

2024 SUMMER CLASS SCHEDULE

Outreach & Workforce Development

Life
Enrichment
Registration
opens
April 2

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<i>Online Learning</i>	5
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LARAMIE COUNTY
COMMUNITY COLLEGE
Cheyenne | Laramie | Online

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: 833.510.0435 Ph: 307.778.1236	Fax # of Pages:
<input type="checkbox"/> WORKFORCE TRAINING Mail To: Laramie County Community College, TC 117 1400 E. College Drive, Cheyenne, WY 82007		Fax: 833.510.0435 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:	Expiration Date:
Signature:			
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
Registration opens April 2**

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

AUTO

Driver's Education 3
 Language: Introduction to French 3

ARTS & CRAFTING

Alternative Firing Pottery 3
 Basics of Drawing 3
 Jewelry Making: Introduction to Precious Metal 3
 Jewelry Making: Classic Wire Wrapped Pendant 3
 Jewelry Making: Level 2: Precious Metal Clay – Embellishments 3
 Learn the ABCs of Crochet 3

DOG TRAINING

Puppy ABCs & 123s 3
 Mind Your Manners 3

Registration opens **April 2**

FINANCIAL

Medicare Basics 4
 Understanding Medicare Drug Programs 4
 Medicare Advantage Plan, Long-term Care Insurance and Medigap Clarified 4
 Retirement: How Tax Planning Changes Through the Four Stages of Retirement 4
 Retirement: Savvy Planning for Turning 4
 Retirement: Pre-Retirement Planning – Getting 4
 Retirement: Savvy Social Security Planning – What Baby Boomers Need to Know 4

FITNESS

Relaxation, Stretching and Balance through Tai Chi and Qi Gong Practices 4
 Yoga I 4
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LOCATION ABBREVIATIONS

LCCC – 1400 E. College Drive, Cheyenne

BT..... Business Technology

CCI ... Center for Conferences & Institutes

CT..... Career & Technical Building

EEC..... Education & Enrichment Center

RAC Recreation & Athletics Complex

FA..... Fine Arts

TC..... The Training Center

Register Online
lccc.wy.edu/Enrichment



REGISTRATION NOW OPEN!

Laramie County Community College
 Kids' College

SEEK
Summer Educational Experiences for Kids

Check out the Summer Youth Program Guide for a full list of summer kid activities.

To register lccc.wy.edu/summer

A to Z and Everything in Between

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 lccc.wy.edu/lifeEnrichment.

LIFE 1096.600 TTh 05:30PM-08:30PM CCI 143

Sessions: 9 Sa 08:00AM-12:00PM
\$313 06/11/24-06/29/24 David Harris

LIFE 1096.601 TTh 05:30PM-08:30PM CCI 143

Sessions: 9 Sa 08:00AM-12:00PM
\$313 08/06/24-08/24/24 David Harris

Language: Introduction to French

Vous parlez francais? Non? Then this class is for you! Get a start on speaking conversational French. Focus on learning the basics of French and be confident in continuing to self-study.

LIFE 2116.600 MW 06:30PM-08:00PM BT 112
Sessions: 6 \$154 06/03/24-06/19/24 Timothy Goetter

Arts & Crafting

Alternative Firing Pottery

Discover alternative firing for pottery. We will discuss and explore raku, obvara, horse hair and sagger firing.

LIFE 2112.600 ThF 06:00PM-09:30PM FA 126
Sa 09:00AM-03:00PM

Sessions: 6 \$255 05/30/24-06/08/24 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: 12 \$159 06/04/24-08/27/24 Pamela Hickman

No class June 11

Jewelry Making: Introduction to Precious Metal Clay

Join us for a fun, introductory class where you will learn to make fine silver jewelry using Precious Metal Clay (PMC). PMC is a material that looks and feels like clay but when fired, you're left with .999 fine silver. We will learn design, construction, firing and finishing techniques to make a beautiful pair of fine silver earrings and a pendant. This class is a pre-requisite for future intermediate PMC classes. Please bring a sack lunch, dust mask, safety glasses and an exacto knife with a new blade.

LIFE 2113.600 Sa 09:30AM-03:30PM FA 144
Session: 1 \$160 06/08/24 Cathy Spencer

LIFE 2113.601 T 09:30AM-03:30PM FA 144
Session: 1 \$160 06/25/24 Cathy Spencer

Jewelry Making: Classic Wire Wrapped Pendant

Join us for a fun and relaxing evening of wire wrapping. In this introductory class, you will learn how to wire wrap a cabochon to make a beautiful pendant. Topics covered in this class are various types of wire, tools and how to select the perfect stone for your project. All tools and supplies are included in the price.

LIFE 1858.600 T 06:00PM-09:00PM FA 144
Session: 1 \$99 06/25/24 Cathy Spencer

Jewelry Making: Level 2: Precious Metal Clay – Embellishments

Take your Precious Metal Clay jewelry making skills to the next level. In this class, we will add embellishments and layers to your pendants and earrings to provide interest and charm. You can make a pendant and earrings or two pairs of earrings using your new skills. Prerequisite for this class is Introduction to Precious Metal Clay. Please bring a sack lunch, safety glasses, a dust mask and an exacto knife.

LIFE 2114.600 T 10:00AM-02:30PM FA 144
Session: 1 \$160 08/06/24 Cathy Spencer

Learn the ABCs of 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. Pattern selection and yarn for in-class project will be discussed at the first class.

LIFE 1809.600 Sa 02:00PM-04:00PM TC 123
Sessions: 9 \$128 06/29/24-08/24/24 Pamela Hickman

Dog Training

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 to first in-person class.

LIFE 1025.600 Sa 12:00PM-03:00PM TEAMS
11:00AM-12:30PM CT 115
Sessions: 7 \$154 06/22/24-08/03/24 Cathy Anderson

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
12:45PM-02:15PM CT 115
Sessions: 7 \$154 06/22/24-08/03/24 Cathy Anderson

LIFE 1023.601 Sa 12:00PM-03:00PM TEAMS
02:30PM-04:00PM CT 115
Sessions: 7 \$154 06/22/24-08/03/24 Cathy Anderson

.....
**We appreciate your feedback.
Please take a moment to complete
the mailed survey about your class.**
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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 for 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 \$22 07/08/24 Erin LeBlanc

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 \$22 07/15/24 Erin LeBlanc

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 \$22 07/22/24 Erin LeBlanc

Retirement: How Tax Planning Changes Through the Four Stages of Retirement

People often pay more in taxes than expected because a confusing system treats various income types differently and contains hidden taxes and penalties. Social Security and Medicare have "tax traps" and you need to plan for them. In retirement you must plan how and when you will use taxable, tax-deferred, and tax-free assets to manage your income and tax rates efficiently. You need a tax strategy to minimize taxes and maximize your retirement assets and income – this class will help you understand your options in easy to understand language. This class will benefit both retirees and pre-retirees.

LIFE 1977.600 TTh 10:00AM-12:00PM EEC 211
 Sessions: 2 \$28 06/11/24-06/13/24 Sandy Patrick

Retirement: Savvy Planning for Turning 70: Understanding Required Minimum Distribution

If you're turning 70 soon, this seminar is for you! Designed for those approaching that magic IRS age or just if you want to understand how annual Required Minimum Distributions (RMDs) work. We'll cover how they are calculated and how to determine when you must begin taking funds from your tax-deferred retirement savings. We'll discuss when it may save taxes to withdraw funds early and when it may make sense to delay withdrawals. We'll consider taxation of Social Security; how Qualified Charitable Distributions (QCDs) work to save you taxes, and more – all in easy to understand language.

LIFE 1895.600 WF 10:00AM-12:00PM BT 106
 Sessions: 2 \$28 06/12/24-06/14/24 Sandy Patrick

Retirement: Pre-Retirement Planning – Getting Ready

If you're hoping to retire in the next 6 years, this is for you! You'll learn: when to retire; calculation of retirement income needs; tax consequences of withdrawing money from retirement plans; pension payout options; sources of income in retirement; when to take Social Security; investing for retirement; estate planning pitfalls; taxation of Social Security and retirement income; Medicare and health insurance, and more. Come with your questions as we get you prepared for retirement.

LIFE 2095.600 Sa 09:30AM-12:00PM EEC 211
 Sessions: 2 \$28 06/15/24-06/22/24 Sandy Patrick

Retirement: Savvy Social Security Planning – What Baby Boomers Need to Know

Come and learn what Baby Boomers need to know to maximize retirement income. Decisions on when to begin your Social Security benefits can have a tremendous impact on the total benefits you receive over your lifetime. Come and learn from a CERTIFIED FINANCIAL PLANNER practitioner: how much you can expect to receive, how to coordinate spousal benefits and how to minimize taxes on Social Security. What are the 5 factors to consider when deciding when to apply? We'll also cover when it makes sense to delay benefits and how to coordinate Social Security with your other retirement income. There will be time for questions and you will receive handouts to take home.

LIFE 2115.600 TTh 07:00PM-09:00PM TC 120
 Sessions: 2 \$28 06/18/24-06/20/24 Sandy Patrick

Fitness

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 M 08:30AM-09:30AM RAC 126
 Sessions: 5 \$57 06/03/24-07/08/24 Michele Schmidt
 No class June 17

LIFE 2051.601 M 08:30AM-09:30AM RAC 126
 Sessions: 5 \$57 07/22/24-08/19/24 Michele Schmidt

Yoga I

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 04:00PM-05:00PM CCI 143
 Sessions: 4 \$57 06/05/24-06/14/24 Toni Brannan

LIFE 2110.601 WF 04:00PM-05:00PM CCI 143
 Sessions: 4 \$57 08/07/24-08/16/24 Toni Brannan

Yoga II

This class is designed for students who have some yoga experience. The class is 60 minute sessions that include breathwork and meditation. We will work in yoga postures that vary from floor to standing. Props are used to support the body and make all postures accessible to various skill levels. Please bring your own yoga mat to class.

LIFE 2111.600 WF 05:30PM-06:30PM CCI 143
 Sessions: 8 \$119 06/05/24-06/28/24 Toni Brannan

LIFE 2111.601 WF 05:30PM-06:30PM CCI 143
 Sessions: 8 \$119 07/31/24-08/23/24 Toni Brannan



**DID YOU KNOW YOU HAVE
FREE ACCESS TO:**

- + Podcasting equipment
- + Ringlights, background kits, and photography light boxes
- + Specialized computers with the Adobe Cloud Suite, Audacity, and more
- + Video production studio with greenscreen

ALL YOU NEED IS YOUR LIBRARY CARD!

**LARAMIE COUNTY
LIBRARY**
www.LaramieCountyLibrary.org

SCAN HERE FOR MORE INFORMATION




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.

Complete Your Continuing Education Hours ONLINE



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. Visit our website to view start dates for the courses that interest you.

Below are just a few of our most popular continuing education courses:

- **Enhancing Language Development in Childhood**
- **Teaching Students With Autism: Strategies for Success**
- **Differentiated Instruction in the Classroom**
- **Creating K-12 Learning Materials**
- **Survival Kit for New Teachers**
- **Spanish in the Classroom**

**Learn from the
comfort of home!**

- **24-Hour Access**
- **Discussion Areas**
- **6 Week Format**

Please consult your Professional Development Coordinator for continuing education approval.

**Prices
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Laramie County Community College

307.778.1236

LIFE ENRICHMENT IN CHEYENNE



LARAMIE COUNTY
COMMUNITY COLLEGE
Cheyenne | Laramie | Online

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								
Adobe Acrobat Pro	BTWD 0766.601	Th	06/27/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	7
Google Workspace Level 1	BTWD 0764.600	W	08/07/24	08:00AM-12:00PM	TC 103	\$99	Michael Stephens	7
MS Excel Level 1	BTWD 0737.600	T	06/25/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	7
	BTWD 0737.601	W	08/21/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	
MS Excel Level 2	BTWD 0741.600	W	08/28/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	7
MS Word Level 1	BTWD 0738.600	T	07/02/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	7
Presentation Software Skills	BTWD 0763.600	W	07/31/24	09:00AM-04:00PM	TC 103	\$149	Michael Stephens	7
CPR & FIRST AID								
CPR and First Aid	EMTN 4010.600	Th	06/06/24-06/06/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	
	EMTN 4010.601	Th	06/20/24-06/20/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	
	EMTN 4010.602	Th	07/11/24-07/11/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	7
	EMTN 4010.603	Th	07/25/24-07/25/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	
	EMTN 4010.604	Th	08/08/24-08/08/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	
CPR for Healthcare Providers	EMTN 4010.605	Th	08/22/24-08/22/24	06:00PM-09:00PM	TC 115	\$110	Ariel Schmitzer	
	EMTN 4015.600	F	06/14/24-06/14/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
	EMTN 4015.601	F	06/28/24-06/28/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
	EMTN 4015.603	F	07/19/24-07/19/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	7
	EMTN 4015.604	F	08/02/24-08/02/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
	EMTN 4015.605	F	08/16/24-08/16/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
	EMTN 4015.606	F	08/30/24-08/30/24	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	
LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT								
Bridges Out of Poverty	BTWD 0684.600	Th	06/27/24	01:00PM-05:00PM	TC 123	\$109	Melissa Martin	
	BTWD 0684.601	Th	08/22/24	01:00PM-05:00PM	TC 112	\$109	Melissa Martin	7
Crucial Conversations	BTWD 0477.600	TW	06/25/24-06/26/24	08:00AM-05:00PM	TC 123	\$450	Melissa Martin	7
	BTWD 0477.601	TW	08/13/24-08/14/24	08:00AM-05:00PM	TC 112	\$450	Melissa Martin	
Enhancing Customer Service	BTWD 0699.600	T	06/25/24	08:00AM-12:00PM	TC 112	\$109	Monica Puente	7
Good Grammar	BTWD 0611.600	Th	06/27/24	08:00AM-12:00PM	TC 112	\$109	Monica Puente	7
Identify Leadership Voice	BTWD 0751.600	T	07/09/24	09:00AM-03:00PM	TC 112	\$139	Monica Puente	7
Lunch & Learn Beating Burnout	BTWD 671.800	F	06/14/24	11:30AM-01:00PM	NET	\$59	Lisa Will	7
Lunch & Learn Emotional Intelligence	BTWD 0671.801	F	06/28/24	11:30AM-01:00PM	NET	\$59	Lisa Will	8
New Supervisor Training	BTWD 0563.600	W	06/05/24	08:00AM-05:00PM	TC 123	\$218	Monica Puente	8
Productivity Your Way	BTWD 0758.600	T	08/06/24	08:00AM-12:00PM	TC 123	\$109	Lisa Will	8
Reduce Stress/Build Resilience	BTWD 0759.600	Th	08/15/24	08:00AM-12:00PM	TC 123	\$109	Lisa Will	8
Sculpting the Leader in You	BTWD 0752.600	W	08/07/24	08:00AM-05:00PM	TC 123	\$218	Monica Puente	8
TECHNICAL TRAINING								
Certified Fiber Optics Tech	BTWD 0158.600	MT	06/17/24-06/19/24	08:00AM-05:00PM	FT 104	\$995	BDI Datalynk	8
		W		08:00AM-12:00PM				
Certified Fiber Optics Special	BTWD 0159.600	W	06/19/24-06/20/24	01:00PM-05:00PM	FT 104	\$895	BDI Datalynk	8
		Th		08:00AM-05:00PM				
Certified Fiber Optic Splicing	BTWD 0247.600	F	06/21/24	08:00AM-05:00PM	FT 104	\$895	BDI Datalynk	8

Microsoft® Office Specialist (MOS) Certification Training

\$349 Per Application (includes test voucher)



Microsoft is a trademark of the Microsoft group of companies.

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.

DESCRIPTIONS

See Page 6 for dates and times.

COMPUTER APPLICATIONS TRAINING

Adobe Acrobat Pro

This course is for individuals who are new to Adobe Acrobat Pro, but need to create and share PDF files and PDF portfolios, and want to use the latest Acrobat interface. Students should have some experience using office productivity applications, such as a word processor, a multimedia presentation application, or a spreadsheet application.

Google Workspace Level 1

Google Workspace (formerly known as G Suite/Google Apps) Level 1 course provides a basic overview of its many apps with a primary focus on the most commonly used such as Gmail, Drive, Calendar, Meet, Chat, Docs, Sheets and Slides. This course also examines utilizing its communication and collaboration potential, along with using Microsoft and other file formats effectively with Google Workspace. This course is for students who have little to no familiarity with Google Workspace or are contemplating using it for personal or business purposes. It is helpful but not required for the course if students already have a Google Workspace subscription or use a workplace account.

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.

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.

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ONLINE @
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Presentation Software Skills

The Presentation Software Skills course provides basic concepts and skills students can utilize for more engaging and successful delivery of knowledge and ideas using visual presentation software as a tool. Topics covered include an overview of popular platforms, using templates to polish the appearance and save time, organizing content, collaboration, using multimedia to increase engagement, and other essential presentation tips to keep your audience's attention. This course is for students with little to no familiarity using presentation software and also for those who have some experience but are looking to expand and sharpen their skills.

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

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.

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.

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.

Good Grammar

Participants will improve their writing and communication skills through no-nonsense instruction in grammar and punctuation. Topics include parts of speech, subject-verb agreement, and commonly confused words.

Identify 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.

Lunch & Learn – Beating Burnout (online)

Burnout has become an increasingly more common malady. Stress, exhaustion, and demanding schedules have taken away our reserves. Learn what you can do to avoid burnout or to recover from it.

Lunch & Learn – Increase Your Emotional Intelligence (online)

Learn how to increase your emotional intelligence beyond self-discovery to develop empathy toward others and collaboration with others.

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

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

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.

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.

TECHNICAL TRAINING

Certified Fiber Optics Tech

This introductory approximately 2 ½ day fiber optics technician course is designed for anyone interested in becoming a Certified Fiber Optics Technician. This training combines theory and 85% hands-on activities to prepare the student to take the Certified Fiber Optic Technician (CFOT) test that is sanctioned by the Fiber Optics Association (FOA) and given and graded the final class day. This course also introduces the student to industry standards governing Fiber-To-The-Desk (FTTD), Fiber-To-The-Home (FTTH), and Distribution Cabling. Students will learn how to identify fiber types, recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. Note: The student must pass both the written and hands on exams to successfully pass this course. This course is recognized by The US Department of Labor and is sanctioned by the Fiber Optic Association (FOA). Along with chapter tests, class discussions, and substantial hands-on activities, the CFOT exam is given and graded at the end of the class. Students will demonstrate the ability to build, test, and troubleshoot a fiber optic LAN network.

Certified Fiber Optics Special

This two day, approximately 12-hour program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. A focal point in the program is to offer a general, easy to understand, approach to fiber optics testing standards with little theory and considerable hands on activities. This comprehensive program explains the variety of testing standards, equipment and technological approaches used in fiber network testing and splicing and how to choose among them. This 85% hands on course explores the overall spectrum of testing and maintenance of singlemode fiber optics networks and provides a detailed overview and demonstration of various pieces of equipment used in testing and maintenance. Subject matter includes a detailed study of ANSI/TIA/EIA-526-(7)A, OTDR fundamentals and uses, OTDR vs. Insertion Loss Testing, Return Loss Testing, and Attenuation testing using the Power Source and Light Meter. This course is recognized by The US Department of Labor and is sanctioned by the Fiber Optic Association (FOA). Along with chapter tests, class discussions, and substantial hands-on activities, the Specialist Fiber Optics Certification Test (both written and practical) is given and graded at the end of the class. To receive FOA certification, students must pass both written and hands on exams. Students will receive a Certificate of Completion at the end of the program. Prerequisite: Fiber Optics Association (FOA) Certified Fiber Optics Technician (CFOT) Course. As of January 1, 2015, the student MUST have successfully passed the basic CFOT course within the preceding 12 months or have renewed their FOA membership within that time frame prior to attending the CFOS/T, CFOS/S, and/or the CFOS/O FOA Specialist courses. There are no exceptions.

Certified Fiber Optic Splicing

This approximately 8-hour splicing specialist training includes a complete presentation explaining the importance of high performance splicing and further details the points necessary to achieve these splices. 85% hands-on classroom activities will provide training in both fusion and mechanical splicing of either single or multimode fiber optic cables. Inside or outside plant fiber optic cable types will be utilized at instructor's discretion during these hands-on sessions along with fiber optics enclosures and splice trays. The student will be responsible for successfully making and testing both mechanical and fusion splices. This course is recognized by The US Department of Labor and is sanctioned by the Fiber Optic Association (FOA). CFOS/S test is given and graded at the end of the class. Prerequisite: Fiber Optics Association (FOA) Certified Fiber Optics Technician (CFOT) Course. As of January 1, 2015, the student MUST have successfully passed the basic CFOT course within the preceding 12 months or have renewed their FOA membership within that time frame prior to attending the CFOS/T, CFOS/S, and/or the CFOS/O FOA Specialist courses offered.

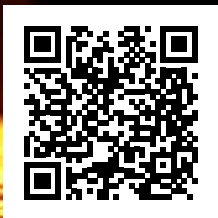
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- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

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

Laramie County Community College

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.

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www.careertraining.ed2go.com/laramieccc/

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Dental Assistant

Classes start July 2024

- Grant funding may be available to qualified applicants
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Pinebluffs@lccc.wy.edu
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307.432.1678

*Check out Page 10 for
Adult Education and ESL classes*

Register online @ lccc.wy.edu/enrichment



LIFE ENRICHMENT

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 college credit class. 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 12:00PM-02:00PM ELCC
Sessions: 13 \$30 06/06/24-08/29/24 Pamela Hickman

Summer Art Series

Join the fun of painting! Students will create one framed drawing or painting. All necessary supplies provided. Open to all participants grades K-8.

LIFE 8031.750 Th 09:00AM-11:00AM ELCC
Session: 1 \$20 07/11/24 Paulie Dunnam

Beginning Crochet

Learn the basics of crocheting: identify 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 06/06/24-08/29/24 Pamela Hickman

OTHER SERVICES OFFERED IN PINE BLUFFS:

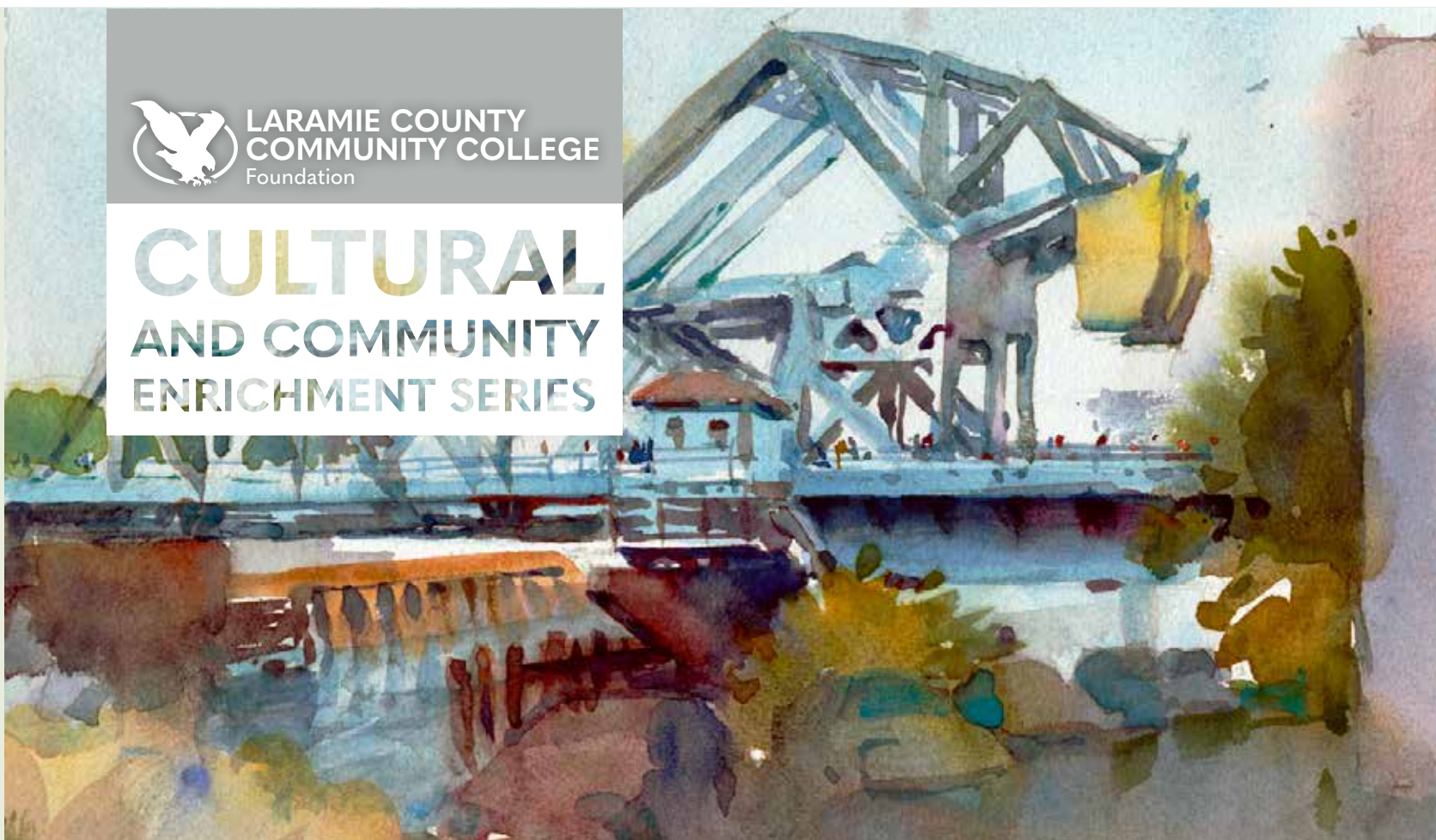
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Architect and renowned architectural illustrator

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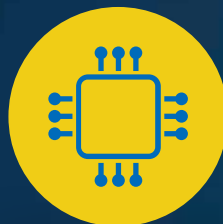
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WIND ENSEMBLE | Tuesdays with Dr. Frank Cook
JAZZ ENSEMBLE | Wednesdays with Dr. Frank Cook

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.

For more information contact Dr. Frank Cook | fcook@lccc.wy.edu | 307.778.1306



Facility Rental at LCCC

Facilities & Events Office 307.778.1322

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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.

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307.778.1291 • alester@lccc.wy.edu

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Stacey Rorabaugh
307.778.1382 • srorabaugh@lccc.wy.edu



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