# 2020 FALL CLASS SCHEDULE

Outreach & Workforce Development

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

Check out our online instructor led courses

**Required for on campus classes:**
- Face masks.
- Completion of the self-screening form.
- Maintain 6 feet of social distance.
**General Course Information**

**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 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.

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

For information call:
- Life Enrichment ......................... 307.778.1236
- Workforce Training/OSHA .............. 307.778.4381
- Eastern Laramie County Outreach Center .... 307.245.3595
- Adult Education ......................... 307.637.2450

**Accommodations**

If you are in need of accommodations for the course you are registered for please contact us at least 2 business days prior to the start of class. For a Life Enrichment class call 307.778.1134, for Workforce and Professional Development 307.778.4381.

**Nondiscrimination Statement**

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

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

**Errors and Cancellations**

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

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

**Refunds**

Class cancellation ........................................ 100%
Withdrawal 2 business days before class begins .......... 100%
(These policies do not apply to the online ed2go classes.)
Withdrawal after refund deadline ......................... No refund; payment required

If campus closes, in-person classes will receive a prorated refund. This will not apply to any classes that are online since a campus closure won’t affect them.

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

**Policy on Children and Guests in Class**

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

**Emergency Closure**

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

**Disclaimer**

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

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

**Mail To:**  Laramie County Community College, CCI 109  
1400 E. College Drive, Cheyenne, WY 82007  
**Fax:** 307.778.1269  
**Ph:** 307.778.1236 or 307.778.1134

### WORKFORCE TRAINING

**Mail To:**  Laramie County Community College, TC 117  
1400 E. College Drive, Cheyenne, WY 82007  
**Fax:** 307.432.1604  
**Ph:** 307.778.4381

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Check # (If mailing with check)  
(If sending fax, write MasterCard, Visa or Discover number and expiration date below.)  
TOTAL: $

MC / Visa / Discover #:  
V-Code:  
Expiration Date:  
Signature:

Please use this form to fax or mail in your registration. **Fax Instructions:** You may fax your registration by completing the registration form and using your Visa, MasterCard or Discover number and expiration date. **Mailing Instructions:** If you choose to mail your registration, please mail the completed registration form with a check for the total amount of all classes you're requesting. Make your check payable to LCCC. **NOTE:** Your registration will be entered upon receipt. Unless you hear from us saying that the class is full, you can assume that you are in the class(es) you requested.

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**REGISTER ONLINE @**  
[www.lccc.wy.edu/enrichment](http://www.lccc.wy.edu/enrichment)

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In the event of campus closure, in-person classes that cannot be held virtually will be canceled with the prorated refund.

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**Required for on campus classes:**

- Face masks.
- Completion of the self-screening form.
- Maintain 6 feet of social distance.
LIFE ENRICHMENT IN CHEYENNE

General Course Information .................................. Inside front cover
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Online Learning ............................................. 7

LOCATION ABBREVIATIONS

LCCC — 1400 E. College Drive, Cheyenne
AB .................................................. Auto Body Building
FA .................................................. Fine Arts
NET ............................................... Internet
RAC .............................................. Recreation & Athletics Complex
TC ................................................ The Training Center
ZOOM .......................................... Online Conference Application

In the event of campus closure, in-person classes that cannot be held virtually will be canceled with the prorated refund.

RESCHEDULED
SAVE THE DATE

L.I.F.E.
LEARNING IS FOR EVERYONE

The Foundations of Democracy: From Plato to Madison and Beyond.

Enjoy a day of learning and friends. Save the date for this Learning Is For Everyone Program that will delve into the beginnings and evolution of our constitution. Join government teachers Don Morris, Nate Breen, Dick Kean and Erin Freeman for this fun and Informative day.

March 13, 2021

Lunch, Coffee and Snacks provided. Cost $30

Check our spring schedule for more details.
Auto: Introduction Auto Body
In this introductory project-based auto body repair course, students will develop the basic knowledge and procedures used in auto body repair. The course will cover shop safety, tools and equipment, metal straightening basics, welding basics,trims and accessories, painting and refinishing procedures. Students must provide their own project to work on and the necessary supplies to complete their project. On the first day of class, the instructor will assist each student in the development of their project-specific supply list. Projects cannot be stored on-site. Tools are provided. However, if a student has their own, they are highly encouraged to bring them. For more information on this course or to be added to the call list please call the Life Enrichment office at 307.788.1236. All dates and cost are to be announced.

LIFE 2012.600  Sa  08:00AM-12:00PM  AB 112
TBA  TBA  Roy Bechholdt

LIFE 2012.601  Sa  01:00PM-05:00PM  AB 112
TBA  TBA  Roy Bechholdt

LIFE 2012.602  M  06:00PM-10:00PM  AB 112
TBA  TBA  Paul Mendoza

LIFE 2012.603  Th  06:00PM-10:00PM  AB 112
TBA  TBA  Paul Mendoza

Auto: Driver’s Education
The driver’s education course is a program consisting of 30 classroom hours being held via the free Zoom app, a combination of in-car instruction and simulator 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 via zoom (for those students under 18), (2) student must have their driving permit prior to registration (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 the certificate to be issued. Students who do not successfully complete the course may be eligible for additional instructional time at a fee. For more information on this program please see our website at lccc.wy.edu/lifeenrichment.

LIFE 1096.600  TTh  05:30PM-08:30PM  HYBRID
Sa  08:00AM-12:00PM  $313  Jim Wollack
Sessions: 9

LIFE 1096.601  TTh  05:30PM-08:30PM  HYBRID
Sa  08:00AM-12:00PM  $313  Jim Wollack
Sessions: 9

LIFE 1096.602  TTh  05:30PM-08:30PM  HYBRID
Sa  08:00AM-12:00PM  $313  Jim Wollack
Sessions: 9

Swimming: PADI Scuba I
During this first phase of the scuba certification process you will complete both the online learning and pool component of your certification requirements. Please be sure to complete your online learning components prior to our first day in the pool. On the pool days you will learn the necessary water skills to complete this part of the level 1 certification. Students must be able to snorkel 300 yards and tread water for 10 minutes, something that even novice swimmers can accomplish with relative ease. Students, 10-14 years of age may complete a junior certification. Our goal is that every student becomes a safe, comfortable and confident diver. Scuba equipment provided. Students must provide their own mask, snorkel and fins. Registration deadline is 7 days prior to the start of class.

LIFE 1853.600  SaSu  03:00PM-07:00PM  RAC 109/NET
Sessions: 2  $338  09/26/20-09/27/20  Jim Collins

Writing: Write Fiction Like A Pro
This instructor-led course by award-winning author, Mary Billiter, will help writers find the structure to their novel while understanding the vital elements to turn a premise into a working story. Writers will learn the significance of point of view, dialogue, and pacing and how they intertwine to create a gripping novel. In-class readings of work with instructor-led feedback will allow writers to hear their story unfold. Writers will also have the opportunity to submit ten typed manuscript pages to the instructor for review.

LIFE 1940.600  Th  06:00PM-08:00PM  ZOOM
Sessions: 6  $253  09/10/20-10/15/20  Mary Billiter

We appreciate your feedback. Please take a moment to complete an online survey about your class.
lccc.wy.edu/lesurvey
LIFE ENRICHMENT IN CHEYENNE

Financial

Medicare: The A, B, C, D Basics
Are you eligible for Medicare or will be shortly? What about your parents? This class will cover the following topics: 1) Do I need to sign up for Medicare? 2) How and when do I sign up for Medicare? 3) What happens if I don’t sign up? 4) What is the difference between the four parts of Medicare? 5) Do I need a drug plan if I don’t take drugs? 6) Should I have a Medicare Supplemental (Medigap) plan? 7) What is the difference between Medicare and Medicaid?

LIFE 1995.600 M 06:30PM-08:30PM ZOOM
Sessions: 1 $16 09/14/20 Charlie Simineo

Turning 70: Required Minimum Distribution
If you’re turning 70 in the next year or two, this seminar is for you! Designed for those approaching that magic IRS age. This is one of the most important ages from a tax standpoint. Learn from a Certified Financial Planner practitioner about how annual Required Minimum Distributions (RMDs) are calculated, how to determine when you must begin taking funds from your tax-deferred retirement savings and understand when it may save you taxes to take it early or delay. We’ll discuss taxation of Social Security, how Qualified Charitable Donations (QCDs) work and save you taxes, and more in easy to understand language.

LIFE 2008.600 WF 10:00AM-12:00PM ZOOM
Sessions: 2 $15 09/16/20-09/18/20 Sandy Patrick

Pre-Retirement Planning—Getting Ready
If you’re hoping to retire in the next 6 years, then this workshop is for you! Learn from a CERTIFIED FINANCIAL PLANNER who specializes in retirement planning. We’ll discuss: deciding when to retire; calculation of post-retirement income needs; tax consequences of withdrawing money from retirement plans; understanding pension options; sources of retirement income; when to take Social Security; investment strategies for retirement; estate planning pitfalls; taxation of Social Security and retirement income; and how to age in place and more.

LIFE 1221.600 Th 07:00PM-08:30PM ZOOM
Sessions: 3 $21 09/17/20-10/01/20 Sandy Patrick

Savvy Social Security Planning
Decisions on when to begin your Social Security benefits can have a tremendous impact on the total benefits you receive over your lifetime. Come and learn from two Certified Financial Planner practitioners: How much you can expect to receive; how to coordinate spousal benefits; and how to minimize taxes on Social Security. What are the 5 factors to consider when deciding when to apply? We’ll also cover when it makes sense to delay benefits and how to coordinate Social Security with your other retirement income. Come and learn what Baby Boomers need to know to maximize retirement income.

LIFE 1894.600 TTh 07:00PM-08:30PM ZOOM
Sessions: 2 $15 10/06/20-10/08/20 Sandy Patrick

Overview of Medigap Insurance
In this class, the first hour will cover some of the most common questions, such as: What’s the difference between a Medigap policy and a Supplemental Medicare Policy? What is the best time to buy a Medigap or a Supplemental Medicare policy? What does the alphabet have to do with a Medigap policy? Why should I care about the deductibles in Medicare Part A and Part B? Does that mean anything to me? I have to pay them anyway! The second hour of the class will be spent on long term care insurance. We will define terms frequently used, the length of time long term care policies pay and how you know what they pay for. Additionally, we will find out where and when you should buy them. For maximum understanding, it is recommended that you take the Medicare Basics class.

LIFE 1297.600 M 06:30PM-08:30PM ZOOM
Sessions: 1 $16 10/12/20 Charlie Simineo

Investment Strategy Quarterly
Staying informed about current economic and financial-market conditions is key to successful financial planning. In this class, we will discuss current market trends and investment strategy. This forward-looking discussion will deliver timely economic and financial market insights and is for investors who have questions about the capital markets and how national and global economic conditions could impact their investments.

LIFE 2009.600 T 05:30PM-06:30PM ZOOM
Session: 1 $11 10/06/20 Jess Ryan

LIFE 2009.601 Th 10:00AM-11:00AM ZOOM
Session: 1 $11 10/15/20 Jess Ryan

Arts & Crafts

Drawing 1 – Beginning Steps
Students will take the basic line drawing and learn to turn it into a perceived three-dimensional image through the use of shading, perspective, use of dimensional space with basic design/conceptual drawing techniques. Students will provide their own class materials costing approximately $45. A supply list will be sent with registration confirmation.

LIFE 1840.600 TTh 06:30PM-08:30PM ZOOM
Sessions: 12 $98 09/15/20-10/22/20 Pamela Hickman
LIFE 1840.601 TTh 06:30PM-08:30PM ZOOM
Sessions: 12 $98 10/27/20-12/10/20 Pamela Hickman
No class Nov. 24 and 26.

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

LIFE 1809.600 Sa 02:30PM-04:00PM ZOOM
Sessions: 6 $88 09/19/20-10/24/20 Pamela Hickman
LIFE 1809.601 Sa 02:30PM-04:00PM ZOOM
Sessions: 6 $88 10/31/20-12/12/20 Pamela Hickman
No class Nov. 28.

Creative Writing: Writing Your Way to Self-Expression
Whether you are an experienced writer or new to creative writing, this workshop is for you. Writing on a regular basis is an excellent way to escape life’s everyday routine and tap into your creative side. Creative writing can also expand your vocabulary, help clarify your thoughts, and alleviate emotional stress. This class will help writers of all levels discover the secret to expressive writing through journaling exercises, writing prompts, and exploration of different writing forms, including non-fiction and poetry. This class will allow you time to write independently, with guidance as needed, as well as participate in a peer group workshop.

LIFE 2013.600 M 05:30PM-07:30PM ZOOM

Register Online @ LCCC.WY.EDU/ENRICHMENT
Tax Planning in Retirement
Tired of your savings and investment dollars being eaten away by taxes? Learn from two Certified Financial Planners some of the specialized tax planning issues of retirement, including taxation of Social Security and managing Required Minimum Distributions (RMDs) from retirement accounts, plus general tax planning strategies. Discussion will cover tax-free investments, tax advantages of real estate, IRAs and other tax-deferred retirement accounts, as well as understanding the tax laws and how our income tax system works in easy to understand language.

LIFE 2007.600  WF  10:00AM-12:00PM  ZOOM
Sessions: 2  $15  10/21/20-10/23/20  Afton Olsen

Understanding Medicare Drug Programs
Are you eligible for Medicare or will be shortly? You probably have the following questions: Will my drugs be covered? Do I need to get drug coverage? How do I sign up? What do you mean there could be a penalty? What if I am covered by another insurance plan? If I am taking no drugs why do I need to pick a Part D plan? What does picking a Part D plan even mean? How do I do it? Do I need to select a different plan each year? What if I have used the same plan for several years? I hear about Open Enrollment, what does that mean? If you have had any of these questions, this class is for you. You are encouraged to bring your list of medications and know which pharmacy you use. Help will be provided to those who would choose to select a Part D plan.

LIFE 1970.600  M  06:30PM-08:30PM  ZOOM
Sessions: 1  $16  11/02/20  Charlie Simineo

Building a Retirement Income Plan
With retirement within sight, now’s the time to figure out how to turn your savings and investments into a paycheck – so you can live comfortably and still achieve your goals. For many, the challenge is easier said than done and comes alongside fears of spending too much now and not having enough later, or the worry of denying yourself if you don’t spend. In this class, we will discuss how to design your retirement income strategy to maximize income and minimize taxes.

LIFE 1928.600  TTh  05:30PM-07:00PM  ZOOM
Sessions: 2  $16  09/22/20-09/24/20  Jess Ryan
LIFE 1928.601  TTh  05:30PM-07:00PM  ZOOM
Sessions: 2  $16  11/17/20-11/19/20  Jess Ryan

Fitness & Wellness

Congratulations, You Retired! Now What?
This class will address the social and emotional aspects of retirement that are rarely talked about. Upon retirement, the newly retired person may struggle with redefining their identity, grief over the loss of a daily schedule and purpose, reestablishing and redefining relationships and implementing old hobbies while discovering new past times. The topic of health and management of stress will also be addressed. The financial aspects of retiring are not addressed in this class. Please come join us as we explore this new and exciting time in life!

LIFE 1984.600  Th  05:30PM-06:30PM  ZOOM
Sessions: 5  $58  10/01/20-10/29/20  Betsy Collar

Yoga: Evening Yoga
This ZOOM class will combine both energizing and restful practices to help work off and melt away the stresses of the day. Suitable for all levels of yoga experience, from beginners to advanced, as the instructor will offer options to suit individuals’ abilities and goals. Register for both sections at the same time and receive $10 off your total registration.

LIFE 1874.600  T  05:30PM-06:45PM  ZOOM
Sessions: 6  $53  09/15/20-10/20/20  Audrey Bunten
LIFE 1874.601  T  05:30PM-06:45PM  ZOOM
Sessions: 6  $53  10/27/20-12/08/20  Audrey Bunten
No class Nov. 24.

Yoga: Get Up Off the Floor Yoga
This ZOOM class will focus on strategies for getting onto, and more importantly, up from the floor, with and without the assistance of a chair. Students will gain strength in legs, upper body, back and core, as well as improve balance. Many chair yoga positions will be taught, as well as movements that can be done to transition from sitting to standing, both from a chair and from the floor. Suitable for those with mobility challenges looking to improve mobility, strength, flexibility and balance. Register for both sections at the same time and receive $10 off your total registration.

LIFE 1990.600  W  10:30AM-11:45AM  ZOOM
Sessions: 6  $53  09/16/20-10/21/20  Audrey Bunten
LIFE 1990.601  W  10:30AM-11:45AM  ZOOM
Sessions: 6  $53  10/28/20-12/09/20  Audrey Bunten
No class Nov. 25.

Yoga: Noon Yoga
This is a ZOOM yoga class with an emphasis on stress-relieving techniques to ease students from a busy day into a calm evening. Techniques will not only include yoga, but also deep breathing, guided visualization, muscle relaxation and self-massage. Appropriate for everyone from beginners to more experienced yoga practitioners, as the instructor will demonstrate modifications to make the postures easier for those who may be new to yoga or have physical limitations, as well as modifications for those ready to go deeper into their practice. Register for both sections at the same time and receive $10 off your total registration.

LIFE 2010.600  W  12:00PM-01:15PM  ZOOM
Sessions: 6  $53  09/16/20-10/21/20  Audrey Bunten
LIFE 2010.601  W  12:00PM-01:15PM  ZOOM
Sessions: 6  $53  10/28/20-12/09/20  Audrey Bunten
No class Nov. 25.

Meditation and Mindfulness
Are you feeling stressed or burned out? Are you overwhelmed with life’s challenges? Do you struggle with high blood pressure, anxiety or other emotional and physical symptoms? Would you like to get back into the drivers seat of your mind? Research shows that meditation and mindfulness can reduce occupational and personal stress, reduce anxiety and depression, support focus and attention, increase your memory capacity and aid in self compassion. Come join us as we explore different practices in meditation and mindfulness each week. This course will support you in developing or enhancing your own meditation practice. Each meeting will include 2 weekly meditations, as well as discussion and new learning about the specific meditation practice.

LIFE 1936.600  Th  12:00PM-01:00PM  ZOOM
Sessions: 4  $59  11/12/20-12/10/20  Betsy Collar
No Class Nov. 26.

Foreign Language

Conversational French 1
Bonjour! This is the course for you even if you have no previous experience with the French language! This course emphasizes proficiency, with attention to speaking and listening skills, self-expression, and cultural insights. Classroom activities are varied, interactive, and focused on acquiring listening, speaking, reading, and writing skills simultaneously – always in the context of French culture. Textbook included and will be mailed.

LIFE 1839.600  W  05:30PM-06:45PM  ZOOM
Sessions: 10  $129  09/16/20-11/18/20  Dennis Dicampli

Conversational French 2
Bonjour, encore! Hello, again! Conversational French 2 will help you to further polish and refine your proficiency in French language and culture with vocabulary and pronunciation. Learning French becomes the bridge between you and the people and cultures of the French-speaking world. You will be able to develop and enhance even more practical applications of French in your listening, reading, speaking, and writing skills. French will better prepare you to live in today’s multi-linguistic, multi-cultural and transnational world. Textbook included and will be mailed.

LIFE 1887.600  W  07:00PM-08:30PM  ZOOM
Sessions: 10  $129  09/16/20-11/18/20  Dennis Dicampli

Would you like to teach a Life Enrichment class at LCCC?
Call 307.778.1134
Conversational Spanish 1
Hola amigos! Hello friends! How would you like to begin an exciting journey into the world of Spanish language and culture? Your ability to speak, read, and write Spanish is a valuable and wonderful skill that allows you to travel to places you only dreamed of. Your job market will expand globally and you will be able to better communicate with the people of different cultures. Your goal is to develop a greater understanding and appreciation of the Spanish speaking world and of the culture around you. Textbook included and will be mailed.

LIFE 1554.600 M 05:30PM-06:45PM ZOOM
Sessions: 10 $135 09/14/20-11/16/20 Dennis Dicampli

Conversational Spanish 2
How would you like to further improve your Spanish speaking, reading and writing even more confidently while exploring the people and cultures of the Spanish-speaking world? This course will afford you the opportunity to enhance your Spanish communication in real-world scenarios. You will be able to improve both your Spanish accent and build your vocabulary along the way! Textbook included and will be mailed.

LIFE 1587.600 M 07:00PM-08:30PM ZOOM
Sessions: 10 $135 09/14/20-11/16/20 Dennis Dicampli

Medical Spanish
How would you like to communicate with better fluency? 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. Price includes textbook and medical pocket guide. Textbook included and will be mailed.

LIFE 1633.600 Th 05:30PM-06:45PM ZOOM
Sessions: 10 $154 09/17/20-11/19/20 Dennis Dicampli

Practical Italian 1
Ciao! You don’t have to travel to Italy to immerse yourself in Italian culture. This course will create real-life Italian situations to quickly build your speaking skills. You will learn the words to expressions that will help you make the most of any trip to Italy, or just ordering food in an Italian restaurant. Textbook included and will be mailed.

LIFE 1838.600 T 05:30PM-06:45PM ZOOM
Sessions: 10 $137 09/15/20-11/17/20 Dennis Dicampli

Practical Italian 2
Ciao di nuovo! Hello again! How would you like to further improve your Italian language proficiency? If so, this is the course for you! The aim of this course is to further develop your listening, reading, writing, and speaking skills through in-class communicative activities. This course will expose you to enhanced practical grammatical and vocabulary functions, as well as a review of Italian patterns you have previously studied! This Italian course will also explore contemporary Italian culture that will serve you well not only in-class, but also in the real world! Textbook included and will be mailed.

LIFE 1998.600 T 07:00PM-08:30PM ZOOM
Sessions: 10 $137 09/15/20-11/17/20 Dennis Dicampli

Music
Take a Chords are Key class and Learn the Piano or Guitar at Your Own Pace
Have you ever wanted to learn the piano or guitar but just don’t seem to have the time or money for private instruction? Now we have a way for you to get started on this and you won’t have to take private lessons to do it! Chords are Key has been offering crash courses on the piano and guitar through colleges and recreation programs nationally for many years, and now their courses are also available online. Each class starts with a 2.5-hour lecture/demonstration on the use of chords followed by a series of online lessons that you can take at your own pace. A weekly online question and answer session with the instructor is also made available to you at no extra charge. Sign up today and you will be playing in no time at all!
Cost: $59 Location: Online
Days and Times: On Demand (you can take whenever you want)

Collegiate Chorale
Participants sing in a choral ensemble. The choir performs a wide variety of choral literature from various musical periods. Participants will sing in foreign languages and learn vocal technique and sight-reading skills. Performances and dress rehearsals are required, and no more than two absences are accepted. Prerequisite: if enrolled in high school, participants must be enrolled in an equivalent high school ensemble.

CUST 1400.600 M 06:30PM-08:20PM FA 139
Sessions: 16 FREE 8/24/20-12/18/20 Instructor TBA

Wind Symphony
Participant play in a wind symphony ensemble. The wind symphony performs a variety of works and arrangements for wind ensemble form various musical periods. Performances and dress rehearsals are required, and no more than two absences are accepted. Some instruments may be provided if available. Prerequisite: previous performance experience on wind, brass, or percussion instruments required and if enrolled in high school, participants must be enrolled in an equivalent high school ensemble.

CUST 1380.600 T 06:30PM-08:20PM FA 139
Sessions: 16 FREE 08/25/20-12/18/20 Frank Cook

Jazz Ensemble
Enrolled participants will explore the jazz idiom, both through the big-band and combo experiences. Participants practice the skills necessary to improvise and to become more familiar with the jazz training is helpful. Performances and dress rehearsals are required, and no more than two absences are accepted. Prerequisite: previous instrumental training on saxophone, trumpet, trombone, piano, bass, guitar, or percussion required.

CUST 1390.600 W 06:30PM-08:20PM FA 139
Sessions: 16 FREE 08/26/20-12/18/20 Frank Cook

Cantorei
Membership in this select chorus is by audition. Enrolled participants sing a variety of challenging and educational choral music. Participants perform at a highly polished level, sing in at least two languages other than English, and sight-sing regularly. This group may involve some limited extra performances and tour within the state and region. Performances and dress rehearsals are required, and no more than two absences are accepted. Prerequisite: previous choral experience is required, and at least 17 years of age. Audition is required. Please call at 307.778.1316 to schedule an audition.

CUST 1410.600 Th 12:30PM-01:50PM FA 139
Sessions: 16 FREE 08/27/20-12/18/20 Instructor TBA

String Ensemble
Participants play in a string orchestra ensemble. The string ensemble performs a variety of string orchestral works and arrangements form various musical periods. Performances and dress rehearsals are required, and no more than two absences are accepted. Some instruments may be provided if available. Prerequisite: previous performance experience on violin, viola, cello, or string bass instruments required and if enrolled in high school, the participant must be enrolled in an equivalent high school ensemble.

CUST 1480.600 Th 06:30PM-08:20PM FA 139
Sessions: 16 FREE 08/27/20-12/18/20 Andrew Kropp
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 and email address. 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 10 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 70 percent or better unless otherwise stated.

Registration and Orientation
1. Choose your course, the start date.
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.
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.

On the online learning quotient.
Many of these classes have been approved for 1.5 hours of credit through the Professional Teaching Standards Board (PTSB). Please contact the board to see what specific classes are accepted for your specific teaching endorsement area. Not all classes may be accepted for all endorsements. Classes are also available to the general public.

- Certificate in Legal and Health Issues in Healthcare
- Creating a Classroom Web Site
- Creating Classroom Centers
- Creating the Inclusive Classroom: Strategies for Success
- Designing Effective Websites
- Differentiated Instruction in the Classroom
- Empowering Students with Disabilities
- Integrating Technology in the Classroom
- Intermediate Microsoft PowerPoint
- Ready, Set, Read
- Response to Intervention: Reading Strategies that Work
- SAT/ACT Prep 1 & 2 Course
- Singapore Math Number Sense & Computational Strategies
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Solving Classroom Discipline Problems
- Survival Kit for New Teachers
- Teaching ESL/EFL (various topics)
- Teaching Grade K-3 and 4-6 (various topics)
- Teaching High School Students
- Teaching Preschool – A Year of Inspiring Lessons
- Teaching Smarter with SMARTBoards
- Teaching Students with Autism: Strategies for Success
- The Creative Classroom
- Working Successfully with Learning Disabled Students

In the event of campus closure, in-person classes that cannot be held virtually will be canceled with the prorated refund.
## Workforce Training at a Glance . . .

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For refund, cancellation and withdrawal information see inside front cover.
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<td>ZOOM</td>
<td>$139</td>
<td>Rhonda Priest</td>
<td>12</td>
</tr>
<tr>
<td>OSHA 10-Hour General Industry</td>
<td>OSHA 0082.600</td>
<td>TW</td>
<td>09/29/20-09/30/20</td>
<td>08:00AM-05:00PM</td>
<td>TC 123</td>
<td>$160</td>
<td>Jason Evans</td>
<td>12</td>
</tr>
<tr>
<td>OSHA 30 Hour General Industry</td>
<td>OSHA 0144.600</td>
<td>MTWTh</td>
<td>11/02/20-11/05/20</td>
<td>08:00AM-05:00PM</td>
<td>TC 123</td>
<td>$465</td>
<td>Jason Evans</td>
<td>12</td>
</tr>
</tbody>
</table>

### DESCRIBES
See Page 8 for dates and times.

### COMPTER TRAINING

**Adobe Acrobat Pro DC**

Adobe Acrobat Pro DC puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality and features available in Acrobat, you will ensure the integrity of your electronic documents regardless of who views them, on what devices, or with what operating systems. In this course, you will create and work with PDF documents. Access information in a PDF document, create and save PDF documents, navigate content in a PDF document, modify PDF documents, review PDF documents, convert PDF documents and create forms.

**Intro to Blockchain**

You have probably heard about Blockchain in various news articles and business settings, but may not really know what it is or how it works for business, the economy, and for regular people like you. This short course offers the complete novice an introduction to the technology and how it works in easy-to-understand language. Students will learn the history of the technology, some of its current and evolving ecosystems, and will participate in hands-on learning exercises using web browsers and mobile phone wallets on the Ethereum and Nimiq test networks.

**MOS Access Online Certification**

This is a self-paced, online MOS Access Certification Training. The average student would complete this course in 6 weeks. It allows students to learn the skills necessary to pass the MOS Access Certification exam. Students will utilize Step-By-Step activities and exercises demonstrating proficiency with Access basics. Candidates will demonstrate their ability to use principle Access features to independently create custom, browser-based database applications. Tasks will include creating and managing a database, building tables, creating queries, creating forms and reports. Course cost includes comprehensive textbook and certification testing voucher. Students will contact instructor for scheduling proctored testing time.

**MOS Excel Online Certification**

This is a self-paced, online MOS Excel Certification Training. The average student would complete this course in 6 weeks. It allows students to learn the skills necessary to pass the MOS Excel Certification exam. Students will utilize Step-By-Step activities and exercises demonstrating proficiency with Excel basics, using Excel's Backstage, formatting cells & ranges, formatting and managing worksheets, working with data, formulas and functions, workbook security, charts and Pivot Tables and adding pictures and shapes. Course cost includes comprehensive textbook and certification testing voucher. Students will contact instructor for scheduling proctored testing time.

**MOS Excel Expert Online Certification**

Self-paced, online MOS Excel EXPERT Certification Training with ongoing instructor availability. This course allows students to learn the skills necessary to pass the MOS Excel EXPERT Certification exam. Students will utilize Step-By-Step activities and exercises demonstrates competency in creating, managing, and distributing professional spreadsheets for a variety of specialized purposes and situations. The exam covers the ability to customize Excel environments to meet project needs and to enhance productivity. Expert workbook examples include custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules. Course cost includes comprehensive textbook and certification testing voucher. Students will contact instructor for scheduling proctored testing time.

**MOS PowerPoint Online Certification**

Self-paced, online MOS PowerPoint Certification Training with ongoing instructor availability. This course allows students to learn the skills necessary to pass the MOS PowerPoint Certification exam. Students will utilize Step-By-Step activities and exercises demonstrating proficiency with PowerPoint basics. Candidates will demonstrate their ability to use principle features of PowerPoint. Course cost includes comprehensive textbook and certification testing voucher. Students will contact instructor for scheduling proctored testing time.

### REGISTER ONLINE

[Go to lccc.wy.edu/workforce](http://lccc.wy.edu/workforce)
**MOS Word Expert Online Certification**

This is a self-paced, online training with ongoing instructor support. It will prepare students to sit for the Microsoft Word Expert Certification Exam. The average student will take 6 weeks to complete this class. Course cost includes textbook and certification testing voucher. Students will contact instructor for scheduling proctored testing time.

**MOS Word Intermediate**

0.7 PDCs

MS Excel Basic

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. You will: get started with Microsoft Office Excel; perform calculations; modify a worksheet; format a worksheet; print workbooks; and manage workbooks.

**MS Excel Intermediate**

0.7 PDCs

Upon successful completion of this course, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality. You will: Work with multiple worksheets and workbooks. Use Lookup functions and formula auditing Share and protect workbooks. Automate workbook functionality. Create sparklines and map data. Forecast data.

**MS Excel for HR**

0.6 PDCs

Do you work in, or support Human Resources? Learn how to leverage Microsoft Excel to track data in your daily tasks by attending this course. Students will utilize activities and exercises demonstrating proficiency with Excel, using Excel’s Backstage, formatting cells & ranges, formatting and managing worksheets, working with data, formulas and functions, workbook security, charts and Pivot Tables and adding pictures, graphics, SmartArt and more. Specific examples of personnel/HR functions will be demonstrated by the instructor.

**MOS Access Advanced**

0.6 PDCs

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

**MS Access Basic**

0.6 PDCs

In this course, you will create and manage an Access database. You will: navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options. You will organize and manage data stored within Access tables. Use queries to join, sort, and filter data from different tables. Use forms to make it easier to view, access, and input data. Create and format custom reports.

**MS Access Intermediate**

0.6 PDCs

In this course, you will create and manage an Access database. You will: Design a relational database. Join tables to retrieve data from unrelated tables. Validate data entered into a database. Use advanced queries to manipulate your data. Organize a database for efficiency and performance, and to maintain data integrity. Customize reports to organize the displayed information and produce specific print layouts.

**MS Access Advanced**

0.6 PDCs

In this course, you will learn fundamental MS Word skills. You will: navigate and perform common tasks in Word such as opening, viewing, editing, saving, and printing documents, and configuring the application. You will format text and paragraphs; perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles; enhance lists by sorting, renumbering, and customizing list styles; create and format tables; insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art; format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout; use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

**MS Word Basic**

0.7 PDCs

In this course, you will learn the basics of first aid, the most common life-threatening emergencies, give high-quality chest compressions, both single-rescuer and team BLS skills for application in both in-facility and prehospital settings. This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. It includes adult, child, and infant rescue techniques. This course also teaches relief of choking.

**CPR and First Aid**

During this course, you will gain knowledge and skills that may help save a life. You will learn the basics of first aid, the most common life-threatening emergencies, how to recognize them, and how to help. You will also learn how to recognize when someone needs CPR, how to call for help, and how to give CPR and use an AED (automated external defibrillator).
CPR for Healthcare Providers
Basic Life Support (BLS) Provider Course is the foundation for saving lives after cardiac arrest. You will learn the skills of high-quality cardiopulmonary resuscitation (CPR) for victims of all ages and will practice delivery of these skills both as a single rescuer and as a member of a multi-rescuer team. This course focuses on what healthcare rescuers need to know to perform high-quality CPR in a wide variety of settings. You will also learn how to respond to choking emergencies and how to use an automated external defibrillator (AED).

LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT

Becoming Your Own Best Advocate 0.4 PDCs
In a professional atmosphere, it is vital to not only recognize your ability, but also self-advocate and create opportunities for yourself to earn promotions and achieve your goals. Learn to celebrate your strengths and minimize your weaknesses to decide what you want to be and GO FOR IT!

Behaving Like a PRO 0.4 PDCs
What does a professional look like? Act like? Sound like? Regardless of your title or your position, you are a professional. This session offers opportunities to explore the qualities and upgrade the competencies that define the term “professional.” This session also discusses how to utilize your strengths and achieve your potential to succeed in your current role.

Bridges Out of Poverty 0.8 PDCs
Bridges Out of Poverty represents a powerful tool for change. Based in part on Dr. Ruby Payne’s myth-shattering A Framework for Understanding Poverty, Bridges reaches out to the millions of service providers and businesses whose daily work connects them with the lives of people in poverty. Bridges training contains case studies, detailed analysis, helpful charts and exercises, and specific solutions you and your organization can implement right now to build skill sets for management to help guide employees.

Civility in the Workplace 0.4 PDCs
Participants gain a better understanding of workplace civility and sensitivity and receive tools for promoting successful workplace interactions.

Coaching for Peak Performance 0.4 PDCs
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.

Communicating for Leadership 0.4 PDCs
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.

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

Crucial Conversations 1.6 PDCs
Based on the bestselling Crucial Conversation book by Vital Smarts, this course teaches the practice and skills for having difficult conversations. Relationships are strengthened and intractable problems are resolved through conscious use of these techniques. A certificate of completion will be awarded upon successful participation in this two day training. All course materials including DVD are included.

Customer Service 0.4 PDCs
More than just telling staff to be nice, organizations need training that empowers employees to develop service delivery strategies to improve and transform the customer experience. This course focuses on techniques to manage challenging customers and situations, respond proactively to conflict, and create mistake-proof processes to avoid customer frustration.

Driving Change 0.4 PDCs
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.

Effective Listening At Work 0.6 PDCs
Participants explore ways to improve their listening strengths as well as identify ways to improve their listening habits to meet the needs of their workplace. This discussion-based and activity-driven workshop will help participants increase awareness of ineffective listening habits as well as develop skills to improve listening in a variety of situations.

Emotional Intelligence 0.7 PDCs
Research has shown that emotional intelligence (EI) is more important to performance than ability and technical skill combined. But is EI a skill that can be developed in others? Absolutely! This session will provide resources to help you transform your workforce, helping them understand themselves and others in order to build rapport, lead change, handle conflict, and collaborate effectively.

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

Lean Process and Six Sigma 2.4 PDCs
Is your workplace efficient? Attend this workshop to find out if the LEAN process is right for your team. LEAN Six Sigma is a structured, data-driven process for solving critical issues from a business perspective. It is the single most effective problem-solving methodology for improving business and organizational performance. It is not an add-on to normal business activities, but an integrated part of the improvement process.

New Supervisor Training 0.8 PDCs
How can new supervisors prepare for their new roles? This session will present innovative training to help new supervisors embrace their roles and build skills in five key areas: promoting communication, guiding work, leading the workforce, coaching employee performance, and developing themselves.

Putting the Right People on the Bus 0.4 PDCs
Hiring the right people is one of the most important tasks of a leader. Participants will explore the hiring process from the beginning and recognize the value of implementing competency-based interviewing, developing an interviewing process that attracts the right candidates, and selecting the appropriate employee.

Time Management 0.4 PDCs
Kitchen fire or time waster? The inability to differentiate robs us of precious time and well-being. And working at the pace of today’s business environment requires everyone to make better use of their time. This class will empower participants to strategically manage procrastination, negotiate priorities, and exercise control over how they spend their time by helping them develop their time management and productivity skills.

Unconscious Bias 0.4 PDCs
Everyone has hidden assumptions that impact everyday decisions. Learn how environment and experiences reinforce our perceptions and behaviors – both consciously and unconsciously – to create biases that ultimately drive our decisions and influence our outcomes.

Writing for the Workplace 0.8 PDCs
Learn how to compose concise, common business documents with clear messages and tailored communications to different audiences through a logical, step-by-step procedure. Other topics include formal and informal outlining techniques, revising wordiness, and eliminating unnecessary phrases, redundancy, and jargon.

Register @ lccc.wy.edu/workforce
Working Through Conflict 0.4 PDCs
“I just want everyone to get along.” “Why can’t we all just get along?” Differences in the workplace are inevitable, and learning to disagree without being disagreeable is a skill that promotes a work environment where taking risks, appreciating differences, and creatively solving problems exists.

Workplace Stability 0.8 PDCs
There is no question that increased worker stability boosts productivity, retention, and morale, which leads to greater profitability—but it may yet be a challenge you need to address. Why would an employer want to increase the personal and professional stability of workers? And how exactly can businesses go about it? Instability is another measure of diversity in your workforce. Low-wage workers can experience personal instability that leads to absenteeism, health problems, and violations of workplace expectations, all of which decreases morale, attention to work, and job performance. In this workshop you will learn to recognize the range of factors that create instability for employees; see how instability, employee performance, and profitability are related; identify the most effective techniques and tactics for increasing workplace stability; and create an action plan best suited to your business and its culture and employees.

OSHA, SAFETY AND REGULATORY

OSHA 10-Hour General Industry 1 PDCs
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 Occupational Safety and Health Act (OSHA), general duty, walking and working surfaces, electrical hazards, hazardous materials, personal protective equipment, machine guarding and hazard communication. Upon successful completion of this course participants will receive an OSHA General Industry Safety and Health 10-hour card. 1.0 CEUs

OSHA 30 Hour General Industry 3 PDCs
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.

SHRM
SHRM-CP | SHRM-SCP
RECERTIFICATION PROVIDER 2020

The following classes are approved for SHRM PDCs:
August 13 . . . . Human Resources for Managers ............ 4 PDCs
September 24 . Communicating for Leadership ............... 4 PDCs
September 29 . Emotional Intelligence ....................... 8 PDCs
October 15 . . . Unconscious Bias .......................... 4 PDCs
October 21 . . . . . Driving Change ......................... 4 PDCs
October 27 . . . . Right People on the Bus ................. 4 PDCs
October 29 . . . Excel for HR ............................. 8 PDCs
November 12 . Workforce Stability ......................... 8 PDCs
November 17 . Right People on the Bus .................. 4 PDCs

Required for on campus classes:
• Face masks.  • Completion of the self-screening form.  • Maintain 6 feet of social distance.
Online Career Training Programs

Laramie County Community College

CBCS Medical Billing and Coding
This nationally recognized program combines the Medical Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

Pharmacy Technician
Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

ICD-10 Medical Coding
Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures.

Certified Medical Administrative Assistant (CMAA) (voucher included)
This program will train students to handle the increasing complexities of healthcare management and patient care in offices of physicians and other providers.

Certified Electronic Health Records Specialist
Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

CPC Certified Medical Administrative Assistant with Medical Billing and Coding (vouchers included)
This program will train students to handle the increasing complexities of healthcare management and medical billing and coding will give you a competitive edge in the field.

CompTia A+, Network+, and Security+ (vouchers included)
This program provides a comprehensive foundation for IT professionals, incorporating CompTIA™ A+, CompTIA™ Network+, and CompTIA™ Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

Cisco CCNA Certification Training (vouchers included)
With a CCNA Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats.

Certified Bookkeeper
The Certified Bookkeeper Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Purchasing and Supply Chain Management
Develop essential managerial skills, and learn how to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you’ll learn in this online program.

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

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

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

To enroll or learn more visit our website
https://careertraining.ed2go.com/laramieccc/
or call 307.778.4381

Wyoming Department of Workforce Services

Business Training

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

Grants for Existing Positions
Grants for New Positions
Pre-Hire Economic Development Grants
LARAMIE COUNTY COMMUNITY COLLEGE
Adult Career and Education System (ACES)

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

ACES is located in the Career & Technical Building on the main LCCC campus. AE and ESL 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 Education (AE)
AE provides instruction for those students wanting to upgrade their basic reading, writing, and math literacy skills.

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

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

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

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

High School Equivalency Certificate (HSEC) Testing
Individuals can choose between two different tests for their HSEC.
• ACES offers the HiSET™/schedule at hiset.ets.org
• The Exam Lab offers the GED® 2014 Test/schedule at ged.org

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

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
OUTREACH AND WORKFORCE

BUILD YOUR APPRENTICE PROGRAM

Plumbing, HVAC and more!

LCCC is a National Center for Construction Education and Research (NCCER) accredited training provider

CONTACT US TODAY!
307.778.4381
lccc.wy.edu/workforce/
Email: DKaelin@lccc.wy.edu

GRANT FUNDING may be available.

Classes offered:
- OSHA 10
- Confined Space
- Forklift
- OSHA 30

To register, contact Darlene Kaelin at 307.778.4381 or DKaelin@lccc.wy.edu.
ADULT EDUCATION

English As a Second Language Beginning
These classes are perfect for the beginning non-native speaker of English who wishes to reach their language goals such as understanding, speaking, reading and writing the English language. Classes will prepare the students for interacting with others in English in a day to day, work or preparing for employment environment.
ELCS 0001.750  M  05:00PM-07:00PM  ELCC 1
Sessions: 12  08/24/20-11/16/20  Jerry Sanchez
No class Sept. 7.

English As a Second Language Advanced
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.
ELCS 0002.750  Th  05:00PM-07:00PM  ELCC 2
Sessions: 13  08/24/20-11/16/20  Thomas Lear

HSEC Preparation
Instruction is provided to prepare students to take the HiSet or GED tests in order to get their High School Equivalency Certificate (HSEC). Classes include reading, writing, math, science and social studies. Students who are 16 or 17 years of age must complete age waiver requirements through ACES prior to taking the tests. Classes are noncredit.
ELCS 0410.750  T  05:00PM-08:00PM  ELCC 1
Sessions: 13  08/24/20-11/16/20  Jerry Sanchez

CREDIT CLASSES

Academic class will be held virtually following Thanksgiving Break.

Wyoming History  3 Credits
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 equivalent placement test score. This class is a Hybrid class.
HIST 1251.750  W  06:00PM-08:00PM  ELCC 1
9/21/20-12/18/20  Paula Taylor

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. This class is a Hybrid class.
PSYC 1000.750  06:00PM-08:00PM  ELCC
9/21/20-12/18/20  Rakhshi Hamid

LIFE ENRICHMENT

Adult Art
Painting can be fun! Learn the brush strokes that let you relax as you paint for the enjoyment and beauty of art. Gather with old friends and meet new friends. Each class will be something different! All necessary supplies provided. All experience levels are welcome.
LIFE 8016.750  Th  06:00PM-08:00PM  ELCC 3
Session: 1  09/03/20  Paulie Dunnam
LIFE 8016.753  Th  06:00PM-08:00PM  ELCC 3
Session: 1  10/01/20  Paulie Dunnam
LIFE 8016.751  Th  06:00PM-08:00PM  ELCC 3
Session: 1  11/05/20  Paulie Dunnam

Kids Art
Painting can be fun! Each class will be something different but will include at least one art project completed and framed. Participants will paint using either watercolors or Quink. The participants will learn about brush strokes and the fun and beauty of art. All necessary supplies provided. Open to all participants grades K-8.
LIFE 8016.750  F  09:00AM-11:00AM  ELCC 3
Session: 1  09/04/20  Paulie Dunnam
LIFE 8017.751  F  09:00AM-11:00AM  ELCC 3
Session: 1  10/16/20  Paulie Dunnam
LIFE 8017.752  F  09:00AM-11:00AM  ELCC 3
Session: 1  11/06/20  Paulie Dunnam

Zumba
Physically active class encouraging fitness and expression through dance with focus on Latin steps including: Cumbia, Reggaeton, Salsa, Dance Hall, Merengue and others. The dances use between 3-5 different steps which are repeated throughout the song which makes it easy to follow! A great workout where you Fitbit addicts will get between 5000-7000 steps in one hour! Calories are left in sparkling droplets on the floor, the most fun you will have
LIFE 8017.750  05:30PM-06:30PM  ELCC GYM
Session: 8  09/02/20-09/30/20  Lisa Williams
No class September 7
LIFE 8003.751  MW  05:30PM-06:30PM  ELCC GYM
Sessions: 8  10/05/20-10/28/20  Lisa Williams
LIFE 8003.752  MW  05:30PM-06:30PM  ELCC GYM
Sessions: 7  11/02/20-11/23/20  Lisa Williams

Required for on campus classes:
• Face masks.  • Completion of the self-screening form.
• Maintain 6 feet of social distance.
Register online @ lccc.wy.edu/enrichment

Other Services Offered in Pine Bluffs:
• Customized Business Training
• High School Equivalency Certificate (HSEC) Preparation
• English as a Second Language (ESL) program
• Career and Job Readiness Coaching
• Placement Testing (McCann/ALEKS)
• Test Proctoring for LCCC & Other Institutions
• Computer Lab
• Meeting Rooms with Audio/Visual Capabilities

Please call 307.245.3595 or email Pinebluffs@lccc.wy.edu

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

LCCC Facilities & Events Office
307.778.1322

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, Clay Pathfinder Building or the Training Center. 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, RAC facilities or classrooms.

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

Arlene Lester-Carlson, Manager • 307.778.1291 • ALester@lccc.wy.edu
Melissa Gallant, Assistant Manager • 307.778.1322 • MGallant@lccc.wy.edu
Bernadette Espinoza, Office Assistant and Accounting Technician • 307.778.1382 • BEspinoza@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.

In the event of campus closure, in-person classes that cannot be held virtually will be canceled with the prorated refund.

Let us host your next event in Cheyenne!

• Conferences
• Meetings
• Trainings
• Banquets
• In-house catering
• AV systems & equipment
Financial Wellness Symposium

Join us for a day of learning opportunities from community experts on not just getting by but getting financially ahead.

Watch lccc.wy.edu/lifeEnrichment for details.

Coming Fall 2020

CDL training and certification

Call 307.778.4381 for more information!

A.C.T. Now Career Training

Coming Fall 2020

Clinical Certified Medical Assisting
Pharmacy Technician
Phlebotomy Technician
Introduction to Production Technician
Security Plus

For more information call 307.772.7351
Grant funding available to qualified applicants.
lccc.wy.edu/wyomingWorksNoncredit