

# WESTERN NEBRASKA COMMUNITY COLLEGE

## Business & Individual Training Guide – Sidney Campus

### *YOUR SOURCE FOR BUSINESS AND PERSONAL TRAINING*

#### CONTACTS

Linda Roelle

Business & Individual Training

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#### OUR MISSION

WNCC assures learning opportunities for all enriching lives, invigorating communities, creating futures.

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*General Education registration begins April 9<sup>th</sup> for summer and fall classes*

#### Sidney:

- BNA
- Medication Aid
- CPR
- CPR for the Health Care Provider
- Basics of Buying & Selling on eBay
- Sign Language: Let Your Hands do the Talking 2
- Golden Oldies Basic Computer Class
- Basic Photography
- Puppy Class 1
- Puppy Class 2
- Wellness 101
- Class A Commercial Driver's License Skill Award
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#### Kimball:

- Quick Books
- Golden Oldies Basic Computer Class
- E-Bay
- Tai Chi & Meditation
- Cooking on a Budget
- Internet Marketing



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### Oshkosh:

- Dutch Oven Cooking

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- Kimball
- Banner County
- Bridgeport
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### Basic Nursing Assistant

**Date:** TBA

**Time:** TBA

**Place:** WNCC - Sidney

**Cost:** \$393.00 plus book (aprox. \$50, to be purchased on your own)

This course is designed to instruct students in becoming Basic Nursing Assistants. Upon completion of the course, the student will arrange to take a written and oral examination and will demonstrate skill competency. It is designed to meet the training requirements of the federal and Nebraska state law for nursing assistants working in licensed facilities.

The course provides the essential knowledge and skills to provide basic care and skills to resident/clients of healthcare facilities

### MEDICATION AID

**Date:** TBA

**Time:**

**Place:**

**Cost:** \$301

This course is designed to instruct the experienced Nurse's Aide to assume the role of Medication Aide, who has a beginning knowledge of medication administration and pharmacology. Upon completion of the course, the student will be eligible to take an exam to acquire at Nebraska state license to administer medications in a licensed health care facility.



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### e-Bay

**Date:** TBA

**Time:** TBA

**Place:** WNCC

**Cost:** \$35

**Instructor:** TBA

"I got it on eBay" is barreling its way into the dictionary of the new millennium. Trading \$2,000 worth of goods every second, the company offers an online forum for selling merchandise worldwide, from fine antiques to the latest video games. Learn how to set up your account and maneuver the online structure for buying selling merchandise.

### Digital Camera 1

**Date:** TBA

**Time:** 6:00pm – 9:00pm

**Place:** WNCC

**Cost:** \$92, plus book (used for Digital Camera 1 & 2)

Develop your skills in composing and taking photographs and use Adobe Photoshop Elements 8.0 to crop, manipulate, improve, print and e-mail your images.

### Digital Camera 2

**Date:** TBA

**Time:** 6:00pm – 9:00pm

**Place:** WNCC

**Cost:** \$92, plus book (used for Digital Camera 1 & 2)

Use Adobe Photoshop Elements to crop, retouch, repair and enhance your digital photos, Create a variety of advanced projects with your digital photos; montages, digital scrapbook pages, panoramas and greeting cards.

### Basic Photography

**Date:** May 1 – May 31 2012 (T&Th)

**Time:** 6:30pm – 8:00pm

**Place:** WNCC

**Cost:** \$40

**Instructor:** Tina Mines



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Learn how to use your DSLR camera in manual settings to improve your images and gain more control exposure. Learn about how to use the in camera light meter in conjunction with shutter speeds and aperture

### Puppy Class 1: Puppies 10 wks to 6 mo

**Date:** June 5 – July 10 (T)

**Time:** 6:00pm – 7:00pm

**Place:** WNCC

**Cost:** \$60

**Instructor:** Tammy Fehringer

This course is designed to introduce puppies or those untrained and/or un-socialized under one year to the world. This class will help you work on basic commands like sit, down and come, basic manners, kennel and potty training and socialization, which is extremely important at this age. Puppies must have their first set of vaccines to participate. The first class is **without** puppies. Bring leash, treats, and proof of vaccination.

### Adult class 1: Dogs over 6 months

**Date:** June 7 – July 12 (Th)

**Time:** 6:00pm – 7:00pm

**Place:** WNCC

**Cost:** \$60

**Instructor:** Tammy Fehringer

This class is for dogs over the age of 6 months who need help with basic obedience commands and basic manners such as sit, stay and come, commands adding distractions and duration. Other commands covered are leave it, shake, walking on leash, and socialization. Class will discuss bad behaviors, grooming and dog sports. Rabies vaccine is required to participate. The first class is **without** dogs.

### Wellness 101 “Get Moving & De-Stress”

**Date:** April 17<sup>th</sup> (T)

**Time:** 11:00am – 1:00pm

**Place:** WNCC

**Cost:** \$10, includes light lunch

Discover the connection between exercise and stress relief and why exercise should be part of your stress management plan.



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### Class A Commercial Driver's License Skill Award (9 credits)

**Date:** TBA (M,T,W,Th,F)

**Time:** 8:00am – 5:00pm

**Place:** WNCC

**Cost:** \$4,250.00

**\*Note: This course includes use of vehicles for third party testing in Sidney, NE.**

Learn the necessary rules and regulations to obtain a Class A CDL. This course is 6-weeks long and includes classroom and behind-the-wheel instruction with a licensed professional trainer.

### Class B Commercial Driver's License Training

**Date:** TBA (M,T,W,Th,F)

**Time:** 8:00am – 5:00pm

**Place:** WNCC

**Cost:** \$950.00

**\*Note: This course does NOT include use of vehicles for third party testing in Sidney, NE.**

Learn the necessary rules and regulations to obtain a Class B CDL. This course is 2-weeks long and includes classroom and behind-the-wheel instruction with a licensed professional trainer.

### Dutch Oven Cooking

**Date:** May 12 (S)

**Time:** 3:30pm – 6:30pm

**Place:** Sidney Campus

**Cost:** \$30 per couple

**Instructor:** Rick Windham

A specialized type of camp cooking, this session covers the various kinds of Dutch ovens, helps attendees select the right Dutch oven for them, demonstrates quick/easy dishes, and offers simple recipes that anyone can use. Includes meal!

## Kimball

### Quick Books

**Date:** TBA

**Time:** TBA

**Place:** Kimball

**Cost:** \$TBA



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This class will introduce you to QuickBooks Intuit's easy-to-use, powerful accounting system. The class is designed to teach you how to use the features available, such as creating and modifying accounts and charts, adding information to lists, reconciling a checking account, invoicing, paying bills and much more.

### Golden Oldies Basic Computer Class

**Date:** TBA

**Time:** TBA

**Place:** Kimball

**Cost:** \$92 (1ch class) Senior citizens w/a gold card \$15

**Instructor:** TBA

Computer class for people 55 years of age or older. This is a slow paced class with plenty of time to practice with the mouse. Learn the very basics of Windows, Internet, and Word Processing.

### e-Bay

**Date:** TBA

**Time:** TBA

**Place:** Kimball

**Cost:** \$35

**Instructor:** TBS

"I got it on eBay" is barreling its way into the dictionary of the new millennium. Trading \$2,000 worth of goods every second, the company offers an online forum for selling merchandise worldwide, from fine antiques to the latest video games. Learn how to set up your account and maneuver the online structure for buying selling merchandise. Cost of the class is \$35.00

### Tai Chi & Meditation

**Date:** TBA

**Time:** TBA

**Place:** Kimball

**Cost:** \$TBA

**Instructor:** Charlotta Young

The class begins with learning 8 basic Tai Chi movements designed to improve posture and balance. These gentle, circular, flowing movements can be done sitting or standing and assist in developing calmness and focus. The second half

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of the class is dedicated to the art of mindfulness; meaningful pauses that allow you to calm the mind, and discover peace within.

Using simple breathing and meditation techniques you can:

- \* gain a sense of peace and well-being
- \* acquire tools for living in this complex world with clarity and happiness

### Internet Marketing

**Date:** June 5 2012 (T)

**Time:** 6:00pm – 9:00pm

**Place:** Kimball/Banner County Chamber of Commerce

**Cost:** \$35

**Instructor:** Rod Horton

In this introduction to online marketing class, the instructor discusses the advantages of online marketing and developing your own online presence.

## Oshkosh

### Dutch Oven Cooking

**Date:** May 19 (S)

**Time:** 3:30pm – 6:30pm

**Place:** Oshkosh

**Cost:** \$30 per couple

**Instructor:** Rick Windham

A specialized type of camp cooking, this session covers the various kinds of Dutch ovens, helps attendees select the right Dutch oven for them, demonstrates quick/easy dishes, and offers simple recipes that anyone can use. Includes meal!

## Driver Education

### Kimball

**Date:** March 5,12,19,20,26,27, April 1,2 (M,M,M,T,M,T,M,T)

**Time:** 6:30pm – 9:00pm (drive time scheduled w/instructor)

**Place:** Kimball High School



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**Cost:** \$225

**Instructor:** Shari Lindgren

State approved driver safety course. Students eligible must be at least 14 years of age by October 15, 2012.

### Banner County

**Date:** May 21,22,23,24 (M,T,W,Th)

**Time:** 8:00am – 1:00pm (drive time scheduled w/instructor)

**Place:** Banner County School

**Cost:** \$225

**Instructor:** Shari Lindgren

State approved driver safety course. Students eligible must be at least 14 years of age by October 15, 2012.

### Bridgeport

**Date:** TBD

**Time:** TBD (drive time scheduled w/instructor)

**Place:** Bridgeport High School

**Cost:** \$225

**Instructor:** TBD

State approved driver safety course. Students eligible must be at least 14 years of age by October 15, 2012.

### Sidney

**Date:** TBD

**Time:** TBD (drive time scheduled w/instructor)

**Place:** WNCC – Sidney Campus

**Cost:** \$225

**Instructor:** Dallas Wheelock

State approved driver safety course. Students eligible must be at least 14 years of age by October 15, 2012.



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### ED2GO

Choose from more than 300 instructor lead online courses.

- Professional development and personal enrichment
- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

### ED2GO-PRO

Online continuing education courses for businesses & employees

- Build skills or earn continuing education credits
- Start Anytime
- Most tutorials completed in a few hours
- Quick self study on demand
- Supported independent study
- Certificate of completion awarded with passing score

### GATLIN

Online open enrollment certificate programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

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