

UPCOMING CLASSES

All in-person Lifelong Learning classes are held in the John N. Harms Center unless otherwise stated.

For more information, visit go.wncc.edu/lifelonglearning or call 308.635.6700.

SPECIAL BUNDLE:

Administrative Assistant Suite

Jan 13, 2021 (Instructor led)

72 hour course bundle

**Register online at ed2go.com/wncc
\$299**

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 learning to identify opportunities and implement solutions to turn your office into a highly-productive machine.

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.

Administrative Assistant Applications

Gain the skills you need for success as a Certified Administrative Professional. This course will not only give you the ability to perform daily administrative tasks but will also give you an inside view into how a professional organization's different departments work together to make or break a 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.

Ko Heichi Fitness: Bushidokan

Jan 18 – 27, (M, W)

6:00 – 7:00 p.m.

Single: \$15; Family: \$22.50 (up to 4)

or Feb 1 – 24, (M, W)

6:00 – 7:00 p.m.

Single: \$30; Family: \$45 (up to 4)

Known as “an original U.S. MMA,” Bushidokan is deeply rooted in the history of American martial arts with multiple world titleholders and respected self-defense experts. Bushidokan has borrowed techniques from more than 10 different martial arts and three primary systems: karate, judo, and jiu jitsu. Recognized worldwide for its self-defense, Bushidokan’s tactics have been tested in diverse situations including life-or-death defense by citizens, law enforcement, and elite military groups such as Green Berets, Rangers, Navy SEALs, and others. With more than 30 years of experience, instructor Brent L. Anderson was promoted to black belt by the Bushidokan founder, Jim “Ronin” Harrison, and Ko Heichi Bushidokan has been granted Certified Training Center (CTC) status. Men, women, children, law enforcement, and military are encouraged to attend. All are welcome!

Beginning Sign Language

Jan 20 – Feb 17 (W)

6:00 – 9:00 p.m., \$30

This course utilizes a practical approach to teaching vocabulary, grammar, everyday applications of sign language, and aspects of deaf culture. We work toward becoming familiar and comfortable with grammatical features of American Sign Language and body/facial expressions. This interactive class is for beginners and those who are looking to refresh their expressive and receptive sign skills.

Bob Ross Painting

Jan 23, or Feb 20, or Mar 20 (SA)

9:00 a.m. – 4:00 p.m., \$60

Bob Ross believed that everyone who wanted to paint, could paint like a natural with the right tools and a little

encouragement. Come and experience the joy and confidence of painting a beautiful landscape using the Ross wet-on-wet technique. Please bring a roll of paper towels to this class.

Introduction to Ceramic Wheel Throwing and Hand Building

Jan 23, or Feb 6, or Feb 20, or Mar 6, (SA)

9:00 a.m. – 12:00 p.m., \$23

Ages: 10 and up

Der Topfer, 1211 3rd Ave., Scottsbluff

Have you always wanted to try your hand on a pottery wheel? Here’s your chance! This is an introductory class offering students the opportunity to throw on a pottery wheel and learn hand-building clay techniques. A brief introduction of ceramics and ceramic tools, description, and use will be included. Projects will not be completed in the three-hour class, but students can continue in ceramics classes or set up private lessons with the instructor. All materials provided. Class size is limited to six.

Mind Body Medicine: Learning Skills for Self-Care

Feb 3 – Mar 3 (W)

6:00 – 7:30 p.m., \$30

During this class, you will learn ways to care for yourself. Using art, journaling, self-affirmations, and mindful breathing techniques we will experience greater wholeness, resiliency, and health. Research based exercises, in small groups promise to help with anxiety, depression, and trauma. Come join us for five weeks of fun and learning! Patrick Powers is a licensed professional therapist who has returned to this area after 20 years of living on the reservations of South Dakota as well as Rapid City, South Dakota. Patrick has a recent background in psychotherapy and was also a Catholic Priest in the Panhandle for 12 years.

Cool Cat Careers Camp

Feb 12 (F)

7:45 a.m. – 5:15 p.m., \$20

Ages: 8 – 14

Registration Deadline: Jan. 27 to receive a t-shirt.

Cool Cat Careers Camp gives kids the unique opportunity to explore a variety of career options prior to high school. They’ll participate in fun, hands-on activities designed to teach them about career pathways in seven different STEM (Science, Technology, Engineering, and Math) fields. Kids won’t be in a classroom all day, either - they’ll get to visit many areas around the WNCC Scottsbluff Campus and will be eligible to win prizes and giveaways throughout the day. Join us to discover opportunities and build bright futures! Lunch, snacks, and a t-shirt will be provided. There are limited seats, so register early!

QuickBooks™ Basics

Feb 17, or Mar 17, or Apr 14 (W)

9:00 a.m. – 5:00 p.m., \$70

Are you new to QuickBooks™?

Would you like to learn how to set up QuickBooks to make it more effective for you or your business? Please join us for a full-day class that focuses on the basics of setting up your QuickBooks software. This is a basic class for the desktop version of QuickBooks. Feel free to attend regardless of the version of QuickBooks you currently use. Please note: This class does not cover payroll or taxes.

Please note:

Facial coverings and social distancing will be required for all in-person classes. Class sizes will be modified to adjust for proper social distancing.



**Western Nebraska
Community College**