Lifelong Learning
November 2020
Upcoming Classes

All upcoming in-person Lifelong Learning classes are canceled unless otherwise stated. Online trainings are available at ed2go.com/wncc. For more information, visit go.wncc.edu/lifelonglearning or call 308.635.6700.

REGISTER TODAY!
308.635.6700 | go.wncc.edu/lifelonglearning
SOMETHING FOR EVERYONE

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**Gordon**
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**WNCC Online Courses**
ed2go.com/wncc

Sessions start monthly!
Instructor-led online courses
Convenient six-week format
PROFESSIONAL DEVELOPMENT & PERSONAL ENRICHMENT
- Interactive learning environment
- Award of completion with passing score

**CAREER TRAINING PROGRAMS**
- Prepare for industry certification or start a new career
- Start anytime
- Many programs completed in less than six months
- In-depth study, all learning materials provided
- Personal instructor assistance
- Certificate of completion awarded with passing score

**Electrical Codes Update**
12-Hour Course (Nebraska License) ...........2

**Electrical Codes Update**
16-Hour Course (Wyoming License) ..........3

**Intro to Supervision** (Zoom Presentation) ..........3

**Persuasive Communication** .......................3

**Secrets of Better Photography** ...................3

**Strengths Based Leadership** (Zoom Presentation) ...3

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**ELECTRICAL CODES DATE CHANGE**

**Electrical Codes Update**
12-Hour Course (Nebraska License)
Nov 6 (F) 8:00 a.m. – 5:00 p.m.
Nov 7 (S) 8:00 a.m. – 12:00 p.m., $100
This 12-hour course will cover electrical updates and will provide 12 hours of continuing education per state requirements. The course will be taught in conjunction with the 16-hour course by Alan Strauch. There will be a one-hour break for lunch.
Electrical Codes Update
16-Hour Course (Zoom Presentation)
Nov 6 (F) 8:00 a.m. – 5:00 p.m.
Nov 7 (S) 8:00 a.m. – 5:00 p.m., $110
This 16-hour course will cover electrical updates and will provide 16 hours of continuing education per state requirements. The course will be taught in conjunction with the 12-hour course by Alan Strauch. There will be a one-hour break for lunch.

Both the Nebraska & Wyoming License classes will be held in person at the John N. Harms Center.

Please note:
In response to the COVID-19 pandemic, WNCC Workforce Development classes will require six-foot social distancing, class size limits, and proper hand washing/sanitizing practices. Face coverings are required. Some classes may be altered to prevent close contact with others.

Intro to Supervision (Zoom Presentation)
Nov 12 (TH)
8:00 a.m. – 12:00 p.m., $25
The transition from employee to supervisor is one of the most challenging and rewarding career moves in the American workforce today. With a supervisor's influence accounting for up to 70 percent of employee engagement, it is essential that your leaders are educated, equipped, and prepared for the responsibility of becoming a people-leader. This half-day training will provide new supervisors with a foundation for influential and effective leadership, including ready-to-use techniques for enhancing effective communication, employee feedback, performance management, conflict resolution, and employee engagement.

Strengths Based Leadership
(Zoom Presentation)
Nov 19 (TH)
9:30 a.m. – 4:30 p.m., $70
Mark your calendars for November 19, as you build upon your leadership skills with Gallup’s Strengths Based Leadership Program! This six-hour course will provide strategies, tools, and best practices for leading others with your Gallup strengths. WNCC’s custom-designed Strengths program will give you a glance at what matters most when it comes to effective people-leadership, as well as a plan for leading by being exactly who you are. Each registrant will receive the NYT Best-Selling Book, “Strengths-Based Leadership” by Tom Rath. Participants must pick up their book and complete the assessment prior to class.

Secrets of Better Photography
Instructor led classes begin Nov 11, or Dec 9, or Jan 13, 2021, or self-paced (no instructor, register anytime).
Register online at ed2go.com/wncc
$149
Secrets of Better Photography will teach you how to take outstanding photos. Whether you use a DSLR, a point-and-shoot camera, or your phone for your photography, you will learn how to get the best results from your camera. This hands-on course will teach you how to choose the right photographic equipment to compose images with style. You can take your camera out of auto mode after learning about lighting, motion, aperture, shutter speed, and ISO settings. You will also explore common photography topics, including portrait, children's photography, pet photography, and digital editing. Each lesson includes exercises and assignments, so you can apply what you learned to your own camera. By the time you finish, you will see a difference in both your photographer’s eye and your photos.

Persuasive Communication
Self-Paced, no instructor, register anytime.
3 Months / 30 Course Hours
Register online at ed2go.com/wncc
$145
Persuasive communication is essential not only for selling the products or services of the business but for obtaining financing and running daily operations. This course will provide you with the opportunity to gain confidence and improve their communication skills. Even the most skilled communicator can always learn additional techniques for success.

A to Z Grant Writing
Nov 11 (Instructor led course)
6 weeks/24 hour course or Self-paced, no instructor, register anytime.
Register online at ed2go.com/wncc
$149
Do you love writing and building rewarding, long-lasting relationships? Do you have a passion for a cause? As a grant writer, you can help nonprofit organizations, schools, religious institutions, and research organizations acquire the funds they need to operate and to thrive. In this A to Z Grant Writing class, you’ll learn how to put together a Gold Medal Proposal Package — one that will capture the attention, and the funds, of donors. This informative course will equip you with the skills and tools you need to enter this exciting and fulfilling field. No matter who you are or what level of experience you have, you can be a successful grant writer. You’ll find the A to Z of writing and submitting successful proposals right here. This is one of the best online grant writing courses around, whether you’re already involved in a related position or are looking to take your first step into this rewarding career.
Accounting Fundamentals

Nov 11 (Instructor led course)
6 weeks/24 hour course or
Self-paced (no instructor)
Register online at ed2go.com/wncc
$149

In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Accounting Fundamentals covers all the bases, from preparing income statements and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

Accounting Fundamentals II

Nov 11 (Instructor led course)
6 weeks/24 hour course or
Self-paced (no instructor)
Register online at ed2go.com/wncc
$149

While it is true that accounting professionals are scarce, those with corporate accounting experience are even scarcer. This course will provide you with a solid understanding of corporate accounting practices. In Accounting Fundamentals II, you will explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.

If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you.

Administrative Assistant Suite

Nov 11, or Dec 9, or Jan 13, 2021
72 Hour Course Bundle
Register online at ed2go.com/wncc
$399

Suite bundles are not eligible for partial drops or refunds.

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. Master the skills you need for a successful career as an administrative assistant in these and any other industry as you become an indispensable member of your team by learn to identify opportunities and implement solutions to turn your office into a high productivity machine. Whether you’re looking for a new job as an administrative assistant or you want to improve your skills to become better in your current role, this series is for you. Learn the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Plus, you’ll gain the skills to improve your business writing, so you immediately draw readers in and keep them motivated to continue reading until your very last, well-chosen word.

Bundle Includes: Administrative Assistant Fundamentals

Become an indispensable member of the corporate team as an Administrative Assistant. This course will help you master essential job responsibilities as you identify opportunities and implement solutions for increased productivity throughout your company.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. This course will help you identify gaps and eliminate problem areas in your writing skills.

Blogging and Podcasting for Beginners

Nov 11, or Dec 9, or Jan 13, 2021
6 Weeks/24 Hour Course
Register online at ed2go.com/wncc
$149

Blogging and Podcasting for Beginners will teach you how to plan and create your very own blog and podcast. Through hands-on exercises, you will discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube. You will find that creating a blog and podcast is much easier than you ever imagined.

First, you will learn how to develop a plan for the content, setup, maintenance, and how to use free blogging software like Blogger and WordPress to put that plan into action. After that, learn how to record a professional-sounding audio podcast with a very simple recording tool you already have. You will edit the file with another free software program, add music to it, and then post it online for others to enjoy. Finally, you will find out how to record a video podcast. You will edit it, add special effects, drop in a podcasting-safe music file, and then publish it online.

Register Today! | 308.635.6700 | go.wncc.edu/lifelonglearning