

2024 SPRING CLASS SCHEDULE

Outreach & Workforce Development

Life
Enrichment
Registration
opens
Dec. 6



LARAMIE COUNTY
COMMUNITY COLLEGE
Cheyenne | Laramie | Online

<i>Life Enrichment in Cheyenne</i>	2
<i>Online Learning</i>	8
<i>Leadership, Organizational and Professional Development</i>	9
<i>Online Career Training</i>	13
<i>Adult Career and Education</i>	14
<i>Eastern Laramie County Outreach Center</i>	16
<i>Facilities</i>	21

Outreach & Workforce, "Your Training and Education Partner" lccc.wy.edu/workforce

Check out our online LED courses. Many qualify for 1.5 hours of credit through PTSB.

General Course Information

Lifelong Learning

Since its inception, Laramie County Community College has provided educational services to varied populations within its service area. Noncredit continuing education courses are offered every semester through Outreach and Workforce Development, which include areas such as life enrichment, leadership and professional development training, career, and technical courses. These courses and programs are designed to stimulate students and improve their quality of life. Some offerings will encourage professional and academic progress and help develop creativity, and others will broaden a person's scope and interests.

For a full list of classes go to lccc.wy.edu/Community.

For information call:

- Life Enrichment 307.778.1236
- Workforce Training/OSHA 307.778.4381
- Eastern Laramie County Outreach Center 307.432.1678
- Adult Education 307.637.2450

Accommodations

If you are in need of accommodations for the course you are registered for please contact us at least 30 days prior to the start of class. For a Life Enrichment class call 307.778.1134, for Workforce and Professional Development 307.778.4381.

Nondiscrimination Statement

Laramie County Community College is committed to providing a safe and nondiscriminatory educational and employment environment. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, sexual orientation or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The college does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.

The College has a designated person to monitor compliance and to answer any questions regarding the college's non-discrimination policies. Please contact: Title IX and ADA Coordinator, Suite 205, Clay Pathfinder Building, 1400 E. College Drive, Cheyenne, WY 82007, 307.778.1302, TitleIX_ADA@lccc.wy.edu.

Errors and Cancellations

This schedule of classes is not a contract, and the college does not assume liability for errors in scheduling. Please inform the college of any errors by calling any of the contact phone numbers listed.

The college reserves the right to cancel any class. The decision to cancel is usually made two business days before the first class meeting, and every effort is made to notify registered students promptly. A full refund is processed automatically unless the student decides to transfer to another class or section of a canceled class. Registering at least two weeks before a class begins helps avoid unnecessary cancellations. In order to ensure class enrollment, students should register with payment no later than two days prior to the start of a class. (Life Enrichment and Business Training will take enrollments up to the starting date of the course.)

The cost to print one class schedule is 15 cents. We distribute three Outreach & Workforce Development schedules each year. These course schedules are recyclable, either to a friend or through your recycling service.

Students who wish to drop a class must do so no later than two business days prior to the start of the class.

Refunds

Class cancelled by LCCC 100%
Withdrawal 2 business days before class begins will be refunded minus a 6% processing fee.
(These policies do not apply to the online ed2go classes.)
Withdrawal after refund deadline No refund; payment required

If campus has a long term closure, in-person classes that cannot be held virtually will receive a prorated refund. This will not apply to any classes that can be held in a virtual format or online.

Guidelines

- There are a minimum number of people who must be enrolled before a class can be held (this number varies depending on the course).
- The Life Enrichment and Workforce office will notify (to the best of their ability) all students via email for course changes or cancellations.
- Anyone with an idea for a course is welcome to call Life Enrichment at 307.778.1236 or the Workforce and Development office at 307.778.4381
- Students are required to pre-register for their Life Enrichment and Workforce classes. Instructors are unable to accept registrations the day of class.
- Students must attend the section in which they are registered. Students may not attend an alternative section.
- Payment is required at time of registration.
- Please be aware that LCCC does not filter web content and, though they are under supervision, minors will have access to an open internet.
- Student's must be at least 15 years of age or older, unless otherwise stated in class description, to register for a Life Enrichment class.

Policy on Children and Guests in Class

Only enrolled students may attend a Life Enrichment or Workforce Training class. Children in attendance must meet the age requirements for enrollment in a class, as well as, be a registered student in the class they are attending.

Emergency Closure

In the event of inclement weather or any other emergency closure, students are instructed to listen to Cheyenne radio and TV stations for information regarding the cancellation of classes. Tune to the local media outlets as early as 6 a.m. for information or visit lccc.wy.edu.

Disclaimer

This schedule of classes, including tuition and fees, is not a contract, and the college does not assume liability for errors in scheduling or financial charges. Please call any discrepancies to the college's attention. Instructors for courses may change from those listed.

<input type="checkbox"/> LIFE ENRICHMENT CLASSES Mail To: Laramie County Community College, CCI 109 1400 E. College Drive, Cheyenne, WY 82007		Fax: 307.778.1269 Ph: 307.778.1236 or 307.778.1134	Fax # of Pages:
<input type="checkbox"/> WORKFORCE TRAINING Mail To: Laramie County Community College, TC 117 1400 E. College Drive, Cheyenne, WY 82007		Fax: 307.432.1604 Ph: 307.778.4381	Fax # of Pages:
From: Student's Name:			Hm Ph:
Date of Birth:	Email Address:		Wk Ph:
Address:			Cell Ph:
City:	State:	ZIP:	
Class Name:		No.:	Class Cost: \$
Class Name:		No.:	Class Cost: \$
Class Name:		No.:	Class Cost: \$
Class Name:		No.:	Class Cost: \$
Class Name:		No.:	Class Cost: \$
Check # (If mailing with check) _____ (If sending fax, write MasterCard, Visa or Discover number and expiration date below.)			TOTAL: \$
MC / Visa / Discover #:		V-Code:	
Signature:			Expiration Date:
Please use this form to fax or mail in your registration. Fax Instructions: You may fax your registration by completing the registration form and using your Visa, MasterCard or Discover number and expiration date. Mailing Instructions: If you choose to mail your registration, please mail the completed registration form with a check for the total amount of all classes you're requesting. Make your check payable to LCCC. NOTE: Your registration will be entered upon receipt. Unless you hear from us saying that the class is full, you can assume that you are in the class(es) you requested.			

Register online @ lccc.wy.edu/enrichment

Gift



CERTIFICATE

**Give
the
perfect
gift!**

- Not eligible for refunds.
- Expires 2 years from date issued.
*Funds from vouchers not redeemed by expiration date will be used for Youth Camp Scholarships.
Reproductions not valid.*

LCCC Life Enrichment | 307.778.1236 | lccc.wy.edu/workforce/lifeEnrichment

General Course Information Inside front cover
Registration Form 1

A TO Z AND EVERYTHING IN BETWEEN
 Congratulations, You Retired! Now What? 3
 Driver’s Education 3
 Food: Korean Home Cooking 3
 Food: Kimbap and Sushi Time 3
 Pet First Aid 3
 Podcast Recording – Record Like a Pro 3
 Understanding Cultural Differences 3

ARTS & CRAFTING
 Adult Pottery 3
 Basics of Drawing 3
 Felting: Needle Felting 3
 Felting: Needle Felting for Enthusiasts 3
 Felting: Wet Felting 3
 Jewelry Making: Lapidary & Metalsmithing Studio 4
 Learn the ABCs of Crochet 4
 Painting Fundamentals 4
 Painting: Continuing Painting 4

DOG TRAINING
 Mind Your Manners 4
 Ready, Set, Show 4
 Puppy ABCs & 123s 4
 Canine Good Citizen and Trick Dog 4

EQUINE
 Barrel Horse Conditioning 4
 Mounted Tactics 4
 Supervised Open Ride 5
 Ranch Horse Versatility Techniques 5

FINANCIAL
 Medicare Basics 5
 Medicare Advantage Plan, Long-term Care Insurance and Medigap Clarified 5
 Medicare: Understanding Medicare Drug Programs 5
 Retirement: Building a Retirement Income 5

FITNESS
 Hatha Yoga 5
 Internal Martial Arts & Ancient and Chinese Weapons 5
 Taiji Dalu, Four Hand Skills & Applications 5
 Taijiquan the Internal Martial Art 5
 Relaxation, Stretching and Balance through Tai Chi and Qi Gong Practices 6
 Chinese New Year Celebration with Tai Chi & Qigong 6
 Intro to Self Defense 6
 Taijiquan Form Practice 6
 World Tai Chi & Qigong Day 6

HAND GUN SAFETY
 Basic Pistol Class 6
 Personal Protection in the 6

LANGUAGE
 Conversational American Sign Language 7
 Practical Italian 7
 Practical French 7
 Practical Spanish 7

WRITING
 Writing Boot Camp 7
 Writing Boot Camp – the Next Level 7

Online Learning 8
Master Gardener Program 8

LOCATION ABBREVIATIONS
 LCCC – 1400 E. College Drive, Cheyenne
 CCI ... Center for Conferences & Institutes
 CT..... Career & Technical Building
 FA..... Fine Arts
 HS..... Health Sciences Building
 LCSD..... Laramie County Sheriff’s Department, 1910 Pioneer Ave.
 PF..... Pathfinder Building
 TC..... The Training Center
 TEAMS.... Online Conference Application

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DRIVER SIMULATOR

Do you have a new driver in your house? Would you like to try out their knowledge of Rules of the Road before they drive the streets? The driver simulator is an excellent choice for those who are new to driving or would just like more practice.

Included with driver education class.
 Other times \$15 per one hour session.

Register @ 307.778.1236.



A to Z and Everything in Between

Congratulations, You Retired! Now What?

This class will address the social and emotional aspects of retirement that are rarely talked about. Upon retirement, the newly retired person may struggle with redefining their identity, grief over the loss of a daily schedule and purpose, reestablishing and redefining relationships and implementing old hobbies while discovering new ones. The financial aspects of retiring are not addressed in this class. Please join us as we explore the stages that people normally go through as they transition to their new retirement life. Although this class is focused on retirement, it also applies to any other life transitions such as divorce, loss of a spouse and transitioning into a new career, etc.

LIFE 1984.600 Th 05:15PM-06:45PM CCI 121
Sessions: 5 \$123 04/18/24-05/16/24 Betsy Collar

Driver's Education

The driver's education course is a program consisting of 30 classroom hours, six hours of in-car instruction (outside of classroom hours) and six hours of observation as set forth by the Wyoming State Department of Education. The course meets the basic requirements of the Wyoming Department of Transportation. REQUIREMENTS: (1) one parent must attend the first ½ hour to hour of the first class (for those students under 18); (2) student must have their driving permit prior to registration; (3) student must provide their own licensed and insured vehicle for the one-on-one driving portion of the class, and; (4) attendance is required at each class for the certificate to be issued. It is highly encouraged for students to have at least 10 hours of driving experience before class starts. There is optional simulator time available for registered driver's education students. Contact the Life Enrichment office for more details and to sign up for available slots. Students who do not successfully complete the course may be eligible for additional instruction time for a fee. For more information on this program, please see our website at lcc.wy.edu/lifeEnrichment.

LIFE 1096.600 TTh 05:30PM-08:30PM CCI 143
Sa 08:00AM-12:00PM
Sessions: 9 \$313 01/16/24-02/03/24 David Harris

LIFE 1096.601 TTh 05:30PM-08:30PM CCI 143
Sa 08:00AM-12:00PM
Sessions: 9 \$313 03/12/24-03/30/24 David Harris

LIFE 1096.602 TTh 05:30PM-08:30PM CCI 143
Sa 08:00AM-12:00PM
Sessions: 9 \$313 04/09/24-04/27/24 David Harris

LIFE 1096.603 TTh 05:30PM-08:30PM CCI 143
Sa 08:00AM-12:00PM
Sessions: 9 \$313 05/07/24-05/25/24 David Harris

Food: Korean Home Cooking

Have you tried Korean food before? It's gaining popularity in the United States for being healthy and delicious! Come learn how to cook some main Korean dishes from Mama Boo herself!

LIFE 2101.600 Sa 10:00AM-12:00PM PF 417
Sessions: 2 \$186 02/10/24 & 02/24/24 Booyong Kim

Food: Kimbap and Sushi Time

Would you like to learn how to roll some sushi? We will teach you how to make Korean seaweed rolls as well as sushi you find at restaurants! Come learn a skill you can show off to friends and family.

LIFE 2105.600 Sa 10:00AM-01:00PM PF 417
Sessions: 2 \$220 03/09/24 & 03/23/24 Booyong Kim

Pet First Aid

Join Veterinarian Dr. Chelsea Croghan from the Cottonwood Veterinary Clinic in this introductory class of how to care for your dog or cat in an emergency situation. This course will cover how to recognize an emergency in your pet, basic first aid and how to handle an injured animal. Please no pets in class.

LIFE 1983.600 Th 06:00PM-08:00PM CCI 143
Session: 1 \$7 03/07/24 Chelsea Croghan

Podcast Recording – Record Like a Pro

Time to start a podcast? We'll be learning how to make a great podcast recording. From microphone choice (hint, online resources will lead you astray), to where to record, to a brief moment on how to make it sound good. If all goes well, you'll be armed with the information to sound great for your new venture. Taught by an industry veteran involved in over 50 million downloads, you'll be able to get the answers you need to make your podcast explode.

LIFE 2099.600 T 06:30PM-07:30PM CCI 124
Sessions: 5 \$120 02/06/24-03/05/24 Toby Lyles

Understanding Cultural Differences

February is Black History Month. In this segment of Understanding Cultural Differences, we will be focusing on African American history and heritage. Join us for two evenings of learning and understanding. Soul Food will be provided on the second night of class. **Must register to attend.**

LIFE 2069.600 M 06:30PM-08:30PM CCI 130
Sessions: 2 Free 02/19/24-02/26/24 Rev. Hilton McClendon

Arts & Crafting

Adult Pottery

Come play in the mud and learn about how to build things out of clay. Learn the methods of shaping, glazing and firing. Exploration and imagination strongly encouraged. All clay, glaze, firing and tools provided. All levels welcome. Come play in the mud!

LIFE 1781.600 T 06:00PM-09:00PM FA 126
Sessions: 8 \$230 01/16/24-03/05/24 TJ Storer

LIFE 1781.601 T 06:00PM-09:00PM FA 126
Sessions: 8 \$230 03/19/24-05/07/24 TJ Storer

Basics of Drawing

This will be a fun class for those who always wanted to learn to draw but did not want to commit to the time and cost of a credited class. Basics in shape, form, light, placement, shading and terminology will be taught. By the end of the course, students will have completed one composition that will give them the basic knowledge that creates the illusion of 3-dimensional space on a 1-dimensional canvas. A supply list will be provided at the time of registration.

LIFE 2048.600 T 06:00PM-08:00PM TC 123
Sessions: 13 \$159 01/30/24-04/30/24 Pamela Hickman
No class March 26

Felting: Needle Felting

Learn to sculpt amazing objects like animals, birds, holiday ornaments, and more! You'll develop both 2D and 3D skills to create amazing artwork to decorate your home or give as gifts. We will work with loose wools and special felting needles. A fun class for all levels!

LIFE 2026.600 Sa 10:00AM-12:30PM CCI 123
Sessions: 2 \$125 02/10/24-02/17/24 Carolyn Bender

Felting: Needle Felting for Enthusiasts

This class is for those who have taken the Needle Felting class. You will learn to layer and blend colors for remarkable effects, expertly attach components and embellishments, achieve smooth surfaces, explore other types of wool for needle felting, enhance your needle felting technique, and more! You will need to bring your needle felting kit.

LIFE 2108.600 Sa 10:00AM-01:00PM CCI 123
Sessions: 3 \$119 03/16/24-03/30/24 Carolyn Bender

Felting: Wet Felting

Learn to make beautiful and unique textiles! Wet felting is accomplished by layering wool roving, applying water, soap, and a friction motion using your hands and arms. You will learn layering techniques using lustrous merino wool, embellished with silk, plant and synthetic fibers to create a one-of-a-kind beautiful scarf! Special Notes: This class is suited for any skill level and requires standing much of the time. Breaks will be encouraged during the class.

LIFE 1824.600 Sa 10:00AM-03:30PM HS 210
Session: 1 \$88 05/04/24 Carolyn Bender

Jewelry Making: Lapidary and Metalsmithing Studio

The Jewelry Making: Lapidary and Metalsmithing Studio allows students to use the equipment in the Metals Laboratory to create small artistic pieces in silver, copper, and brass (no iron or steel), enamel, repoussé and cut, grind, polish, and set semi-precious stones. The studio not only presents the opportunity to use equipment in a safe environment that the student may not have at home but to also interact with other artists in a synergetic manner. This is not an introductory course and requires a student to have some basic knowledge of lapidary and metalsmithing. Students are responsible for providing the components for their projects and their consumable supplies. Some slab-cut stones are available for students to use in the studio. A list of recommended equipment and supplies will be provided in the first class. There will be an Equipment Review and a Safety Test students must pass before they will be cleared for the use of the equipment. The last 15 minutes of class (7:15-7:30) are for cleanup. Lab fees are included in the cost of the class.

LIFE 1854.600 W 05:00PM-07:30PM FA 144
Sessions: 11 \$99 01/24/24-04/10/24 John Heller
No class March 13

Learn the ABCs of Crochet

Learn the basics of crocheting: identifying crochet language, learning to read a pattern and creating a basic crochet project (granny square blanket, basic hat, or scarf). Come away with a sense of accomplishment and a basic project of your own. MATERIALS NEEDED: 1 – H (5.00 mm) hook. Practice yarn and an instruction manual will be provided. Pattern selection and yarn for in-class project will be discussed at the first class.

LIFE 1809.600 Sa 02:00PM-04:00PM CCI 143
Sessions: 9 \$128 02/17/24-04/20/24 Pamela Hickman
No class February 24

Painting Fundamentals

Pull out your paints and get started on a journey of artistic expression. Topics will include the use of color, composition and balance to create informed pieces of art. Instruction will include hands-on demonstrations, guided observation, class discussion and critique. Acrylic paints are recommended for beginners; Oil paints permitted. A supply list will be provided at time of registration.

LIFE 2053.600 W 06:00PM-08:00PM FA 130
Sessions: 8 \$244 02/07/24-03/27/24 James Overstreet

Painting: Continuing Painting

Ready to take your paintings to the next level? Dig deeper into content and practice combining personal experience and creative thought into authentic subject matter. Students will be pushed to explore themes and deeper meaning, all while refining their foundational skills. Oil and acrylic mediums welcome.

LIFE 2073.600 T 06:00PM-08:00PM FA 130
Sessions: 8 \$244 02/06/24-03/26/24 James Overstreet

Dog Training

Mind Your Manners

This class is designed to teach you how to teach your dog. You will learn how to teach basic house manners such as "sit," "down," "stay," and walking on a loose leash. We will work on problem behaviors and learn some fun tricks. Dogs 6 months or older are welcomed. All dogs are required to be current on vaccines, Rabies, Parvo and Bordetella (kennel cough). Bring proof of vaccinations to first in-person class.

LIFE 1023.600 Sa 12:00PM-03:00PM TEAMS
12:15PM-01:45PM CT 115
Sessions: 7 \$154 01/13/24-03/02/24 Cathy Anderson
No class February 17

LIFE 1023.601 Sa 12:00PM-03:00PM TEAMS
02:00PM-03:30PM CT 115
Sessions: 7 \$154 01/13/24-03/02/24 Cathy Anderson
No class February 17

LIFE 1023.602 Sa 12:00PM-03:00PM TEAMS
12:45PM-02:15PM CT 115
Sessions: 7 \$154 03/16/24-05/04/24 Cathy Anderson
No class April 13

Ready, Set, Show

This class offers ring time for those in need of practice with their new show puppy or just getting back into the AKC show ring. I am here to help you and your dog by giving pointers on how to compete in the show ring. This is a drop in style class where you may practice with as many dogs as you can in the one hour. However, pre-registration is required to attend. All dogs must be current on their vaccines.

LIFE 1794.600 Sa 11:00AM-12:00PM CT 115
Sessions: 6 \$154 01/20/24-03/02/24 Cathy Anderson
No class February 17

Puppy ABCs & 123s

Get your puppy started off on the right paw. This class is designed to teach you how to teach your puppy basic house manners, such as "sit," "down," "stay," and walking on a loose leash. We will work on problem behaviors, such as jumping & mouthing and learn some fun tricks. Puppies 14 weeks to 6 months. All dogs are required to be current on vaccines, Rabies (as soon as old enough) Parvo and Bordetella (kennel cough). Bring proof of vaccinations on first class.

LIFE 1025.600 Sa 12:00PM-03:00PM TEAMS
11:00AM-12:30PM CT 115
Sessions: 7 \$154 03/16/24-05/04/24 Cathy Anderson
No class April 13

Canine Good Citizen and Trick Dog

This class is the American Kennel Club (AKC)'s Canine Good Citizen® (CGC) Program in conjunction with the AKC Trick Dog Novice (TKN) class. You and your dog have the opportunity to earn two titles! CGC is a program that is designed to reward dogs who have good manners at home and in the community. You will learn and practice all ten steps required to pass the CGC test. Do you and your dog love to be the life of the party by showing off your arsenal of tricks? Then they might be perfectly primed to earn AKC Trick Dog titles! There are five AKC Trick Titles you and your dog can earn. This class focuses on TKN. All it takes is 5 Novice tricks (CGC + 5) to earn the Novice title. On the last day of class, we will do both tests. If you and your dog pass all ten steps and perform all 5 tricks, then you will qualify to request two titles from the AKC. Any breed or mixed breed can receive the CGC and TKN titles and your dog does not need to be registered with the AKC. There is no age limit to take this class. However, all dogs must have attended a local obedience class. Please bring dogs and proof of vaccine to the first class.

LIFE 2041.600 Sa 02:30PM-03:30PM CT 115
Sessions: 6 \$154 03/23/24-05/04/24 Cathy Anderson
No class April 13

Equine

Barrel Horse Conditioning

The class will focus on exercises and drills to improve horsemanship skills in barrel racing. Riders will be able to work on the pattern with young horses and condition seasoned horses. Rider must provide their own horse. This is a course for intermediate riders and riders with knowledge of barrel racing. Proof of vaccinations by vet note or proof of purchase will be required on the first day of class. Class will meet the published number of times within the published dates. A class schedule will be handed out on the first day of class. Riders under the age of 18 must wear a helmet.

LIFE 2029.600 Su 08:00AM-10:00AM Arena 100
Sessions: 12 \$222 01/21/24-05/05/24 Becky Juschka

Mounted Tactics

Join us for a fun filled class of formation riding. We will work on riding in formation, desensitization, and crowd management while on horseback. This class is intended for intermediate to advanced riders with their own horse and tack. If it is determined that the rider, or horse, does not have the necessary skills for this course, they will not be able to continue. Prerequisite: Introduction to Riding Basics or instructor approval. Classes will meet the published number of sessions during allotted dates. The instructor will provide class dates on the first day of class. Proof of vaccinations, either by vet note or proof of purchase, will be required on the first day of class.

LIFE 2019.600 Su 10:30AM-12:00PM Arena 100
Sessions: 12 \$211 01/21/24-05/05/24 Thomas Houghton

Supervised Open Ride

Bring your horse and enjoy an open ride inside the LCCC Equestrian Arena. This course is designed for riders to independently work with their horse under supervision and with requested assistance and advice. Students must provide their own horse, be comfortable riding in a group setting, and be able to control their horse at all times. Students can ride either English or Western and horses must be a minimum of 4 years of age. If it is determined that the rider does not have the necessary horsemanship skills for this course or if the horse is not kept under control, the rider will not be able to continue in this course. All students under 18 must wear a riding helmet. Proof of vaccinations either by vet note or proof of purchase will be required at the first class. Class will meet the published number of times within published dates. A class schedule will be handed out on the first day of class.

LIFE 2020.600 Su 12:15PM-02:00PM Arena 100
Sessions: 12 \$204 01/21/24-05/05/24 Susan Benning

Ranch Horse Versatility Techniques

This class will focus on versatility ranch horse classes. Riders will work on various maneuvers that are necessary in reining, trail, ranch riding, and ranch pleasure. This class is intended for intermediate to advanced riders with their own horse. If it is determined that the rider, or horse, does not have the necessary skills for this course, they will not be able to continue. Prerequisite: Introduction to Riding Basics or instructor approval. Proof of vaccinations either by vet note or proof of purchase will be required on the first day of class. Class will meet the published number of times within the published dates. A class schedule will be handed out on the first day of class.

LIFE 2078.600 Su 02:30PM-04:30PM AREN 100
Sessions: 9 \$260 01/28/24-04/28/24 Lanae McDonald

Financial

Medicare Basics

Are you eligible for Medicare or will be shortly? Are you married to someone who will be? Are your parents approaching that age? How do you sign up for Medicare? Do you need to sign up? What if you don't sign up? What are the penalties if you don't? What if you are covered by another insurance plan? What is covered by each part of Medicare? What is Medicare Part C – I have never heard of that? Why do I need to pick a Medicare Part D plan? What is a prescription drug plan anyway? What is the difference between a Supplemental plan and a Medigap plan? Do I need them both? Why should I have long term care insurance if I have Medicare? Doesn't Medicaid pay for that anyway? This class is designed to provide a brief overview of these topics and help clear up some myths about insurance when we reach age 65.

LIFE 1415.600 M 06:30PM-08:30PM CCI 123
Session: 1 \$19 01/22/24 Charles Simineo

Medicare Advantage Plan, Long-term Care Insurance and Medigap Clarified

Medicare Advantage Plans are new to Wyoming. What are they? What's the difference between a Medigap policy and Supplemental Medicare policy? What is the best time to buy a Medigap policy or a Medicare Advantage Plan? Is a Medicare Advantage Plan or a Medigap policy best for me? What does long term care insurance pay for? Why or why not have a long-term care insurance policy? These questions and more will be answered.

LIFE 2077.600 M 06:30PM-08:30PM CCI 123
Session: 1 \$19 01/29/24 Charles Simineo

Medicare: Understanding Medicare Drug Programs

How are drugs covered under Medicare? Do I need to have a drug plan? How do I sign up? Do I need to change the plan every year? I hear there is a penalty if I don't sign up. Is that right? If I am taking no drugs, why do I need to pick a plan? What does that even mean? How do I do it? Is it okay to use the same plan every year? I hear about Open Enrollment, what does that mean? If you have any of these questions, this class is for you.

LIFE 1970.600 M 06:30PM-08:30PM CCI 123
Session: 1 \$19 02/05/24 Charles Simineo

Retirement: Building a Retirement Income

With retirement within sight, now's the time to figure out how to turn your savings and investments into a paycheck – so you can live comfortably and achieve your goals. The challenge is easier said than done and comes alongside fears of spending too much and not having enough later, or the worry of denying yourself. In this class, we will discuss how to design your retirement income strategy to maximize income and minimize taxes. We will cover the basics of social security, investment management and how taxes may impact your plan. Jess Ryan is a CERTIFIED FINANCIAL PLANNER™.

LIFE 1928.600 TTh 05:30PM-07:00PM CCI 123
Sessions: 2 \$16 02/06/24-02/08/24 Jess Ryan

Fitness

Hatha Yoga

This is an entry level yoga class suitable for beginners and students of yoga that desire a refresher in foundational postures. Students will need to be able to work from the floor to standing. Yoga props will be used in this class to assist students in finding proper alignment in their body. Yoga is a physical practice that includes mindfulness and breathwork which we will also explore in this class. Yoga props are provided. Students should bring their own yoga mat.

LIFE 2110.600 WF 05:30PM-06:30PM CCI 121
Sessions: 8 \$96 01/17/24-02/09/24 Toni Brannan

LIFE 2110.601 WF 05:30PM-06:30PM CCI 121
Sessions: 8 \$96 02/14/24-03/13/24 Toni Brannan
No class March 8

Internal Martial Arts & Ancient and Chinese Weapons

Are you ready to up your Taijiquan game, if so you may want to register now. This is a hands on, more intense class learning various Internal Martial Arts and Skills. This class also studies Ancient Chinese Weapons, using wooden swords and staffs. Students will practice these skills with their training partners in a safe controlled environment. Students must have previously trained with Michele and be able to stand on one leg for five seconds, and walk 200 meters unassisted.

LIFE 2109.600 T 06:00PM-07:15PM Arena Lobby
Sessions: 8 \$76 01/16/24-03/05/24 Michele Schmidt

LIFE 2109.601 T 06:00PM-07:15PM Arena Lobby
Sessions: 8 \$76 03/26/24-05/14/24 Michele Schmidt

Taiji Dalu, Four Hand Skills & Applications

Have you ever wondered "How is Taijiquan an internal martial art," if so this is the class for you. Students will learn four hand skills, and practice with a training partner; this training is known as "Pushing Skills." You will have force applied to your body therefore you must be agile on your feet and have great balance. You will have close contact with your training partners and lots of fun learning how to move your body in a new manner.

LIFE 2106.600 Th 06:00PM-07:00PM Arena Lobby
Sessions: 8 \$68 01/18/24-03/07/24 Michele Schmidt

LIFE 2106.601 Th 06:00PM-07:00PM Arena Lobby
Sessions: 8 \$68 03/28/24-05/16/24 Michele Schmidt

Taijiquan the Internal Martial Art

This class is for students who has previously trained with Michele and are interested in improving individual postures while exploring the intricacies of movement. Students will work independently at varying times during class. To successfully participate in this class, students must be able to walk 100 meters unassisted and balance on one leg for three seconds.

LIFE 2088.600 M 12:00PM-01:00PM Arena Lobby
Sessions: 5 \$43 01/22/24-02/26/24 Michele Schmidt
No class February 19

LIFE 2088.601 W 12:00PM-01:00PM Arena Lobby
Sessions: 5 \$43 01/24/24-02/21/24 Michele Schmidt

307.778.1236

Relaxation, Stretching and Balance through Tai Chi and Qi Gong Practices

RELAXATION through Qi Gong Practices. Qi Gong is an exercise in coordinating one's breath with simple movements. STRETCHING by exaggerating a few Tai Chi postures. BALANCE by learning the tai Chi Walk, while maintaining Shenfa-body alignment. Students can expect to follow the instructor with multiple repetitions of simple Tai Chi movements. To successfully participate in this class, students must be able to walk 25 yards and stand on one foot for two seconds unassisted.

LIFE 2051.600	MW	01:30PM-02:30PM	Arena Lobby
Sessions: 8	\$68	01/22/24-02/14/24	Michele Schmidt
LIFE 2051.601	MW	01:30PM-02:30PM	Arena Lobby
Sessions: 8	\$68	04/22/24-05/15/24	Michele Schmidt

Chinese New Year Celebration with Tai Chi & Qigong

The "Tai Chi 4 Cheyenne Group" invites you to celebrate this year's Chinese New Year, the Year of the Dragon. Our group practices Traditional Chinese Internal Martial Arts, & Qi Gong. We will demonstrate forms and skills from the Yin Cheng Gong Fa Internal Martial Arts Family, of Great Grandmaster Wang Peisheng of Beijing, China. This is free to the public however you must register in advance due to limited space.

LIFE 2102.600	SA	02:00PM-04:00PM	CCI 129
Session: 1	Free	02/10/24	Michele Schmidt

Intro to Self Defense – Women

How you will react when another person attempts to physically control you by placing hands on you is unknown. However, those who train in "Martial Tactics" are statistically proven to have a greater chance of responding defensively. In this course, students will learn and practice various Martial defensive techniques, both standing and grappling on the ground. Students should expect to repeat one movement several times, while having close contact with other students and the instructor. Recommended for ages 14+

LIFE 2104.600	Sa	10:00AM-11:30AM	TC 112
Sessions: 7	\$89	03/23/24-05/18/24	Michele Schmidt
No class April 13 and 27			

Intro to Self Defense – Men

How you will react when another person attempts to physically control you by placing hands on you is unknown. However, those who train in "Martial Tactics" are statistically proven to have a greater chance of responding defensively. In this course, students will learn and practice various Martial defensive techniques, both standing and grappling on the ground. Students should expect to repeat one movement several times while having close contact with other students and the instructor. Recommended for ages 14+

LIFE 2103.600	Sa	01:00PM-02:30PM	TC 112
Sessions: 7	\$89	03/23/24-05/18/24	Michele Schmidt
No class April 13 and 27			

Taijiquan Form Practice

This class is for students who have previously trained with Michele and are interested in form practice or learning new postures. This class opens with meditation and Qi Gong. Michele uses wooden weapons or implements to demonstrate ways of moving your body. If interested, students may learn how to use Ancient Chinese Weapons. Students will work independently at varying times during class. To successfully participate in this class, students must be able to walk 100 meters unassisted and balance on one leg for three seconds.

LIFE 2107.600	M	12:00PM-01:00PM	Arena Lobby
Sessions: 7	\$60	04/01/24-05/13/24	Michele Schmidt
LIFE 2107.601	W	12:00PM-01:00PM	Arena Lobby
Sessions: 7	\$60	04/03/24-05/15/24	Michele Schmidt

World Tai Chi & Qigong Day

Come celebrate World Tai Chi & Qigong Day with the "Tai Chi 4 Cheyenne Group." This event is held annually across the globe. We will demonstrate a Tai Chi Form, practical applications, and skills. Everyone is invited to join us when we perform a Qi Gong Set. If you are intrigued about Tai Chi but haven't taken your first step, this is the perfect opportunity to see what it's all about. This event is free to the public, however you must register in advance due to limited space.

LIFE 2081.600	Sa	09:00AM-11:00AM	CCI 130
Session: 1	Free	04/27/24	Michele Schmidt

Hand Gun Safety

Basic Pistol Class

This course is designed to assist students in the safety and basic use of handguns. Students will be trained in the selection, care, handling and storage of firearms. Safety, defensive procedures and the legal aspects of the use of handguns in self-defense in the state of Wyoming will also be presented. Double-action, center fire handguns are provided. Cost includes handgun use, targets and handout materials. Students will be required to provide their own ammunition (estimated cost is \$100). Information on what ammunition to purchase will be discussed at the first class. **Attendance is mandatory** on all class days. Students missing class days will be unable to continue with the course and will not receive a refund due to lack of attendance or outside the published course refund policy. Cosponsored by LCCC and the Sheriff's Department, the class will be held at the Laramie County Sheriff's Department, 1910 Pioneer Ave. No firearms shall be brought to the course. In order to participate in this course, class participants must pass a criminal background check run by the Sheriff's Department prior to the start of the course. Students must be a law-abiding resident of the United States, 21 years of age or older and agree to adhere to the LCCC student code of conduct while attending class.

LIFE 1523.600	Th	06:30PM-09:45PM	LCSD LOBBY
Sessions: 5	\$136	01/25/24-02/22/24	Pat Lewis
LIFE 1523.601	Th	06:30PM-09:45PM	LCSD LOBBY
Sessions: 5	\$136	03/07/24-04/04/24	Pat Lewis

Personal Protection in the Home

The goal of this course is to develop the students' basic knowledge, skills and attitude essential to the safe and efficient use of a handgun for protection of self and family. The course will also provide information on the law-abiding citizen's right to self-defense. Students must provide 200 rounds and their own .38 caliber or larger (non-magnum) center-fire handguns and ammunition. Ammunition must be factory-loaded, full metal jacket design (no reloads). Continued participation in this class will require a student to demonstrate safe handling skills and complete a shooting proficiency evaluation with his/her handgun during the first-class session. **Attendance is mandatory** on all class days. Students missing class days will be unable to continue with the course and will not receive a refund due to lack of attendance or outside the published course refund policy. Students must present proof of participation (a signed certificate of completion) in either the LCCC/LCSD Basic Pistol Course or the NRA Basic Pistol Course on the first night of class. Any firearms brought to the course will be unloaded prior to entering the LCSD Building. Ammunition and firearms must be carried in separate containers. In order to participate in this course, class participants must pass a criminal background check run by the sheriff's department prior to the start of the course. Students must be a law-abiding resident of the United States, 21 years of age or older and agree to adhere to the LCCC student code of conduct while attending class.

LIFE 1039.600	Th	06:30PM-09:45PM	LCSD LOBBY
Sessions: 6	\$113	04/18/24-05/23/24	Pat Lewis

REGISTER ONLINE
lccc.wy.edu/Enrichment

Language

Conversational American Sign Language

Learn essential communication sign language skills that are culturally appropriate through an engaging and interactive environment. Introduction of Deaf culture, important historical figures, and applicable social etiquette.

LIFE 2039.600 TWTh 05:30PM-07:30PM TC 112
Sessions: 30 \$249 02/06/24-04/16/24 Chris Bernard
No class February 22

Practical Italian

This course is designed for learners wishing to gain practical knowledge of Italian language and culture to communicate effectively in social situations. Textbook included.

LIFE 1838.600 T 05:30PM-06:45PM BT 112
Sessions: 10 \$171 01/16/24-03/19/24 Dennis Dicampoli

Practical French

This course is your first introduction to real-life French language usage. It is the integration of French language and culture with practice in reading, listening, writing, and speaking. Textbook included.

LIFE 2093.600 W 05:30PM-06:45PM BT 112
Sessions: 10 \$171 01/17/24-03/20/24 Dennis Dicampoli

Practical Spanish

This course emphasizes developing listening and speaking skills used in conversation. You will have the opportunity to develop vocabulary and communication abilities by practicing speaking, reading, and writing. Textbook included.

LIFE 2097.600 M 05:30PM-06:45PM BT 112
Sessions: 10 \$171 01/22/24-04/01/24 Dennis Dicampoli

Writing

Writing Boot Camp

The ultimate boot camp for writers. Writing Boot Camp is an intensive, four-week workshop where writers work on a designated project (fiction, nonfiction, memoir). Come prepared to dig into your story and flesh it out. Writers work on scenes, characters and plot through instructor-led evaluation of that pivotal first draft. Focused weekly readings will provide the writer with clear and specific goals to make progress in their work. Additionally, weekly marketing assignments – from author bios to writing a synopsis – will empower writers with the tools to market their completed work. Writers at any stage of the writing process are welcome.

LIFE 2023.600 Th 06:00PM-08:00PM HS 104
Sessions: 4 \$244 02/01/24-02/22/24 Mary Billiter

Writing Boot Camp – the Next Level

Boot Camp 2.0 turns up the heat to take your writing work-in-progress to the next level! From query letters and submission guidelines to character and plot development, focused weekly marketing, reading and writing prompts will strengthen, build, and refine your writing. By the end of four weeks, writers will be on track with their author and book development.

LIFE 2045.600 Th 06:00PM-08:00PM HS 104
Sessions: 4 \$244 02/29/24-03/21/24 Mary Billiter

Registration opens
December 6



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Kids' College

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*Summer Educational
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REGISTRATION BEGINS

March 20, 7 a.m.

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and
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2024*

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SCAN HERE FOR MORE INFORMATION



University of Wyoming Extension Office **Master Gardener Program**

This comprehensive gardening program will help you become a Master Gardener. All ability levels are welcome. No prior classes are needed. Once students complete the classroom portion of this course, they will need to volunteer 40 hours over the summer. Participants are responsible for finding their own volunteer opportunities. The cost of the course includes Wyoming Sustainable Horticulture Master Gardener Handbook. Upon completion of this course and volunteer hours, participants will be recognized as a Master Gardener of Laramie County and receive a certificate.

Class Dates: M/W 6-9 PM
Jan. 8 – March 27, 2024

Cost: Full Price \$175
Early Bird Registration \$125
(Closes on Dec. 26)

Enter promo code earlybird at time of checkout to receive discount.



307.778.1236



NONCREDIT REGISTRATION INFORMATION

You may register for noncredit Workforce Development classes
online at lccc.wy.edu/workforce or by calling 307.778.4381

(For refund, cancelation and withdrawal information see inside front cover.)

WORKFORCE TRAINING AT A GLANCE . . .

COURSE TITLE	SECTION CODE	DAY	DATE	TIME	LOCATION	COST	INSTRUCTOR	PAGE
COMPUTER APPLICATIONS TRAINING								
Google Workspace Level 1	BTWD 764.600	T	03/26/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	10
MS Access Level 1	BTWD 745.600	T	01/23/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	10
MS Access Level 2	BTWD 746.600	T	02/20/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	10
MS Access Level 3	BTWD 747.600	T	03/19/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	10
MS Excel Level 1	BTWD 737.600	T	01/09/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	10
	BTWD 737.601	Th	02/01/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	
	BTWD 737.602	T	03/05/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	
	BTWD 737.603	T	04/02/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	
	BTWD 737.604	Th	05/02/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	
MS Excel Level 2	BTWD 741.600	Th	02/08/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	10
	BTWD 741.601	Th	05/09/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	
MS Excel Level 3	BTWD 742.600	T	03/12/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	11
	BTWD 742.601	Th	05/16/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	
MS Word Level 1	BTWD 738.600	T	01/16/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	11
MS Word Level 2	BTWD 748.600	T	01/30/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	11
MS Word Level 3	BTWD 749.600	T	02/27/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	11
Presentation Software Skills	BTWD 763.600	Th	04/18/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	11
QuickBooks	BTWD 108.600	TW	02/13/24-02/14/24	09:00AM-03:00PM	TC 103	\$258	Michael Stephens	11
	BTWD 108.601	TW	05/21/24-05/22/24	09:00AM-03:00PM	TC 103	\$258	Michael Stephens	
CPR & FIRST AID								
CPR and First Aid	EMTN 4010.600	Th	01/11/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	11
	EMTN 4010.601	Th	01/25/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	
	EMTN 4010.602	Th	02/22/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	
	EMTN 4010.603	Th	03/07/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	
	EMTN 4010.604	Th	03/21/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	
	EMTN 4010.605	Th	04/04/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	
	EMTN 4010.606	Th	04/18/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	
	EMTN 4010.607	Th	05/09/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	
CPR for Healthcare Providers	EMTN 4010.608	Th	05/23/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	11
	EMTN 4015.600	F	01/05/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
	EMTN 4015.601	F	01/26/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
	EMTN 4015.602	F	02/09/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
	EMTN 4015.603	F	02/23/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
	EMTN 4015.604	F	03/08/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
	EMTN 4015.605	F	03/22/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
	EMTN 4015.606	F	04/05/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
	EMTN 4015.607	F	04/19/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
	EMTN 4015.608	F	05/03/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
	EMTN 4015.609	F	05/17/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
EMTN 4015.610	F	05/31/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps		
LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT								
Administrative Professionals Day	BTWD 348.600	W	04/24/24	08:00AM-04:00PM	PF 108	\$139	Monica Puente	11
Bridges Out of Poverty	BTWD 684.600	Th	01/18/24	08:00AM-12:00PM	TC 112	\$109	Melissa Martin	11
	BTWD 684.601	W	04/24/24	08:00AM-12:00PM	TC 123	\$109	Melissa Martin	
Communicating for Leadership Success	BTWD 405.600	T	01/16/24	08:00AM-12:00PM	TC 112	\$109	Lisa Will	11
	BTWD 405.601	W	03/20/24	08:00AM-12:00PM	TC 123	\$109	Monica Puente	
	BTWD 405.602	W	05/15/24	01:00PM-05:00PM	TC 112	\$109	Lisa Will	
Crucial Conversations	BTWD 477.600	ThF	01/25/24-01/26/24	08:00AM-05:00PM	TC 112	\$450	Melissa Martin	11
	BTWD 477.601	ThF	04/11/24-04/12/24	08:00AM-05:00PM	TC 112	\$450	Melissa Martin	

Effective Business Writing	BTWD 756.600	T	03/12/24	08:00AM-12:00PM	TC 112	\$109	Lisa Will	11
	BTWD 756.601	W	05/01/24	08:00AM-12:00PM	TC 123	\$109	Lisa Will	11
Emotional Intelligence	BTWD 217.600	W	03/20/24	09:00AM-03:00PM	TC 112	\$149	Lisa Will	11
Enhancing Customer Service	BTWD 699.600	W	03/13/24	08:00AM-12:00PM	TC 123	\$109	Monica Puente	11
	BTWD 699.601	W	05/01/24	08:00AM-12:00PM	TC 120	\$109	Monica Puente	11
Generations in the Workplace	BTWD 136.600	T	04/09/24	08:00AM-12:00PM	TC 112	\$109	Lisa Will	11
Identify Your Leadership Voice	BTWD 751.600	W	03/06/24	08:00AM-12:00PM	TC 123	\$109	Monica Puente	12
	BTWD 751.601	T	05/14/24	08:00AM-12:00PM	TC 112	\$109	Monica Puente	12
New Supervisor Training	BTWD 563.600	W	02/21/24	08:00AM-05:00PM	TC 112	\$218	Monica Puente	12
	BTWD 563.601	W	04/10/24	08:00AM-05:00PM	TC 123	\$218	Monica Puente	12
Productivity Your Way	BTWD 758.600	W	01/31/24	01:00PM-05:00PM	TC 112	\$109	Lisa Will	12
	BTWD 758.601	W	04/17/24	08:00AM-12:00PM	TC 123	\$109	Lisa Will	12
Reduce Stress/Build Resilience	BTWD 759.600	T	02/13/24	08:00AM-12:00PM	TC 112	\$109	Lisa Will	12
Rekindling Customer Service	BTWD 762.600	W	01/24/24	08:00AM-12:00PM	TC 123	\$109	Monica Puente	12
	BTWD 762.601	W	03/27/24	08:00AM-12:00PM	TC 112	\$109	Monica Puente	12
Sculpting the Leader in You	BTWD 752.600	W	01/10/24	08:00AM-05:00PM	TC 123	\$218	Monica Puente	12
	BTWD 752.601	T	04/16/24	08:00AM-05:00PM	TC 123	\$218	Monica Puente	12
Teamwork & Collaboration	BTWD 760.600	W	02/28/24	01:00PM-05:00PM	TC 112	\$109	Lisa Will	12
The Art of Goal Setting	BTWD 757.600	Th	01/04/24	11:00AM-01:00PM	TC 112	\$55	Lisa Will	12
Unconscious Bias	BTWD 580.600	Th	02/15/24	08:00AM-12:00PM	TC 112	\$109	Melissa Martin	12
What's My Time Style?	BTWD 761.600	W	02/14/24	08:00AM-12:00PM	TC 123	\$109	Monica Puente	12
TECHNICAL TRAINING								
OSHA 10 Hour General Industry	OSHA 0082.550	WTh	05/08/24-05/09/24	08:00AM-05:00PM	TC 112	\$375	Scott Olson	12
Telehealth Coordinator	BTWD 734.500		01/16/24-05/10/24		NET	\$599	Artis Howard	12

DESCRIPTIONS

See Page 9 for dates and times.

COMPUTER APPLICATIONS TRAINING

Google Workspace Level 1 **NEW**

This course is an introduction to Google Workspace and to the basic concepts and skills needed to use some of the most popular apps within it such as Gmail, Docs, Sheets, Slides, Calendar and Drive, to get your productivity started. The course assumes you have a basic familiarity with Microsoft Office Word, Excel and PowerPoint, which are similar to Google Workspace's Docs, Sheets and Slides.

MS Access Level 1

This course provides the basic concepts and skills to start using Microsoft Access: How to navigate the Access interface, and how to create and modify tables, queries, forms, and reports. You will benefit most from this course if you want to gain a basic understanding of Access and be able to design and create simple tables, queries, forms, and reports. The course assumes you know how to use a computer, and that you're familiar with Microsoft Windows. It does not assume that you've used a different version of Access or another database system before.

MS Access Level 2

The course assumes you have completed Access Level 1, or you have equivalent skills in using Access. You will benefit most from this course if you want to be an advanced user of Access. This course provides the concepts and skills for how to create advanced queries, forms, and reports, how to create macros, and how to manage your databases. This course is intended for students who will be working with existing databases rather than building them from scratch.

MS Access Level 3

Students will customize a form layout to improve usability and efficiency of data entry. Share data across applications. Use macros to improve user interface design. Use VBA to enhance tasks. Organize data into appropriate tables to ensure data dependency and minimize redundancy. Lock down and prepare a database for distribution to multiple users. Create and modify a database switchboard and set the start-up options.

MS Excel Level 1

Excel Level 1 provides the basic concepts and skills students need to start being productive with Microsoft Excel: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel, or if they want to have a solid foundation for continuing on to become an Excel Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this courseware is a good place to start their preparation, but they will need to continue on to other courses to be fully prepared for either exam. The course assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before.

MS Excel Level 2

Excel Level 2 builds on the basic concepts and skills of our Level 1 course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. Students will benefit most from this course if they want to use Excel 2019 to perform real-world tasks such as rearranging and presenting complex data. The course assumes students know how to use a computer, that they're familiar with Microsoft Windows, and that they've taken the Level 1 course or have equivalent introductory experience with Excel.

lccc.wy.edu/workforce

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MOS certifications are industry-recognized credentials that validate proficiency in technical skills using software applications. The Microsoft® Office Specialist exams include Word, Word Expert, Excel, Excel Expert, Access, PowerPoint, and Outlook. Students work independently, self-paced, with instructor available as needed. Call 307.778.4381 or email dkaelin@lccc.wy.edu for more details.

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MS Excel Level 3

Excel Level 3 builds on the concepts and skills of our Level 1 and Level 2 courses to provide advanced tools for solving real-world problems in Microsoft Excel: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros. Students will benefit most from this course if they want to use Excel to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks. The course assumes students know how to use a computer, that they're familiar with Microsoft Windows, and that they've taken the Level 1 and Level 2 courses or have equivalent introductory experience with Excel. The exercises are more detailed and complex than those in levels 1 and 2.

MS Word Level 1

Word Level 1 provides the basic concepts and skills to start being productive with Microsoft Word: how to create, format, and set up a document, and how to add graphics and tables. Students will benefit most from this course if they want to accomplish basic workplace tasks in Word, or if they want to have a solid foundation for continuing on to become Word Expert. If students intend to take a Microsoft Office Specialist or Expert exam for Word, this course is a good place to start preparation, but they will need to complete other courses to be fully prepared for either exam. The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows.

MS Word Level 2

This course will provide the concepts and skills to use some more advanced features of Microsoft Word, including enhanced formatting, references, editing, and sharing, and saving to various formats. Students will benefit most from this course if they want to accomplish advanced workplace tasks in Word. The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows and the basics of Microsoft Word.

MS Word Level 3

Word Level 3 is an instructor-led class that covers advanced skills for Microsoft Word power users: advanced formatting features, document management, references, data fields and sources, macros, and forms. Students will benefit most from this course if they want to build on fundamental Word skills to become a power user. This course assumes that students have completed Word Level 2 or have equivalent knowledge in the core skills of using Microsoft Word.

Presentation Software Skills **NEW**

This class provides instruction, suggestions and tips for creating more professional, dynamic and engaging slideshow presentations. The class offers a basic understanding of Microsoft PowerPoint, but also teaches concepts to sharpen slideshow construction skills that can be utilized in similar platforms such as Google Slides and others.

QuickBooks

This course provides instruction on how to use the desktop version of QuickBooks, Intuit's accounting software for small businesses. The class is designed to teach you how to use features and give you an opportunity for hands-on practice. Students will learn about setting up and creating a company, modifying the preset chart of accounts, working with multiple lists, setting up inventory, invoicing, processing payments, working with bank accounts, entering and paying bills, customizing forms, creating reports and graphs, tracking and paying sales tax and preparing payroll. A basic understanding of computers and accounting knowledge is recommended for this class.

CPR & FIRST AID

CPR and First Aid

During this course, you will gain knowledge and skills that may help save a life. You will learn the basics of first aid, the most common life-threatening emergencies, how to recognize them, and how to help. You will also learn how to recognize when someone needs CPR, how to call for help, and how to give CPR and use an AED (automated external defibrillator).

CPR for Healthcare Providers

Basic Life Support (BLS) Provider Course is the foundation for saving lives after cardiac arrest. You will learn the skills of high-quality cardiopulmonary resuscitation (CPR) for victims of all ages and will practice delivery of these skills both as a single rescuer and as a member of a multi-rescuer team. This course focuses on what healthcare rescuers need to know to perform high-quality CPR in a wide variety of settings. You will also learn how to respond to choking emergencies and how to use an automated external defibrillator (AED).

LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT

Administrative Professionals Day

In support and celebration of all administrative professionals LCCC is holding an Administrative Professionals Day Conference. Dynamic facilitators will provide a special day of learning. A continental breakfast and buffet lunch is included.

Bridges Out of Poverty The Bridges Out of Poverty workshop increases participants' understanding of economic class, the importance of the eleven resources, and the impact of hidden rules. This introductory workshop is designed for people who work for organizations or businesses that interact with individuals in poverty.

Communicating for Leadership Success

Solid communication skills are an essential leadership competency. This workshop will increase your ability to recognize situations that require leaders to communicate with their employees, understand the role of active listening, identify the best ways to convey your message, effectively communicate performance expectations, provide feedback, facilitate the learning processes, and implement strategies for communicating in times of change and uncertainty.

Crucial Conversations

Based on the bestselling Crucial Conversation book by Vital Smarts, this course teaches the practice and skills for having difficult conversations. Relationships are strengthened and intractable problems are resolved through conscious use of these techniques.

Effective Business Writing

In the business world, writing faux pas are far too common. Oftentimes, we choose not to plan out or review our writing in lieu of efficiency; however, taking the time to prepare an outline and carefully read over documents is an important step. It allows us to correct typographical errors or clarify vague information that can otherwise cause an appearance of unprofessionalism or result in misunderstandings.

Emotional Intelligence

Emotional intelligence is one of the strongest indicators of professional success and increases personal motivation, empathy and self-awareness. Participants will learn the four components of emotional intelligence and their impact on both personal and professional success.

Enhancing Customer Service

This workshop will explore customer needs along with customer expectations. Empathetic listening is a key competency directly related to the personalization of a customer interaction. The absence of this skill will most assuredly have an impact on the overall customer experience.

Generations in the Workplace

Explore the various generations in today's workplace. Discover the benefits and identify the challenges that result from an age-diverse workforce. Receive practical tools and strategies to improve workplace communication and teamwork.

lccc.wy.edu/workforce

Identify Your Leadership Voice

It is critical to identify the role communication plays in achieving our leadership goals. In this course we will explore the “voice” we use in verbal and written communication. Our “voice” elicits a response – positive or negative. This workshop will help participants develop skills to manage this essential tool through awareness and practical application.

New Supervisor Training

This session will present innovative training to help new supervisors embrace their roles and build skills in five key areas: promoting communication, guiding work, leading the workforce, coaching employee performance, and developing themselves.

Productivity Your Way **NEW**

Each day challenges us to be productive, whether at work or at home. But what is the most effective way to accomplish that? Come join us for a look at digital, paper/pencil, and combination productivity strategies to come up with a hybrid that works best for you.

Reduce Stress/Build Resilience **NEW**

Stress complicates our lives for sure. How can we reduce its negative effects and build resilience in the process? We will focus on necessary self-care steps to adapt and move forward as stronger people.

Rekindling Customer Service **NEW**

Experience in customer service is a skill that evolves over time. For those in this role, time may wean our enthusiasm, personal energy, and the authenticity in which we deliver customer service day to day. This workshop will focus on rekindling this incredible skill and help to overcome any lag you may be experiencing.

Sculpting the Leader in You

A leadership style is an intentional configuration of skills, traits, and competencies.) It is a combination of transformational influencing, communication, and team building. Today’s leaders must possess a style that is compatible with a diverse workforce to lead through changing times. This full-day workshop is an immersion to develop and enrich successful leadership skills.

Teamwork & Collaboration **NEW**

"Go, Team, Go!" But how? Experience healthy teamwork and collaboration using Lego Serious Play methods and skills.

The Art of Goal Setting **NEW**

Puzzled by what you want to accomplish this year? Maybe a new creative way to face the challenge of goal setting will offer both fresh ideas and strategies to enable you to actually meet the goals that matter to you. This class uses Lego Serious Play to work through the process of goal setting.

Unconscious Bias

We all hold biases-our brains are naturally wired to establish patterns and associations between information to inform our decision-making. We expressly acknowledge some bias, while we are less perceptive of others. Learn how to surface biases to improve equity and objectivity. Understand how unconscious bias develops, the areas of the workplace where it can have a negative impact, and how to appropriately address situations where it is present.

What’s My Time Style?

We all have our own style of managing time. We express that style in everything we do at work – whether it’s beginning a new project, handling an interruption, managing multiple tasks, arranging our workspace, participating in a meeting, or sharing a task with a coworker. In this course you will identify your individual time style and learn to make it work to your best advantage.

TECHNICAL TRAINING

OSHA 10 Hour General Industry

This 10-hour online course will introduce students to OSHA policies, procedures, standards and general industry safety and health principles. Topics for this course will include Occupational Safety and Health Act (OSHA), general duty, walking and working surfaces, electrical hazards, hazardous materials, personal protective equipment, machine guarding and hazard communication. Upon successful completion of this course participants will receive an OSHA General Industry Safety and Health 10-hour card. 1.0 CEUs

Telehealth Coordinator

This online course provides a comprehensive review of the clinical, operational, regulatory and ethics of telehealth service delivery. Students will learn core concepts to support the implementation of telehealth projects and engage in use of telehealth technologies for healthcare delivery. This course will prepare individuals to lead the implementation of telehealth services in healthcare.

REGISTER EARLY • 307.778.4381

“Leadership and learning are indispensable to each other.” —John F. Kennedy

Health & Safety Training



WORK SAFETY

For more information scan QR code or go to <https://rmcoeh.continue.weber.edu/wconnect/>



Prepare for Industry Certification Online!

Laramie County Community College



Online Career Training Programs

Our career training programs can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion.

Features:

- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers are included
- Student advisors provide you coaching, motivation, and career readiness support

Other Program Categories:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

All materials are included in the program fees. Each course has an instructor assigned to answer questions and solve student problems.

Certified Administrative Professional

This course provides the information you'll need to know to sit for the Certified Administrative Professional (CAP) exam offered by the International Association of Administrative Professionals.

Executive Assistant

Train for a career as an executive assistant. You'll learn MBA-level business management skills and prepare for the Certified Administrative Professional (CAP) exam.

Certified Medical Administrative Assistant w/ Medical Terminology

You will learn the professional traits and responsibilities to become a vital part of the healthcare team in a medical office, clinic, hospital, and other healthcare settings. You will also prepare for the CMAA exam.

Medical Billing and Coding

Train for an in-demand healthcare career in medical billing and coding and prepare for industry certification in this course.

Professional Bookkeeping with QuickBooks Online

Acquire the skills you need to make the most of QuickBooks Online. This course will help you understand how to get your business finances in order and save time with this powerful and useful tool. This course also serves as preparation for the certified user exam.

Certified Technical Writer

Examine the field of technical writing, learn how to write within any technical writing context, and develop your own portfolio. Students will also prepare for the Certified Professional Technical Communicator exam.

NASM Certified Personal Trainer and Exam Preparation

This online program will help you pass the NASM exam and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry.

Certified Digital Marketing Professional

Learn search engine optimization, content marketing, social media marketing, mobile marketing, pay-per-click, and more.

Advertising and Outreach Specialist

Learn how to create advertising pieces for print and digital media. Learn to develop and execute all stages of an ad campaign, from writing copy to story-boarding.

Certified Legal Secretary

This program will help you gain the skills you need to begin work as a legal secretary and prepare for the Accredited Legal Professional certification exam through NALS the Association of Legal Professionals.

Child Development Associate

Learn the principles of child growth and development from birth through age five and how they align with the 8 Child Development Associate (CDA) competencies.

To Enroll or learn more, visit or call us at:

www.careertraining.ed2go.com/laramieccc/

307.778.4381

Pharmacy Technician Training

- Classes starting Spring and Fall Semesters
- 12-week program covering dosages and the top drugs
- At the completion of the class sit for the PTCB pharmacy technician exam.

Grant funding may be available for qualified applicants



Scan to get started or find out more information



Telehealth Coordinator Training

Online 16-week training starts Jan 16

Cost: \$599 (including books)

Funding may be available to qualified applicants. Call 307.772.7351 to get started.

Adult Career and Education System (ACES)

ACES provides day and evening classes in Adult Education (AE), High School Equivalency Certificate (HSEC preparation, Adult Secondary Education (ASE), and English as a Second Language (ESL). The classes are noncredit and available for residents 16 years of age or older. ACES is open fall, spring, and summer semesters.

ACES is located in the Career & Technical Building on the main LCCC campus. Call for class times, to schedule orientation, or for additional information.

Adult Education (AE)

AE provides instruction for those students wanting to upgrade their basic reading, writing, and math literacy skills.

High School Equivalency Certificate (HSEC) Preparation

Instruction is provided to prepare students to complete the HSEC. Classes include reading, writing, math, science, social studies, and college and career transitions. Students who are 16 or 17 years of age must complete age waiver requirements through ACES prior to taking the tests.

Adult Secondary Education (ASE)

ASE provides instruction for students who have their high school diploma or equivalent and want to improve their basic skills to upgrade their employment opportunities or pursue further education. Classes include reading, math, writing, and college transitions.

Career Training Opportunities Are Available

English as a Second Language (ESL)

This program provides opportunities for students to reach their language goals such as understanding, speaking, reading and writing the English language. Students will become more integrated into society by learning about American culture, customs and the rights and responsibilities of citizenship. The classes are designed for the non-native speaker of English.

Career Readiness Certificate (CRC)

Students have the opportunity to earn a CRC to demonstrate their skills and potential to employers.

High School Equivalency Certificate (HSEC) Testing

Individuals can choose between two different tests for their HSEC.

- ACES offers the HiSET/schedule at hiset.ets.org
- The Exam Lab offers the GED/schedule at ged.org

TO REGISTER FOR CLASSES OR FOR MORE INFORMATION, CALL 307.637.2450

lccc.wy.edu/academics/services/adultEducation

These services are federally and state funded through Adult Education and Literacy Programs and the State of Wyoming, administered by the Wyoming Community College Commission.

CDL

Training and Certification Testing

Improve your driving skills with LCCC's CDL simulator.

Daytime and evening classes offered

Grant funding may be available to qualified applicants

**Call 307.778.4381
for more information!**



Take your career to the next level by becoming a Certified Public Manager.

Whether you are an accomplished public sector leader or aspiring to be one, develop crucial skills by earning the nationally-recognized Certified Public Manager® designation at Laramie County Community College.

\$3,399 per participant, all materials included

Registration now open for 2024/2025 Wyoming Certified Public Manager Program Cohorts.

For more information visit lccc.wy.edu/CPM

(Group discounts available for agencies enrolling 2+ students)

Outreach & Workforce Development
1400 E. College Dr., Cheyenne, WY 82007
307.778.4381 | DKaelin@lccc.wy.edu | lccc.wy.edu

START YOUR CAREER IN HEALTHCARE.

- Pharmacy Technician
- Certified Clinical Medical Assistant
- Dental Assisting
- Telehealth Coordinator

Classes offered throughout the year CALL 307.772.7351 or email rmcelroy@lccc.wy.edu for information.

Grant funding available for qualified applicants.

scan to get started





Eastern Laramie County Outreach Center

607 Elm Street
 Pine Bluffs, Wyoming 82082
 Pinebluffs@lccc.wy.edu
 lccc.wy.edu/easternLaramieCounty

307.432.1678

*Check out Page 14 for
 Adult Education and ESL classes*

OTHER SERVICES OFFERED IN PINE BLUFFS:

- Customized Business and Leadership Development Training
- Computer Lab
- Meeting Rooms with Audio/Visual Capabilities



LIFE ENRICHMENT

Beginning Crochet

Learn the basics of crocheting: identifying crochet language, learn to read a pattern and create a basic easy crochet project (granny square blanket, basic hat, or scarf). Come away with a sense of accomplishment and a basic project of your own. MATERIALS NEEDED: 1 H (5.00 mm) hook. Practice yarn and an instruction manual will be provided. Yarn for in-class project and pattern selection will be discussed at the first class.

LIFE 8033.750 Th 02:30PM-04:30PM ELCC
 Sessions: 13 \$30 01/25/24-04/18/24 Pamela Hickman

Introduction to Drawing

This will be a fun class for those who always wanted to learn to draw but did not want to commit to the time and cost of a class for college credit. Basics of shape, form, light, placement, shading and terminology will be taught. By the end of the course, students will have completed one composition that will give them the basic knowledge that creates the illusion of 3-dimensional space on a 1-dimensional canvas. Students will need their own 8x11 sketch pad.

LIFE 8029.750 Th 12:30PM-02:30PM ELCC
 Sessions: 13 \$30 01/25/24-04/18/24 Pamela Hickman

Zumba

Welcome! This course is a joint venture between Donna Black and Lisa Williams to promote wellness and strength through a combination of dance fitness and Zumba. The main focus is for you to have a workout that leaves you feeling invigorated, strong, and happy. Through dance, you will be supported on your journey of self care through physical fitness. There will be a variety of music used to help you dance your way to a stronger, happier, more fit YOU! We can't wait for you to join us.

LIFE 8003.750 MW 05:45PM-06:45PM ELCC GYM
 Sessions: 5 \$22 01/17/24-01/31/24 Donna Black/Lisa Williams

LIFE 8003.751 MW 05:45PM-06:45PM ELCC GYM
 Sessions: 7 \$22 02/05/24-02/28/24 Donna Black/Lisa Williams
 No class February 19

LIFE 8003.752 MW 05:45PM-06:45PM ELCC GYM
 Sessions: 8 \$22 03/04/24-03/27/24 Donna Black/Lisa Williams

LIFE 8003.753 MW 05:45PM-06:45PM ELCC GYM
 Sessions: 10 \$22 04/01/24-05/01/24 Donna Black/Lisa Williams

LIFE 8003.754 MW 05:45PM-06:45PM ELCC GYM
 Sessions: 7 \$22 05/06/24-05/29/24 Donna Black/Lisa Williams
 No class May 27

lccc.wy.edu/enrichment

Contact the Life Enrichment office at
 307.778.1236 or
lifeEnrichment@lccc.wy.edu
 for more information



PICK YOUR PERCH

SURBRUGG/PRENTICE AUDITORIUM

at Laramie County Community College

Just like LCCC's golden eagle mascot Talon, you have the opportunity to Pick Your Perch in the SPA. You can have your name, a business/organization name or the name of another person you wish to honor engraved on an elegant plaque affixed to a seat of your choosing. The engraving you select guarantees that you or your loved one will be a visible part of this dynamic auditorium for years to come.



*Scan to
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Perch*

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COMMUNITY CONVERSATION SERIES

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AMANDA BRINKMAN



Nationally Renowned Brand Expert | Forbes Contributor
On-Camera Personality

MARCH 7, 2024 | 6 PM

Surbrugg/Prentice Auditorium
@ LCCC'S Cheyenne Campus

THE GERALD & JESSIE CHAMBERS SPEAKERS SERIES

presents

TAYLOR MALI



Acclaimed Performance Poet | Education Advocate
Author of "What Teachers Make"

APRIL 16, 2024 | 6 PM

Surbrugg/Prentice Auditorium
@ LCCC'S Cheyenne Campus



*Scan for all
upcoming Cultural
Series events*

OTHER LCCC PROGRAMS



AREAS OF STUDY

- Automotive
- Diesel
- Electrical
- Industrial Systems
- Industrial Maintenance
- Welding
- Wind Energy

PROGRAM LENGTH

Credit Diploma Programs

- Complete in one or two semesters (9 months)
- Exclusively technical and "hands-on" courses

Associates Degree

- Two-year program
- Credit for prior learning available for industry professionals

ACTIVITIES

- Skills-USA | Compete on State and National Level

CAREER OPTIONS

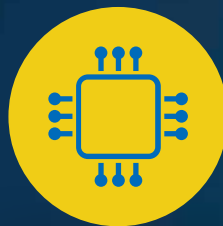
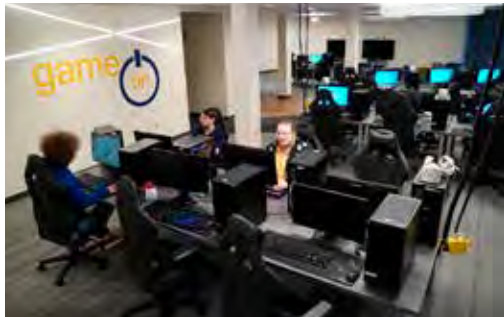
- High paying, high-demand jobs available in all program areas

SCHOLARSHIPS AVAILABLE

Call 307.778.4360 or email svanhorn@lccc.wy.edu



TAKE A TOUR! lccc.wy.edu/admissions



INFORMATION TECHNOLOGY

Areas of Study

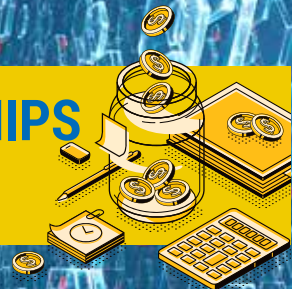
- Cybersecurity
- Datacenter
- Network Administration
- Virtualization
- Cloud Administration
- Telecommunications
- Data Analytics
- Applied Programming
- Network Infrastructure

Earn Industry Certifications in a number of courses

Activities

- Gaming Club
- TEK Eagles

SCHOLARSHIPS AVAILABLE!



Come tour!

Call/Email for more information:
307.432.1631 | DMcIntosh@lccc.wy.edu





AG&EQUINE



Areas of Study

- Agriculture & Equine
- Agricultural Business
- Agriculture Production Technology
- Animal Science
- Equine Management
- Natural Resource Management

Come Tour!



Teams Activities

- Archery
- Livestock Judging
- Livestock Show Team
- Ranch Horse Team
- IHSA Western Equestrian Team
- IHSA Hunt Seat Equestrian Team
- Rodeo

— Scholarships Available! —

For more information contact **Katie Shockley** | 307.778.4335 | kShockley@lccc.wy.edu



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CONTACT LCCC FOR MORE INFORMATION:
CALL PROGRAM DIRECTOR JEFF SHMIDL AT 307.778.1343
OR EMAIL [JSHMIDL@LCCC.WY.EDU](mailto:jshmidl@lccc.wy.edu)

lccc.wy.edu



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COMMUNITY COLLEGE

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JOIN. SING. PLAY.

THE LCCC MUSIC DEPARTMENT

offers many opportunities for ensemble performance! Ensembles are welcomed to any musician who knows how to sing or play an instrument ranging from 14-100+ years of age. Enrollment is FREE, but also available for college credit. All rehearsals run from 6:30-8:20 p.m. beginning the week of January 24. Classes have rolling admission and no preregistration is required! Simply join us in the Music Rehearsal Studio (Fine Arts 139).

COLLEGIATE CHORALE | Mondays with Bethany Smith-Jacobs
WIND ENSEMBLE | Tuesdays with Dr. Frank Cook
JAZZ ENSEMBLE | Wednesdays with Dr. Frank Cook

CHAMBER ORCHESTRA | Thursdays with John Fritz
CHEYENNE BRASS BAND | Sundays Biweekly with Nick Simons
& Dr. Frank Cook *Please note the Cheyenne Brass Band requires an audition.



Facility Rental at LCCC

Facilities & Events Office 307.778.1322

Whether you are planning a meeting for 10 or an event for 300 Laramie County Community College has a facility for you. Training, meeting, and event facilities located in the Clay Pathfinder building, the Center for Conference and Institutes, and the Training Center are available to rent.

As classes and college activities allow, the College Arena, the Surbrugg Prentice Auditorium (SPA), the Recreation & Athletics Complex (RAC) large gym, and other campus facilities may be rented by community organizations or individuals. The Surbrugg Prentice Auditorium (SPA) accommodates 400 in an auditorium setting. The SPA has a large performance stage, state-of-the-art lighting, sound, and audio-visual system.

Credit and noncredit classes and college activities take precedence over community rentals.



Let us host your next event in Cheyenne!



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- Trainings
- Weddings

For more information about facility rental at LCCC, visit lccc.wy.edu/about/facilities, or contact:

Arlene Lester-Carlson
307.778.1291 • alester@lccc.wy.edu

Melissa Gallant
307.778.1322 • mgallant@lccc.wy.edu



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PRESENTS

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