

# WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

Workforce Development and Community Education (WDCE) stands committed to enhancing the region's economic stability by training adults to increase their career opportunities and offering customized employee instruction to area businesses. Classes, most of which are noncredit, and accelerated programs start weekly and do not require admission into TMCC. WDCE also offers Community Education which provides personal enrichment classes to students of all ages in support of the College mission of lifelong learning.

## Adult Basic Education (ABE)

775-829-9044

TMCC is able to offer noncredit Adult Basic Education classes at no charge with federal grant funds administered through the Nevada Department of Education, Office of Career, Technical and Adult Education. To qualify, students must be at least 16 years old and not required to be enrolled in a secondary school (per the AEFLA Funds in Nevada policy). Students may stay in ABE programs until they complete all levels or meet personal goals, as long as they show progress in their classes and follow ABE's 85 percent attendance policy.

## English Language Learners (ELL/ESL)

775-829-9044

Adult Basic Education offers noncredit course in English for English Language Learners to assist speakers of other languages to adapt as quickly as possible to an English-language environment. Instruction is geared towards working adults. TMCC's ELL program is a nationally-renowned model. The program uses a workplace literacy approach through the Comprehensive Adult Student Assessment System (CASAS). Depending on their level of proficiency, students are placed in beginning, intermediate or advanced classes. Students are grouped according to ability based on CASAS entrance and periodic testing scores.

## High School Equivalency (HSE)

*formerly General Education Development (GED)*

**HSE Testing: 775-824-3838**

**HSE Preparation: 775-829-9044**

TMCC's High School Equivalency (HSE) preparation courses prepare students 18 years and older to pass the state-approved HSE examinations. Courses cover the five HSE sub-sections:

1. Language Arts-Reading
2. Language Arts-Writing
3. Science
4. Social Studies
5. Mathematics

Orientation for HSE preparation courses is held several times throughout the semester at TMCC's Meadowood Center.

Assessments are administered prior to enrollment and throughout the training program. TMCC uses the assessments to gauge what is needed so that the instructors can target specific areas of study. Students are eligible to enroll in the HSE preparation courses upon completion of

the preliminary skills analysis assessment. Call for class and individual advisement times.

TMCC provides the following services in an informal classroom environment:

- Pre-testing
- Books and materials
- Practice HSE tests
- Instruction in all subjects covered by the HSE exams
- Post-HSE guidance
- On-site HSE testing (standard testing fee applies)

## Certificate Programs: Noncredit

WDCE offers relevant, real-world instruction focused on preparing students for new careers. Programs include:

- Bilingual Office Assistant Certificate
- Bookkeeping Essentials
- Casting Technician
- Certified Specialist of Wine
- Clinical Medical Assistant
- Community Health Worker
- Dialysis Technician
- EKG Technician Certification
- Escrow Assistant
- Florist Fundamentals
- Grant Writing Certificate
- HTML Programming
- Massage Therapy
- Ophthalmic Assistant
- Patient Service Assistant
- Personal Trainer
- Pharmacy Technician
- Property Management
- Spanish/English Court Interpreting
- Spanish/English Medical Interpreting
- Spanish/English Translation/Interpretation Certificate
- Surgical Technician

## Business Skills Courses: Noncredit

For those seeking to upgrade their skills, WDCE offers short, accelerated courses to strengthen computer skills, present entrepreneurial opportunities, acquire management and marketing expertise and more. WDCE's roster of courses includes hundreds of web-based classes from some of the nation's top online education providers, giving students the ultimate in convenience and diversity of topics.

## Customized Employee Training for Business

Since 1987, Nevada businesses have relied on WDCE for timely, customized, quality instruction. With a vast network of highly qualified instructors with real-world experience, WDCE helps companies spend their training dollars only where they are needed. Whether it's employee skill assessments, curriculum creation, workplace communication or even academic education, each program is uniquely created to fit a

business' needs. Training is available 7 days a week, 24 hours a day, in a wide variety of languages.

## WorkKeys® Assessments

This efficient diagnostic tool lets executives know which skills their employees need to learn, so the business can achieve its goals. Individuals may also register for these tests to earn a National Career Readiness Credential through WorkKeys (an ACT product), to prove their expertise to potential employers.

WorkKeys assessments are available in applied mathematics, applied technology, business writing, job fitness, listening, locating information, observation, personal performance, readiness, reading for information and more. Some exams are available in Spanish.

## TMCC Writers' Conference

For decades, writers from throughout the western U.S. have traveled to Reno to learn about publishing trends, book marketing and craft improvement. This event, held each April, features agents, publishers and successful authors.

## Nevada Local Technical Assistance Program (LTAP)

Nevada LTAP provides training for the transportation workforce by delivering the most current concepts and technical assistance available. Workshops focus on workforce development, safety, infrastructure management and organizational excellence. Nevada LTAP also provides a video library, manuals and the Roads Scholar program.

LTAP is a grant-funded program established in 1988 in cooperation with the Federal Highway Administration and the Nevada Department of Transportation. Nevada LTAP bridges the gap between research and practice and is committed to serving local agencies, NDOT, FHWA and the transportation industry through:

- technology transfer
- technical assistance
- training and workforce development
- information services
- assisting with all other transportation needs.

## Teach for WDCE

WDCE hires instructors with a proven expertise in their field. For details, go online: <http://www.tmcc.edu/wdce/>.

## Continuing Education Unit (CEU)

CEUs, which certify completion in noncredit courses, provide a permanent record of educational accomplishments. TMCC follows the International Association of Continuing Education and Training guidelines for the recording of CEUs. One CEU is 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. For further details, review the Policy for Implementation and Awarding of the Continuing Education Unit (<http://catalog.tmcc.edu/rules-regulations/implementation-awarding-continuing-education-unit>) in this catalog or call WDCE at 775-829-9010.

## Additional Information

Most WDCE programs are self-supporting and solely funded through WDCE enrollments.

Fees may vary depending on the type of projects WDCE offers.

Self-supporting, noncredit courses do not lead to a degree or certificate. A WDCE course may be considered nontraditional and must be approved by the Vice President of Academic Affairs in order to be applied to an Associate of General Studies degree.

Grades are not awarded for most WDCE noncredit classes.

WDCE non-credit courses do not qualify for financial aid. We do have multiple community partners that help fund the cost of certification and professional courses for qualifying individuals. Contact our office for more information at 775-829-9010.

## Residency

WDCE self-supporting courses are exempt from the Nevada System of Higher Education's regulations regarding residency tuition. Individuals may enroll in these courses without having their enrollments counted toward matriculation or without having those credits calculated for out-of-state tuition. For complete details, see Regulations for Determining Residency and Tuition Charges (<http://catalog.tmcc.edu/rules-regulations/regulations-determining-residency-tuition-charges>).