered in Excel Essentials I, discover 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.

6/15-6/17 M,W 6 - 9 p.m.  
Lenga  
TMCC Meadowood Center S322 \$119

## Outlook 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 To-Do bar, which can help you organize your day and manage priorities.

**5/18-5/20** M,W 1-5 p.m.  
Lenga  
TMCC Meadowood Center S322 \$119

## Access Essentials I

Showcase your efficiency by easily retrieving relevant data and eliminating repetitious information. Increase your mastery by learning how to design relational databases and run more efficient queries. Create 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.

**5/19-5/21** T,TH 1-5 p.m.  
Lenga  
TMCC Meadowood Center S322 \$119

"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.

**6/23-6/25** T,TH 1-5 p.m.  
Lenga  
TMCC Meadowood Center S322 \$119

## Internet

**HOT!**

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

Learn the tips, tricks and traps to succeed in all your eBay dealings. Sell more effectively by developing procedures on how to set up a seller account, create listings and set up credit card payments. Streamline packing and shipping procedures, monitor listings and upload great pictures. Sign up for both eBay courses at the same time and save \$15.

**4/15** W 6-9 p.m.  
Boyd  
TMCC Meadowood Center S315 \$49

**HOT!**

### eBay II: Advanced Selling Strategies

Learn the insider 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. Gain valuable tips from an award-winning eBay instructor about 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 courses at the same time and save \$15.

**4/16** TH 6-9 p.m.  
Boyd  
TMCC Meadowood Center 306 \$59

**NEW!**

### Sell Your Stuff on Amazon, Facebook, Etsy

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 selling new or used products through the convenience of your computer. Learn ways to secure wholesale inventories to help you build your income. \$5 materials fee

**5/6** W 6:15-9:15 p.m.  
Veltkamp  
TMCC Meadowood Center S324 \$39

**HOT!**

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

Discover easy-to-use, drag-and-drop design tools that can build your personal or business website in 60 minutes. Then get traffic immediately using pay-per-click ads on Google, MSN, Yahoo! and Facebook. Learn about social media marketing, how to optimize your site for smart phones, how to get ranked by the three major search engines (SEO), and the tips and traps of website design. Create money-generating affiliate websites and find reputable suppliers and drop shippers. Optional eBooks are available for purchase after class. No programming is required.

**4/18** S 9 a.m. - 3 p.m.  
Boyd  
TMCC Meadowood Center S315 \$99

**NEW!**

### Mastering LinkedIn

Discover why being active and well-represented on this social network is essential to connecting with your target employers. Fine-tune your existing LinkedIn profile, learn the ways employers find you, how to use the site to locate opportunities yourself and recognize the importance of LinkedIn Groups. A LinkedIn account is required.

**5/5-5/19** T 6-8 p.m.  
Evans  
TMCC Meadowood Center S115 \$69

## Photography Software

### Digital Camera and Your Computer

You've taken your photos, now learn how your computer can help you store, print and share your memories. Learn how to copy your pictures from your camera to your computer, flash drive or burn a CD. Create computer folders to organize your photos, explore online printing services, as well as photo album hosting sites. Enjoy your photos as a computer slide show and add your photos to a Word document or e-mail them to friends and family.

**4/7-4/9** T,TH 6-9 p.m.  
TMCC Meadowood Center S115 \$119

## 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.

6/9-6/11 T,TH 6-9 p.m.  
 White  
 TMCC Meadowood Center S115 \$119

*Associate degrees are available in computer programming and computer science or you could earn a one-year certificate in computer technologies. For details, visit [schedule.tmcc.edu](http://schedule.tmcc.edu).*

## Professional Skills

### Make Art Your Business

Let your left brain know what your right brain is doing. Take your art to the next level by making it your business. Learn alternate ways to present yourself as an artist and discover excellent resources for marketing and promotion of your arts company. The instructor, an award-winning designer, is happy to share her art business knowledge with you to give you the competitive edge.

4/16-4/30 TH 2-4 p.m.  
 Foldvary-Anderson  
 TMCC Meadowood Center S324 \$59

### 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.

4/25 S 9-11 a.m.  
 Foster  
 TMCC Meadowood Center S324 \$49

### 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. Create an action plan to help jump-start your business. \$5 materials fee

5/6 W 2-5 p.m.  
 Veltkamp  
 TMCC Meadowood Center S324 \$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, marketing and more. \$5 materials fee

5/7 TH 6:15-9:15 p.m.  
 Veltkamp  
 TMCC Meadowood Center S324 \$39

*Business owners may also benefit from TMCC's for-credit degree or certificate in Entrepreneurship. For details, call 673-7132.*

### Job Transition Skills Boot Camp

Get on top of the job search game with an intensive 6-hour training session that will give you the edge to land the position you want. Start by tailoring your job search to the industry and job you're seeking. Learn to craft an effective job transition strategy and create a winning resume that cuts through the computerized applicant screening system and reaches the person who can hire you. Then master essential interview techniques to improve your confidence and convince an employer to hire you.

4/28-4/30 T,TH 6-9 p.m.  
 Evans/Bonar  
 TMCC Meadowood Center S115 \$99

**NEW!**

### Public Speaking Made Easy

Public speaking tops the list of experiences that people fear the most. Become a dynamic public speaker and overcome that No. 1 fear in a relaxed, non-threatening environment with the help of an instructor who worked for 35 years in film and television.

4/6-4/27 M 6-9 p.m.  
 Giampapa  
 TMCC Meadowood Center S315 \$99



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

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

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

## Real Estate Technology

**NEW!**

### Improve Your Listing with Photography

Professional-looking photographs make your listings stand out and attract more potential buyers. Whether you have a smartphone or a traditional point-and-shoot camera, learn how image quality can give your listing a significant edge in the housing market.

5/18-5/20 M,W 6-9 p.m.

Gerlinger

TMCC Meadowood Center S115 \$69

**NEW!**

### Social Media Strategies for Real Estate Agents

Increase your success by tapping into the social media platforms that best fit your clientele. Discover how to network and prospect online, and be more effective with social media. Discuss a variety of networks from Facebook and LinkedIn to Tumblr and Pinterest. Devise a strategy that will help you evaluate your target market, create appropriate content and communicate in a style that grabs attention.

6/1-6/3 M,W 6-9 p.m.

Gerlinger

TMCC Meadowood Center S115 \$69

**NEW!**

### Photo Editing for Real Estate Agents

Create eye-catching commercial-use photos to better sell properties. Learn how to use two free photo editing tools, Paint and Pixlr, and find out which one is best suited to your needs. Improve your image quality and discover how to rescue photos that otherwise may be unusable.

7/20-7/22 M,W 10 a.m. - 1 p.m.

Gerlinger

TMCC Meadowood Center S115 \$69

## Writing

**HOT!**

### TMCC Writers' Conference

Meet outstanding creative leaders who will help you hone your craft, better market your work and explore your publishing options. David Kranes, novelist and artistic director of the Sundance Playwrights Lab, will share how to create realistic and compelling dialogue. Self-publishing phenom Kristen James, who's sold more than 100,000 books in less than three years, will discuss the tactics she's used to become an Amazon bestseller. Create a strong author platform with advice from Brooke Warner. Polish your work with rewriting tips from memoirist Robert Leonard Reid and strengthen your story through point of view from Eric Neuenfeldt. Discover how to stand out from the crowd with Bona Fide Books publisher Kim Wyatt. And ask questions of literary agents Gordon Warnock and Elizabeth Kracht. Meet your peers and get to know our speakers in this intimate atmosphere that encourages interaction. Meet one-on-one for an optional private meeting (cost \$32) with one of our speakers or agents. 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 10.

4/18 S 8:40 a.m. - 4:25 p.m.

TMCC Sierra Bldg. 108 \$119

"Because of what I learned at TMCC's conference, my book was on the new release table in every Barnes & Noble bookstore last August." —Robbie Lunt, 2012, 2013 and 2014 participant

**NEW!**

### Writing for Hollywood

Take the mystery out of writing a screenplay by learning from a professional who has repeatedly sold movies to studios in Tinseltown and elsewhere. Discover vital tips, as well as the formula and structure necessary to create a product producers want to buy. Examine the five stories that drive Hollywood and write a polished first act of your script. Learn if a screenwriting career is a good fit for you.

6/2-6/18 T,TH 6-9 p.m.

Hoppe

TMCC Meadowood Center S320 \$99



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