



Eastern Laramie County Outreach Center

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For classes taught at the Eastern Laramie County Outreach Center
visit lccc.wy.edu/about/easternLaramieCounty.aspx

SPECIAL EVENTS

Speaker Series in Honor of Women’s History Month

Come help us celebrate National Women’s History Month by attending one or both of our brief speaking events. Our speaker, local historian Paula Taylor, will cover Women’s Suffrage as part of her “Single Women Homesteaders” presentation and will have actual historical garments for her “Women’s Undergarments from the 1800’s” presentation. Open to all ages!

Single Women Homesteaders

T Free 06:30PM - 07:30PM 3/21/2017

Women’s Undergarments from the 1800’s

T Free 06:30PM - 07:30PM 3/28/2017

PROFESSIONALISM, LEADERSHIP & WORK/LIFE BALANCE

Customer Service Ups and Downs

Customer Service is an integral part of every workforce. Customers might be visiting, soliciting, or volunteering at your business or customers could be your coworkers and supervisors. Participants in this course will learn how to treat people with respect, even if they are not receiving it in return. Participants will also learn how to manage their emotions and communicate effectively so that the customer feels "heard" and respected, even when the answer is not the one they want to hear.

ELCS*0114*750 TH \$79 09:00AM - 12:00PM 2/23/2017

Professional Appearance & Communication

Developing the Professionalism Trio: Character, Company and Customer is what this training is all about. Students will explore and apply skills to enhance their workplace professionalism. Topics include: Personality Assessment, Perception and first impressions, attitude, customer service and marketing your (or your company's) mission.

ELCS*0071*750 TH \$79 09:00AM - 12:00PM 3/2/2017

Communicating for Leadership

This course introduces leaders to the essential leadership success. These Interaction Essentials are the core behaviors that leaders need to be effective in the any situations they handle on a daily basis, such as coaching, delegating, and driving change. This foundation course is a prerequisite for many courses in the Leadership

ELCS*0405*750 M \$139 01:00PM - 04:00PM 4/10/2017

Work-Life Balance

The pressure is on to accomplish more each day; yet each day has a fixed amount of time. Productivity and motivation decrease when you do not have a life beyond work. This course will help you find a balance between your professional and personal life and teach you about prioritizing short term and long term goals.

ELCS*0438*750 TH \$79 09:00AM - 12:00PM 4/13/2017

Coaching for Peak Performance

This course helps leaders handle both proactive and reactive coaching discussions. By understanding the importance of four coaching techniques, learners can have more effective and efficient interactions. Since both proactive and reactive coaching discussions can be challenging, participants will use their own situations to make

ELCS*0409*750 M \$139 09:00AM - 12:00PM 4/24/2017

Driving Change

This course helps leaders implement change in the workplace so they can avoid the problems that plague 70% of failed change initiatives. Driving Change provides the skills and resources leaders need to accelerate the process of implementing change with their team members and to create an agile work environment where people are more open to change. Leaders will learn how to use three change accelerators to turn resistance into commitment and inspire team members to take ownership of change.

ELCS*0408*750 M \$139 01:00PM - 04:00PM 5/8/2017

Crucial Conversations

Based on the bestselling book "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. A certificate of completion will be awarded upon successful participation in this two day training. All course materials including DVD are included.

ELCS*0477*750 T & TH \$300 08:00AM - 05:00PM 5/9/2017 - 5/11/2017

COMPUTER CLASSES IN A DAY

MS Word 2013 Basic

This ILT Series course covers the basic skills and concepts students need to use Microsoft Word 2013 productively and efficiently. After an introduction to Word's window components, students will learn how to create and save documents and how to navigate documents. Then they will edit, copy and paste, and find and replace text. They will also learn how to enhance the appearance of a document by using various formatting options. In addition, they will create tables, adjust page layout, work with graphics, use styles and outlines, and proof and print documents. This course focuses solely on the skills real users need to be productive immediately in Microsoft Word.

ELCS*0416*750 TH \$99 09:00AM - 05:00PM 2/9/2017

MS Excel 2013 Basic

This course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel 2013, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text, values, and formulas, and how to save workbooks in the native Excel format, as well as in other formats. They will learn how to move and copy data and formulas; how to determine absolute and relative references; how to work with ranges, rows, and columns; how to use simple functions; and how to easily apply formatting techniques to worksheet data. They will create and modify charts, and work with graphics. Finally, they will review workbooks for spelling errors, modify page setup, and print worksheets. This course focuses solely on the skills real users need to be productive immediately.

ELCS*0414*750 M \$99 09:00AM - 05:00PM 2/27/2017

MS Excel 2013/2016 Intermediate

This course will teach students how to work with large worksheets in Microsoft Excel 2013/2016, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data, and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment and learn to create and modify custom templates.

ELCS*0426*750 TH \$99 09:00AM - 05:00PM 3/30/2017

Google Drive Productivity Apps

Take this class and learn all about Google Drive. Google Drive allows you to store any file, starting with 15 GB of free online storage, you can keep photos, stories, designs, drawings, recordings, videos - anything. Your files in Drive can be reached from any smartphone, tablet, or computer. Learn all this and more!

ELCS*0495*750 W \$99 09:00AM - 05:00PM 4/26/2017

Introduction to Computer Keyboarding

This short course will introduce students to fundamental concepts and operations necessary to use computers. We will learn about free online options to help us in learning and improving our Keyboarding skills so we can more efficiently work with the computer in the future.

ELCS*0496*750 W \$99 09:00AM - 05:00PM 5/3/2017

Introduction to Computers for seniors

This short course will introduce students to fundamental concepts and operations necessary to use computers. We will discuss useful tips and internet software that will help students in building their skills at home.

ELCS*0494*750 TH \$49 09:00AM - 12:00PM 5/10/2017

CAREER DEVELOPMENT

Career Coaching

Are you unemployed, underemployed, preparing to enter the workforce, or simply wanting to explore different career options? This class allows you to work one-on-one with a career coach to identify potential careers and hidden skills you may have. Come explore how you can move ahead with a future career.

ELCS*0491*750 M Free 01:00PM - 04:00PM 1/25/2017

ELCS*0491*755 M Free 06:00PM - 08:00PM 2/6/2017

ELCS*0491*751 W Free 01:00PM - 04:00PM 2/22/2017

ELCS*0491*752 W Free 01:00PM - 04:00PM 3/8/2017

ELCS*0491*756 M Free 06:00PM - 08:00PM 3/20/2017

ELCS*0491*753 W Free 01:00PM - 04:00PM 4/5/2017

ELCS*0491*757 TH Free 06:00PM - 08:00PM 4/20/2017

ELCS*0491*754 W Free 01:00PM - 04:00PM 5/3/2017

ELCS*0491*758 M Free 06:00PM - 08:00PM 5/15/2017

Creating Your Resume

People attending this training will learn how to create a resume and letter of introduction that will capture the attention of employers. Topics discussed include components of a resume and resume formats.

ELCS*0492*750 TH \$10 09:00AM - 11:00AM 4/20/2017

Computerized Job Searching

Students will learn the basics of doing an internet job search, uploading a resume, applying for jobs online, and completing online assessments.

ELCS*0493*750 TH \$10 12:00PM - 02:00PM 4/20/2017

Job Search Strategies

Students will learn strategies and techniques to enter into a job interview with confidence. Key strategies in preparing for a job interview will be discussed, such as appropriate dress, researching employers, body language, and behavioral based interviewing questions.

ELCS*0101*750 TH \$10 03:00PM - 05:00PM 4/20/2017

Life Enrichment

Zumba – In Burns

Physically active class encouraging fitness and expression through dance with focus on Latin steps including: Cumbia, Reggaeton, Salsa, Dance Hall, Merengue and others. The dances use between 3-5 different steps which are repeated throughout the song which makes it easy to follow! A great workout where you Fitbit addicts will get between 5000-7000 steps in one hour! Calories are left in sparkling droplets on the floor, the most fun you will have slaying calories! All levels welcome.

LIFE*8003*750 M & W \$31 06:00PM - 07:00PM 1/4/2017 - 1/30/2017 (no class 1/17)

LIFE*8003*751 M & W \$36 06:00PM - 07:00PM 2/1/2017 - 2/27/2017

LIFE*8003*752 M & W \$40 06:00PM - 07:00PM 3/1/2017 - 3/29/2017

LIFE*8003*753 M & W \$31 06:00PM - 07:00PM 4/3/2017 - 4/26/2017 (no class 4/17)

LIFE*8003*754 M & W \$36 06:00PM - 07:00PM 5/1/2017 - 5/24/2017

Conversational Spanish 1

Have you ever wanted to learn Spanish? Come join this fun class and reach your Spanish goals.

LIFE*8006*750 M \$79 06:00PM - 07:00PM 2/6/2017 - 3/13/2017

LIFE*8006*751 M \$79 06:00PM - 07:00PM 4/3/2017 - 5/8/2017

Medicare a Basic Overview

Are you eligible for Medicare? When are you eligible? How do you sign up? When do you sign up? Where do you sign up? How much is Medicare going to cost? What does Medicare cover? What is Medicare part A? What is Medicare part B? Do I need a Medigap policy? What is a Medigap policy? Do I need long term care insurance? If any of these questions are crossing your mind, then this class is for you.

LIFE*8004*750 M \$12 06:30PM - 08:30PM 4/24/2017

Kids Crafts 4-6

Kids love crafts! Participants in this class grades 4-6 will make crafts that are themed based on the time of year or an approaching Holiday. This is a wonderful way for your child to make gifts for friends and/or loved ones who enjoy receiving something made with their very own hands. All materials will be provided to complete the planned craft project. Registration is required 7 days in advance of class so that we can have sufficient materials on hand for the

LIFE*8008*750

F \$12

01:00PM - 03:00PM TBD (February) – Pine Bluffs

Kids Crafts K-3

Kids love crafts! Participants in this class grades K-3 will make crafts that are themed based on the time of year or an approaching Holiday. This is a wonderful way for your child to make gifts for friends and/or loved ones who enjoy receiving something made with their very own hands. All materials will be provided to complete the planned craft project. Registration is required 7 days in advance of class so that we can have sufficient materials on hand for the

LIFE*8007*750

F \$12

09:00AM - 12:00PM TBD (April) – Carpenter

Kids Crafts K-3

Kids love crafts! Participants in this class grades K-3 will make crafts that are themed based on the time of year or an approaching Holiday. This is a wonderful way for your child to make gifts for friends and/or loved ones who enjoy receiving something made with their very own hands. All materials will be provided to complete the planned craft project. Registration is required 7 days in advance of class so that we can have sufficient materials on hand for the

LIFE*8007*751

F \$12

01:00PM - 03:00PM TBD (April) – Pine Bluffs

Kids Crafts 4-6

Kids love crafts! Participants in this class grades 4-6 will make crafts that are themed based on the time of year or an approaching Holiday. This is a wonderful way for your child to make gifts for friends and/or loved ones who enjoy receiving something made with their very own hands. All materials will be provided to complete the planned craft project. Registration is required 7 days in advance of class so that we can have sufficient materials on hand for the

LIFE*8008*751

F \$12

09:00AM - 12:00PM TBD (April) – Carpenter

Kids Crafts 4-6

Kids love crafts! Participants in this class grades 4-6 will make crafts that are themed based on the time of year or an approaching Holiday. This is a wonderful way for your child to make gifts for friends and/or loved ones who enjoy receiving something made with their very own hands. All materials will be provided to complete the planned craft project. Registration is required 7 days in advance of class so that we can have sufficient materials on hand for the

LIFE*8008*750

F \$12

01:00PM - 03:00PM TBD (April) – Pine Bluffs

Quilting for Fun

Whether you are a beginner or an experienced quilter, come and join the fun as area quilters create unique and beautiful quilts that can be used as wall hangings, bed covers, and gifts or donated for local benefits. This class is open to anyone who already quilts or would like to learn the art of quilting. This fun filled, rewarding class offers hand and machine quilting, quilt assembly, fellowship and volunteering for worthwhile causes. Please pre-register.

ELCS*8850*750

T \$4

09:00AM - 03:00PM 1/16/2017 - 5/12/2017

CREDIT CLASSES

Public Speaking

Students develop foundational verbal, digital, and written communication skills in this introductory public speaking course. Students practice skills to effectively construct, write, organize, deliver, and critique speeches in a variety of public communication contexts and speaking formats. Students focus on the speech development and the preparation process which includes: analyzing the audience, developing the thesis and main ideas/arguments, researching supporting evidence, applying appropriate writing strategies, organizing and outlining, evaluating and revising speech drafts, using appropriate language, vocal delivery and nonverbal behavior in speech performance, listening, critically thinking and reflecting on the speech and writing process, creating digital messages and exploring digital communication technologies. Prerequisite: Completion of or concurrent enrollment in ENGL 1010.

CO/M*2010*750 TH

01:00PM - 04:00PM 1/16/2017 - 5/12/2017

Wyoming History – In Burns

Students study Wyoming's economic, political, constitutional, and social history from pre-territorial days to the present. Students analyze the constitutions of the United States and Wyoming. Prerequisite: Completion of ENGL 0810 or placement into ENGL 1010.

HIST*1251*750 W

06:00PM - 08:55PM 1/16/2017 - 5/12/2017