



# Uinta B.O.C.E.S. #1

Western Evanston Outreach

2024



SPRING

307-789-5742  
1013 W. Cheyenne Dr. Evanston, WY  
[www.uintaeducation.org](http://www.uintaeducation.org)

# HAPPY RETIREMENT

Twenty years – that’s a long time to be at the helm. Mike has seen many changes throughout his tenure as the BOCES executive director. His arrival coincided with the move to our current location on Cheyenne Drive, and he has overseen the development of new programs and the growth of others. He’s served on multiple community boards and committees and consistently worked to bring people together to pursue initiatives to better the community. He’s led the BOCES team through booming economies when there were ample dollars to dream, and dream big, and through the lean times when it took creativity and determination to keep the doors open at all. No matter what, Mike never stopped believing in the importance of the work done at the BOCES and knowing in his heart that work changes lives, sometimes for generations. Give him the opportunity and he’ll happily recount success stories with a gleam in his eye that makes clear his commitment to the mission of the BOCES and to people in general. Although he may at times be seen to have a gruff exterior, getting to know Mike at all reveals a dedicated, thoughtful, and immensely caring man with a huge heart, hidden underneath layers of sarcasm and wit. He often says the success of the BOCES isn’t attributable to him, but rather to his exceptional staff. While that may be partially true, his knack for knowing when to steer, when to guide, and when to step back and let others shine has played no small part in that success. Mike, as you prepare to leave us, we hope you know just how much your guidance, determination, and passion for your work has impacted all of us, and the countless students we’ve served. We can’t possibly thank you enough for your leadership, and we hope your upcoming retirement affords you plenty of time to enjoy the great outdoors and your amazing family..

A portrait of Mike Williams, an older man with short grey hair, wearing a grey and white polo shirt. He is smiling slightly and looking towards the camera. The background behind him is a mix of yellow and teal colors.

*Mike Williams*

Executive Director (20 Years)

# HAPPY RETIREMENT

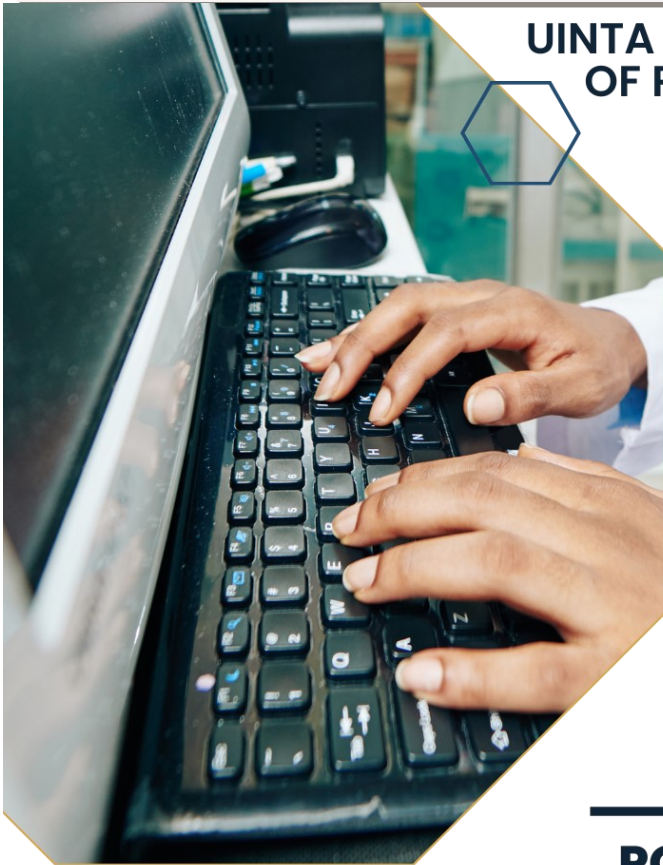
We'll miss you Trudy! What can we say about somebody who has done so much for so long? Cleaning our halls, repairing our building, inventorying a little bit of everything, driving in parades, rearranging furniture, and shoveling more snow than we can imagine (or want to try to imagine), and the list goes on – you've truly done it all, usually with a smile on your face. You've been at the heart of everything at the BOCES for more than two decades and your work has often occurred in the background. While the teachers and folks in the public eye may often get the thanks and the credit, we all know that absolutely none of it would have been possible without you leading your team to ensure the students had a place to learn and we all had a place to do our work. Your care for our students has shown in everything you do and, no matter where you go, you'll always be part of the BOCES family.

To say thank you just doesn't seem like enough for all you've given us, but thank you Trudy, from the bottom of our hearts. We hope your retirement is full of adventure and travel and a whole lot less snow shoveling.



*Trudy Bisorn*

**Facilities Specialist (30 years)**



## UINTA B.O.C.E.S. #1 OFFERS A VARIETY OF PROFESSIONAL CERTIFICATIONS THROUGH DIFFERENT TESTING AGENCIES.

### HiSet

Gives out-of-school youth and adults the opportunity to earn a Wyoming issued high school equivalency certificate

### Microsoft Office Specialist

The Microsoft Office Specialist Program provides assessments of skills and knowledge through project based testing, preparing students for their future. Prepare now for:

Outlook Word PowerPoint Excel Access

### CLEP

The College Board's College-Level Examination Program (CLEP®) has been the most widely trusted credit-by-examination program for over 50 years, accepted by 2,900 colleges and universities and administered in more than 2,000 test centers. This rigorous program allows students from a wide range of ages and backgrounds to demonstrate their mastery of introductory college-level material and earn college credit. Students can earn credit for what they already know by gaining qualifying scores on any of the 34 examinations. It is the responsibility of the test candidate to determine what each college's policy is on CLEP credit.

### POLICE OFFICER SELECTION TEST

Some law enforcement agencies require applicants take this entry level basic skills test that will help law enforcement ensure that you have the basic cognitive skills necessary to successfully perform the job. Police Officer Selection Test® is a valid, job-related test designed specifically for law enforcement, which measures basic skills in Arithmetic, Reading Comprehension, Grammar and Incident Report Writing.

### PEARSON VUE

Delivers high-stake exams that empower professionals to certify and license individuals, including:

- Academics
- Business
- CDA
- Education
- EMT
- GED
- HealthCare
- ICC Authorized/Non-Authorized
- Insurance
- IT Certifications
- NES
- Pharmacy
- Realty
- Safety

### Need to take a Proctored Exam?

Uinta B.O.C.E.S. #1 proctors tests for most colleges and universities.

For more information please contact  
**Candy Hamblin at 307-789-5742, Ext. 113**  
[chamblin@uintaeducation.org](mailto:chamblin@uintaeducation.org)

# Uinta B.O.C.E.S. #1 — Evanston Innovation Wyrkshop



## EVANSTON INNOVATION WYRKSHOP

"I was amazed at how fast I have learned to use all the great tools we have here at the Evanston Innovation Wyrkshop." Kody Cook – Wyrkshop Assistant.

Come in today to learn, collaborate, and make projects you may have only dreamed about! It's FREE to learn and create. Let your creativity take you in a new direction.

**Tuesdays –Thursdays open from 4:30 PM – 7 PM**



### Uinta B.O.C.E.S. #1

**Students of all ages can take advantage of courses, scholarships, and facilities offered by Uinta B.O.C.E.S. #1. Associate's, Bachelor's, and Master's degrees are available, as well as multiple scholarship opportunities, all without leaving Evanston!**



Scholarship List



Contact Sheila Mcguire for details & applications:  
307-789-5742 Ext. 127 | [smcguire@uintaeducation.org](mailto:smcguire@uintaeducation.org)

# THE COLLEGE & CAREER READINESS CENTER PROVIDES:

- Workplace Assistance and Training
- Workplace and College Preparation
- High School Equivalency Test Preparation (HiSET/GED)
- Adult Basic Education
- Adult Literacy
- Math or Writing Skills

Students wanting their High School Equivalency can study through computer based training and/or instructor led classes.

**ALL Adult Education/High School Equivalency students, old and new, are REQUIRED to attend orientation, at which time they will be placed in a class.**

Students must be 16 years of age or older and not enrolled in school.

*(Returning students are those who did not attend in the previous calendar month.)*

SOME OF THESE SERVICES ARE STATE FUNDED THROUGH THE ADULT EDUCATION AND LITERACY PROGRAMS AND THE STATE OF WYOMING ADMINISTERED BY WYOMING COMMUNITY COLLEGE COMMISSION.

## ENGLISH AS A SECOND LANGUAGE (ESL)

Improve your English listening, speaking, reading, and writing skills at the Uinta B.O.C.E.S. #1. Our instructors are focused on promoting students' intellectual growth and critical thinking skills necessary for success. This program is available for any person over the age of 16 who is NOT enrolled in school. Uinta B.O.C.E.S. #1 Evanston Campus offers English Second Language classes at NO COST to students.

Mejore sus habilidades de escuchar, hablar, leer y escribir en inglés en el Uinta B.O.C.E.S. #1. Nuestros instructores se enfocan en promover el crecimiento intelectual de los estudiantes y las habilidades de pensamiento crítico necesarias para el éxito. Este programa está disponible para cualquier persona mayor de 16 años que NO esté inscrita en la escuela. Uinta B.O.C.E.S. #1 ofrece clases de inglés como segundo idioma SIN COSTO para los estudiantes.

**TUESDAYS - THURSDAYS  
MARTES - JUEVES  
4PM—8PM**

## READY TO WORK: EVANSTON FAMILIES BECOMING INDEPENDENT



This program is designed to help Evanston families become independent through:

1. Life Skills and Job Skills Education
2. Pre-Employment Classes
3. On-the-job training with a local employer.

Current programs include: Certified Nursing Assistant, Administrative Assistant, Welding, Substitute Teacher, Paraprofessional Child Care Assistant.

## CONTACT US

# BOOST

B.O.C.E.S. Opportunity for Self-Sufficiency Training

B.O.O.S.T. is a 12-week employment program that targets 16-24-year-olds.

Trainees enrolled in this program will learn:

- High School Equivalency Prep. (HiSet)
- Remediation for Math, Reading, and Writing skills
- Life Skills

Trainees may receive funding from State of Wyoming Department of Workforce Services (DWS) or State of Wyoming Department of Vocational Rehabilitation.

*Trainees will be required to participate in employment training.*



## Is B.O.O.S.T. for you?

### Would you like to...

- Learn employment skills
- Receive essential Life Skills instruction
- Prepare for the Wyoming High School Equivalency Certificate & Career Readiness Certificate
- Earn incentives upon completion

Then come to Uinta B.O.C.E.S. #1 for a *BOOST!*

**Sessions begin each  
January & September**

### Who is Eligible?

- Anyone 16-24 years of age
- **NOT** enrolled in High School
- Living in Uinta County
- Motivated to be part of a great training program!

For more information contact  
**Carol Bourland**

☎ 307-789-5742, Ext. 103

Participants qualify through Department of Workforce Services or Vocational Rehabilitation.

*This program is funded through a partnership with the Department of Workforce Services, Wyoming Community College Commission, Uinta County Human Services, and other community organizations that also help to support the program.*



# Spring 2024 Welding Course

January 19 - April 23, 2024

Tuesdays & Thursdays  
5 PM - 8:10 PM



SPRING 2024

# CERTIFIED NURSE ASSISTANT

[westernwyoming.edu](http://westernwyoming.edu)

### NRST 1510/1511 VENT

**Lab Dates:** 5-8PM

Jan. 24  
Jan. 31  
Feb. 7  
Feb. 14  
Feb. 21  
Feb. 28

### Clinical Dates:

Feb. 29 & Mar. 1 from  
5:30AM-2:30 PM  
Rocky Mountain Care

### NRST 1510/1511 VFNT

**Lab Dates:** 5-9PM

Mar. 11  
Mar. 18  
Mar. 25  
Apr. 8  
Apr. 15

### Clinical Dates:

Apr. 26 & 27 from  
5:30AM-2:30 PM  
Rocky Mountain Care



## *Western's Board of Trustees Plan for the Future*



At Western Wyoming Community College's (Western's) October board meeting, President Dr. Kim Dale asked to be released from her contract, effective July 2024. The Trustees have started forming a committee, identifying a search agency, and outlining a process and timeline to move the College forward into a new chapter.

*"Dr. Dale has served the College since 2019 and we thank her for the years of service, especially leading the College through the challenging times of COVID. The Board recognizes her exceptional work in funding and advocating for the College across the state. In addition, several deliverable highlights include a strategic plan, the new Powerline Technology program, reaffirmation of accreditation, and the upcoming new Health Science building. We understand her family circumstances can no longer allow her to serve and we are grateful she gave the Board plenty of time in finding a new President,"* states Board President Jim Jessen.

The Board is creating a search committee that will consist of three board members; Board President Jessen, Trustee Regina Clark, and Trustee Ron Wild. Western's Senate and Paraprofessional Alliance have also been contacted for participation. The goal is to have faculty, professional, and paraprofessional representation. In addition, the Board is asking community leaders and industry partners to serve and represent the five counties in the College's service area: Carbon, Lincoln, Sweetwater, Sublette, and Uinta. In total, the Board hopes to have 10-15 members.

Search consultant agencies have been solicited for hire by the Board. Upon finalization, the agency and committee will work together and issue a formal anticipated timeline. This will include a presidential profile, application deadlines, interview dates, and public forum opportunities. The goal is to have a new president by July 1, 2024. Dr. Dale's last day will be July 12, 2024.

Board of Trustees information can be found on the College's website at [westernwyoming.edu/board](https://westernwyoming.edu/board). If you are a stakeholder in our community, and interested in serving on the Presidential Search Committee, please email Kim Cramer at [krcramer@westernwyoming.edu](mailto:krcramer@westernwyoming.edu). The College's five-year strategic plan can be found here: [westernwyoming.edu/strategicplan](https://westernwyoming.edu/strategicplan).



**Get In.  
Get Out.  
Get Working.**



## STERILE PROCESSING TECHNICIAN

Sterile processing technicians play an essential role in healthcare, responsible for cleaning, decontaminating, sterilizing, and preparing various tools and medical equipment used for both invasive and non-invasive procedures. A sterile environment is essential to patient care and recovery, so a strict adherence to sterilization processes is a must, as well as strong attention to detail. Common duties for sterile processing technicians include: Clean, decontaminate, and sterilize medical equipment and instrumentation, test, monitor, and operate various types of equipment responsible for sterilizing medical devices and instrumentation, and distribution of medical supplies and equipment in a hospital, ambulatory care center, or dental clinic.



## MEDICAL CODING & BILLING PROFESSIONAL

Designed by experts, our online Medical Coding and Billing Professional Program is aligned to the career-focused skills that can help you become a successful medical billing and coding professional. Your program also prepares you to sit for the American Academy for Professional Coder's (AAPC) Certified Professional Coder (CPC) exam, which can help you stand out to employers! Additionally, the AAPC's Practicode course and an AAPC membership are included with your program.

**CONTACT US**



877-225-7151



Scan for more programs!

## Uinta BOCES #1

# Online Learning

anytime, anywhere...  
just a click away!



## ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors

Categories Include:

- Arts and Design
- Business
- Computer Applications
- Computer Programming
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology

JUMP START YOUR CAREER  
OR FIND A NEW ONE!

Visit our website for program details!

[careertraining.ed2go.com/uintaeducation.org](http://careertraining.ed2go.com/uintaeducation.org)

## INSTRUCTOR-LED ONLINE SHORT COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6 Week Format
- Discussion Areas
- Monthly start sessions
- Expert Instructor

Categories Include:

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Personal Development
- Teaching and Education
- Technology

Visit our website to find a course!

[ed2go.com/uintaeducation.org](http://ed2go.com/uintaeducation.org)

## Uinta B.O.C.E.S. #1 — Online Community Classes

### Supervisory & Leadership Certificate

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately.

*Two Month Online Course*

### Entrepreneurial Marketing

To succeed in today's marketplace, entrepreneurs must know how to effectively market their product or service. This course offers you a step by step approach to attract and keep customers, all within a realistic budget. With an emphasis on customer-driven marketing decisions, you will learn how to build a strong brand, analyze which tactics to use, and implement your marketing plan. Whether you are starting a business or growing an existing one, you will take away practical marketing tips and tools that you can use to improve your marketing efforts.

*One Month Course*



Scan for More



## Uinta B.O.C.E.S. #1 — United Way

# Diaper Bank

*Banco de Pañales*

*Come to the Uinta BOCES #1 as we partner with United Way to help provide diapers and wipes to our community.*

*Ven a Uinta BOCES #1, asociado con United Way, para ayudar a proporcionar pañales y toallitas a nuestra comunidad.*

**United Way**



First Monday of the Month

Primer Lunes del Mes

**12 PM - 5 PM**

# Uinta B.O.C.E.S. #1 — First Aid/CPR/AED Training

Did you know that 70% of out-of-hospital cardiac arrests happen in the home?

Take advantage of Uinta B.O.C.E.S. #1 instructor led class or e-learning class and learn this life saving skill.

## FIRST AID & CPR TRAINING

### American Safety & Health Institute Basic Life Support

Students will learn how to recognize life-threatening emergencies, how to provide basic life support, and what to do in case of an airway obstruction. ASHI's Basic Life Support, for Healthcare Providers and Professional Rescuers is approved for Emergency Medical Services personnel and is accepted by the National Registry of Emergency Medical Technicians (NREMT).

**Date:**

Session 1 - Jan. 2, 2024

Session 2 - Feb. 27, 2024

**Time:** 9 AM - 1:30 PM

**Tuition:** \$80

### American Heart Association Basic Life Support (BLS) for Healthcare Providers

American Heart Association created this class for healthcare professionals and those preparing to enter the healthcare profession. Students taking this class will learn adult, child, and infant:

- CPR & AED
- Choking
- Correct use of bag valve mask & protective barrier devices
- Single rescuer & team concepts

***This is a blended class (E-learning & performance evaluation). In order to schedule a performance evaluation students will need their certificate of completion & \$45***

### American Heart Association HeartSaver First Aid & CPR Adult/Child/Infant & AED

American Heart Association HeartSaver is designed to prepare a wide variety of people, to perform first aid or cardiopulmonary resuscitation in the workplace or similar settings. This class will give you the knowledge and confidence you need to administer First Aid, CPR, or use an AED to an adult, child, or infant.

***This is a blended class (E-learning & performance evaluation). In order to schedule a performance evaluation students will need their certificate of completion & \$45***

**FOR MORE INFORMATION ON OR TO SCHEDULE A CLASS  
CALL CANDY HAMBLIN AT 307-789-5742 EXT. 113 OR EMAIL  
CHAMBLIN@UINTAEDUCATION.ORG**

***AHA/BLS or ASHI/BLS is a prerequisite for Western's CNA class. Students must complete their certification 10 business days prior to the class start date to ensure certification.***

# Industrial Safety Training

## OSHA

10 & 30 Hour General Industry

## MSHA

24 Hour New Miner/Surface  
8 Hour Refresher/Surface

## Veriforce /PEC

Safeland 2021, H2S Clear, Confined  
Space, Core Compliance, Core  
Refresher

## NCCER

Pipeline OQ Testing  
Safety Technician

AHA and HSI Programs  
First Aid / CPR / AED

Child, Infant, Adult, Blood borne  
Pathogens, Emergency Oxygen

## Contact us at

307-789-5742 ext 113

E-mail: [chamblin@uintaeducation.org](mailto:chamblin@uintaeducation.org)

## Our Mission

- \*Increase business awareness of Safety and health regulations
- \*Develop programs that teach, train, and better prepare those we serve
- \*Achieve safer, healthier workplaces for employees and employers

## Benefits

- Customized classes
- Flexibility
- Convenience
- Cost Effective
- Timeliness
- Multi-Purpose



# Industrial Safety Training

For a list of all classes IST offers visit our website at: [www.industrialsafetytraining.org](http://www.industrialsafetytraining.org)

Session 1—Hazcom/GSS/SDS, Walking Working Surfaces, Ladders, Scaffolds, Fall Protection

Session 2—LOTO, JSA, PPE, Hot Work Permits, Basic Electrical Safety

Session 3—Fire Protection, Confined Space, Excavation

Session 1,2,3 SCHEDULED AS NEEDED

Session 4—H2S, Respiratory Protection, Hazardous Atmospheres

Every Friday beginning at 8:00 am—11:30 am

Session 5—First Aid, CPR, AED Adult Only— Every Friday beginning at 12:30 pm—5:00 pm

OSHA 10 and 30 hour General Industry

Scheduled as needed



Class minimum 3 per OSHA

MSHA Fall 2023

24 hr. New Miner Surface

January – 10, 11, 12

February – 14, 15, 16

March – 13, 14, 15

April – 10, 11, 12

8 hr. Refresher Surface

January – 8

February – 12

March – 13

April – 8

May—13



PEC / Veriforce

Safeland 2021 class schedule

January 8, February 5,

March 4, April 1, May 6,

24 Hr. Core Compliance\*

8 Hr. Core Refresher\*

8 Hr. Safe Supervisor\*

8 Hr. Pipeline Orientation\*

\*AS NEEDED



Industrial Safety Training has the right to cancel or change the schedule at any time.

**\*IST will be CLOSED\***

January 1

February 19

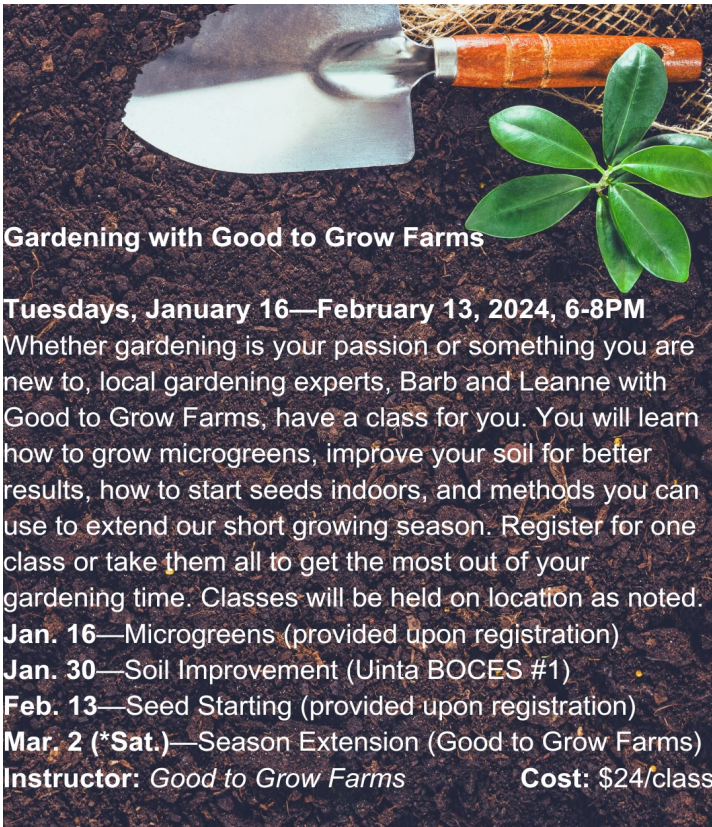
May 27

**\*Call to Schedule your class\***

Office: 1-307-789-5742 ext. 113

Email: [chamblin@uintaeducation.org](mailto:chamblin@uintaeducation.org)

# Uinta B.O.C.E.S. #1 — On Site Community Classes



## Gardening with Good to Grow Farms

**Tuesdays, January 16—February 13, 2024, 6-8PM**

Whether gardening is your passion or something you are new to, local gardening experts, Barb and Leanne with Good to Grow Farms, have a class for you. You will learn how to grow microgreens, improve your soil for better results, how to start seeds indoors, and methods you can use to extend our short growing season. Register for one class or take them all to get the most out of your gardening time. Classes will be held on location as noted.

**Jan. 16**—Microgreens (provided upon registration)

**Jan. 30**—Soil Improvement (Uinta BOCES #1)

**Feb. 13**—Seed Starting (provided upon registration)

**Mar. 2 (\*Sat.)**—Season Extension (Good to Grow Farms)

**Instructor:** Good to Grow Farms **Cost:** \$24/class

## Introduction to The Cloud

**Tuesday, January 23, 2024, 6-8PM**

This introductory class will look at different cloud providers like— OneDrive, iCloud, Drop Box, and Verizon Cloud. You will learn how to sign up and use these services to keep your pictures and documents backed up and available from many different devices. You are encouraged to bring your mobile device with you to class. Basic computer skills are required.

**Instructor:** Cameron Harris

**Cost:** \$24

## Belly Dancing for Relaxation via ZOOM

**Saturdays, January 27—March 2, 2024, 9:30-10AM**

Stick to your New Year's resolution to get moving more with our Belly Dance class! This fun class will have you releasing body tension and strengthening core muscles! You will learn basic moves like hip and chest circles, snake arms, and shimmies. Then learn to combine them with hip and chest figure eights, body wave, and hip bumps. Class is taught via Zoom, allowing you to feel free to celebrate the beauty of the human form from your own home!

**Instructor:** Julietta Rabens

**Cost:** \$35

## Introduction to Microsoft Word

**Tuesday, January 30, 2024, 6-9PM**

Learn the basics of creating personal or professional documents including memos, letters, reports, brochures, and even books! Basic computer skills required.

**Instructor:** Cameron Harris

**Cost:** \$35

## Fondant Techniques

**Thursday, February 1, 2024, 6-8PM**

In this fun class, you will learn basic fondant techniques. Techniques like how to make fondant, how to cover a cake, and how to paint fondant. All skill levels are invited. Materials are included in registration fee.

**Instructor:** Stephanie Anderson (Main St. Deli) **Cost:** \$45

## Getting More out of Microsoft Word

**Tuesday, February 6, 2024, 6-9PM**

Go beyond basic documents. Take your documents up a notch by learning the more advanced features Microsoft Word offers. Students should have completed the 'Introduction to Microsoft Word' class or its equivalent. Basic computer skills are required.

**Instructor:** Cameron Harris

**Cost:** \$35

## Evanston Innovation Wyrkshop Projects

**Thursday, February 8—April 25, 2024, 6-8PM**

Come and learn to use the equipment and create something in our Wyrkshop! Each class will focus on either the Glowforge Laser Cutter, 3D Printers, or the Cricut vinyl cutter. Sign up for one or all of them! **Limited to 4 per class.**

**Feb. 8**—Valentine keychain (3D Printers)

**Feb. 22**—Engraved Wooden Coaster (Glowforge)

**Mar. 21**—Iron Ons (Cricut, bring t-shirt)

**Apr. 11**—Easter Bunny/Egg Figure (3D Printers)

**Apr. 25**—Engraved/Cut Sunflower Decoration (Glowforge)

**Instructor:** Jared Lundholm

**Cost:** \$24/class

## QuickBooks Accounting for Home And Small Business

**Tuesday, February 20, 2024, 9AM-4PM (Hr. Lunch break)**

- or -

**Tuesday, April 30, 2024, 9AM-4PM (Hr. Lunch break)**

Spend less time on accounting tasks and more time growing your business. Our engaging full day class will guide you through managing your finances with QuickBooks. We'll teach you how to set up a new company, handle bank transactions, maintain customer and vendor records, and generate insightful reports. Plus, you'll master check writing, invoicing, credit memos, custom fields, budgeting, and learn invaluable data backup and protection strategies. Basic computer skills are required.

**Instructor:** Mardi Woodward

**Cost:** \$70

## Introduction to Microsoft Excel

**Tuesday, February 20, 2024, 6-9PM**

Microsoft Excel is the most widely used and comprehensive spreadsheet program available. You will learn the tips and tricks to efficiently create business reports, financial spreadsheets and more with this powerful program. Basic computer skills are required.

**Instructor:** Cameron Harris

**Cost:** \$35

## Getting More Out of Microsoft Excel

**Tuesday, February 27, 2024, 6-9PM**

If you regularly use Excel, but wonder what else you can do with this versatile software application, join us for a look at its other features. Excel has multiple capabilities that will greatly enhance your productivity. Students should have completed the 'Introduction to Microsoft Excel' class or its equivalency. Basic computer skills required.

**Instructor:** Cameron Harris

**Cost:** \$35

## Computers 201

**Thursday, March 7, 2024, 6-8PM**

Are you wondering things like: how do I attach something to an email? Where did the file I just download go? How do I send something as a PDF? Or what is a JPEG? If so, this class will answer those questions and more!

**Instructor:** Jared Lundholm

**Cost:** \$24



# Uinta B.O.C.E.S. #1 — On Site Community Classes

## How to Take Photos/Videos with Mobile Devices

**Tuesday, March 12, 2024, 6-8PM**

Learn the tips and tricks to taking great pictures on your smart phone or tablet, along with basic photo editing and backing up photos to a back-up drive or the Cloud. Please bring your mobile device with you to class. Basic computer skills are required.

**Instructor:** *Cameron Harris*

**Cost:** \$24

## Introduction to Microsoft PowerPoint

**Tuesday, March 26, 2024, 6-9PM**

PowerPoint is Microsoft's powerful program for planning, creating, and giving professional presentations. Whether you are involved in teaching, sales, training, management, or administration, PowerPoint can help improve every aspect of your presentations. From the creation of overheads and slides to the production of handouts, our PowerPoint class can get you started. Basic computer skills are required.

**Instructor:** *Cameron Harris*

**Cost:** \$35

## Beginning Microsoft Outlook

**Tuesday, April 9, 2024, 6-8PM**

Outlook is a personal information manager that is most widely recognized for its email and calendar options. This class will show you the basics of setting up an account, sending, receiving, and organizing email and basics of using the calendar. Basic computer skills are required.

**Instructor:** *Cameron Harris*

**Cost:** \$24

## Passport to Food Adventures

**Wednesdays, April 10-24, 2024, 7-8PM**

Travel the world through food! Learn new techniques and discover new flavors as you cook ethnic foods from around the world. This class is for all ages, so come along as we embark on this tasty adventure. Materials are included in registration fee.

**Instructor:** *Stephanie Anderson (Main St. Deli)* **Cost:** \$55



**TAKE CHARGE** OF YOUR HEALTH!

**Thursdays, April 11—May 16, 2024, 1-3:30PM**

This is a free workshop for anyone with or who helps care for someone with a chronic health condition. The program consists of six 2.5 hour sessions, once a week for six weeks. Led by trained facilitators, topics include problem solving, healthy eating, action planning, understanding emotions, exercise, evaluating treatments, effective evaluating communication, and working with healthcare professionals. HealthyU can help you learn a variety of tools you can use to better manage your health, get support from other people with chronic health conditions, feel healthier and have a better quality of life.

**Instructor:** *Candy Hamblin/Sheila McGuire* **Cost:** FREE

## **You've got the talent we need!**

Got an idea or skill for a class? Contact **Amy Fackrell** at 307.789.5742 or [afackrell@uintaeducation.org](mailto:afackrell@uintaeducation.org)

## Intermediate Microsoft Outlook

**Tuesday, April 16, 2024, 6-8PM**

Outlook isn't just for email. Our class will show you how to use things like task lists, the calendar, and more to help you increase your organization and productivity. Students should have completed the 'Beginning Microsoft Outlook' class or its equivalency. Basic computer skills required.

**Instructor:** *Cameron Harris*

**Cost:** \$24

## Introduction to Microsoft Publisher

**Tuesday, April 23, 2024, 6-9PM**

Let us teach you the basics of using Microsoft Publisher to make creating your next publication easier! Whether you need to make brochures, newsletters, business cards, calendars, flyers, greeting cards, labels, postcards, forms, or letterheads, Publisher has you covered. In this class you will learn the basics of creating and editing publications. Basic computer skills are required.

**Instructor:** *Cameron Harris*

**Cost:** \$35

## Getting More Out of Microsoft Publisher

**Tuesday, April 30, 2024, 6-9PM**

Now you know the basics, learn to take your publications to the next level! This deeper dive into Publisher will explore the more advanced features to enhance your next publication. Students should have completed the 'Introduction to Microsoft Publisher' class or its equivalency. Basic computer skills required.

**Instructor:** *Cameron Harris*

**Cost:** \$35

## **DRIVERS EDUCATION**

Do you have a student who needs Driver's Ed? We will be offering Driver's Ed again this summer, session dates to be determined. Students must be between the ages of 15-19, have a valid Wyoming learner's permit before class starts, and be enrolled in school. Practice driving with parents/other adults before, during and after class is required. If you are interested, call 307-789-5742 or email [info@uintaeducation.org](mailto:info@uintaeducation.org) to be put on our waiting list for more information.

**Cost** \$325



# Uinta B.O.C.E.S. #1

## Executive Director: Mike Williams

mwilliams@uintaeducation.org  
307-789-5742 Ext. 116

## Adult Learning: Shelby Powell

spowell@uintaeducation.org  
307-789-5742 Ext. 162

## Industrial Safety Training:

**Candy Hamblin**  
chamblin@uintaeducation.org  
307-789-5742 Ext. 113

## Testing Center: Candy Hamblin

chamblin@uintaeducation.org  
307-789-5742 Ext. 113

## Community Education: Amy Fackrell

afackrell@uintaeducation.org  
307-789-5742 Ext. 0

## General Information

info@uintaeducation.org  
307-789-5742



## OUR VISION

Uinta B.O.C.E.S. #1 strives to:

- Engage our partners to assess and respond to existing and emerging community needs
- Educate our students through accessible, quality programs and services
- Empower our participants by providing the knowledge, tools, and resources to overcome challenges
- Enrich our community by offering multiple and diverse educational programs and opportunities

## OUR MISSION

Uinta B.O.C.E.S. #1 provides opportunities for life-changing transformations by offering high-quality educational programs and services that address the needs of individuals, families, and area employers; promoting lifelong learning from kindergarten through post-secondary and beyond.



# Avoid disappointment! Register today!

**Online:** [uintaeducation.org](http://uintaeducation.org) | [uinta.coursestorm.com](http://uinta.coursestorm.com)

**Phone:** 307-789-5742 Ext. 0



## **Mail/Walk-in:**

1013 W. Cheyenne Dr.  
Evanston, WY 82930

### Community Education Refund Policy

Community Education Courses are refundable with a 24 hour notification prior to course start date.

- **YOU** must request a refund.
- A refund will not automatically be generated, unless the course is cancelled.

We reserve the right to cancel any course in which registration is insufficient or reasons beyond our control.

Please Print	_____	_____
	_____	_____
	_____	_____
	_____	_____



Course Title	Date	Fee

Total Charge

\$

To register for classes  
please mail this form with a  
check or money order.



Non-Profit Org.  
U.S. Postage Paid  
Permit #22

Uinta B.O.C.E.S. #1  
1013 West Cheyenne Dr. Ste. A  
Evanston, WY 82930



Postal Customer  
Evanston, WY 82930

