2016 SPRING CLASS SCHEDULE
Outreach & Workforce Development

Classes located in Cheyenne, Laramie, Pine Bluffs and at Warren Air Force Base

“Your Training and Education Partner” lccc.wy.edu/workforce
Lifelong Learning

Since its inception, Laramie County Community College has provided educational services to varied populations within its service area. A number of credit courses and noncredit continuing education courses are being offered this semester through Outreach and Workforce Development, which include areas such as life enrichment, business training, career, technical and general education 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.

Students may register for credit courses by visiting lccc.wy.edu/workforce and noncredit courses by calling the following:

- Life Enrichment .............. 307.778.1236 or 307.778.1134
- Workforce & Professional Development .................. 307.778.4381
- Eastern Laramie County Outreach Center ........ 307.245.3595
- OSHA ..................... 307.778.4381
- Adult Basic Education ......... 307.637.2450
- Center for Secondary Student .. 307.778.1221

Equal Opportunity for Participation

Laramie County Community College is committed to providing a safe and nondiscriminatory employment and educational 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 following person has been designated to monitor compliance and to answer any questions regarding the College’s non-discrimination policies: Judy Hay, Vice President for Student Services, Title IX Coordinator, and ADA Coordinator, Room 117, Student Services Building, 1400 E College Drive, Cheyenne, WY 82007, 307-778-1217, jhay@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 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.) Students who wish to drop a class must do so no later than two days prior to the start of the class.

The cost to print and mail one class schedule is 39 cents. We distribute three Outreach & Workforce Development schedules each year. These course schedules are recyclable, either to a friend or through your recycling service.
Refunds
Class cancellation .................. 100%
Withdrawal 48 business hours before class begins .................. 100%
Withdrawal after class registration closes ............... No refund; payment required

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). For details on enrolling in credit courses, please go to lccc.wy.edu/academics/schedule.
• The instructor or the program manager will notify (to the best of their ability) all students if a course is canceled.
• Anyone with an idea for a course is urged to contact Outreach & Workforce Development by calling 307.778.1236.

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 following media outlets as early as 6 a.m. for information: lccc.wy.edu, Radio stations KFBC 1240 AM, KIGN 101.9 FM, KLEN 106.3 FM, KGAB 650 AM and KRRR 104.9 FM, KRAE 1480 AM or TV stations KGWN CBS News Channel 5 or Channel 191.

Bookstore
To find information on textbooks specific to your credit class, go to www.bookstorelccc.com

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.
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TOTAL: $________________

MC / Visa / Discover #:__________________________________

V-Code: _______________________

Expiration Date: ____________________________

Signature: ____________________________

Date of Birth: ____________________________

Email Address: ____________________________

From: ____________________________

Student's Name: ____________________________

Address: ____________________________

City: ____________________________

ZIP: ____________________________

Phone: ____________________________

Fax: ____________________________

Check # (If mailing with check)____________________

Mail To: Laramie County Community College, CC 109

Fax: 307.778.1269

OUTREACH & WORKFORCE DEVELOPMENT

LIFE ENRICHMENT CLASSES

Mail To: Laramie County Community College, TC 117

Fax: 307.432.1604

Fax Instructions: You may fax your registration by completing the registration form and using your Visa, MasterCard, or Discover card. Write your Visa, MasterCard, or Discover number and expiration date below.

Instructions: You may 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 card. Write your Visa, MasterCard, or Discover number and expiration date below.

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 card. Write your Visa, MasterCard, or Discover number and expiration date below.
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LOCATION ABBREVIATIONS
LCCC — 1400 E. College Drive, Cheyenne
AG ........................................................ LCCC Agriculture Building
ARCH ........................................................ Laramie County Fairgrounds,
BT ........................................................ LCCC Business Technology
CCI ........................................................ LCCC Center for Conferences and Institutes
FA ........................................................ LCCC Fine Arts Building
HS ........................................................ LCCC Health Science Building
LCSD .................................................. Laramie County Sheriff’s Department,
NET ........................................................ Internet Class
PE ........................................................ LCCC Physical Education Building
TC ........................................................ The Training Center at LCCC

ARCH: Archer Recreation Complex, 3901 Field Station Rd., Cheyenne
FA: LCCC Fine Arts Building
HS: LCCC Health Science Building
LCSD: Laramie County Sheriff’s Department, 1910 Pioneer Ave., Cheyenne
NET: Internet Class
PE: LCCC Physical Education Building
TC: The Training Center at LCCC
A to Z and Everything in Between

**NEW** Artesian Breads
Whether you’re a beginning bread maker or an old hand this class will help you stretch your knowledge and skills. You’ll make a variety of yeast breads and learn multiple ways to shape and braid your bread to add a special touch to any occasion. A lab fee of $5 will be collected in class by the instructor.

**LIFE 1751.600**  
T 06:00PM-08:45PM  Central HS  
Sessions: 2  
$30  
04/12/16-04/19/16  M.Bohnenblust

**NEW** Baking & High Altitude Adjustments
Learn how to improve your baking outcomes by measuring with a scale and learn high altitude formulas to adjust recipes for Cheyenne’s high altitude. Students are encouraged to bring a recipe(s) to the first class that has worked for them at a lower altitude but doesn’t turn out quite right here. A lab fee of $5 will be collected in class by the instructor.

**LIFE 1752.600**  
Th 06:00PM-08:45PM  Central HS  
Sessions: 2  
$30  
03/3-03/10/16  M. Bohnenblust

**Book Writing 101**
Have you wanted to write a book but don’t know where to begin? Does the process seem daunting and confusing? This course is designed to give you the confidence and expertise to write and market your book successfully! Monica Miller, freelance writer and author, will guide you through the impacts of writing a book, overcoming writer’s block, finding your authentic voice, setting goals, outlining your book, editing, self-publishing vs. traditional house publishers, and more! Don’t linger in the dark, learn how to answer the hard questions about writing now. The world is waiting for your story!

**LIFE 1701.600**  
Th 06:00PM-07:30PM  HS 104  
Sessions: 8  
$150  
01/21/16-03/10/16  Monica Miller

**NEW** Cooking for Two
This course will teach you how to modify recipes for two! We will practice by making a delicious dinner and working through an exciting recipe for Valentine’s Day. This is a great class for couples and provides an excellent opportunity for relationship building.

**LIFE 1749.600**  
Th 05:30PM-08:00PM  Central HS  
Session: 1  
$35  
02/11/16  L. Stuhheit

**Dog Training: Mind Your Manners**
This class is designed to teach you how to teach your dog. 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 six months or older are welcome. All dogs are required to be current on vaccines including Rabies, Parvo and Bordetella (kennel cough). Bring proof of vaccinations. NO DOGS FIRST NIGHT.

**LIFE 1023.600**  
T 06:00PM-08:00PM  ARCH BLDING K  
Sessions: 7  
$75  
01/26/16-03/08/16  Cathy Anderson  
No class on March 11.

**LIFE 1023.601**  
W 06:00PM-08:00PM  ARCH BLDING K  
Sessions: 7  
$75  
04/06/16-05/25/16  Cathy Anderson  
No class on May 11.

**Dog Training: Puppy ABCs and 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 six months or younger are welcome. All dogs are required to be current on vaccines including Rabies, Parvo, Bordetella (kennel cough). Bring proof of vaccinations first night. PLEASE: NO DOGS FIRST NIGHT. All classes held at the Archer Complex.

**LIFE 1025.600**  
M 06:30PM-08:00PM  ARCH BLDING K  
Sessions: 7  
$75  
03/28/16-05/23/16  Cathy Anderson  
No class on April 24 or May 2.
Driver’s Ed
The driver’s education course is a program consisting of 30 classroom hours, six hours of one-on-one driving experience 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 1/2 hour of the first class (for those students under 18), (2) student must have their driving permit by the first day of class, and (3) student must provide their own (insured) vehicle for the one-on-one driving portion of the class and (4) attendance is required at each class for certificate to be issued. Students who do not successfully complete the course may be eligible for additional instructional time for a fee.

Handguns: 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 for use of handguns in self-defense in the state of Wyoming will also be presented. Double-action, center fire handguns are provided. Cost includes registration, handgun use, targets and handout materials. Students will be required to provide their own ammunition (estimated ammunition cost is $120). Information on what ammunition to purchase will be discussed the first night of class. Attendance is mandatory. Cosponsored by LCCC and the Laramie County Sheriff’s Department, 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 legal resident of the United States and 21 years of age or older to participate.

Handguns: Personal Protection Class
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. 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 and prior to admission into this 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 legal resident of the United States and 21 years of age or older in order to participate.

Introduction to Knife Skills and Cooking Methods
This course introduces basic knife skills and kitchen foundational cooking methods each class will include lunch prepared during class and allow participants the opportunity to practice their new techniques. Impress your friends and family with your new cooking skills.

307.778.1236 or 307.778.1134
Visit the Life Enrichment website
lccc.wy.edu/workforce/lifeEnrichment
Learning About Your iProduct
Learn about the small handheld devices we use every day. This class covers Apple products (iPhone, iPad, iPod Touch). Learn how to get the most out of your phone, or computing device. Listening to music and answering calls is just the tip of the iceberg. Turn your phone into a walky-talky with voice texting, store your files in the cloud; there is more than just iCloud. Take great pictures with the help of some nice apps. Find out what song is that playing on the radio? Read magazines, books and video conference. NOTE: If you have an iDevice, bring it to class.

LIFE 1449.600  W  06:00PM-08:30PM  HS 311
Sessions: 2  $25  03/02/16-03/09/16  Jim Taylor

NEW Polish Your Prose: Fiction Writing
Whether your genre is short stories, children literature, or a full-length novel, this six-week class will prepare you to move your fiction forward. Learn the essential tools necessary to give a voice and plot to the characters that fill your imagination. You will sharpen your individual style and creative expression through weekly presentation and critiques of your work. Mary Billiter is a weekly columnist with the Casper Star-Tribune and the author of three published works of fiction.

LIFE 1731.600  06:30PM-08:30PM  HS 307
Sessions: 6  04/06/16-05/11/16  Mary Billiter

Spanish: Conversational 1
Bienvenidos! Welcome! The ability to communicate in Spanish is a fabulous skill and your ticket to the world. When you speak Spanish, you can travel to places you have only read about, and the globe becomes your job market. You will be able to speak with people whose lives are completely different from yours. You will journey through vocabulary, grammar and cultural topics, as you learn to speak, read and write lots of Spanish.

LIFE 1554.600  M  05:30PM-06:45PM  HS 307
Sessions: 10  $119  02/15/16-04/18/16  Dennis Dicampli

Spanish: Conversational 2
Would you like to speak Spanish more confidently in public? In this course you will improve your understanding of Spanish, your accent and have fun while learning!

LIFE 1587.600  M  07:00PM-08:30PM  HS 307
Sessions: 10  $108  02/15/16-04/18/16  Dennis Dicampli
LIFE 1587.601  M  07:00PM-08:30PM  HS 307
Sessions: 10  $119  02/15/16-04/18/16  Dennis Dicampli

Spanish: Medical
How would you like to better communicate with ease? Whether you’re new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the language barrier.

LIFE 1633.600  T  05:30PM-06:45PM  HS 307
Sessions: 10  $123  02/16/16-04/19/16  Dennis Dicampli

Voice-Overs . . . Now Is Your Time
In what could be one of the most enlightening 2 hours you’ve ever spent, this LIVE Webinar will show you how YOU could actually using your speaking voice for commercials, films, and videos! Most people go about it the wrong way. In this webinar, you will learn about a unique, outside-the-box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun LIVE webinar, complete with live Q&A with an instructor, could be the game changer you’ve been looking for! All you need is a computer and a phone to attend.

LIFE 1453.600  Th  05:00PM-07:00PM  NET
Session: 1  $30  02/11/16  Webinar
LIFE 1453.601  T  07:00PM-09:00PM  NET
Session: 1  $30  03/15/16  Webinar
LIFE 1453.602  T  06:00PM-08:00PM  NET
Session: 1  $30  04/12/16  Webinar
**Arts & Crafts**

**Calligraphy – The Art of Beautiful Writing**
Students will learn to scribe the letter forms of three basic alphabets. Calligraphy inks, pens, nibs, and basic techniques will be introduced. Bring a favorite poem, saying, slogan or quote to create a finished calligraphy project. A $5 materials fee will be collected by the instructor at the first class.

**LIFE 1700.600**
- **T** 06:00PM-08:00PM
- **CCI 121**
- **Peggy Kolsrud**
- **Sessions:** 3
- **Cost:** $30
- **Dates:** 03/15/16-03/29/16

**Ceramics – All Levels**
Come learn about the world of ceramics and make something you have always wanted to make! You will learn about how to make things out of clay, and learn about the process of making, forming, painting, glazing, and firing. You will learn handbuilding and potter’s wheel techniques. I try to create an atmosphere for learning that is engaging and fun. All levels are welcome and you can learn anything you want. Forming objects out of clay hasn’t changed in 5,000 years, so whatever you leaned in grammar school, still applies!

**LIFE 5034.600**
- **Th** 06:30PM-09:00PM
- **FA 136**
- **Lauren Kearns**
- **Sessions:** 6
- **Cost:** $155
- **Dates:** 02/04/16-03/10/16

**Digital Photography: Beginning Photography**
If you have a point-and-shoot or digital SLR, join us in this four-week class as we discuss cameras, lenses, composition (what makes a good photograph), exposure control (how to make an interesting photograph) and use of the many features on your camera. We will explore hands-on shooting and working with cameras - so bring yours!

**LIFE 1298.600**
- **W** 06:00PM-08:30PM
- **HS 311**
- **Jim Taylor**
- **Sessions:** 4
- **Cost:** $52
- **Dates:** 03/16/16-04/06/16

**Digital Photography: Camera, Flash and Understanding Light**
The word photography literally means painting with light. The difference between good photographs and great photographs is interesting light. In this class we will discuss: on camera flash, off camera flash, bounce flash, studio flash, light modifiers, color of light, gelling flash, mixing light sources, constant light and reflectors. You will also learn not to be afraid of gobos, grids and snoots, oh my! Note: Only digital SLR’s or cameras with a hot shoe are allowed in this class.

**LIFE 1299.600**
- **W** 06:00PM-08:30PM
- **HS 311**
- **Jim Taylor**
- **Sessions:** 3
- **Cost:** $50
- **Dates:** 04/13/16-04/27/16

**Drawing for Absolute Beginners**
This fun-filled, informative course is designed to teach the basic skills of drawing to absolute beginners and covers composition, gesture, shadows and shading, and use of color through a variety of subject matters. Students who have never drawn before will get comfortable with recording information on paper. They will learn how to measure to record what they see. Students will be using a variety of pencils, colored pencils, charcoal or pastels to create a drawing. You might just be amazed at your own ability and progression.

**LIFE 5029.600**
- **Th** 04:00PM-06:00PM
- **HS 106**
- **Lauren Kearns**
- **Sessions:** 6
- **Cost:** $75
- **Dates:** 02/04/16-03/10/16

**LIFE 5029.601**
- **Th** 04:00PM-06:00PM
- **HS 106**
- **Lauren Kearns**
- **Sessions:** 6
- **Cost:** $75
- **Dates:** 03/17/16-04/21/16

*Visit the Life Enrichment website [lccc.wy.edu/workforce/lifeEnrichment]*
**Felt: Felted Soap**
We will take a simple bar of soap and turn it into a combination soap and washcloth using colorful wool roving. Students will learn basic 2 dimensional needle felting techniques as well. Felted soap has many benefits over a standard bar of soap and they also make great gifts. This is a fun and simple activity that requires no specific artistic skill. An additional $10 supply fee will be due to the instructor.

**LIFE 1611.600**  
**Sa** 09:00AM-12:00PM  
**HS 210**  
**Session: 1**  
$15  
Carolyn Bender

**LIFE 1611.601**  
**Sa** 09:00AM-12:00PM  
**AG 119**  
**Session: 1**  
$15  
Carolyn Bender

**Felt: Needle Felting Introduction**
Learn to sculpt irresistible creatures from a handful of fluffy wool. Students will learn three-dimensional needle felting methods using various wools specific for needle felting and a special barbed needle. An additional $10 supply fee will be due to the instructor at the first class.

**LIFE 5026.600**  
**Sa** 09:00AM-12:00PM  
**HS 210**  
**Session: 1**  
$15  
Carolyn Bender

**Felt: Wet Felting**
Wet felting is a fun and unique way of making material with animal fibers. We will cover the basics of traditional wet felting learn how to create beautiful and distinctive textiles using merino wool roving, silk and metallic fibers. We will form these fibers into a handfelted flower broach. An additional $10 supply fee will be due to the instructor.

**LIFE 5025.600**  
**Sa** 09:00AM-12:00PM  
**HS 210**  
**Session: 1**  
$15  
Carolyn Bender

**Kintsugi – The Art of Golden Joinery**
Students will use Faux Kintsugi gold and lacquers to learn the art of Golden Joinery. An ancient Asian repair of damaged or broken ceramic objects. Kintsugi repair offers a “Not Perfect” repair. Visible golden lines accent the item when finished, making it more beautiful. Bring an item that may have a special meaning or history that you would like restored. Students will work on a practice piece before repairing their favorite item. A $5 materials fee will be collected by the instructor.

**LIFE 1699.600**  
**TW** 06:00PM-08:00PM  
**AG 119**  
**Sessions: 2**  
$30  
Peggy Kolsrud

**Music: Instant Guitar for Hopelessly Busy People**
Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment and you won’t have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Bring your acoustic guitar. For ages 13+. For more information go to justonceclasses.com. A required materials fee of $29 will be collected in class by the instructor for workbook and practice DVD.

**LIFE 1429.600**  
**F** 06:30PM-09:00PM  
**CCI 121**  
**Session: 1**  
$30  
Craig Coffman

**Music: Instant Piano for Hopelessly Busy People**
Some music teachers may not want you to know this, but you don’t need years of weekly lessons to learn piano. In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. How do we do it? While regular piano teachers teach note reading, piano professionals use chords. You can learn all the chords you’ll need to play any song in this one session. Any song. Any style. Any key. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop. Total beginners can print out a free pamphlet on the treble clef by going to this link – http://justonceclasses.com/info/images/fastpresen ce/lass_notes_for_piano.pdf. A required materials fee of $29 will be collected in class by the instructor for the workbook and practice CD.

**LIFE 1427.600**  
**Sa** 09:00AM-12:00PM  
**CCI 121**  
**Session: 1**  
$30  
Craig Coffman

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**REGISTER EARLY**
Registration starts December 2
Music: How to Play Piano by Ear
Learn one of music’s deepest mysteries: how to play songs without relying on music. This is a very practical presentation of music theory that includes predicting chord progressions, learning from recordings, and transposing – all expressed in everyday language. This is an ideal follow-up to the “Instant Piano” class and is open to anyone who has a basic understanding of chords on any instrument. Expand your musical horizons, and free yourself from sheet-music dependence, and be the life of the party! Prior experience with chords recommended. A materials fee of $29 for the How to Play by Ear Book and Practice CD will be collected in class by the instructor.

LIFE 1428.600  Sa  01:00PM-03:30PM  CCI 121
Session: 1  $30  01/23/16  Craig Coffman

Quilting Primer
This series of classes will take you through the whole process of creating a quilt from the very beginning of choosing fabric to finishing the edges of the quilt. This is also a good refresher course and there might be one class that you might like to take. Supply list will be provided to students at the first class.

LIFE 1705.600  Th  06:00PM-09:00PM  CCI 123
Sessions: 13  $240  02/04/16-4/21/16  Wendy Ray

Choosing and Preparing Fabrics
We will discuss fabric; types, grading, thread count, color choices, dye stability and care of fabrics and quilts. Learn tips and tricks for picking fabrics for projects and how and why to make project cards.

LIFE 1711.600  Th  06:00PM-09:00PM  CCI 123
Session: 1  $25  02/04/16  Wendy Ray

Template Making and Hand Piecing
Make accurate templates for either hand or machine piecing and how to use them for a hand piecing project. Students will learn piecing tricks and how to press correctly.

LIFE 1712.600  Th  06:00PM-09:00PM  CCI 123
Session: 1  $25  02/11/16  Wendy Ray

Hand Appliqué Four Ways
Students will learn four different techniques for doing hand appliqué and two different stitching methods, along with thread and needle choices.

LIFE 1713.600  Th  06:00PM-09:00PM  CCI 123
Session: 1  $25  02/18/16  Wendy Ray

Rotary Cutting and Strip Piecing
Students will learn how to square up fabric, proper use of rotary cutting tools, how to press fabric correctly without stretching fabric out of shape and quick accurate machine piecing methods. Students will learn quick accurate techniques for machine piecing half-square triangles and hour-glass blocks.

LIFE 1714.600  Th  06:00PM-09:00PM  CCI 123
Sessions: 2  $45  02/25/16-03/03/16  Wendy Ray

Machine Applique
Use different appliqué techniques and decorative stitches to achieve the look you want for your machine appliqué project. We will discuss the different types of fusible products on the market and the need to stitch or not to stitch around the edges.

LIFE 1715.600  Th  06:00PM-09:00PM  CCI 123
Session: 1  $25  03/10/16  Wendy Ray

Settings, Sashing and Borders
Ideas for block settings, sashing and use of borders. Students may bring a project if you want some ideas on how to finish it.

LIFE 1716.600  Th  06:00PM-09:00PM  CCI 123
Session: 1  $25  03/17/16  Wendy Ray

Choosing Batting and Quilting Design
Learn about the 60 plus battings available. Which are best for your projects, how they affect your quilting design choices, ease of quilting, the overall look of your quilt and care.

LIFE 1717.600  Th  06:00PM-09:00PM  CCI 123
Session: 1  $25  03/24/16  Wendy Ray
**Hand Quilting**

Learn about the latest marking tools and easiest ways to baste your projects for quilting. Learn to quilt using the Rock the Needle, Stab Stitch and Paddle Quilt methods.

**LIFE 1718.600**  
Th  06:00PM-09:00PM  
Sessions: 2  
$45  
03/31/16-04/07/16  
CCI 121  
Wendy Ray

**Machine Quilting**

Learn the latest marking tools and the easiest ways to baste your projects for machine quilting. You will learn the basics of free motion machine quilting using your home sewing machine or a sit down long-arm.

**LIFE 1719.600**  
Th  06:00PM-09:00PM  
Sessions: 2  
$45  
04/14/16-04/21/16  
CCI 123  
Wendy Ray

**Bind It, Sign It and Hang It**

In this class, we will explore the many options you have for finishing the edges of your quilts/projects. We will discuss the importance of documenting your quilts, quilt labels and different ways to hang your quilts.

**LIFE 1720.600**  
Th  06:00PM-09:00PM  
Session: 1  
$25  
04/28/16  
CCI 123  
Wendy Ray

**Secrets of Great Travel Photos**

Do you own a digital or film camera, but aren’t sure how to use it? Have you wondered how professionals get those great travel shots that end up on postcards or magazines? Spend a day with veteran travel photojournalist Ron Stern on location as he shares the secrets to take great photographs. Whether you have a small point-and-shoot or an expensive SLR, you will learn how to find the best shots. The first part of this class will be spent in the classroom to learn about basic camera operations and techniques that the pros use to capture great photographs, followed by time outside to practice what you learned.

**LIFE 1644.600**  
F  06:00PM-08:00PM  
Session: 1  
$29  
01/08/16  
HS 104  
Ron Stern

**Sewing 101**

Learn the basics and skills of machine sewing, and go home with a tote bag you made! Instruction include sewing machine parts and use, quilted fabric, bias tape and more. Students will be required to bring their own sewing machine and purchase fabric and notions. Cost will vary depending on fabric choices.

**LIFE 1582.600**  
W  07:00PM-09:00PM  
Sessions: 6  
$45  
02/03/16-03/09/16  
TC 120  
Jill Reading

**Beginning Country Swing and Two-Step**

Classes are designed to be easy and fun for the beginning dancer. Dances, including The Wild West Mixer, Country Swing, Texas Two-Step, Western Waltz and Cotton-Eyed Joe, will be taught step-by-step. Soft-soled shoes or stocking feet are required. No partners required. Call the instructor for information at 307.421.8881.

**LIFE 1047.600**  
F  06:00PM-07:00PM  
Sessions: 4  
$40  
01/22/16-02/12/16  
PE 133  
Dick Gessell

**LIFE 1047.601**  
Su  06:00PM-07:00PM  
Sessions: 4  
$40  
01/24/16-02/14/16  
PE 133  
Dick Gessell

**LIFE 1047.602**  
F  06:00PM-07:00PM  
Sessions: 4  
$40  
02/19/16-03/11/16  
PE 133  
Dick Gessell

**LIFE 1047.603**  
Su  06:00PM-07:00PM  
Sessions: 4  
$40  
02/21/16-03/13/16  
PE 133  
Dick Gessell

**Registration starts Dec. 2**

**307.778.1236 or 307.778.1134**
Introduction to Ballroom
An introduction to ballroom dancing that’s fun for the beginning dancer. Students will gain basic knowledge of step patterns in Waltz, Foxtrot and Jitterbug Swing. Practical applications of centering, posturing, framing and shaping included. Sign up as a single or as a couple. Call the instructor for information at 307.421.8881.

LIFE 1049.600  F  07:15 PM-08:15PM  PE 133
Sessions: 4  $40  01/22/16-02/12/16  Dick Gessell

LIFE 1049.601  Su  07:15 PM-08:15PM  PE 133
Sessions: 4  $40  01/24/16-02/14/16  Dick Gessell

LIFE 1049.602  F  07:15 PM-08:15PM  PE 133
Sessions: 4  $40  02/19/16-03/11/16  Dick Gessell

LIFE 1049.603  Su  07:15 PM-08:15PM  PE 133
Sessions: 4  $40  02/21/16-03/13/16  Dick Gessell

Country Swing and Two-Step, Continued
This class is designed to provide students with a more progressive knowledge of step patterns and movements in the Country Swing, Two-Step and Waltz, which will add elegance to your dancing. Wear soft-soled shoes or stocking feet, please. No partners required. Call the instructor for information at 307.421.8881.

LIFE 1445.600  F  06:00PM-07:00PM  PE 133
Sessions: 4  $40  03/25/16-04/15/16  Dick Gessell

LIFE 1445.601  Su  06:00PM-07:00PM  PE 133
Sessions: 4  $40  03/27/16-04/17/16  Dick Gessell

Ballroom Dancing, Continued
A continuation of Introduction to Ballroom Dancing. The class will provide instruction on more progressive dance patterns and timing. New moves, dips and turns will be taught. The Foxtrot will be introduced in this class. This fun class will add elegance to your dancing. Sign up as a single or as a couple. Call the instructor for information at 307.421.8881.

LIFE 1444.600  F  07:15 PM-08:15PM  PE 133
Sessions: 4  $40  03/25/16-04/15/16  Dick Gessell

LIFE 1444.601  Su  07:15 PM-08:15PM  PE 133
Sessions: 4  $40  03/27/16-04/17/16  Dick Gessell

Financial

Love and Money
Do you want to get out of debt, but don’t know where to turn? This workshop will cover concepts that the banks, insurance companies and traditional financial institutions don’t want you to know. Learn strategies to pay off debt 8-10 years sooner and have a solid financial future often by using the same amount of money, budgeting tips, and investment concepts.

LIFE 1697.600  T  06:00PM-07:00PM  BT 125
Session: 1  $10  02/16/16  Odion Oisamoje

LIFE 1697.601  T  12:00PM-01:00PM  BT 125
Session: 1  $10  03/01/16  Odion Oisamoje

LIFE 1697.602  T  06:00PM-07:00PM  BT 125
Session: 1  $10  04/19/16  Odion Oisamoje

Medicare: Basic Overview
Are you eligible for Medicare, or will be shortly? How do you sign up? Do I need to sign up? What if I am covered by another insurance plan? Do you understand what is covered by each of the four parts of Medicare? What does Part A and Part B pay for? When does Medicare Part C come in? Why do you need to pick a Part D Prescription drug plan? How do you do it? What is a Medigap policy (Medicare Supplement)? Why do you need a Medigap policy? What does long term care insurance cover? When do you need it? An overview of this information will be presented.

LIFE 1420 600  M  06:30PM-08:30PM  CCI 121
Session: 1  $12  01/25/16  Charlie Simineo
Medicare Prescription Drug Plans “What You Need to Know to Survive”
Are you eligible for Medicare, or will be shortly? This class will cover how Medicare covers prescription drugs under all 4 parts of Medicare. There are many questions about Medicare paying for drugs and when does each part pay. This class is designed to answer those questions. Additionally, there will be a discussion about the wisdom in choosing a new Medicare Prescription Drug Plan each year. Should you enroll in a plan or not? There will be a discussion about the easiest way to choose the plan that is best for you.

LIFE 1513.600  
T 06:30PM-08:30PM  
CCI 144  
Session: 1  
$12 02/16/16  
Charlie Simineo

New Year’s Financial Resolution: Get your Finances in Shape for 2016
The New Year is a great time to re-evaluate where you stand financially. Statistics prove that people do not plan to fail they simply fail to plan. This class will cover concepts that will help reshape your finances in 2016 including strategies to pay off debt 8-10 years sooner, often using the same amount of money. Gain valuable knowledge on retirement and investment strategies, the high cost of waiting, tax free investment strategies, and how life insurance really works ... and more!

LIFE 1698.600  
T 06:00PM-07:00PM  
BT 125  
Session: 1  
$10 01/19/16  
Odion Oisamoje

LIFE 1698.601  
Th 12:00PM-01:00PM  
BT 125  
Session: 1  
$10 01/21/16  
Odion Oisamoje

Retirement is Not an Age — It’s a Strategy
Over the next few years, more than 82 million Americans will enter retirement. Are you one of them? Whether you’re retiring now or a few years down the road, make sure you’re on track with a comprehensive financial plan. No matter where you are, this simple yet powerful information can help you avoid the mistakes so many others make.

LIFE 1626.600  
Th 12:00PM-01:00PM  
BT 125  
Session: 1  
$10 02/18/16  
Odion Oisamoje

LIFE 1626.601  
Th 06:00PM-07:00PM  
BT 131  
Session: 1  
$10 03/17/16  
Odion Oisamoje

Take a Bite Out of Taxes
Most Americans work 111 days a year just to pay the government. No matter where you are, armed with this simple, yet powerful information you can learn how to avoid mistakes so many other make. This workshop will cover investment strategies designed to help you pursue your financial goals while reducing your tax obligations. You’ll learn how to grow your investments tax free for the rest of your life and some strategies on how to put your tax dollars to work.

LIFE 1696.600  
Th 06:00PM-07:00PM  
BT 125  
Session: 1  
$10 03/03/16  
Odion Oisamoje

LIFE 1696.601  
T 12:00PM-01:00PM  
BT 125  
Session: 1  
$10 03/15/16  
Odion Oisamoje

The Truth About Long-Term Care Insurance
This workshop will explore long-term health care insurance. We will cover common myths, who really pays for long-term health care, and its relationship with Medicaid. Find out if the possible benefits of peace of mind, quality of life, and retirement savings protection are worth the cost.

LIFE 1665.600  
T 12:00PM-01:00PM  
BT 125  
Session: 1  
$10 01/26/16  
Odion Oisamoje

LIFE 1665.601  
T 12:00PM-01:00PM  
BT 125  
Session: 1  
$10 04/12/16  
Odion Oisamoje

Turning Your Hobby into a Business
Do you have a budding business or a hobby you would lie to make into a business? Do you want to know how to take it to the next step and make it a success; while avoiding pitfalls many small businesses run into? This series of “Turning Your Hobby into a Business” is for you. We will address the many areas that a small business owner will encounter when they are first starting out or trying to take their established business to the next level. You can sign up for the whole series or just the classes that most interest you.

LIFE 1724.600  
TTh 06:30PM-08:30PM  
BT 121  
Sessions: 12  
$200 02/02/16-03/10/16
**Marketing Your Hobby**

Do you know how to best reach your target audience and how to best use your marketing money. We will discuss the different types of marketing: TV, radio, print media, electronic media, etc. Learn how to choose the best option of marketing for your business.

**LIFE 1725.600**  
TTh  
06:30PM-08:30PM  
BT 121  
Sessions: 2  
$40  
02/02/16-02/04/16

**Pricing and Price Points**

We will discuss the different considerations that will need to be taken into account on pricing and selling your product or business. What is your market price point? Is it a luxury item or a lower price point? How do material costs, labor, investments in equipment and hidden costs such as maintenance affect your pricing structure.

**LIFE 1726.600**  
TTh  
06:30PM-08:30PM  
BT 121  
Sessions: 2  
$40  
02/09/16-02/11/16

**Marketing Your Hobby**

Is your small business making tons of money but you still always feel broke? This class is for small retail stores or small construction companies wanting to manage their cash flow and debt. This course discusses how to read your financial statements so that you can determine how much inventory debt or equipment loans your particular company can manage comfortably. The cash flow rules will guide you in running a more successful company and feeling more comfortable during the year.

**LIFE 1727.600**  
TTh  
06:30PM-08:30PM  
BT 121  
Sessions: 2  
$40  
02/02/16-02/04/16

**Licensing and Corporate Structure**

We will discuss the different types of business structures and the benefits and draw backs of each. Should you be a Sole Proprietorship, a LLC, Sub-Chapter “S,” or a Traditional “C” Corporation? You will leave this class understanding the process of each of these areas and how it will best protect you, your business, your tax situation and your assets.

**LIFE 1728.600**  
TTh  
06:30PM-08:30PM  
BT 121  
Sessions: 2  
$40  
02/16/16-02/18/16

**Expanding out of the Basement**

What do you do when you are so successful that you’ve outgrown the “basement”? We will cover the next steps on how to expand your business so it will continue to grow without over-extending yourself or your company’s resources. Considerations are rent costs, utilities, additional employees, or how this will affect you pricing strategy.

**LIFE 1729.600**  
TTh  
06:30PM-08:30PM  
BT 121  
Sessions: 2  
$40  
03/01/16-03/03/16

**Avoiding Pitfalls**

In this segment of the “Turning Your Hobby into a Business Series” we will talk about the most common pitfalls small business run into. We will answer questions like: How do I know I am making money? What is the difference between an employee and a subcontractor? How should my business partner and I structure our duties? Are having investors a good idea? What is inventory control and is it important?

**LIFE 1730.600**  
TTh  
06:30PM-08:30PM  
BT 121  
Sessions: 2  
$40  
03/08/16-03/10/16

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**Give the gift of Life Enrichment**

Gift Certificates are available in the Life Enrichment office at LCCC.
Fitness & Wellness

Belly Dance Fitness
Belly Dance Fitness is for every belly! Whether you’re a CEO, a stay-at-home mom, a student or juggling a variety of different roles – life never has to be ordinary. Belly Dance Fitness is a low-impact way to look and feel better about yourself as a woman. Learn to isolate your muscles and move in ways you have never moved before.

**LIFE 1303.600**
Sa 09:00AM-09:50AM  PE 133
Sessions: 6  $30  01/23/16-02/27/16  Robin Flores

No class on March 26.

Hiking Adventures
Enjoy hiking in some of the most beautiful and pristine mountains of southeast Wyoming and northern Colorado! This class will provide you with hiking poles, transportation, and thorough instruction in all aspects of hiking and safely enjoying outdoor activities. Participant certifies that he/she is physically capable of participation in recreational programming and that he/she will take responsibility for physical fitness and capability to perform under normal conditions. Participant agrees to obtain his/her physician’s opinion or approval prior to participating should any question arise as to the mental or physical capability of the participant to take part in recreational programming. Participant represents that he/she has adequate health/medical insurance to cover injuries or conditions that might occur during his/her participation in recreational programming.

**LIFE 1708.600**
Sa 08:00AM-03:00PM  PE 143
Session: 1  $25  03/26/16  Warren Lemerich
**LIFE 1708.601**
Sa 08:00AM-03:00PM  PE 143
Session: 1  $25  04/02/16  Warren Lemerich
**LIFE 1708.602**
Sa 08:00AM-03:00PM  PE 143
Session: 1  $25  04/09/16  Warren Lemerich
**LIFE 1708.603**
Sa 08:00AM-03:00PM  PE 143
Session: 1  $25  04/16/16  Warren Lemerich
**LIFE 1708.604**
Sa 08:00AM-03:00PM  PE 143
Session: 1  $25  04/23/16  Warren Lemerich

Massage for Families, Friends and Couples
Prepare for Valentine’s Day by learning to give your loved one a soothing massage. Discover how to give back, neck, shoulder, head, arm and hand massages. Techniques can be used while the recipient is sitting or lying down, with and without lotion or oil. Participants will need to sign up with a partner to practice on during class. Each participant will both give and receive massages from their partner. Please bring a bottle of massage lotion or oil, preferably in a container with a pump dispenser, and a set of bed sheets with pillowcase.

**LIFE 1703.600**
Sa 02:00PM-05:00PM  PE 140
Session: 1  $25  02/06/16  Audrey Bunten

No-Effort Massage
No setup, no cleanup, no table, no oils and no effort. Okay, maybe a little effort, but as little as possible. Join massage therapist, Gabriel Floud, to learn a 15 minute fully clothed, feel-good massage you can give and receive, even after a tough day at work. Proper mechanics and all-around simplicity make for a great massage you can share with anyone.

**LIFE 1679.600**
F 06:00PM-08:00PM  CCI 130
Session: 1  $15  01/22/16  Gabriel Floud

Self-Massage and Stretching
This class will show ways you can open up your tight muscles to help the energy channels/meridian lines be more balanced to start the healing process in your body. This class is designed so you can do these things on your own. The massage techniques and stretches learned in this class will promote healthy blood circulation so the energy channels will not be blocked by our tight muscles. Healthy circulation will promote a healthy body and a healthy life.

**LIFE 1670.600**
T 06:30PM-08:30PM  HS 210
Session: 1  $20  02/02/16  Sean Kim
Snowshoeing Adventures
Would you enjoy snowshoeing in some of the most beautiful and pristine mountains in southeast Wyoming? This class will provide you with snowshoes, poles, transportation and thorough instruction in all aspects of snowshoeing and safely enjoying outdoor winter sports. Participant certifies that he/she is physically capable of participation in recreational programming and that he/she will take responsibility for physical fitness and capability to perform under normal conditions. Participant agrees to obtain his/her physician’s opinion or approval prior to participating should any question arise as to the mental or physical capability of the participant to take part in recreational programming. Participant represents that he/she has adequate health/medical insurance to cover injuries or conditions that might occur during his/her participation in recreational programming.

**LIFE 1707.600**
Session: 1  
$35  
01/09/16  
Warren Lemerich

**LIFE 1707.601**
Session: 1  
$35  
01/16/16  
Warren Lemerich

**LIFE 1707.602**
Session: 1  
$35  
01/30/16  
Warren Lemerich

Yoga: New Year, New You Yoga
The new year is a time when many people make well-intended resolutions that end up being difficult to keep. Yoga is a practice ideally suited to help support resolutions of better physical and mental well-being. Set goals and receive individualized and group instruction, progressing toward those goals. Improve flexibility, strength, balance, endurance, breath control, mental focus and relaxation. Please bring your own yoga mat to each class.

**LIFE 1694.600**
Session: 6  
$30  
01/20/16-02/24/16  
Audrey Bunten

**LIFE 1695.600**
Session: 6  
$30  
01/25/16-02/29/16  
Audrey Bunten

Yoga: Spring Into Yoga
Spring is a great time to prepare the body for increased outdoor activities. Yoga can help get the body limber and strong, ready to take on a more active life. It can also be a time when greater balance between increased outer activity and inner calm is needed. Yoga can help with both increased activity and inner calm, as well as balancing the two. Bring a yoga mat to each class.

**LIFE 1695.600**
Session: 10  
$50  
03/02/16-05/11/16  
Audrey Bunten

**LIFE 1695.601**
Session: 10  
$50  
03/07/16-05/09/16  
Audrey Bunten

Zumba® Gold
Zumba® Gold is perfect for active older adults who are looking for a modified Zumba® class that recreates the original moves you love at a lower intensity.

**LIFE 1455.600**
Session: 6  
$20  
01/19/16-02/04/16  
Robin Flores

**LIFE 1455.601**
Session: 6  
$20  
02/09/16-02/25/16  
Robin Flores

**LIFE 1455.602**
Session: 6  
$20  
03/01/16-03/17/16  
Robin Flores

**LIFE 1455.603**
Session: 6  
$20  
03/22/16-04/07/16  
Robin Flores

**LIFE 1455.604**
Session: 6  
$20  
04/12/16-04/28/16  
Robin Flores

Volunteers needed for SEEK
Summer Educational Experiences for Kids

June 13 - 17 & July 18 - 22
Earn a Free SEEK Class
SUMMER 2016 YOUTH PROGRAMS AT LCCC!

Coming this Summer!

June 6 – June 10  Fit Kids Camp (Ages 7-10)
June 10 – June 12 Volleyball Camp
June 13 – June 17 SEEK
June 20 – June 24 Athletic Institute (Ages 6-9)
June 27 – July 1 Athletic Institute (Ages 10-12)
July 11 – July 15 Fit Kids Camp (Ages 11-15)
July 11 – July 12 Creative Engineering (Ages 6-11)
July 13 – July 14 Model Airplane, Bridging Building & Electronics (Ages 6-11)
July 18 – July 22 SEEK
July 27 Families welcome for the annual Thunderbirds Air Show!
Aug 1 – Aug 26 LCCC Preseason Athletic Camps

Stay tuned for more information coming this spring!

Questions? Please call 307.778.1236

• Programs for youth of all ages!
• Get to know the LCCC campus!
• Stay active all summer!
**Kids Fitness**

**Foil Fencing**
Students 12-15 years old will learn the foundations of foil fencing over the course of fifteen lessons. Those who have taken “The Sport of Fencing” during SEEK should definitely take this next step, but participation in that course not required. Each class is limited ten students. If you’ve wanted to learn to swordfight like a French Musketeer or as you’ve seen in movies like The Princess Bride, this is the course for you. Equipment will be provided for practices. Details will be provided to students.

**LIFE 5023.600**
- **W** 05:30PM-06:20PM  
  - Sessions: 15  
  - $100  
  - 01/20/16-04/27/16  
  - Derek Nissen

No class on March 16 or 23.

**LIFE 5023.601**
- **W** 06:30PM-07:20PM  
  - Sessions: 15  
  - $100  
  - 01/20/16-04/27/16  
  - Derek Nissen

No class on March 16 or 23.

**Zumba® Kids**
ZUMBA® KIDS! Designed exclusively for ages 4-12, these classes are high-energy fitness parties packed with kid-friendly routines and music, like hip-hop, reggaeton and more. The class helps kids increase their focus and self-confidence, boost metabolism and enhance coordination. Zumba® Kids rounds out family fitness goals by giving parents a great reason to head to the gym for a fun-filled experience.

**LIFE 1597.600**
- **Sa** 10:00AM-10:50AM  
  - Sessions: 6  
  - $30  
  - 01/23/16-02/27/16  
  - Robin Flores

**LIFE 1597.601**
- **Sa** 10:00AM-10:50AM  
  - Sessions: 6  
  - $30  
  - 03/12/16-04/16/16  
  - Robin Flores

No class on March 26.

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**Space Nine Robot**

**Wednesday, March 23 and Thursday, March 24**  
(Spring Break for LCSD #1)

**9 a.m. to 4:30 p.m.**

**$20/child** (Includes all materials and supplies for class)

**Made possible by the Greg Dyekman Math and Science Fund**

**Age: Grades 1-6**

**Students need to bring their own lunch and snacks**

The Space Nine Infra-Red Robot is yours to make and take home. It is an eight-legged star explorer. THAT IS RIGHT – 8 legs. It is controlled by its own infra-red remote transmitter which you can control its moves and turns. Unlike most other robots, Space Nine can walk on rough surfaces, turn left and right, and even cross over rocks. You can create a moon surface for your Space Nine to explore. Better yet, your Space Nine Robot can dance and you control it. Play some music and watch it go. There are many steps in the assembly process. Learn how the different gears mesh and are driven by a motor. You will also get to build other robots working in small groups. Build a Sumo wrestler, have tug-of-war events, and make these robots do certain tasks for you. Robots in this portion of the workshop are not taken home. Be part of robot technology and have fun investigating the future effects it will have on our lives!

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**Gardening & Landscaping**

**Captain Compost**
Yes, you can be a super hero in your own home. Unravel the mysteries of how and why composting works and gain experience of various composting methods. Learn which will work best for your own garden. Learn how to make black gold from the leaves and kitchen scraps you have. This is great “how-to” on getting started. No cape required.

**LIFE 1689.600**
- **W** 06:30PM-08:15PM  
  - Session: 1  
  - $25  
  - 03/09/16  
  - Jeff Dyer
Cheyenne Houseplants for the Black of Thumb
The green of houseplants sure beat the winter blues; caring for your own houseplants can reduce stress and plants help to purify the air we breathe. Class participants will shed the black thumb and learn the basics to successfully grow houseplants and go home confident in keeping indoor plants happy and thriving. We will cover plant selection, lighting conditions, watering and fertilizing methods, correct tools to use, humidity issues, common pests, and great troubleshooting tips.

LIFE 1681.600 Th 06:30PM-07:45PM AG 118
Session: 1 $15 01/21/16 Jeff Dyer

Create a Succulent Garden
Looking for something fun to do on a chilly January evening? We will have hands-on instruction on how to create your own garden of cute succulents with moss and stones. Learn tips to keep them thriving for months to come. This is a make-and-take-home class, fun for groups of friends or family. All talent levels welcome. Class space is limited.

LIFE 1683.600 Th 06:30PM-08:30PM AG 119
Session: 1 $45 01/28/16 Jeff Dyer

Deep, Dark, Green, Envy: Mid-Spring Lawn Care for Cheyenne
How great is your neighbor’s green envy when it comes to your lawn? Does the lawn need some help or are costs of water, fertilizers, or lawn care services turning you green? Learn Cheyenne lawn care fundamentals and professional secrets, cultivating a thriving lawn while lessening the work and saving time and money. Ideal for any skill level, this class will cover mowing, watering, kid and pet safe fertilizing, plus weed, insect, and disease control.

LIFE 1615.600 W 06:30PM-08:15PM AG 118
Session: 1 $20 05/11/16 Jeff Dyer

Don’t Zeroscape; Xeriscape
With our dry climate and lack of consistent moisture (excepting last May and June), there are thoughts of changing our landscapes into conceptual ideas, notable zeroscapes and xeriscapes. Join this class to experience the process of converting your yard into a beautiful, water-conserving xeriscape and find out the difference between ZERO and XERIC. Participants will learn the basics of removing selected turf, retrofitting your irrigation system and installing a drought-tolerant landscape.

LIFE 1460.600 Sa 09:00AM-11:00AM AG 118
Session: 1 $25 03/05/16 Jeff Dyer

Edible Landscaping
Utilizing plants with dual purpose is a trend that is growing in popularity. Find out how to incorporate many types of fruiting and berry producing plants into your landscape that will give you not only edibles, but showy flowers and/or fall color as well.

LIFE 1578.600 T 06:30PM-08:00PM AG 118
Session: 1 $20 04/26/16 Jeff Dyer

Floral Arranging Workshop – Create a European Hand-Tied Arrangement
Spice up your wintery Thursday night with this introduction to European hand-tied bouquets. In this workshop we will teach the making of a hand-tied bouquet and will offer advice and guidance as you make your own. You will learn how to add greenery and flowers into the bouquet in a “spiraling” technique that gives this bouquet its European namesake distinction. This make and take home class is fun for groups of friends or family. All talent levels welcome. Class space is limited. Early enrollment is encourage.

LIFE 1688.600 Th 06:30PM-09:00PM AG 119
Session: 1 $55 02/25/16 Jeff Dyer

Floral Arranging Workshop – Reimagine the Shape of Floral Containers!
They don’t have to be the same old round or square container. In this floral design workshop, participants will design a “vase” arrangement in a non-traditional vase that will be unique and fun! Each design will be truly one of a kind using seasonal flowers and greens. If you can only attend one floral design class this semester, make it this one. This make and take home class is fun for groups of friends and family. All talent levels welcome. Class space is limited. Early enrollment is encouraged.

LIFE 1692.600 Th 06:30PM-09:00PM AG 119
Session: 1 $50 04/21/16 Jeff Dyer
Fruits and a Few Nuts
Have you ever wanted to grow fruits or nuts in Cheyenne? Do you even think you can? These two questions and many more will be answered in this growing production class. Learn what works and what doesn’t, saving you time and money. Come for the fun of growing fruits and nuts in our unique climate.

**LIFE 1574.600**  
W 06:30PM-08:00PM  
Session: 1  
$25  
03/30/16  
Jeff Dyer

Grocery Store Floral Chic
If your floral skill begin and end with taking the plastic off a grocery store bouquet and throwing the flowers in the closest coffee mug, this class is for you! Class members will create the perfect conversation floral arrangement – meaning others will have a conversation saying how wonderful your design skill have become. We will be using fun floral elements to make a one of a kind piece that you will be able to take home with you. This make and take home class is fun for groups of friends or family. All talents welcome. Class space is limited. Early enrollment is encouraged.

**LIFE 1658.600**  
Th 06:30PM-08:45PM  
Session: 1  
$45  
02/04/16  
Jeff Dyer

Grow Vegetables and Plants Year Round – Beginning Hydroponics
Growing great home grown veggies doesn’t have to end just because our growing season has ended. It is always nice to have fresh tomatoes, cucumbers, peppers, and more growing in your very own indoor garden. Wouldn’t it be nice to grow an indoor vegetable garden year round? This course will cover all basic aspects of hydroponic gardening including various systems – both manufactures and DIY options. We will also discuss lighting, plants, growing mediums and more to help you to grow safe, healthy, delicious vegetables all year round.

**LIFE 1603.600**  
T 06:30PM-08:30PM  
Session: 1  
$35  
02/23/16  
Jeff Dyer

Japanese Floral Design – Introduction to Ikebana
Ikebana (Japanese flower arranging) is noted for perfect proportions and dramatic use of negative space. Top floral designers recognize that a command of Ikebana design principles results in better, more sculptural design work. In this course students will be introduced to the unique design principles of Ikebana, by creating arrangements in Moribana (flat, shallow) containers. Students will learn about line, mass, dimension and asymmetry as well as techniques for successfully using a pin frog. This make and take home class and is fun for groups of friends or family. All talent levels welcome. Class space is limited. Early enrollment is encouraged.

**LIFE 1622.600**  
TH 06:30PM-09:00PM  
Session: 2  
$55  
04/11/16-04/12/16  
Jeff Dyer

Landscape Construction and Installation 101
A well-designed landscape adds beauty and value to any home or business. Proper installation of that design ensures that it will provide a functional outdoor space for years to come. Participants will gain knowledge about planning landscape projects, proper Cheyenne planting techniques, landscape construction materials, and how to install items like edging, weed barriers, mulch, rock, and much, much more. If you are planning a project soon, this is a must take class to learn the appropriate ways to make landscape construction easier and less pocketbook painful. This is a great accompaniment class for those that have attended or will attend the Landscape Design courses this semester and previous semesters.

**LIFE 1621.600**  
MT 06:30PM-09:00PM  
Sessions: 2  
$60  
04/11/16-04/12/16  
Jeff Dyer

Landscape Design for Laramie County
We are spending more and more time outdoors. How does your landscape look? Does it need renovation or is it a blank canvas ready for a remarkable design? Either way this class will allow you to learn from a professional Cheyenne area landscape designer and installer and learn how to avoid landscaping pitfalls while saving time and money with this this course! This landscaping class introduces class members to landscaping terminology, design elements and principles, horticultural skills and landscape materials. Students learn about Laramie County appropriate plant selections for different conditions, irrigation systems and landscape drawing and design. This course is perfect for anyone interested in landscaping their yard for the first time or even improving their existing landscape. Class space is limited. Early enrollment is encouraged.

**LIFE 1620.600**  
WTh 06:30PM-08:30PM  
Sessions: 2  
$60  
04/06/16-04/07/16  
Jeff Dyer
Ooh! Aah! Orchids
Orchids are simply amazing flowers, but not all orchids are prima donnas – difficult and demanding. Many are easy houseplants that can be grown without a fuss. The key is to choose species that adapt to your indoor growing conditions. In this class, discover a variety of recommended orchids and how to care for them, including details on watering, fertilizing, light requirements, potting media, pests, and diseases.

**LIFE 1682.600**
- **T** 06:30PM-08:00PM
- **Session:** 1
- **AG 118**
- **$20** 01/26/16
- **Jeff Dyer**

Patos, Walks, Walls, and Other Hardscape Excitement
Now is a great time to plan your spring, summer, and fall landscape projects. Always a show stopper is a well designed and installed hardscape like patios, walks and walls. Our climate encourages the use of outdoor living spaces that combine the beauty and wonder of nature with the artistry and function of landscape construction. Learn from a landscaping professional how patios, walks and walls can enhance the natural beauty of your landscape and how to avoid pitfalls to make the project easier and cost less.

**LIFE 1687.600**
- **Sa** 09:00AM-11:30AM
- **Session:** 1
- **AG 118**
- **$35** 02/20/16
- **Jeff Dyer**

**LIFE 1687.601**
- **T** 06:30PM-09:00PM
- **Session:** 1
- **AG 118**
- **$35** 04/05/16
- **Jeff Dyer**

Perennials for Laramie County
Perennials are among the showiest and most widely used groups of plants in the garden. The diversity of bloom time, flower color, and seasonal interest makes these plants one of the most extensive and varied groups that continually challenge plant enthusiasts to learn more. Explore some of the exciting perennial plants that are reliably hardy in this area.

**LIFE 1691.600**
- **W** 06:30PM-08:30PM
- **Session:** 1
- **AG 118**
- **$30** 04/20/16
- **Jeff Dyer**

**LIFE 1691.601**
- **Th** 06:30PM-08:30PM
- **Session:** 1
- **AG 118**
- **$30** 05/05/16
- **Jeff Dyer**

Planning for Your Personal Paradise
Beginning gardeners, get your dreaming kicked in gear! It may be too cold to dig, but that makes it a good time to get your planning done so you can have a beautiful outside living space. Learn to take your desires for what your space should be and map them onto the place you have. You will learn how to plan your spaces, what works in Cheyenne, observe sun and water patterns, and other important skills to get your garden plan off to a strong start!

**LIFE 1684.600**
- **T** 06:30PM-08:30PM
- **Session:** 1
- **AG 118**
- **$35** 02/09/16
- **Jeff Dyer**

**LIFE 1684.601**
- **M** 06:30PM-08:30PM
- **Session:** 1
- **AG 118**
- **$35** 03/07/16
- **Jeff Dyer**

Roses for Laramie County
Roses are one of the misunderstood and undervalued plants in the modern landscape. Thought of as troublesome and fussy, no one wants to bother. In this class you’ll learn that many roses can be beautiful without all the fuss. Hear about Laramie County appropriate rose varieties, how to select roses for your garden, along with care tips and techniques.

**LIFE 1690.600**
- **Th** 06:30PM-08:30PM
- **Session:** 1
- **AG 118**
- **$30** 04/14/16
- **Jeff Dyer**

**LIFE 1690.601**
- **W** 06:30PM-08:30PM
- **Session:** 1
- **AG 118**
- **$35** 03/07/16
- **Jeff Dyer**

Rose Pruning 101
Properly pruned roses are healthier, easier to maintain, more vigorous and produce better blossoms. This class will take the mystery out of rose pruning and include the why, when, and how of rose pruning.

**LIFE 1685.600**
- **W** 06:30PM-08:15PM
- **Session:** 1
- **AG 118**
- **$25** 02/10/16
- **Jeff Dyer**

Seed Starting for Cheyenne
Ready, set . . . start your seeds! Get an early jump on producing food from your backyard garden and save money on your own vegetable transplants! In this class, you will learn how easy it is to grow your own Cheyenne appropriate herbs and vegetables from seed. Learn which seeds can be started indoors and methods for transplanting success.

**LIFE 1576.600**
- **W** 06:30PM-08:45PM
- **Session:** 1
- **AG 118**
- **$30** 02/03/16
- **Jeff Dyer**

**LIFE 1576.601**
- **Th** 06:30PM-08:45PM
- **Session:** 1
- **AG 118**
- **$30** 03/03/16
- **Jeff Dyer**
Sprinkler and Drip Irrigation design, maintenance and Installation
Rainfall isn’t always abundant or timely in southeast Wyoming, so learn how to water your landscape with our ever-changing weather patterns and make your landscape happier by installing your own sprinkler system. Participants will learn how to design, install and operate an efficient sprinkler and drip irrigation system. Properly locate and place sprinkler heads and valves, as well as identify the problem areas in your system and how to correct them. We will even discuss repairs and updating an old system. Save yourself time, money, and headaches by learning from a landscape professional. Class space is limited.
LIFE 1573.600  MT  06:30PM-08:30PM  AG 118
Sessions: 2  $45  03/14/16-03/15/16  Jeff Dyer

Tree and Shrub Pruning
Both the health and beauty of a garden depend on thoughtful maintenance through proper tree and shrub pruning. Learn what to look for and how to make the best pruning cuts to enhance your shrubs and trees. Special attention will be given to corrective and repair pruning of plants that suffered damage due to fall and winter storms.
LIFE 1680.600  T  06:30PM-08:45PM  AG 118
Session: 1  $35  01/19/16  Jeff Dyer
LIFE 1680.601  W  06:30PM-08:45PM  AG 118
Session: 1  $35  02/17/16  Jeff Dyer

Tree-Mendous Laramie County
Eventually spring will come, we hope, so now is a good time to learn about trees suitable for our unique climate. Learn about Laramie County/Cheyenne appropriate trees, the proper way to plant, feed, water, and tend to trees that will provide you with many years of pleasure. Great class for anyone looking to gain tree knowledge in Laramie County!
LIFE 1686.600  Th  06:30PM-08:30PM  AG 118
Session: 1  $30  02/11/16  Jeff Dyer
LIFE 1686.601  M  06:30PM-08:30PM  AG 118
Session: 1  $30  03/28/16  Jeff Dyer

Vegetable Gardening in Cheyenne
Gardening is fun... especially when you are successful. Sometimes gardening in our area can be an overwhelming task. Learn how to make gardening in our area a wonderful pleasure. This class will cover all vegetables with special emphasis on tomatoes.
LIFE 1693.600  Th  06:30PM-09:00PM  AG 118
Session: 1  $30  04/28/16  Jeff Dyer
LIFE 1693.601  T  06:30PM-09:00PM  AG 118
Session: 1  $30  05/10/16  Jeff Dyer

Swimming & Water Exercise for all Ages

Adult Swimming Lessons
Come learn to swim or improve your strokes.
LIFE 1123.600  TTh  05:30PM-06:30PM  PE POOL
Sessions: 10  $35  01/26/16-02/15/16  Olga Craig

Beginner Swimming I
Students will learn basic water safety, floating, gliding, kicking and beginning breathing skills. Please register children for the class that best fits their swimming skill level. If it is determined once class starts that the child has not been placed in the correct level, we will ask that the student register for a course that fits their needs. Students must be able to stand flat-footed in the shallow end of the pool with their head above water. Children must be taller than 3 1/2 feet. New children and those who wish to repeat this level are welcome.
LIFE 1301.600  MW  04:00PM-04:45PM  PE POOL
Sessions: 18  $63  01/25/16-03/23/16  Olga Craig
**Beginner Swimming II**

Students must have taken a level I swimming class. Students will continue water safety skills in addition to the Beginner I skills review. Children enrolled in this class must be able to swim front crawl and backstroke across the shallow end of the pool (with or without a kickboard). Rotary breathing and stroke work will be introduced. Front and back crawl and elementary backstroke will be included. Please register children for the class that best fits their swimming skill level. If it is determined once class starts that the child has not been placed in the correct level, we will ask that the student register for a course that better fits their needs. Students must be able to stand flat-footed in the shallow end of the pool with their head above water. Children must be taller than 3 1/2 feet.

**LIFE 1302.600**  
MW  
04:45 PM-05:30PM  
PE POOL  
Sessions: 18  
$63  
01/25/16-03/23/16  
Olga Craig

**Kids/Family Water Exercise**

It’s time to get the whole family involved in your workout! Interactive activities, skills and drills will be used for increasing strength, endurance, and balance presented in a game-like atmosphere for parents and children. Class takes place in shallow water and will include elements of choreography, games, and interactive drills utilizing aquatic toys and equipment. One hour will be instruction plus 30 minutes of free time. $50 per family, up to five people (Only 1 child under 3½ feet allowed per adult).

**LIFE 1709.600**  
F  
05:30PM-07:00PM  
PE POOL  
Sessions: 10  
$50  
01/08/16-03/11/16  
Olga Craig

**LIFE 1709.601**  
F  
05:30PM-07:00PM  
PE POOL  
Sessions: 10  
$50  
03/25/16-05/27/16  
Olga Craig

**Kids: Water Aerobics**

Water is fun! This class offers instruction and practice in proper aquatic exercise conditioning techniques and safety procedures. Water splash class will include warm-up, cardio-, muscle-, and core-conditioning and range of motion exercises in the shallow end of the pool. Classes incorporate use of flotation equipment. Class activities include basic water aerobics, intervals, circuits, games and other styles of upright water workouts. No swimming skills are required. Children must be taller than 3 1/2 feet.

**LIFE 1515.600**  
MW  
04:30PM-05:30PM  
PE POOL  
Sessions: 9  
$32  
03/30/16-04/27/16  
Olga Craig

**Workouts: After-Work Coed Water Aerobics**

A stimulating coed class designed for after work. Strength, flexibility and muscle tone through full range of motion exercises. No swimming ability necessary.

**LIFE 1073.600**  
MW  
05:30PM-06:30PM  
PE POOL  
Sessions: 7  
$18  
01/04/16-01/27/16  
Olga Craig  
No class on January 18.

**LIFE 1073.601**  
MW  
05:30PM-06:30PM  
PE POOL  
Sessions: 9  
$23  
02/01/16-02/29/16  
Olga Craig

**LIFE 1073.602**  
MW  
05:30PM-06:30PM  
PE POOL  
Sessions: 8  
$20  
03/02/16-03/30/16  
Olga Craig  
No class on March 18.

**LIFE 1073.603**  
MW  
05:30PM-06:30PM  
PE POOL  
Sessions: 8  
$20  
04/04/16-04/27/16  
Olga Craig

**LIFE 1073.604**  
MW  
05:30PM-06:30PM  
PE POOL  
Sessions: 9  
$23  
05/02/16-05/30/16  
Olga Craig

**Workouts: Coed Adult Water Workout**

An energizing, uplifting and fun-filled class for the exerciser seeking fitness and flexibility. Gain strength, flexibility and muscle tone through the full range of motion made possible by joint support and resistance of the water. Great for those with limited mobility or general rehabilitation. No swimming ability necessary. Classes accommodate all fitness levels.

**LIFE 1071.600**  
MWF  
08:30AM-09:30AM  
PE POOL  
Sessions: 11  
$28  
01/04/16-01/29/16  
Olga Craig  
No class on January 18.

**LIFE 1071.601**  
MWF  
08:30AM-09:30AM  
PE POOL  
Sessions: 13  
$33  
02/01/16-02/29/16  
Olga Craig

**LIFE 1071.602**  
MWF  
08:30AM-09:30AM  
PE POOL  
Sessions: 13  
$33  
03/02/16-03/30/16  
Olga Craig  
No class on March 18.
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### Workouts: Deep Water Exercise
This class is for anyone who is comfortable in the deeper water and wants to challenge their muscles in a new way.

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**COMING IN LATE SPRING**

Lifeguard Certification Training

Registration starts Dec. 2
Instructor-Facilitated Online Classes
Upgrade your work skills, discover a new talent or chart a career path at your convenience with these online courses offered in partnership with ed2go. These courses feature a structured approach to interactive online instruction that allows each participant to complete lessons and assignments from the comfort of your home or office at convenient times.

Requirements
Students are expected to have basic computer skills including navigating Web pages, uploading and downloading files, and sending and receiving emails.

You should have a computer with Internet access, email address and Internet Explorer or Netscape Web browser. If a class requires additional software, book or materials, it will be listed in the online course description.

Lessons
Each lesson is posted on the Internet at 9 a.m. PST on Wednesdays and Fridays for a total of 12 lessons. You must access the first lesson within five days after it is posted. You can take up to 10 days to complete each lesson after it is released. You can print a completion letter when you finish, based upon passing the final exam with a 65 percent or better unless otherwise stated.

Registration and Orientation
1. Choose your course, the start date and the accompanying course number. Write down this information or print the Web page.
2. Call the Life Enrichment office at 307.778.1236. Registration and payment procedures should be completed at least one week prior to the course start date. You can register over the phone with a Visa or MasterCard.
3. After you have enrolled, go to www.ed2go.com/larcoco and click Orientation. Fill in the appropriate information. LCCC will then verify your enrollment on your chosen start date.
4. Click on the title of your course to find the syllabus, meet the instructor and read past evaluations.

On the start date
2. Click Classroom and complete the login procedure to access your lesson.

Helpful instructors, interactive demonstrations, clear tutorials, reinforcement activities and email discussions work together to keep you on track as you progress through the course. You can request a one-time course extension by clicking Admin and completing the Extension Request Form at the ed2go Online Instruction Center. An extension lasting no more than 10 days beyond the final exam due date will be granted to any participant who completes this form.
Teachers

These online classes have been approved for 1.5 hours of credit through the Professional Teaching Standards Board (PTSB). Classes are also available to the general public.

- A to Z Grantwriting
- Creating a Classroom Web Site
- Creating Classroom Centers
- Creating K-12 Learning Materials
- Creating the Inclusive Classroom: Strategies for Success
- Creating Web Pages
- Designing Effective Websites
- Differentiated Instruction in the Classroom
- Empowering Students with Disabilities
- Enhancing Language Development in Childhood
- Get Assertive!
- Going Green at the Workplace
- Guided Reading and Writing Strategies for maximum Student Achievement
- Guided Reading: Strategies for the Differentiated Classroom
- Homeschool With Success
- Integrating Technology in the Classroom
- Intermediate Microsoft Excel 2010
- Intermediate Microsoft PowerPoint
- Intermediate Microsoft Word 2010
- Introduction to Microsoft Excel 2010
- Introduction to Microsoft Outlook 2010
- Introduction to Microsoft PowerPoint 2010
- Introduction to Microsoft Word 2010
- Introduction to Photoshop 7
- Introduction to Teaching ESL/EFL
- Introduction to Windows
- Leadership
- Making Movies with Windows XP
- Photoshop Elements II for the Digital Photographer
- Practical Ideas for the Adult ESL/EFL
- Praxis | Prep
- Ready, Set, Read
- Response to Intervention: Reading Strategies that Work
- Singapore Math Number Sense & Computational Strategies
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Spanish in the Classroom
- Speed Spanish I, II or III
- Survival Kit for New Teachers
- Teaching Adult Learners
- Teaching ESL/EFL Grammar
- Teaching ESL/EFL Reading
- Teaching ESL/EFL Vocabulary
- Teaching High School Students
- Teaching Math: Grades 4-6
- Teaching Preschool: A Year of Inspiring Lessons
- Teaching Science: Grades 4-6
- Teaching Smarter with SMARTBoards
- Teaching Students with Autism: Strategies for Success
- Teaching Writing: Grades 4-6
- Teaching Writing: Grades K-3
- The Classroom Computer
- The Creative Classroom
- The Differentiated Instruction and Response to Intervention Connection
- Understanding Adolescents
- Using the Internet in the Classroom
- Working Successfully with Learning Disabled Students
- Writing for ESL

Visit the Life Enrichment website
lccc.wy.edu/workforce/lifeEnrichment
L.I.F.E. 
LEARNING IS FOR EVERYONE 
(FORMERLY KNOWN AS ELDERHOSTEL)

SAVE THE DATE!

WHEN
3 Saturday Sessions
April 9, 16, and 23, 2016
10 a.m.-3 p.m.

WHERE
LCCC Campus: Health Science Building

WHAT
Socialize with friends, old and new!
Enjoy lunch, Speakers and
Senior programming

COST
$75
Lunch is included
Coffee and snacks
provided

REGISTRATION
Starts March 8

POTENTIAL TOPICS
History and Politics
Hands-on hobbies
Being safe in your home
Medicare
Using Technology
Safe Banking
Health & Nutrition
Special Guests/ Speakers

New! Improved!
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**Location Abbreviations**

- **ACC** — 1125 Boulder Drive, Laramie
- **AC&B** .......... Altitude Chophouse and Brewery 320 S. 2nd Street
- **LPCC** .......... Laramie Plains Civic Center 710 E. Garfield Street
- **LRC** .......... Laramie Rec Center 920 Boulder Drive

---

**Register Early**

307.778.1236 or 307.778.1134

lccc.wy.edu/workforce/lifeenrichment
A to Z and Everything in Between

How to Solve Cryptograms Like an Expert
You’ll learn hundreds of tricks and techniques for cracking even the most difficult substitution ciphers you’ll ever find in newspapers and puzzle magazines. (Try this one: ZYPSSVFY CHEESE VHCCSJ ZSZSSVHJY ZTTPFZ). We’ll be using many of the same fascinating techniques used by real spies and professional code breakers. This class is perfect for wordsmiths, armchair detectives, code monkeys, gumshoes, cruciverbalists, and squeamish ossiffrages. All classroom materials are provided, including cryptograms workbook, various supplies and refreshments.

LIFE 5080.600  MTWTHF  06:00PM-08:30PM  LRC
Sessions: 5  $50  02/01/16-02/05/16  Bill Briere
LIFE 5080.601  MTWTHF  06:00PM-08:30PM  LRC
Sessions: 5  $50  03/07/16-03/11/16  Bill Briere
LIFE 5080.602  MTWTHF  06:00PM-08:30PM  LRC
Sessions: 5  $50  04/04/16-04/08/16  Bill Briere

Introduction to Brewing
This course is designed to give students a chance to explore brewing science. Over eight sessions, the course will cover history of brewing, raw ingredients, brew house equipment/technology, cleaning and sanitation, home brewing, fermentation, recipe development, sensory analysis, beer styles, beer geography, the current state of craft beer and brewing procedures. This course will held at Altitude Chophouse and Brewery for multiple hands-on experiences. While the majority of this class will focus on brewing as practiced in a commercial setting, the content will certainly be applicable to students interested in home brewing. As a culminating experience, students will collaborate to develop an original recipe to be brewed at Altitude Chophouse and Brewery for release to the public.

LIFE 6007.600  W  05:30PM-06:30PM  AC&B
Sessions: 8  $135  01/13/16-03/02/16  Jared Long
LIFE 6007.601  W  05:30PM-06:30PM  AC&B
Sessions: 8  $135  03/23/16-05/11/16  Jared Long

Arts & Crafts

45 Minute Tee Shirt
In the first class, we will discuss the different types of knits, threads, and patterns available for making tee shirts. The students will fit a basic tee shirt sloper to their measurements. In the second class we will cut and sew the tee shirt using trade secrets.

LIFE 5076.600  T  06:00PM-08:45PM  LRC
Sessions: 2  $40  02/16/16-02/23/16  Wendy Ray

Clay Animals (ages 5-11)
In this class, we will study a variety of animals and then create them out of clay. Students will learn the basics of clay and hand building.

LIFE 5072.600  M  04:00PM-05:00PM  LRC
Sessions: 4  $45  01/25/16-02/15/16  Rebecca Slaughter
LIFE 5072.601  M  04:00PM-05:00PM  LRC
Sessions: 4  $45  02/29/16-03/28/16  Rebecca Slaughter
LIFE 5072.602  M  04:00PM-05:00PM  LRC
Sessions: 4  $45  04/11/16-05/02/16  Rebecca Slaughter

Register Early
307.778.1236 or 307.778.1134

Registration starts Dec. 2
Clay Pottery: Independent
Calling Experienced potters! Do you love to work on pottery wheels, but don’t have access to one or a kiln. Space is available for you to create. Bring your own bag of low fire clay or purchase a 25 lb. bag from us for $20.00

LIFE 5075.600  T  04:00PM-05:00PM  LPCC
Sessions: 4  $40  01/26/16-02/16/16  Rebecca Slaughter

LIFE 5075.601  TH  05:30PM-06:30PM  LPCC
Sessions: 4  $40  01/28/16-02/18/16  Rebecca Slaughter

LIFE 5075.602  T  04:00PM-05:00PM  LPCC
Sessions: 4  $40  03/01/16-03/29/16  Rebecca Slaughter

LIFE 5075.603  TH  05:30PM-06:30PM  LPCC
Sessions: 4  $40  03/03/16-03/31/16  Rebecca Slaughter

LIFE 5075.604  T  04:00PM-05:00PM  LPCC
Sessions: 4  $40  04/12/16-05/03/16  Rebecca Slaughter

LIFE 5075.605  TH  05:30PM-06:30PM  LPCC
Sessions: 4  $40  04/14/16-05/05/16  Rebecca Slaughter

Clay Sculpture: Adult
This class will be an introduction of clay sculpture and hand building. Students will learn slipping and scoring slab building, tile making and much more. You will be encouraged to pursue your own creative ideas.

LIFE 5085.600  TH  05:00PM-06:30PM  LPCC
Sessions: 4  $65  01/28/16-02/18/16  Rebecca Slaughter

LIFE 5085.601  TH  05:00PM-06:30PM  LPCC
Sessions: 4  $65  03/03/16-03/31/16  Rebecca Slaughter

LIFE 5085.602  TH  05:00PM-06:30PM  LPCC
Sessions: 4  $65  04/14/16-05/05/16  Rebecca Slaughter

Clay Sculpture: Children (ages 5-11)
This class will be an introduction of clay sculpture and hand building. Students will learn slipping and scoring slab building, tile making and much more. You will be encouraged to pursue your own creative ideas.

LIFE 5083.600  W  04:00PM-05:00PM  LPCC
Sessions: 4  $45  01/27/16-02/17/16  Rebecca Slaughter

LIFE 5083.601  W  04:00PM-05:00PM  LPCC
Sessions: 4  $45  04/13/16-05/04/16  Rebecca Slaughter

LIFE 5083.602  W  04:00PM-05:00PM  LPCC
Sessions: 4  $45  03/02/16-03/23/16  Rebecca Slaughter

Clay Sculpture: Youth (ages 12-17)
This class will be an introduction of clay sculpture and hand building. Students will learn slipping and scoring slab building, tile making and much more. You will be encouraged to pursue your own creative ideas.

LIFE 5084.600  T  04:00PM-05:00PM  LPCC
Sessions: 4  $45  01/26/16-02/16/16  Rebecca Slaughter

LIFE 5084.601  T  04:00PM-05:00PM  LPCC
Sessions: 4  $45  03/01/16-03/29/16  Rebecca Slaughter

LIFE 5084.602  T  04:00PM-05:00PM  LPCC
Sessions: 4  $45  04/12/16-05/03/16  Rebecca Slaughter

Felt: Felted Soap
We will take a simple bar of soap and turn it into a combination soap & washcloth using colorful wool roving. Students will learn basic 2 dimensional needle felting techniques as well. Felted soap has many benefits over a standard bar of soap and they also make great gifts. This is a fun and simple activity that requires no specific artistic skill. A $10 material fee is due to the instructor at class.

LIFE 5081.600  Sat  02:00PM-05:00PM  LRC
Session: 1  $15  02/06/16  Carolyn Bender

LIFE 5081.602  S  09:00AM-12:00PM  LRC
Session: 1  $15  04/09/16  Carolyn Bender
Felt: Introduction to Needle Felting
Learn how to sculpt irresistible creature from a handful of fluffy wool! Students will learn three-dimensional needle felting methods using various wools specific for needle felting and a special barbed needle. A material fee of $10 material fee will be due to the instructor on the first night.

LIFE 5077.600  Sa 02:00PM-05:00PM  LRC
Session: 1  $15  02/20/16  Carolyn Bender

Felt: Introduction to Wet Felting
Wet felting is a fun and unique way of making material with animal fibers. We will cover the basics of traditional wet felting learn how to create beautiful and distinctive textiles using merino wool roving, silk and metallic fibers. We will form these fibers into a hand felted flower broach. An additional $10 supply fee will be due to the instructor.

LIFE 5082.600  S 02:00PM-05:00PM  LRC
Session: 1  $15  03/12/16  Carolyn Bender

Fun with Silk Paper
In class the students will dye silk sliver and prepare their screens for making silk paper. In the second session they will layer the dyed silk fibers on the screen creating the one of a kind look (similar to painting with silk), and finish the process for making the silk paper. There will be a kit fee due to the instructor on the first night - kit includes: dyes, silk slivers and chemicals.

LIFE 5079.600  Su 01:30PM-04:30PM  ACC 110
Sessions: 2  $40  02/21/16-02/28/16  Wendy Ray

Learn to Sew
In this class the students will have the option to make one of 4 different items. They will learn the importance of grain line, proper thread and needles for the fabrics they have chosen and how to use their sewing machines. They will also cut out their projects. Second session we will begin the sewing process and some students may finish their project. In the third session they will finish their projects and we will have a project critique.

LIFE 5078.600  Su 01:30PM-04:30PM  ACC 110
Sessions: 3  $40  04/03/16-04/17/16  Wendy Ray

Quilting Primer
This series of classes will take you through the whole process of creating a quilt form the very beginning of choosing fabric to finishing the edges of the quilt. This is also a good refresher course and there might be one class that you might like to take. Supply list will be provided to students at the first class.

LIFE 5054.600  M 06:00PM-08:45PM  ACC TBA
Sessions: 13  $240  01/25/16-04/18/16  Wendy Ray

Choosing & Preparing Fabrics
We will discuss fabric; types, grading, thread count, color choices, dye stability and care of fabrics and quilts. Learn tips and tricks for picking fabrics for projects and how and why to make project cards.

LIFE 5071.600  M 06:00PM-08:45PM  ACC TBA
Session: 1  $25  01/25/16  Wendy Ray

Template Piecing
Make accurate templates for either hand or machine piecing and how to use them for a hand piecing project. Students will learn piecing tricks and how to press correctly.

LIFE 5059.600  M 06:00PM-08:45PM  ACC TBA
Session: 1  $25  02/01/16  Wendy Ray

Hand Appliqué Four Ways
Students will learn four different techniques for doing hand appliqué, and two different stitching methods, along with thread and needle choices.

LIFE 5060.600  M 06:00PM-08:45PM  ACC TBA
Session: 1  $25  02/08/16  Wendy Ray

307.778.1236 or 307.778.1134
LCCC.WY.EDU/WORKFORCE/LIFEENRICHMENT
Rotary Cutting and Strip Piecing Half-Square Triangles
Learn how to square up fabric, properly use rotary cutting tools, press fabric correctly without stretching fabric out of shape and quick accurate machine piecing methods. Students will then learn quick accurate techniques for machine piecing half-square triangles.

**LIFE 5061.600**  
M 06:00PM-08:45PM  
Sessions: 2  
$45  
Wendy Ray

Machine Appliqué
Use different applique techniques and decorative stitches to achieve the look you want for your machine applique project. We will discuss the different types of fusible products on the market and the need to stitch or not to stitch around the edges.

**LIFE 5062.600**  
M 06:00PM-08:45PM  
Session: 1  
$25  
Wendy Ray

Settings, Sashings and Borders
Ideas for block settings, sashing and use of borders. Students may bring a project if you want some ideas on how to finish it.

**LIFE 5063.600**  
M 06:00PM-08:45PM  
Session: 1  
$25  
Wendy Ray

Choosing Batting and Quilting Designs
Learn about the 60 plus battings available. Which are best for your projects, how they affect your quilting design choices, ease of quilting, and the overall look of your quilt.

**LIFE 5064.600**  
M 06:00PM-08:45PM  
Sessions: 2  
$25  
Wendy Ray

Hand Quilting
Learn about the latest marking tools and the easiest ways to baste your projects for hand quilting. Learn to quilt using the Rock the Needle, Stab Stitch and Paddle Quilt methods.

**LIFE 5065.600**  
M 06:00PM-08:45PM  
Session: 1  
$45  
Wendy Ray

Machine Quilting
Learn about the latest marking tools and the easiest ways to baste your projects for machine quilting. You will learn the basics of free motion machine quilting using your home sewing machine or a sit down long-arm.

**LIFE 5066.600**  
M 06:00PM-08:45PM  
Session: 1  
$45  
Wendy Ray

Bind It, Sign It, & Hang It
In this class we will explore the many options you have for finishing the edges of your quilts/projects. We will discuss the importance of documenting your quilts, quilt labels and different ways to hang your quilts.

**LIFE 5067.600**  
M 06:00PM-08:45PM  
Session: 1  
$25  
Wendy Ray

Fitness & Wellness
Moving Meditation Made Easy
What if it really was possible to “be more Zen” about aging? There is an ample – and rapidly growing – body of evidence indicating the positive health outcomes resulting from meditation and mindfulness for seniors. Not only does meditation, breathing, and stretching promote physical health and mobility, simple meditation practices like mindfulness are proven to have wide range of physical and mental health benefits, from increasing longevity to improvements in one’s ability to manage stress and chronic pain. Join us for a “hands-on,” supportive approach to getting started with practice and integrating it into daily life. Class sessions include guided meditation, instruction in breath awareness, mindfulness, and sitting and walking meditation, and an opportunity to ask questions about setting up a personal practice at home. See how mindfulness meditation can help you become more in charge of your health and happiness.

**LIFE 5044.600**  
F 12:00PM-01:15PM  
Sessions: 15  
$60  
Jennifer Banks

No class on March 18.
Workforce & Professional Development
REGISTRATION INFORMATION

Noncredit
You may register for any of the noncredit Workforce Development classes by calling 307.778.4381.
You also may register in person between 8 a.m.-4 p.m. Monday-Friday at the LCCC Training Center, Room 117.

Refund Policies
(These policies do not apply to the online ed2go classes. Call 307.778.4381 for policies regarding these classes.)
Cancellations: Cancelled classes will be refunded 100 percent.
Withdrawals: There will be a 100 percent refund if registration is withdrawn 48 hours or more prior to the start of class. To receive a refund, contact the Outreach & Workforce Development office at 307.778.4381. After the class begins, no refund will be given.

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Location Abbreviations
LCCC — 1400 E. College Drive, Cheyenne
TC ............. The Training Center at LCCC

Wyoming Department of Workforce Services
Business Training

• Grants for Existing Positions
• Grants for New Positions
• Pre-Hire Economic Development Grants

Want to know more?
Please visit the Workforce Development Training Fund website at wyomingworkforce.org
## Special Workshops

### Leadership Academy Tier 1  
2.4 CEUs

Complete Tier 1 of the LCCC Leadership Academy by attending the following six courses: Resolving Conflict, Essential Interviewing Skills, Human Resources for Managers, Coaching for Peak Performance, Managing Performance Problems and Driving Change.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructors</th>
</tr>
</thead>
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<tr>
<td>BTWD 0411.600</td>
<td>TWTh</td>
<td>08:00AM-05:00PM</td>
<td>TC 120</td>
<td>Melissa Martin/Charlie Rando/Maryellen Tast</td>
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<tr>
<td></td>
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<td>BTWD 0411.601</td>
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<td>08:00AM-05:00PM</td>
<td>TC 120</td>
<td>Melissa Martin/Charlie Rando/Maryellen Tast</td>
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<tr>
<td>BTWD 0411.602</td>
<td>TWTh</td>
<td>08:00AM-05:00PM</td>
<td>TC 112</td>
<td>Janice Felton/Melissa Martin/C. Rando</td>
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<td></td>
<td>Sessions: 3</td>
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</table>

### Leadership Academy Tier 2  
2.4 CEUs

Complete Tier 2 of LCCC’s Leadership Academy by attending these following six courses: Project Management Essentials, Motivating Others, Problem Solving, Building an Environment of Trust, Working as a Team and Adaptive Leadership.

<table>
<thead>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructors</th>
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<td>08:00AM-05:00PM</td>
<td>TC 112</td>
<td>Todd Deporter/Melissa Martin/Maryellen Tast</td>
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<td></td>
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<td>Sessions: 3</td>
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<tr>
<td>BTWD 0412.601</td>
<td>TWTh</td>
<td>08:00AM-05:00PM</td>
<td>TC 112</td>
<td>Todd Deporter/Janice Felton/Melissa Martin</td>
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<td></td>
<td>Sessions: 3</td>
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</tbody>
</table>

### Administrative Professional Conference  
0.8 CEUs

In support of all administrative professionals, LCCC is presenting an Administrative Professional Conference to celebrate the individuals who “no office can do without.” This conference will provide a special day of learning and leading with a buffet lunch included.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructors</th>
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<tr>
<td>BTWD 0348.600</td>
<td>W</td>
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<td>TC 120/121</td>
<td>Staff</td>
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<tr>
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<td>Session: 1</td>
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</tbody>
</table>

### Leadership and Professional Development

#### Communicating for Leadership Success  
0.4 CEUs

This course introduces leaders to the essential interaction skills that are critical to leadership success. These Interaction Essentials are the core behaviors that leaders need to be effective in the many 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 Academy series.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructors</th>
</tr>
</thead>
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<tr>
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<td>Th</td>
<td>10:00AM-03:00PM</td>
<td>TC 112</td>
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#### Essential Interviewing Skills  
0.4 CEUs

Interviewers make the best hiring decisions when they gather meaningful, job-related information from applicants. Each job has inherent, distinct responsibilities, so each job has a unique set of competencies-behaviors, knowledge and motivations that are needed to be successful in the job. This course teaches participants how to interview for the behaviors, knowledge and motivations that are needed to be successful in a job.

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Driving Change  
0.4 CEUs
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.

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Resolving Conflict  
0.4 CEUs
Differences of opinion can quickly escalate into an out-and-out battle. In the workplace, it is the leader’s role to recognize the signs of conflict and then to quickly choose the appropriate level of involvement to help resolve the issue. This course teaches leaders how to recognize that a conflict is escalating and minimize damage by using the most appropriate resolution tactic, regardless of which stage a conflict is in. Leaders also learn the true cost of conflict to an organization and techniques for handling even the most challenging conflict-related discussions effectively.

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Human Resources for Managers  
0.4 CEUs
Participants explore critical elements for Human Resource Management and discuss legal issues vital to hiring in the workplace.

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Managing Performance Problems  
0.4 CEUs
This course builds leaders’ skills in handling chronic performance or work habit problems or serious misconduct. Learn how to document the problem and explain what the employee must do to address it and become skilled in discussing and imposing formal consequences while adhering to your organization’s policies and procedures.

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Coaching for Peak Performance  
0.4 CEUs
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 the course very relevant.

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Power Talking!  0.4 CEUs
The idea of a 15 minute speech or presentation has you tense and anxious. Many of us hate standing up in front of others and speaking. Yet, communicating our thoughts and ideas are vital to both our professional and personal life. Learn how to deal with speech anxiety, formulate clear communication, and be relevant to your audience.

BTWD 0443.600  T  10:00AM-03:00PM  TC 123
Session: 1  $99  02/09/16  Rene Minder

Professionalism  0.4 CEUs
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.

BTWD 0071.600  T  08:00AM-12:00PM  TC 112
Session: 1  $79  02/16/16  Melissa Martin

Multigeneration Communication  0.4 CEUs
Millennials are flooding the workplace, Baby Boomers are waiting to retire. How do we meld our generational viewpoint to create a balanced work environment? During this workshop we will identify the different viewpoints and find concrete solutions for communicating across generational gaps.

BTWD 0418.600  T  01:00PM-05:00PM  TC 112
Session: 1  $79  02/16/16  Melissa Martin

Time Management  0.4 CEUs
Time management skills are so important with our everyday busy schedules. Every person is different in their approach to managing time. In this workshop you will identify your time style and ways to celebrate your strengths and minimize your weaknesses. You will be given some tangible tools to become more efficient and productive at work.

BTWD 0092.600  Th  09:00AM-12:00PM  TC 112
Session: 1  $139  02/18/16  Melissa Martin

Work-Life Balance  0.4 CEUs
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.

BTWD 0438.600  Th  01:00PM-05:00PM  TC 112
Session: 1  $79  02/18/16  Melissa Martin

Workplace Investigation
This course will provide participants with a systematic approach to conducting workplace investigations. In an effort to investigate allegations of sexual harassment or other forms of workplace discrimination, employers have an obligation to conduct a timely and comprehensive investigation. This class covers the basics: to investigate or not, steps to take before the investigation begins, scope of the investigation, interviewing witnesses, preserving confidentiality, and documenting results.

BTWD 0482.600  M  08:00AM-12:00PM  TC 112
Session: 1  $99  02/22/16  Rich Wiederspahn

Building Environment of Trust  0.4 CEUs
Because of the crucial link between trust and business success, leaders must realize the power of trust as a business tool. In this course leaders learn how to avoid the trust breakers and take action to create an environment in which people take risks, identify and solve problems, and work together to create and sustain high levels of trust.

BTWD 0019.600  T  08:00AM-12:00PM  TC 120
Session: 1  $139  02/23/16  Melissa Martin

BTWD 0019.601  T  08:00AM-12:00PM  TC 112
Session: 1  $139  04/12/16  Melissa Martin

Adaptive Leadership  0.4 CEUs
This course raises leaders’ awareness of the differences among people and situations. It teaches leaders how to enhance the effectiveness of their interactions by adapting their approach to people based on what they want to discuss and how they think people will respond. By better meeting the needs of each individual, leaders create higher levels of engagement and organizational results.

BTWD 0084.600  T  01:00PM-05:00PM  TC 120
Session: 1  $139  02/23/16  Melissa Martin

BTWD 0084.601  T  01:00PM-05:00PM  TC 112
Session: 1  $139  04/12/16  Melissa Martin
Motivating Others 0.4 CEUs
In this course, leaders learn how to proactively create an environment in which people are highly motivated to perform. Participants learn the three factors that affect the motivation of employees-focused work, interpersonal support and individual value. As a result, they will be able to determine which factors are "low," and emerge with both a plan of specific actions and the skills needed to build group and individual motivation.

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Project Management Essentials 0.4 CEUs
This class will help students identify the features and attributes of a project and identify the steps and variables of the project management process.

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Working As a Team 0.4 CEUs
Working as a team teaches students the personal, interpersonal and organizational advantages of functioning together, whether in teams or work groups.

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Problem Solving 0.4 CEUs
Improve workplace performance by gaining innovative tools for problem solving.

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Leadership 2016 0.4 CEUs
What do Starbucks, Southwest Airlines and The Container Store have in common? All three corporations are led by a type of leader who puts employees, customers and stakeholders first. Investigate and discuss seven qualities that can give your leadership greater effectiveness and meaning.

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<td>Rene Minder</td>
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Working Through Conflict 0.4 CEUs
Conflict is everywhere – whether you discuss with your friends on where to go for lunch, debate with your coworkers on how a project should be completed, or contend with a spouse on household responsibilities. In this workshop you will learn how to avoid passive-aggressive communication tactics, how to stand up for yourself without bringing someone else down, and determine when it is important to walk away.

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Customer Service Ups and Downs 0.3 CEUs
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.

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Navigating Office Politics  0.4 CEUs
Most of us deal with a boss or co-worker who brings different power games to the job. Much of our job satisfaction is tied to how we successfully navigate those political games. Identify the dynamics that cause the most tension in your workplace and develop healthy strategies to bring greater understanding and productivity within your office.

BTWD 0442.600  W  10:00AM-03:00PM  TC 123
Session: 1  $99  03/16/16  Rene Minder

DISC Behavioral Assessment  0.3 CEUs
Do you understand the needs of the people you work with? Everything DiSC® is a research based tool to help individuals at all levels within any organization improve self-awareness, self-management, social awareness and relationship management. It is a fast, easy way to go from assessment to action, with tips and strategies to connect better with your co-workers and improve your workplace.

BTWD 0460.600  T  09:00AM-12:00PM  TC 112
Session: 1  $79  04/05/16  Melissa Martin

DISC Leadership  0.3 CEUs
A successful leader must be able to communicate effectively with their staff, yet how we communicate and what we are motivated by can vary with each individual. This course is designed to provide the tools to build a productive team. It will also teach workable skills to effectively manage team members in a way that resonates with their unique personality and goals to make the workplace more efficient. The DiSC model provides a common language for people to better understand themselves and to adapt their behaviors with others.

BTWD 0472.600  Th  09:00AM-12:00PM  TC 112
Session: 1  $79  04/07/16  Melissa Martin

Crucial Conversations  1.4 CEUs
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.

BTWD 0477.600  TW  08:00AM-04:00PM  TC 112
Sessions: 2  $299  05/17/16-05/18/16  Melissa Martin

SALES BOOT CAMP
(Approved by the Wyoming Real Estate Commission for 4 hours per topic of continuing education credits!)

The Sales Boot Camp  16 CEUs (4 per topic)
The Sales Boot Camp includes the following four courses: “Overview of Selling,” “Mechanics of Sales,” “Good to Great Selling,” and “Advanced Sales Techniques.” Participants attending all four courses receive a discounted rate. These courses are designed to help you build the best possible sales force to support you and your company.

ENTN 0009.600  ThF  08:00AM-05:00PM  TC 120
$400  03/03/16-03/04/16  Raymond Milczewski

ENTN 0009.601  ThF  08:00AM-12:00PM  TC 120
$400  03/31/16-04/01/16  Raymond Milczewski

Overview of Selling  4 CEUs
This course discusses the foundations of selling and benchmarking. The best sales people have certain habits and activities that customers are attracted to. Students will learn how to persuade customers to express their needs through various forms of personal contact. Benchmarking will allow students to determine what their company strengths and weaknesses are. Business ethics, honor and fair play are demonstrated in the class.

ENTN 0010.600  Th  08:00AM-12:00PM  TC 120
Session: 1  $139  03/03/16  Raymond Milczewski

ENTN 0010.601  Th  08:00AM-12:00PM  TC 120
Session: 1  $139  03/31/16  Raymond Milczewski
Mechanics of Sales  
4 CEUs
Features and benefits of selling, dealing with objections, and closing the sale are all topics of discussion in this course. Students will list the features and benefits of the products they sell. Students will learn to appreciate objections and to distinguish between true objections and emotional objections. Closing the sale will be discussed at length. This course includes role play.

**ENTN 0011.600**  
Th 01:00PM-05:00PM  
Session: 1  
$139  
03/03/16  
Raymond Milczewski

**ENTN 0011.601**  
Th 01:00PM-05:00PM  
Session: 1  
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03/31/16  
Raymond Milczewski

Good to Great Selling  
4 CEUs
The psychological matrix of selling and body language are topics of this course. Students learn how to identify personality profiles and how to sell to the different types. Body language is a big piece of sales communication. Many people can intuitively identify unspoken fears and respond with appropriate body language, but it is also a learned trait. Role playing scenarios are included in this course. Students will act as buyers, sellers and arbitrators.

**ENTN 0012.600**  
F 08:00AM-12:00PM  
Session: 1  
$139  
03/04/16  
Raymond Milczewski

**ENTN 0012.601**  
F 08:00AM-12:00PM  
Session: 1  
$139  
04/01/16  
Raymond Milczewski

Advanced Sales Techniques  
4 CEUs
Students will learn how to increase sales and commissions while improving customer satisfaction and will learn the psychological and economic reasons customers pay more for products and how to communicate to customers that they have received the best price for their dollar.

**ENTN 0013.600**  
F 01:00PM-05:00PM  
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$139  
03/04/16  
Raymond Milczewski

**ENTN 0013.601**  
F 01:00PM-05:00PM  
Session: 1  
$139  
04/01/16  
Raymond Milczewski

Computer Classes in a Day

Adobe Acrobat XI Pro Basic  
0.7 CEUs
This course teaches students fundamental concepts and terminology, as well as the basic features of Adobe Acrobat XI Pro. Students will learn how to create PDF documents, edit text, modify images, move pages, optimize file size, work with bookmarks, add links, manage security issues by using password encryption, digital signatures, and electronic signatures. Students will explore document review techniques, including the use of comments, markups, and shared reviews.

**BTWD 0378.600**  
T 09:00AM-05:00PM  
Session: 1  
$99  
04/12/16  
Janice Cheever

Adobe Dreamweaver CS6 Basic  
0.7 CEUs
This course teaches students how to use Dreamweaver to create and publish websites. Students will learn how to define a website, format text, apply images, tables and styles, create and format links, and publish a website.

**BTWD 0292.600**  
T 09:00AM-05:00PM  
Session: 1  
$99  
02/16/16  
Janice Cheever

Adobe In-Design CS6 Basic  
0.7 CEUs
This course will teach students fundamental concepts and terminology and the basic features of Adobe InDesign. Students will learn how to create documents, place text and graphics, and create custom color swatches. Students will also learn how to work with master pages and multi-page documents. In addition, students will learn how to format text, apply styles, work with threaded text frames, position and group objects, and work with layers. Finally, students will print documents, create print presets, and package documents for commercial printing.

**BTWD 0303.600**  
T 09:00AM-05:00PM  
Session: 1  
$99  
04/26/16  
Janice Cheever

“Leadership and learning are indispensable to each other.”  
—John F. Kennedy
Adobe Photoshop CS6 Basic 0.7 CEUs
This course introduces students to the fundamental features of Photoshop. Students will learn the basics of selecting and modifying images, and creating and manipulating layers and other effects. They will also learn how to retouch and resize images, and prepare images for use in print and on the Web.

**BTWD 0293.600**
- **T** 09:00AM-03:00PM
- Session: 1
- $99
- 05/17/16
- TC 103
- Janice Cheever

MS Access 2013 Basic 0.7 CEUs
This ILT Series course covers the basic functions and features of Access 2013. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.

**BTWD 0415.600**
- **T** 09:00AM-05:00PM
- Session: 1
- $99
- 02/09/16
- TC 103

**BTWD 0414.601**
- **T** 09:00AM-05:00PM
- Session: 1
- $99
- 02/23/16
- Janice Cheever

MS Access 2013 Intermediate 0.7 CEUs
This course builds on the skills and concepts taught in Access 2013 Basic. Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

**BTWD 0453.600**
- **T** 09:00AM-05:00PM
- Session: 1
- $99
- 04/05/16
- TC 103
- Janice Cheever

**BTWD 0454.600**
- **T** 09:00AM-05:00PM
- Session: 1
- $99
- 05/10/16
- Janice Cheever

MS Access 2013 Advanced 0.7 CEUs
This course builds on the skills and concepts taught in Access 2013 Intermediate. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

**BTWD 0456.600**
- **T** 09:00AM-05:00PM
- Session: 1
- $99
- 03/29/16
- TC 103
- Janice Cheever

MS Excel 2013 Basic 0.7 CEUs
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.

**BTWD 0414.600**
- **W** 09:00AM-05:00PM
- Session: 1
- $99
- 01/27/16
- TC 103
- Janice Cheever

**BTWD 0414.601**
- **T** 09:00AM-05:00PM
- Session: 1
- $99
- 02/23/16
- Janice Cheever

MS Excel 2013 Intermediate 0.7 CEUs
This course will teach students how to work with large worksheets in Microsoft Excel 2013, 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.

**BTWD 0426.600**
- **T** 09:00AM-05:00PM
- Session: 1
- $99
- 03/29/16
- TC 103
- Janice Cheever

Register Starting December 2
MS Excel 2013 Advanced
This course builds on the skills and concepts taught in Excel 2013 Intermediate. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics.

BTWD 0455.600  T  09:00AM-05:00PM  TC 103
Session: 1  $99  05/03/16  Janice Cheever

MS Excel 2013 Dashboards
Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that’s a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data, and present it in a visual format that enables decision makers to view key trends and conclusions at a glance. And that’s exactly what this course aims to help you do. This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2013 Basic course and will help start you down the road to creating advanced workbooks and worksheets that you can use to create dashboards.

BTWD 0478.600  T  09:00AM-05:00PM  TC 103
Session: 1  $99  05/24/16  Janice Cheever

MS PowerPoint 2013 Basic
This course covers the basic functions and features of PowerPoint 2013. After an introduction to PowerPoint’s window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

BTWD 0450.600  T  09:00AM-05:00PM  TC 103
Session: 1  $99  03/01/16  Janice Cheever

MS Publisher 2013 Basic
This course teaches the core features and functions of Publisher 2013. Students will learn how to navigate the Publisher interface, create and edit publications, arrange text and pictures, work with master pages, and create and format tables. They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

BTWD 0461.600  T  09:00AM-05:00PM  TC 103
Session: 1  $99  02/02/16  Janice Cheever

MS Windows 8.1
This ILT Series course teaches the core features and functions of Windows 8.1. Students will learn how to get around using this new redesigned user interface. You will learn how to use the Start screen interface, tiles, charms and apps. Students will also learn some of the new features of Internet Explorer 10 as well as some popular web-based apps. Finally, students will learn how to use desktop administrative tools, user accounts, security features, and personalize the Windows 8.1 environment.

BTWD 0413.600  T  09:00AM-05:00PM  TC 103
Session: 1  $99  01/12/16  Janice Cheever

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.

BTWD 0416.600  T  09:00AM-05:00PM  TC 103
Session: 1  $99  01/19/16  Janice Cheever
MS Word 2013 Intermediate 0.7 CEUs
This course builds on the skills and concepts taught in Word 2013 Basic. Students will work with styles, sections, and columns and will use the navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with web features.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
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<td>Session: 1</td>
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<td>$99 03/09/16</td>
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MS Word 2013 Advanced 0.7 CEUs
This course builds on the skills and concepts taught in Word 2013 Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and web frames. They will also create macros, customize the ribbon and quick access toolbar, and work with XML documents.

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<td>Session: 1</td>
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QuickBooks 1.2 CEUs
This advanced class provides instruction on QuickBooks, Intuit’s accounting software for small businesses. The class is designed to teach you how to use features such as creating a company, modifying the preset chart of accounts, reconciling a checking account, invoicing customers, paying bills, inventory, and much more. [Prerequisite: Students must have some knowledge of accounting and/or QuickBooks.]

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<td>TC 103 Janine Thompson</td>
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<td>TC 103 Janine Thompson</td>
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<td>Sessions: 2</td>
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Take part in LCCC’s program:

LEAD
Leadership Education and Development

Our fresh approach to proven leadership skills in 2016 features new courses taught by experienced leaders!

Take one training session or experience the entire series.

For more information or to reserve your seat today, contact Darlene Kaelin at 307.778.4381 or dkaelin@lccc.wy.edu.
**Skill Improvement**

**Career Readiness Certificate**
Career Readiness Certificate is awarded to students who complete the Applied Mathematics, the Locating for Information, and the Reading for Information Work Keys Assessments at a level 3 or higher in each of the respective areas.

**WKKY 0272.501**  $58  NET  Staff

**Reading for Information Skills Building**
Seven levels of reading for information are workplace skill builders designed for those whose jobs need effective reading ability.

**WKKY 0192.500**  $50  NET  Staff

**Applied Mathematics Skills Building**
There are seven levels of applied mathematics designed to help the employee to solve problems that arise in the workplace by applying mathematical skills. The materials present information related to mathematical operations, conversions, symbols, interpretation of graphic representation and practical calculations.

**WKKY 0193.500**  $50  NET  Staff

**Applied Technology Skills Building**
The six levels of applied technology cover one step at a time the basic principles and workplace applications of technological systems. The systems that are explored in the Applied Technology courses are thermodynamics, fluid dynamics, electricity and mechanics. The materials and activities relate to basic and complex tools, problem diagnosis and solution of malfunctions.

**WKKY 0194.500**  $50  NET  Staff

**Locating Information Skills Building**
There are six levels of locating information. The courses focus on basic reading skills and workplace vocabulary with a view to improving the employee's understanding of conventional symbols and visuals and of methods used to organize and represent information.

**WKKY 0197.500**  $50  NET  Staff

**Observation Skills Building**
Through six levels, observation presents techniques to help the employee be an efficient observer in any workplace situation. The combination of good listening habits and skillful observation is examined. The courses include frequent opportunities for practicing observation skills and techniques.

**WKKY 0198.500**  $50  NET  Staff

**Writing Skills Building**
There are five levels of writing emphasizing the skills necessary to communicate effectively with others in a variety of workplace situations. Writing activities are based on typical written communication in the workplace such as memos, letters, messages, reports, proposals, valuations, budgets and other forms of correspondence.

**WKKY 0201.500**  $50  NET  Staff

**Listening Skills Building**
The five levels of listening are concerned with the skills necessary to listen and communicate effectively with others in the workplace environment. The types of oral messages discussed include phone conversations, meeting discussions, orientation talks, specific instructions, proposals, evaluations and many other types of communication.

**WKKY 0196.500**  $50  NET  Staff

**Teamwork Skills Building**
Teamwork covers six levels emphasizing how to work effectively in groups. The activities include role playing and writing assignments that develop teamwork skills to the point that the employee can go into any workplace situation with confidence.

**WKKY 0200.500**  $50  NET  Staff

**Register Early**
Registration starts Dec. 2
Online Learning Anytime, Anywhere . . . Just a click away!

In partnership with ed2go, LCCC offers a program that makes it easy for you to take high-quality, affordable Online Career Training Programs to prepare you to launch a new career or advance in an existing one, no matter where you’re located.

Through well-crafted lessons, expert online instruction, and instructor and peer interaction, you will gain valuable knowledge at a time and place that is convenient for you. These programs provide the flexibility of studying at your own pace and enough structure and support to complete the course. They can be accessed 24/7 from anywhere with an Internet connection.

The Online Career Training Programs are available to start anytime and range from three to six months, with many offering an extension period if necessary. Many programs include an industry certification exam, and internship and externship opportunities are available for select programs. They are entirely Web-based, but expert instructors provide office hours and quick responses to any student questions.

LCCC is pleased to offer the following topics. Space limitation prevents the listing of all topics. For detailed course outlines and course demonstrations please visit www.ed2go.com. To learn more, call LCCC at 307.778.4381 or visit us online at lccc.wy.edu/workforce/onlineTraining.aspx.

**HEALTHCARE AND FITNESS**

**Administrative Dental Assistant**
(150 Hours)  Fee $1,795
This online program will teach you the essential administrative tasks for managing the business aspects of a dental practice.

**Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology**
(360 Hours)  Fee $2,495
The Medical Billing and Coding + Medical Terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

**Medical Billing and Coding + Medical Terminology**
(300 Hours)  Fee $1,995
This program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

**ICD-10 Medical Coding: Preparation and Instruction for Implementation**
(200 Hours)  Fee $1,795
Prepare for and implement the changes that ICD-10 will bring to the medical coding system.

**Personal Fitness Trainer**
(250 Hours)  Fee $2,295
Learn how to apply your client’s health history, goals, and abilities, as well as integrating exercise science curriculum and practical training techniques, into a systematic model you can use to progress your clients through different training levels and phases.

**Medical Transcription + Medical Terminology**
(300 Hours)  Fee $1,995
Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

**Veterinary Assistant**
(170 Hours)  Fee $1,995
Prepare for a new career as a Veterinary Assistant as you learn how to care for animals and assist the veterinarian during examinations.

**Clinical Dental Assistant**
(240 Hours)  Fee $1,995
This program provides you with the skills you need to become a dental assistant. After you’ve completed this program, you’ll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

**MEDIA AND DESIGN**

**Graphic Design with Photoshop**
(200 Hours)  Fee $1,995
Prepare for a career in graphic design by mastering Photoshop CS5, the world’s most popular application for creating and editing graphic images. Photoshop CS5 software license is included in the program fee.

**Residential Interior Designer**
(120 Hours)  Fee $1,995
Prepare for a career as a residential interior designer by learning the basics of good design, getting familiar with design styles and movements, exploring the materials that interior designers use, and putting your knowledge to work as you create your own design concept for a family room.

**IT AND SOFTWARE DEVELOPMENT**

**CompTIA A+ Certification Training**
(230 Hours)  Fee $1,695
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and this program makes training convenient and interactive.

**Help Desk Analyst: Tier 1 Support Specialist**
(120 Hours)  Fee $1,495
Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

**Microsoft Office Specialist 2013**
(355 Hours)  Fee $1,995
Prepare for certification in Microsoft Office Excel, Word, PowerPoint, Access, and Outlook. Gain the skills to use these programs like a pro.

**AutoCad 3D**
(80 Hours)  Fee $1,695
In this program, you’ll get a thorough grounding in the fundamentals of 3D and explore the main features of AutoCAD’s advanced 3D modeling workspace.

**Webmaster**
(150 Hours)  Fee $1,995
The Webmaster Online Training Program will teach you to design, develop, and maintain Websites.

**SKILLED TRADES AND INDUSTRIAL**

**Oil Refinery Operations**
(400 Hours)  Fee $2,595
Learn the skills you need to start work as an in-demand oil refinery operator.

**Carpentry**
(80 Hours)  Fee $1,595
Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects.

LCCC offers a variety of online courses! Visit lccc.wy.edu/workforce/onlineTraining.aspx to find the largest selection of self-study online courses available. Enroll anytime you like – study when you want!
EMERGENCY SERVICES

CPR Training

Healthcare Provider CPR

or

CPR First Aid

All courses follow the American Heart Association requirements and students receive a two-year certification.

For dates, times or additional information, call Patrick Currie at 307.778.1149.

lccc.wy.edu

CPR for Healthcare Providers

With the knowledge and skills you learn in this course, you can save a life. You will learn the skills of CPR for victims of all ages and will practice CPR in a team setting. You will learn how to use an automated external defibrillator (AED) and how to relieve choking. The skills you learn in this course will enable you to recognize emergencies such as sudden cardiac arrest and know how to respond to them.

EMTN 4015.600  
F  09:00AM-01:00PM  
Session: 1  
$50  
01/15/16  
Phelps/Hoover  
TC 115

EMTN 4015.601  
F  09:00AM-01:00PM  
Session: 1  
$50  
01/29/16  
Phelps/Hoover  
TC 115

EMTN 4015.602  
F  09:00AM-01:00PM  
Session: 1  
$50  
02/12/16  
Phelps/Hoover  
TC 115

EMTN 4015.603  
F  09:00AM-01:00PM  
Session: 1  
$50  
02/26/16  
Phelps/Hoover  
TC 115

EMTN 4015.604  
F  09:00AM-01:00PM  
Session: 1  
$50  
03/11/16  
Phelps/Hoover  
TC 115

EMTN 4015.605  
F  09:00AM-01:00PM  
Session: 1  
$50  
04/01/16  
Phelps/Hoover  
TC 115

EMTN 4015.606  
F  09:00AM-01:00PM  
Session: 1  
$50  
04/15/16  
Phelps/Hoover  
TC 115

0.4 CEUs
CPR and First Aid  0.6 CEUs
In this course you will learn first aid basics and CPR for adults and how to use an automated external defibrillator (AED).

ACLS Renewal  0.7 CEUs
Renewal for Advanced Cardiovascular Life Support.

Advanced Cardiac Life Support  1.4 CEUs
The Advanced Cardiovascular Life Support (ACLS) Provider Course is designed for healthcare providers who either direct or participate in the resuscitation of a patient, whether in or out of hospital. In this course you will enhance your skills in the treatment of arrest and peri-arrest patients through active participation in a series of simulated cardiopulmonary cases.

PALS Renewal  0.7 CEUs
Renewal for Pediatric Advanced Life Support.

PALS Provider Course  1.4 CEUs
The Pediatric Advanced Life Support (PALS) is designed to train emergency medical providers to care for critically ill and injured children. This 16-hour course follows American Heart Association guidelines and is appropriate for any provider that cares for emergently ill children in a medical setting.

CPR/FA available at the Eastern Laramie County campus, for details, call 307.778.1149

Registration Starts December 2
307.778.4381
OSHA 8-Hour HAZWOPER Refresher  0.8 CEUs
Workers trained in hazardous waste operations are required to attend a yearly refresher course as mandated by OSHA 29 CFR 1910.120. Using case studies, group activities, and hands-on practice, this course will increase and refresh your knowledge of hazardous waste operations and emergency responses.

**OSHA 0141.600**
WTh 08:00AM-05:00PM  TC 121
Session: 1  $150  01/27/16  Scott Olson

**OSHA 0141.601**
Th 08:00AM-05:00PM  TC 121
Session: 1  $150  01/28/16  Scott Olson

**OSHA 10-Hour Construction**  0.1 CEUs
This 10-hour Construction Safety Course is intended for entry-level participants and is intended to provide instruction on a variety of general construction safety and health standards. Course topics will include Introduction to OSHA, Electrical Safety, Fall Protection, Ladder Safety, Excavation Safety, Scaffold Safety, Materials Handling, Forklift Safety, Personal Protective Equipment and Permit-Required Confined Space Entry. Upon successful completion of this course participants will receive an OSHA Construction Safety and Health 10-hour Card. 1.0 CEUs

**OSHA 0094.600**
W 08:00AM-05:00PM
Th 08:00AM-11:00AM
Sessions: 2  $195  02/17/16-02/18/16  Scott Olson

**30-Hour Construction**  2.5 CEUs
This course covers thirty (30) hours of training, required by the Occupational Health and Safety Act (OSHA), necessary to obtain the 30-hour Construction Industry course completion card. The course is comprised of 25 sections, each either one or two hours in length, and covers topics pertaining to regulations covered by Standard 29 CFR 1926. The successful completion of this course will help meet the Construction Industry standards established by OSHA. Upon successful completion of the course, participants will receive an OSHA construction safety and health 30-hour course completion card from the Department of Labor.

**OSHA 0181.600**
TTh 08:00AM-05:00PM
F 08:00AM-03:00PM
Sessions: 4  $425  02/23/16-02/26/16  Scott Olson

**30-Hour General Industry**  2.5 CEUs
The OSHA 30 Hour General Industry Outreach Training Course is a comprehensive safety program designed for anyone involved in general industry. A variety of safety topics will be covered in the program including OSHA the Agency, hazard identification, avoidance, control and prevention.

**OSHA 0144.600**
TTh 08:00AM-05:00PM
F 08:00AM-03:00PM
Sessions: 4  $425  03/08/16-03/11/16  Scott Olson

For the current schedule of upcoming courses call **307.778.4381**
OSHA 10-Hour General Industry  0.1 CEUs
This 10-hour course will introduce students to OSHA policies, procedures, standards and general industry safety and health principles. Topics for this course will include OSH Act and 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

OSHA 0082.600  T  08:00AM-05:00PM  TC 112
W  08:00AM-11:00AM
Sessions: 2  $195  03/29/16-03/30/16  Scott Olson

OSHA Forklift Operator  0.8 CEUs
Topics in this course will include OSHA standards, ANSI standards, mechanics of the forklift, and load handling procedures.

OSHA 0224.600  Th  08:00AM-05:00PM  TC 112
Session: 1  $99  03/31/16  Scott Olson

Introduction to Environmental Law  0.8 CEUs
This one day introductory course is a survey of major federal and state of Wyoming environmental laws and regulations. The program focus is on the implementing regulations born from environmental laws. Agency authority (Environmental Protection Agency and Wyoming Department of Environmental Quality) and responsibility will be discussed. The program also covers the basics of developing and implementing an environmental management system (EMS). This basic program is for anybody working for an organization with environmental aspects to their business working toward compliance and sustainability.

OSHA 0375.600  W  08:00AM-05:00PM  TC 120
Session: 1  $395  04/20/16  Scott Olson

Stormwater Management  1.4 CEUs
This certification course is designed for those individuals who are or will be functioning as a Stormwater Pollution Prevention Plan (SWPPP) Administrator on construction sites. The course is also designed for those individuals helping the project maintain compliance and conducting storm water inspections or audits. This class will cover those changes in the new construction general permit expected to be issued and in effect by the class date. Previous experience with storm water management during construction is recommended prior to taking this course.

OSHA 0183.600  WTh  08:00AM-05:00PM  TC 121
Sessions: 2  $195  05/18/16-05/19/16  Scott Olson
The Adult Career and Education System (ACES) provides day and evening classes in Adult Basic Education (ABE), High School Equivalency Certificate (HSEC) preparation, Adult Secondary Education (ASE), and English for Speakers of Other Languages (ESOL). 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 and Technical Building on the main LCCC campus. ABE and ESOL services are also provided at the Eastern Laramie County Outreach Center in Pine Bluffs. Call for class times, to schedule orientation or for additional information.

**Adult Basic Education (ABE)**

ABE 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 High School Equivalency Certificate (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.

**English for Speakers of Other Languages (ESOL)**

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**

Students have the opportunity to earn a Career Readiness Certificate (CRC) to demonstrate their skills and potential to employers.

**HSEC Testing**

Individuals can choose between two different tests for their High School Equivalency Certificate (HSEC).

- ACES offers the HiSET™/schedule at hiset.ets.org
- The Exam Lab offers the GED® 2014 Test/schedule at ged.org

**Distance Learning Options AVAILABLE**

To register for classes or for more information, call 307.637.2450.

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.
# Laramie County Community College

## Classes taught on Warren Air Force Base

(All students attending classes on WAFB must call 307.773.2113 at the time of registration for permission to access the base.)

<table>
<thead>
<tr>
<th>Course/Sec. No.</th>
<th>Course Title</th>
<th>Credit</th>
<th>Bldg. Room</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Lab Fees</th>
</tr>
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<tr>
<td>ACCT 2010.710</td>
<td>PRINCIPLES OF ACCOUNTING I</td>
<td>3</td>
<td>WAFB 841</td>
<td>TTH</td>
<td>05:15PM-07:50PM</td>
<td>THOMPSON</td>
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<tr>
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<td>3</td>
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<td>TTH</td>
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<tr>
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<td>PUBLIC SPEAKING</td>
<td>3</td>
<td>WAFB 841</td>
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<td>06:00PM-08:35PM</td>
<td>WIDI</td>
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<tr>
<td>COSC 1200.572</td>
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<td>CRMJ 1310.710</td>
<td>CRIMINAL INVESTIGATION I</td>
<td>3</td>
<td>WAFB 841</td>
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<td>06:00PM-08:35PM</td>
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<tr>
<td>CRMJ 2120.720</td>
<td>INTRODUCTION TO CRIMINAL JUSTICE</td>
<td>3</td>
<td>WAFB 841</td>
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<td>06:00PM-08:40PM</td>
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<td>ENGL 0810.710</td>
<td>FUNDAMENTALS OF READING AND WRITING</td>
<td>3</td>
<td>WAFB 841</td>
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<td>3</td>
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<td>05:15PM-07:50PM</td>
<td>M.TAYLOR</td>
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</tr>
<tr>
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<td>ENGLISH I: COMPOSITION</td>
<td>3</td>
<td>WAFB 841</td>
<td>MW</td>
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<td>M.TAYLOR</td>
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</tr>
<tr>
<td>ENGL 1010.720</td>
<td>ENGLISH I: COMPOSITION</td>
<td>3</td>
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<td>MW</td>
<td>06:00PM-08:35PM</td>
<td>BECKWITH</td>
<td></td>
</tr>
</tbody>
</table>

ACCT 2020.720 is a continuation of ACCT 2010. Students prepare accounting transactions for corporations and partnerships, and analyze stockholder's equity and the statement of cash flows. Students examine reports and information needed by the management of a business to make good decisions. Students recognize the role accounting information plays in aiding the functions of planning, budgeting and control of a business. Prerequisite: Completion of ACCT 2010.
**HIST** 1251.700  WYOMING HISTORY  3  WAFB31  M  05:30PM-08:25PM  P.TAYLOR  
02/01/16-05/13/16  
(This class is held in Bldg 31 on WAFB.)  
Students study Wyoming's economic, political, constitutional, and social history from preterritorial days to the present. Students analyze the constitutions of the United States and Wyoming. Prerequisite: Completion of ENGL 0810 or placement into ENGL 1010.

**MGT** 2100.710  PRINCIPLES OF MANAGEMENT  3  WAFB841  MW  06:00PM-08:40PM  MAYO  
01/19/16-03/12/16  
Students examine the theory and practice of management. Utilizing goal-oriented action, students work collaboratively to create a service project for a non-profit agency integrating the four functions of management: planning, organizing, leading and controlling. Students examine the roles and responsibilities of modern managers in an organization. Prior completion of BADM 1000 is encouraged but not required.

**MATH** 0980.710  INTEGRATED COLLEGE ALGEBRA ALGEBRAWAY I  3  WAFB841  TTH  05:30PM-09:00PM  RAIRIGH  
01/19/16-03/12/16  
**MATH** 0980.720  INTEGRATED COLLEGE ALGEBRA ALGEBRAWAY I  3  WAFB841  TTH  05:30PM-09:10PM  RAIRIGH  
03/21/16-05/13/16  
Students learn from clear and concise conceptual examples and problem sets enabling them to select appropriate mathematical information, technologies and use skills in organizing mathematical techniques, processing, planning, and problem solving. This is the first course in the Algebraway sequence. This course is recommended to students who are planning to continue the Algebraway sequence by enrolling in MATH 1380 after successfully completing this course. This course is recommended to students who are planning to complete the Algebraway sequence. Successful completion of grade C or higher in MATH 1400 is equivalent to successful completion of MATH 0980 and MATH 1380. Students cannot receive credit for MATH 1380 and MATH 1400. Prerequisite: Completion of MATH 0900 or equivalent placement test score.

**MATH** 1380.720  INTEGRATED COLLEGE ALGEBRA  3  WAFB841  MW  05:30PM-08:05PM  NIKOLOVA  
03/21/16-05/13/16  
Students learn from clear, concise conceptual examples and problem sets enabling them to select appropriate mathematical techniques and technologies and use skills in organizing information, processing, planning, and problem solving. This course is recommended to students who are planning to complete the Algebraway sequence. Successful completion of MATH 1400 is equivalent to successful completion of MATH 0980 and MATH 1380. Students cannot receive credit for MATH 1380 and MATH 1400. Prerequisite: Completion of MATH 0980.

**MATH** 1400.710  COLLEGE ALGEBRA  3  WAFB841  MW  05:30PM-08:10PM  NIKOLOVA  
01/19/16-03/12/16  
Students learn from clear, concise conceptual examples and problem sets enabling them to select appropriate mathematical techniques and technologies and use skills in organizing information, processing, planning, and problem solving. Completion of MATH 1400 is equivalent to successful completion of MATH 0980 and MATH 1380. Students cannot receive credit for MATH 1380 and MATH 1400. Prerequisite: Equivalent placement test score.

**PHIL** 1000.720  INTRODUCTION TO PHILOSOPHY  3  WAFB841  TTH  06:00PM-08:40PM  ZWONITZER  
03/21/16-05/13/16  
Students explore the fundamental academic disciplines in philosophy and their respective issues and theories including world views, metaphysics, epistemology, logic, ethics, and theology. Prerequisites: Completion of ENGL 0810 or equivalent placement test score.

**POLS** 1000.710  AMERICAN AND WYOMING GOVERNMENT  3  WAFB841  TTH  06:00PM-08:35PM  STAFF  
01/19/16-03/12/16  
An introductory course in the organization and structure of the national and state governments. Students explore the three branches of government (legislative, executive, and judicial) and learn to think critically about them. They also evaluate themes in federalism, civil liberties, civil rights, public opinion, political parties, campaigns and elections, and selected public policy topics. This course meets the state statutory requirement for instruction in the United States and Wyoming constitutions. Prerequisites: Completion of ENGL 0810 or concurrent enrollment in ENGL 1010.

**PSYC** 1000.720  GENERAL PSYCHOLOGY  3  WAFB841  MW  05:15PM-07:50PM  N.ANDERSON  
03/21/16-05/13/16  
Students employ concepts in the field of psychology as they apply to: development of behavior; physiological mechanisms of behavior; perception; motivation and emotion; learning; intelligence; individuality and personality; and mental health. Prerequisite: Completion of or concurrent enrollment in ENGL 1010.

**SOC** 1000.710  SOCIOLOGICAL PRINCIPLES  3  WAFB841  MW  05:15PM-07:55PM  EDWARDS  
01/19/16-03/12/16  
An introductory course in sociology in which students demonstrate an understanding of the basic principles involved in interpersonal relationships, social group behavior, and institutional structures ranging from small groups, networks, and families to bureaucracies, social stratification, and urban living.

Registration for classes begins December 2
307.773.2113
**Eastern Laramie County Outreach Center**  
607 Elm Street • P.O. Box 580  
Pine Bluffs, Wyoming 82082  
Phone: 307.245.3595  
Fax: 307.245.3739  
lccc.wy.edu/about/easternLaramieCounty.aspx  
Email: SAcheson@lccc.wy.edu

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**Location Abbreviations**

- ELCC ............................. Eastern Laramie County Outreach Center  
- ELCC CR ........................ Eastern Laramie County Outreach Center  
  Computer Room  
- TBA .............................. To be announced

**See Page 51 for class listings.**

Call 307.245.3595 for more information.

**For credit class information see the LCCC Credit Schedule at lccc.wy.edu/academics/schedule**

**Register Early!**

307.245.3595

**Registration starts Dec. 2**
**Lifelong Learning**

Since its inception, Laramie County Community College has provided educational services to varied populations within its service area. A number of credit courses and noncredit continuing education courses are being offered during this semester in Eastern Laramie County. 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.

**LCCC–ELC Mission Statement**

The mission of the Eastern Laramie County Outreach Center is to meet the diverse educational needs of the people of eastern Laramie County, northeast Colorado and southwest Nebraska by offering academic transfer programs, career and occupational programs, developmental and basic skills instruction, adult and continuing education, public programming and student support services.

**English for Speakers of Other Languages**

Exact days, times and locations of English for Speakers of Other Languages (ESOL) classes will be announced.

Conversation competency is the main objective, with secondary emphasis on reading and writing skills. This class is designed to assist eligible noncitizens with the naturalization process, as well as help with the necessary application forms.

Information: 307.245.3595.

**Inglés Como Segundo Idioma**

El día, el lugar y la hora de las clases de inglés como segundo idioma (English for Speakers of Other Languages [ESOL]) serán anunciados.

El objetivo principal de las clases es la conversación en inglés, pero también se enseña a leer y a escribir en inglés. Estas clases están diseñadas para ayudar a todas las personas que no son ciudadanas, pero que son candidatos elegibles para obtener la ciudadanía norteamericana. En estas clases se les enseña todo lo necesario para obtener la ciudadanía norteamericana y cómo se deben completar las aplicaciones.

Información: 307.245.3595.

**CEUs AVAILABLE**

Many professional organizations and businesses require or encourage their members and employees to earn continuing education units (CEUs) for advancement. A CEU is defined as “10 hours of participation in an organized continuing education, adult or extension experience under reasonable sponsorship, capable direction and qualified instruction.”

CEUs are recognized nationally as a measure of substantive inservice education and training. However, the CEU should not be interpreted as a substitute for college credit.

Issuance of CEUs is based on a minimum of 80 percent attendance and/or a performance evaluation.

Participants in LCCC continuing education classes (those with a class number beginning with ELCE) may now be able to earn CEUs. Call 307.245.3595 for more information.

**Register starting December 2!**

307.245.3595

**Customized Training**

Local businesses have often used our customized training to teach and/or update employee skills. We can help your business meet its specific needs, from introductory to advanced levels, by designing and teaching customized training classes for your office. For more information, please call LCCC at 307.245.3595.
## CPR

By the end of this American Heart Association short course you should be able to give CPR to an adult.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Duration</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTN 4040.750</td>
<td>F</td>
<td>09:00AM-12:00PM</td>
<td>ELCC 3</td>
<td>01/08/16</td>
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<td></td>
</tr>
<tr>
<td>EMTN 4040.751</td>
<td>Su</td>
<td>09:00AM-12:00PM</td>
<td>ELCC 3</td>
<td>02/07/16</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>EMTN 4040.752</td>
<td>Sa</td>
<td>01:00PM-04:00PM</td>
<td>ELCC 3</td>
<td>03/05/16</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>EMTN 4040.753</td>
<td>Su</td>
<td>09:00AM-12:00PM</td>
<td>ELCC 3</td>
<td>04/03/16</td>
<td>Staff</td>
<td></td>
</tr>
</tbody>
</table>

### 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, 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Duration</th>
<th>Instructor</th>
</tr>
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<tr>
<td>ELCS 8850.750</td>
<td>T</td>
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<td>ELCC 2</td>
<td>01/12/16-05/24/16</td>
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<td></td>
</tr>
</tbody>
</table>

### After School Crafts

The craft theme for this class will be spring creations. Students will receive all of the materials and instructions to complete the project. In order to have sufficient materials on hand for the class, please pre-register one week in advance.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Duration</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>ELCS 8907.750</td>
<td>W</td>
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<td>02/10/16</td>
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<tr>
<td>ELCS 8907.751</td>
<td>W</td>
<td>03:30PM-04:30PM</td>
<td>ELCC 1</td>
<td>03/09/16</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>ELCS 8907.752</td>
<td>W</td>
<td>03:30PM-04:30PM</td>
<td>ELCC 1</td>
<td>04/13/16</td>
<td>Staff</td>
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<tr>
<td>ELCS 8907.753</td>
<td>W</td>
<td>03:30PM-04:30PM</td>
<td>ELCC 1</td>
<td>05/11/16</td>
<td>Staff</td>
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</tr>
</tbody>
</table>

### Learn Skills to Be a 21st Century

This course trains sitters (ages 11-16), in the fundamentals of quality childcare and home safety. The course promotes safe and sensitive care for children and the best possible babysitting experience for sitters. Participants will prepare a nutritional lunch that they can later reproduce at their job site. Handouts will be provided.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Duration</th>
<th>Instructor</th>
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<tr>
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<td>03/11/16-03/18/16</td>
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</table>

### Introduction to MS Excel

Participants learn the basic features in Microsoft Excel including entering and editing text, values and formulas. They will learn how to move and copy data, how to navigate worksheets and download templates and explore other key features in MS Excel. Includes self-study book.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Duration</th>
<th>Instructor</th>
</tr>
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<tr>
<td>ELCS 8956.750</td>
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<td></td>
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</tbody>
</table>

### Introduction to MS Word

Participants learn the basics of using Microsoft Word productively and efficiently. After an introduction to Word’s window components, students will learn how to create, save and navigate through documents. They will edit, copy and paste, find and replace text along with other basic features of Microsoft Word. Includes self-study book.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Duration</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELCS 8954.750</td>
<td>Th</td>
<td>08:00AM-12:00PM</td>
<td>ELCC CR</td>
<td>03/31/16</td>
<td>Janice Cheever</td>
<td></td>
</tr>
</tbody>
</table>

**REGISTER EARLY!**
## CREDIT CLASSES

### Interpersonal Communication 3 Credits
Students develop skills in interpersonal communication by examining topics such as perception, identity, listening, nonverbal communication, relationship development, conflict management and diversity. Prerequisite: Completion of ENGL 0810 or equivalent placement test score.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
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<td>01:00PM-01:50PM</td>
<td>ELCC CR</td>
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<tr>
<td></td>
<td></td>
<td>02/01/16-05/13/16</td>
<td>Martin</td>
</tr>
</tbody>
</table>

### Western Civilization I 3 Credits
Students study and evaluate western civilization from ancient times to the Renaissance. Students study several aspects of this long and complex story, including political, social, military, religious and cultural traditions and their contributions to the modern world. Prerequisite: Completion of ENGL 0810.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1110.750</td>
<td>F</td>
<td>08:00AM-10:55AM</td>
<td>ELCC 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02/01/16-05/13/16</td>
<td>Kestner</td>
</tr>
</tbody>
</table>

### General Psychology 3 Credits
Students employ concepts in the field of psychology as they apply to: development of behavior; physiological mechanisms of behavior; perception; motivation and emotion; learning; intelligence; individuality and personality; and mental health. Prerequisite: Completion of or concurrent enrollment in ENGL 1010.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1000.750</td>
<td>T</td>
<td>06:00PM-08:45PM</td>
<td>ELCC 2</td>
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<tr>
<td></td>
<td></td>
<td>02/01/16-05/13/16</td>
<td>Staff</td>
</tr>
</tbody>
</table>

### 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, 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.

For more Information see page 51
ADULT STUDIES

Noncredit literacy training, HSEC (High School Equivalency Certificate) preparation, Adult Basic Education, English for Speakers of Other Languages, preparation for United States citizenship and career skills training classes are offered through Laramie County Community College. Call 307.245.3595 for more information.

Adult Basic Education (ABE)
ABE provides individualized instruction for those students wanting to upgrade their basic reading, writing and math literacy skills.

09:30AM-11:30AM  M  ELCC 1  Acheson
05:30PM-07:30PM  T
06:00PM-08:00PM  W

High School Equivalency Certificate (HSEC)
Individualized instruction is provided to help prepare students to complete the High School Equivalency Certificate (HSEC) tests. Classes offered include literature and the arts (reading), writing, math, science and social studies. Students who are 16 or 17 years old must complete requirements to get an age waiver prior to taking the tests.

09:30AM-11:30AM  M  ELCC 1  Acheson
05:30PM-07:30PM  T
06:00PM-08:00PM  W

English for Speakers of Other Languages (ESOL)
This program provides opportunities for students to reach their language goals of understanding, speaking and writing the English language. Students will become more integrated into society by learning about American culture and customs. Students may also prepare for the naturalization process to become United States citizens. The classes are designed for non-native speakers of English.

10:30AM-12:00PM  MW  ELCC 1  Acheson

Adult Secondary Education (ASE)
ASE provides individualized 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 offered include reading, math and writing.

09:30AM-11:30AM  M  ELCC 1  Acheson
05:30PM-07:30PM  T
06:00PM-08:00PM  W

Eastern Laramie County Outreach Center has a computer lab available for public use.
Open lab hours are 10:30 a.m.-5:30 p.m., Monday through Thursday. Area residents may use the lab to write a letter, create a resume, design a brochure or even learn new computer skills. The computers in the lab run Windows XP and Microsoft Office 2003 and 2007.
Laramie County Community College offers the highest quality education at an affordable price.

<table>
<thead>
<tr>
<th>DEGREE PROGRAMS</th>
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<tbody>
<tr>
<td>Accounting*</td>
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<tr>
<td>Agribusiness Technology</td>
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<tr>
<td>Agriculture</td>
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<td>– Agriculture Business</td>
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<td>– Animal Science</td>
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<td>Agriculture Production Technology</td>
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<td>Anthropology</td>
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<tr>
<td>Art</td>
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<tr>
<td>Automotive Body Repair</td>
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<td>Automotive Technology</td>
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<tr>
<td>Business and Finance*</td>
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<td>Business Management*</td>
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<td>Computer Information Systems*</td>
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<tr>
<td>Computer Science</td>
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<tr>
<td>– Business</td>
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<tr>
<td>Construction Management</td>
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<td>Criminal Justice</td>
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<td>– Corrections/Pre-Law</td>
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<td>– Law Enforcement</td>
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<td>Cybersecurity</td>
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<td>Dental Hygiene</td>
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<td>Diagnostic Medical Sonography</td>
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<td>Diesel Technology</td>
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<tr>
<td>Education*</td>
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<tr>
<td>– Early Childhood Education</td>
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<tr>
<td>Emergency Medical Services – Paramedic*</td>
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<tr>
<td>Engineering*</td>
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<tr>
<td>Engineering Technology</td>
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<tr>
<td>– Drafting and Design</td>
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<tr>
<td>English</td>
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<td>Equine Science</td>
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<td>– Business Management</td>
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<td>– Training Management</td>
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<td>Exercise Science</td>
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<td>– Physical Education Teacher Education</td>
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<tr>
<td>Fire Science Technology</td>
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<tr>
<td>Health Information Technology and Management</td>
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<tr>
<td>Health Sciences</td>
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<tr>
<td>Heating, Ventilation, and Air Conditioning/Refrigeration</td>
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<td>Homeland Security</td>
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<tr>
<td>Government Studies</td>
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<tr>
<td>History*</td>
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<td>Human Services</td>
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<td>– Addictionology</td>
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<td>Interdisciplinary Liberal Arts*</td>
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<td>Mass Media</td>
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<td>– Multimedia</td>
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<td>Mathematics*</td>
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<tr>
<td>Music</td>
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<tr>
<td>Natural Science</td>
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<tr>
<td>– Biology</td>
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<td>– Chemistry (BA Track)</td>
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<td>– Chemistry (BS Track)</td>
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<td>– Human Biology</td>
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<td>– Molecular Biology</td>
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<td>– Physiology</td>
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<td>– Wildlife Biology</td>
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<td>– Zoology</td>
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<td>Nursing</td>
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<td>Paralegal</td>
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<td>Physical Therapist Assistant</td>
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<td>Psychology*</td>
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<td>– Social Work</td>
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<tr>
<td>Radiography (X-ray)</td>
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<td>Social Sciences</td>
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<td>Spanish</td>
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<tr>
<td>– Education</td>
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<td>– Liberal Arts</td>
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<tr>
<td>Surgical Technology</td>
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<td>Technical Studies*</td>
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<tr>
<td>Welding Technology</td>
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<td>Wind Energy</td>
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<td>Laramie County Community College is committed to providing a safe and nondiscriminatory employment and educational environment. For more information, visit lccc.wy.edu/nds</td>
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<tr>
<td>* Programs may be completed at the Albany County Campus.</td>
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<tr>
<th>certificate programs</th>
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<tbody>
<tr>
<td>Automotive Body Repair</td>
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<tr>
<td>Automotive Technology</td>
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<tr>
<td>Business Management* – Entrepreneurship</td>
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<tr>
<td>Computer Information Systems* – Cisco Certified Networking Associate (CCNA)</td>
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<tr>
<td>– Computer Support Specialist</td>
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<tr>
<td>– Computer Technician</td>
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<td>– Microsoft Systems and Networks</td>
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<td>– Office Application Specialist</td>
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<td>– Web Design</td>
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<td>Cybersecurity</td>
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<tr>
<td>– Cybersecurity Fundamentals</td>
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<tr>
<td>– Cybersecurity Professional</td>
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<tr>
<td>Diesel Technology</td>
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<tr>
<td>Emergency Medical Services – Paramedic*</td>
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<tr>
<td>Engineering Technology</td>
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<tr>
<td>Health Information Technology and Management</td>
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<tr>
<td>– Medical Office Essentials</td>
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<tr>
<td>– Medical Claims Coding Associate</td>
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<tr>
<td>Heating, Ventilation, and Air Conditioning/Refrigeration</td>
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<tr>
<td>– Basic HVAC/R Technician</td>
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<tr>
<td>– Advanced HVAC/R Technician</td>
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<tr>
<td>Homeland Security</td>
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<td>Industrial Maintenance</td>
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<td>Paralegal</td>
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<td>Process Technology</td>
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<td>Welding Technology</td>
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<td>– Combination Welding</td>
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<td>– Advanced Pipe Welding</td>
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</table>
LCCC’s Center for Secondary Students serves high school and junior high students in multiple ways to aid in the transition to college. These services are open to all students enrolled in secondary education in Laramie and Albany Counties and many of these services are available at no cost.

**Transitional Advising**
High school students can meet with a representative from LCCC CSS for help with:
- Planning for a future career and career pathways
- Discussing all those things to do before graduating HS – ACT, FAFSA, Hathaway classes, and more!
- Learning about ways to earn college credit in high school!

**Concurrent & Dual Enrollment**
Open to all high school students in Laramie and Albany counties.
- Earn college credits and high school credits—sometimes for free!
- Take classes at LCCC or at your high school
- Learn how to register for and take a college class
- Many credits will transfer to colleges around the nation

**GEAR UP & Pathways to Success**
Serving income-eligible 7th-12th graders with services such as:
- Tutoring
- Academic planning
- College Visits
- Family Nights
- Summer Academies
- ACT/SAT prep
- Assistance applying for college and financial aid

Don’t worry about college – Get ready for it!
lccc.wy.edu/highschool

Call 307.778.4378 or 307.778.1325 for more information!
The Facilities & Events office provides low-cost facilities and equipment rentals to government agencies, private businesses, groups and individuals. Whether you’re planning a meeting or event for 10 or nearly 300, you’ll find the perfect setting at the Center for Conferences & Institutes or the Training Center Building. Our educational atmosphere is a pleasant change from the daily work environment. State-of-the-art audio/video equipment also is available for rent.

Other special facilities are available, as classes allow, such as the college arena, P.E. facilities or classrooms.

For More Information

For more information about scheduling a facility at LCCC, you can visit our website at lccc.wy.edu/about/facilities, email or call us.

Arlene Lester  
Program Manager  
307.778.1291  
alester@lccc.wy.edu

Melissa Gallant  
Program Assistant  
307.778.1322  
mgallant@lccc.wy.edu

Kim Adams  
Office Assistant and A/R Technician  
307.778.1382  
kadams@lccc.wy.edu

Credit and noncredit classes and other college activities take precedence over outside organizations.

Sodexo Food Service has rights of first refusal at LCCC.

No other catering service or food vendor may operate on the LCCC campus.
Laramie County Community College

A.C.T. Now!
Career training most in six months or less

- Certified Medical Assistant
- Pharmacy Technician
- Dental Assistant
- Surgical Technology
- Process Technology
- Registered Nurse
- Radiography
- Health Information Technology & Management
- Medical Coding
- Professional Medical Billers
- Dental Hygiene
- Sonography
- Computer Boot Camp

Many classes available online and in evenings
Free training may be available

Are you unemployed, underemployed, a veteran . . .
Why wait? Contact us today!

307.772.7352 or jsteele@lccc.wy.edu
lccc.wy.edu/workforce/actnow

Made possible through a grant from the Wyoming Department of Workforce Services. The CFDA # is 17.268: This grant is federal funding through the U.S. Department of Labor Employment and Training Administration under contract from the Department of Workforce Services.

For a list of LCCC degree and certificate programs go to page 56.