

UPCOMING CLASSES

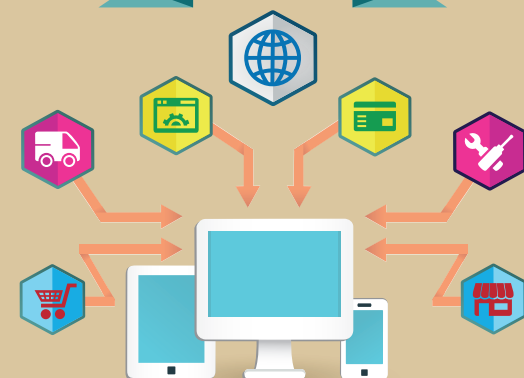
Business & Community Education

MARCH 2016

Unless otherwise noted, Business & Community Education classes are held at the John N. Harms Advanced Technology Center.

Check out our complete list of classes at wncc.edu/bce.

MARKETING



E-MARKETING

Roughly 80 percent of your customers only visit your website once! Learn how to retain and engage your customer base as well as increase your reach to new potential customers. Learn to create customer advertising with simple tools readily available to you at no or low costs! Entice customers to continually revisit not only you but your brick and mortar business with email outreach and social engagement.

Thursday, March 3
8:30 a.m. - 5:00 p.m.
\$65

(Companies that register four or more individuals enjoy a reduced rate of \$55.)

Intermediate Excel

We focus on the use of spreadsheet software to understand the principles in using complex formulas and functions, creating macros, multi-level sorting, filtering data, chart enhancements, and retrieving data on the World Wide Web. If you register, you must bring a flash drive to this class.

Date: Mar 15 - 29

Day: T, TH

Time: 6:00 - 9:00 p.m.

Cost: \$109, plus book (Gold Card Members: \$17.50, plus book)

Aging Today

A Workshop Series on the Aging Process

The growth in the number of older persons anticipated for the immediate future is fueling the need for health professionals to become more familiar with the challenge of aging than ever before. This workshop assists in providing continued education on the many different facets of the aging community. Register online at gerontology.unomaha.edu/aging-today.

Date: Mar 25

Time: 8:00 a.m. - 4:00 p.m.

Cost: \$55

Location: Gering Civic Center

Intermediate PowerPoint (2013)

The focus of this course is on advanced customizing features, chart enhancement, embedded and linked objects, hyperlinks, and slide show features. Application projects vary to meet the needs of the class. Students are required to bring a flash drive to this class.

Date: Mar 29 - Apr 12

Days: T, TH

Time: 6:00 - 9:00 p.m.

Cost: \$109, plus book (Gold Card Members: \$17.50, plus book)

eBay® — Just in Time for Spring Cleaning!

Are you one of the late comers to the eBay® selling phenomenon? If so, this is the class for you. Participants are guided through every step from setting up an eBay® and PayPal® account, to taking photos and uploading them to eBay®, to writing the item description. But this class goes one step further! Participants actually list an item on eBay® for sale, watch and respond to item bids and inquiries, and close the item out with a sell during the course length. Then, you are guided through the packaging and shipping process. The final class is a guest speaker, providing opportunity for follow up and guidance in selling. Lots of Q&A! PLEASE NOTE: You must have an email account and know your password to take this class.

Date: Apr 4, 6, 11, 14 & 18

Time: 6:00 - 8:00 p.m. (Except session four: 6:00 - 9:00 p.m.)

Cost: \$50 for all five sessions

Character Based Servant Leadership

The words servant and leadership would appear to never be linked to one another. However, effective leadership often hinges on the ability of the leader to provide support to their followers in a meaningful manner. In order to provide this support, the leader must re-think the traditional top-down leadership model and examine the role the virtues of character, competence, courage, temperance, prudence, and compassion play in daily leadership strategies.

Date: Apr 7

Time: 8:30 a.m. - 5:00 p.m.

Cost: \$65 (Companies that register four or more individuals enjoy a reduced rate of \$55.)

QUICKBOOKS™ BASICS

MAR 3 OR APR 13 * 8:00 A.M. - 5:00 P.M.
 \$55 (GOLD CARD DOES NOT APPLY)



HR Management Conference

Take Your HR SEAT!

Brought to you by:

The Western Nebraska Human
 Resource Management Association

April 21, 2016
8:00 a.m. - 3:40 p.m.
Gering Civic Center

Keynote Speaker
Lori Kleiman

ADDITIONAL SESSION TOPICS

- HR Laws Update
- HR's Role in Company Culture
- Diversity & Inclusion
- Promoting a Positive Workplace Environment
- HR Department of One
- Workplace Investigations
- Effective Recruiting

For more info or to register:
308.630.6556

wncc.edu

To register, call 308.635.6700.



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