

2021 FALL CLASS SCHEDULE

Outreach & Workforce Development



LARAMIE COUNTY
COMMUNITY COLLEGE
Cheyenne | Laramie | Online

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

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

General Course Information

Lifelong Learning

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

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

For information call:

- Life Enrichment307.778.1236
- Workforce Training/OSHA.....307.778.4381
- Eastern Laramie County Outreach Center.....307.432.1678
- Adult Education307.637.2450

Accommodations

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

Nondiscrimination Statement

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

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

Errors and Cancellations

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

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

Training will take enrollments up to the starting date of the course.)
Students who wish to drop a class must do so no later than two business days prior to the start of the class.

Refunds

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

If campus closes due to COVID-19, in-person classes that cannot be held virtually will receive a prorated refund. This will not apply to any classes that can be held in a virtual format or online.

Up to date information on Campus COVID requirements can be found at lccc.wy.edu/virus-information.aspx

Guidelines

- There are a minimum number of people who must be enrolled before a class can be held (this number varies depending on the course).
- The Life Enrichment office will notify (to the best of their ability) all students via email for course changes or cancellations.
- Anyone with an idea for a course is welcome to call Life Enrichment at 307.778.1236 or the Workforce and Development office at 307.778.4381
- Students are required to pre-register for their Life Enrichment 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.

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LOCATION ABBREVIATIONS

LCCC — 1400 E. College Drive, Cheyenne

AT Auto Technology Building

BT Business Technology

CCI..... Center for Conferences & Institutes

FA Fine Arts

HS Health Sciences Building

LCSD Laramie County Sheriff’s Department, 1910 Pioneer Ave.

RAC..... Recreation & Athletics Complex

ZOOM..... Online Conference Application

Employees, Students and guests that are not vaccinated for COVID-19, are recommended to use face coverings and practice social distancing.

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.

October 2, 2021

Lunch, Coffee and Snacks provided. Cost \$30

Check in starts at 8:30 a.m., CCI 130

Register at lccc.wy.edu/Enrichment or 307.778.1236.

A to Z and Everything in Between

Driver's Education

The driver's education course is a program consisting of 30 classroom hours, 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 (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 for a fee. For more information on this program please see our website at lccc.wy.edu/lifeenrichment.

LIFE 1096.600	TTh	05:30PM-08:30PM	CCI 143
	Sa	08:00AM-12:00PM	CCI 143
Sessions: 9	\$313	09/07/21-09/25/21	Brian Kozak
LIFE 1096.601	TTh	05:30PM-08:30PM	CCI 143
	Sa	08:00AM-12:00PM	CCI 143
Sessions: 9	\$313	10/12/21-10/30/21	Brian Kozak
LIFE 1096.602	TTh	05:30PM-08:30PM	CCI 143
	Sa	08:00AM-12:00PM	CCI 143
Sessions: 9	\$313	11/02/21-11/20/21	Brian Kozak

Photography: Digital Photography Basics

You've got a new camera. It's got a bunch of buttons and settings you don't understand. Now what? Learn how to use it. In this class, students will learn the basic concepts and skills necessary for operating a digital camera starting with types of cameras, camera anatomy, shooting modes and how they work, and understanding the digital image. After we cover the basics of camera operation, we will cover how to get the most out of your camera through exploring photo composition. By the end of the course, each of you will have gained hands-on experience in basic digital photography techniques.

LIFE 2018.600	Sa	09:00AM-11:00AM	FA 114
Sessions: 5	\$82	09/11/21-10/09/21	J O'Brien

Photography: Digital Photography Editing Basics

You've learned to use your camera and have developed a great eye for photography. Take your photographs to the next level with software. In this class, students will learn how to take their photographs from good to great, leveraging digital image editing software from Adobe. Learn to understand the histogram, how to use it and get the most out of your images. The class will cover improving exposure, contrast and color as well as selectively improving areas of the image with blemish removal, sharpening and blurring.

LIFE 2017.600	SaSu	01:00PM-03:30PM	FA 114
Sessions: 4	\$104	09/18/21-09/26/21	J O'Brien

Self Defense: Basic Pistol Class

This course is designed to assist students in the safety and basic use of handguns. Students will be trained in the selection, care, handling and storage of firearms. Safety, defensive procedures and the legal aspects of the use of handguns in self-defense in the state of Wyoming will also be presented. Double-action, center fire handguns are provided. Cost includes handgun use, targets and handout materials. Students will be required to provide their own ammunition (estimated cost is \$100). Information on what ammunition to purchase will be discussed at the first class. Attendance is mandatory. Cosponsored by LCCC and the Sheriff's Department, the class will be held at the Laramie County Sheriff's Department, 1910 Pioneer Ave. No firearms shall be brought to the course. In order to participate in this course, class participants must pass a criminal background check run by the Sheriff's Department prior to the start of the course. Students must be a legal resident of the United States and 21 years of age or older. NO MAIL IN PRE-REGISTRATIONS WILL BE ACCEPTED FOR THIS CLASS.

LIFE 1523.600	Th	06:30PM-09:45PM	LCSD LOBBY
Sessions: 5	\$106	09/09/21-10/07/21	Patrick Lewis

Self Defense: Personal Protection in the Home

The goal of this course is to develop the students' basic knowledge, skills and attitude essential to the safe and efficient use of a handgun for protection of self and family. The course will also provide information on the law-abiding citizen's right to self-defense. Students must provide 200 rounds and their own .38 caliber or larger (non-magnum) center-fire handguns and ammunition. Ammunition must be factory-loaded, full metal jacket design (no reloads). Continued participation in this class will require a student to demonstrate safe handling skills and complete a shooting proficiency evaluation with his/her handgun during the first class session. Students must present proof of participation (a signed certificate of completion) in either the LCCC/LCSD Basic Pistol Course or the NRA Basic Pistol Course on the first night of class. Any firearms brought to the course will be unloaded prior to entering the LCSD Building. Ammunition and firearms must be carried in separate containers. In order to participate in this course, class participants must pass a criminal background check run by the sheriff's department prior to the start of the course. Students must be a law abiding resident of the United States and 21 years of age or older. No mail in pre-registrations will be accepted for this class.

LIFE 1039.600	Th	06:30PM-09:45PM	LCSD LOBBY
Sessions: 6	\$82	10/21/21-12/02/21	Patrick Lewis
No class Nov. 25			

Voiceover – Discover the Business of the Voiceover Industry

Judy Fossum, full time voice actor and owner of Judy Fossum VoiceOvers LLC, based in Cheyenne, WY, will present a realistic view about the current voiceover industry. This two-session class via Zoom will answer the following questions: How do you get into the business? Where do you find work? What about marketing? People say I've got a great voice, should I try voice acting? What type of equipment do I need? Have things changed in the voiceover industry since or because of COVID-19? These questions and more will be answered during the first class (Tuesday). The second class (Wednesday) will give students a chance to be "on microphone" and to review and perform various scripts.

LIFE 2016.600	TW	06:00PM-07:30PM	ZOOM
Sessions: 2	\$56	10/19/21-10/20/21	Judy Fossum Mathern

Arts & Crafting

Adult Pottery

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

LIFE 1781.600	T	06:00PM-09:00PM	FA 126
Sessions: 8	\$236	08/24/21-10/12/21	TJ Storer

The Basics of Hand Pieced Quilting

Learn how to create the basic pattern, cut the pieces, hand stitch and create your quilting block. Individuals will also learn the basics of hand quilting with front back and batting. Project activities will result in the Grandma's Flower Garden Hotpad. A supply list will be available after registration in the class.

LIFE 1960.600	W	06:00PM-07:00PM	CCI 143
Sessions: 6	\$142	09/08/21-10/13/21	Pamela Hickman

LIFE 1960.601	W	06:00PM-07:00PM	CCI 143
Sessions: 6	\$142	10/20/21-12/01/21	Pamela Hickman
No class Nov. 24			

ONLINE REGISTRATION LCCC.WY.EDU/ENRICHMENT

Wet Felting

Wet felting is just one way you can make textiles from wool. It’s fun, it’s simple, it’s unique and it’s fashionably stylish. You will learn the technique of wet felting using soft Merino wool fibers and various silk and plant-based fibers to create a one-of-a-kind scarf to take home that same day! The sky’s the limit in creativity and so much fun! This class is good for any skill level, no prior felting experience is needed. Once you learn this skill, this will open opportunities to make other creative textiles for yourself or as gifts for others. Be sure to bring 2 large bath towels to class. Bring a lunch to eat during class or take a break for lunch if you would like.

LIFE 1824.600	Sa	09:00AM-04:00PM	AT 128
Session: 1	\$82	09/11/21	Carolyn Bender

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	CCI 121
Sessions: 11	\$141	09/11/21-12/04/21	Pamela Hickman
No class Oct. 16 or Nov. 27			

Handmade Lace

This class will take the student on a journey teaching them how to create three different handmade lace techniques: Needle Tatting, Knot Lace and Crochet. Each is a decidedly different style to creating lace for clothing, doilies, shawls, table cloths, etc. This class would take the entire semester since it is teaching students how to master the techniques to accomplish the goal of three doilies – 1 for each discipline described. Supplies needed for class: Silver Metal Hooks sizes 3, 8, and 10, 1 ball of #10 thread – white in color, 1 set of basic tatting needles sizes 3, 5, and 8, and 1 set of large eyed sewing needles with a sharp tip.

LIFE 1994.600	Sa	04:30PM-05:30PM	CCI 121
Sessions: 11	\$98	09/11/21-12/04/21	Pamela Hickman
No class Oct. 16 or Nov. 27			

Make a Porch Sign

Register with a friend for a fun project to get your porch ready for visitors. Make a beautiful “Welcome” free standing sign. Supplies included in the cost of the class. Paint provided by Home on the Range – Cheyenne. Enjoy a Sunday afternoon of creativity!

LIFE 1997.600	Su	01:00PM-04:00PM	AT 128
Session: 1	\$80	09/12/21	Gracie Marske

Beginner 3D Printing

In this introductory class, we will cover how to get started using your 3D printer, basic maintenance, designing and setting up your print. We will also cover troubleshooting the most common problems.

LIFE 2027.600	Sa	01:00PM-04:00PM	CCI 143
Sessions: 2	\$58	09/18/21-09/25/21	Joshua Foreman

Furniture Painting 101

Prepare for Pinterest-worthy transformation. Bring a small piece of furniture (small table or chair) to class and marvel at the difference chalk/mineral paint can make. By learning the basic techniques of preparation, paint, and topcoat, you will be prepared for furniture makeovers. Paint provided by Home on the Range – Cheyenne.

LIFE 2031.600	Su	01:00PM-04:00PM	AT 128
Session: 1	\$80	09/26/21	Gracie Marske
LIFE 2031.601	Su	01:00PM-04:00PM	AT 128
Session: 1	\$80	10/24/21	Gracie Marske

Needle Felting

Needles felting is fun and you don’t need a lot of supplies to do this! You’ll learn both 2D and 3D needle felting techniques. At the end of the class you’ll take home two finished projects, a felting pad and 2 felting needles in addition to a new skill to make holiday items and gifts! Please bring two large bath towels to class. Bring a sack lunch if you would like or take a break for lunch.

LIFE 2026.600	Sa	09:00AM-04:00PM	CCI 124
Session: 1	\$82	10/02/21	Carolyn Bender

Learn to Patina

Learn to Patina a set of 4 wine glasses. You will learn this fun process on a set of 4 wine glasses, but you will have the knowledge to use the patina process on just about anything from boots to furniture. Bring a box to transport your glasses home with you.

LIFE 2030.600	Su	01:00PM-04:00PM	AT 128
Session: 1	\$66	10/10/21	Gracie Marske
LIFE 2030.601	Su	01:00PM-04:00PM	AT 128
Session: 1	\$66	11/07/21	Gracie Marske

How to Run for Public Office

Slade Raine, former candidate for County Commissioner, shares his thoughts, experiences and lessons learned on the campaign trail. Assisted by Michael Hays, they will examine the necessary elements of a viable campaign. From deadlines to money to yard signs, a thorough examination will be provided. Feel free to bring a lunch.

LIFE 2035.600	Su	01:30PM-05:30PM	CCI 123
Session: 1	FREE	11/07/21	Michael Hays
LIFE 2035.601	Su	01:30PM-05:30PM	CCI 123
Session: 1	FREE	12/05/21	Michael Hays

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)

Creative 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	HS 104
Sessions: 6	\$215	09/09/21-10/14/21	Mary Billiter

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

Writing Boot Camp

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

LIFE 2023.600	Th	06:00PM-08:00PM	ZOOM
Sessions: 4	\$188	10/28/21-11/18/21	Mary Billiter

Dog Training

Puppy ABCs & 123s

Get your puppy started 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 learning some fun tricks. Puppies 14 weeks to six months. All dogs are required to be current on vaccines including Rabies, Parvo, Bordetella (kennel cough). Bring proof of vaccinations first class. NO DOGS FIRST CLASS. The first day of class will be over ZOOM.

LIFE 1025.600	Sa	12:00PM-03:00PM	ZOOM
	Sa	11:00AM-12:30PM	AB 101
Sessions: 7	\$109	10/09/21-11/27/21	Cathy Anderson
No class Oct 16			

Mind Your Manners

This class is designed to teach you how to teach your dog. You will learn how to teach basic house manners such as “sit,” “down,” “stay,” and walking on a loose leash. We will work on problem behaviors and learn some fun tricks. Dogs 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 CLASS. First day of class will be over ZOOM

LIFE 1023.600	Sa	12:00PM-03:00PM	ZOOM
	Sa	12:45PM-02:15PM	AB 101
Sessions: 7	\$109	10/09/21-11/27/21	Cathy Anderson
No class Oct. 16			
LIFE 1023.601	Sa	12:00PM-03:00PM	ZOOM
	Sa	02:30PM-04:00PM	AB 101
Sessions: 7	\$109	10/09/21-11/27/21	Cathy Anderson
No class Oct. 16			

Equine

Barrel Horse Conditioning

The class will focus on exercises and drills to improve horsemanship skills in barrel racing. Riders will be able to work on the pattern with young horses and condition seasoned horses. Rider must provide their own horse. This is a course for intermediate riders and riders with knowledge of barrel racing.

LIFE 2029.600	Su	08:00AM-09:45AM	AREN 100
Sessions: 12	\$130	09/12/21-12/05/21	Becky Juschka

Mounted Tactics

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

LIFE 2019.600	Su	10:15AM-12:00PM	AREN 100
Sessions: 12	\$130	09/12/21-12/12/21	Lynn McColl

Beginning to Intermediate Riding

This class is for beginning to intermediate riders wanting to foster a better relationship with their horse. Emphasis will be on safety, and helping both the horse and rider to better communicate with each other while lowering the tension levels. No horses younger than 4 years old will be accepted. Class will meet a total of 5 times during published dates. Instructor will give schedule on first day of class. Proof of vaccination either by vet note or proof of purchase will be required the first day of class.

LIFE 1978.600	Su	12:15PM-01:45PM	AREN 100
Sessions: 5	\$141	09/12/21-10/17/21	Joni Rio
LIFE 1978.601	Su	12:15PM-01:45PM	AREN 100
Sessions: 5	\$141	10/24/21-12/05/21	Joni Rio

Estate Planning

Estate Planning – Which Will, Will I Need?

Do the varying types of “wills” that may be associated with an estate plan have you confused? Not all “wills” do the same thing, each serving a very distinct purpose. This class covers the basic distinguishing features among wills.

LIFE 2032.600	MW	06:00PM-07:00PM	CCI 123
Sessions: 2	\$14	09/20/21-09/22/21	Shaina Case
LIFE 2032.601	WF	12:00PM-01:00PM	CCI 123
Sessions: 2	\$14	09/22/21-09/24/21	Shaina Case

Why and When Would I Need a Living Trust

Living Trusts are a useful estate planning tool that are not only for high worth individuals. Leaern how to put your estate planning puzzle together through the use, and ease, of creating and maintaining a revocable living trust. Families with young children, special needs beneficiaries, spendthrift beneficiaries, families with children from previous marriages, and everyone in between will benefit.

LIFE 2033.600	MW	06:00PM-07:00PM	CCI 123
Sessions: 2	\$14	10/04/21-10/06/21	Shaina Case
LIFE 2033.601	WF	12:00PM-01:00PM	CCI 123
Sessions: 2	\$14	10/06/21-10/08/21	Shaina Case

307.778.1236

REGISTER STARTING JULY 22
LCCC.WY.EDU/ENRICHMENT

Wyoming Probate 101

Without a proper estate plan and titling of assets in place, probate or other unpleasant estate settling procedures may be inevitable. Join in an engaging overview of the probate process in Wyoming. Topics include what is probate, what happens in probate, asset titling, and probate alternatives.

LIFE 2034.600	MW	06:00PM-07:00PM	CCI 124
Sessions: 2	\$14	10/25/21-10/27/21	Shaina Case
LIFE 2034.601	WF	12:00PM-01:00PM	CCI 124
Sessions: 2	\$14	10/27/21-10/29/21	Shaina Case

Financial

Understanding Medicare

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 2025.600	M	06:30PM-08:30PM	CCI 123
Session: 1	\$22	09/13/21	Charlie Simineo

Building a Retirement Income

With retirement within sight, now's the time to figure out how to turn your savings and investments into a paycheck - so you can live comfortably and 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-06:45PM	CCI 123
Sessions: 2	\$12	09/14/21-09/16/21	Jess Ryan
LIFE 1928.601	MW	05:30PM-06:45PM	CCI 123
Sessions: 2	\$12	10/18/21-10/20/21	Jess Ryan

How Tax Planning Changes Through 4 Stages of Retirement

In retirement, your tax rate may vary widely over the years based on the timing and order in which you use different sources of money to pay for your living expenses. Learn from two Certified Financial Planner practitioners how to create a retirement tax strategy that will: identify the types of taxes you will face at various stages; address how taxes impact Social Security and Medicare; and plan when to tap different accounts so you don't overpay taxes. You will learn the four stages of retirement and important tax actions in each stage, including tricky IRA challenges. We'll cover the mistakes to avoid when it comes to your investment portfolio, health care, and estate planning and how to apply the tax code in an organized and efficient way.

LIFE 1977.600	TTh	07:00PM-08:30PM	CCI 124
Sessions: 2	\$27	09/14/21-09/16/21	Sandy Patrick
LIFE 1977.601	WF	10:00AM-11:30AM	CCI 124
Sessions: 2	\$27	09/22/21-09/24/21	Sandy Patrick
LIFE 1977.602	TTh	06:30PM-08:00PM	ZOOM
Sessions: 2	\$27	09/28/21-09/30/21	Sandy Patrick

How to Write a Claim for VA Disability

As the wife of a Vietnam veteran, I struggled to write disability claims. My first claim was denied after 9 months. When I resubmitted the claim, it too was denied after another 9 months. In the meantime, I researched everything I could read on VA disability claims. Come to class and I'll share what I have learned and hopefully save you a couple of years of fighting with the VA.

LIFE 2011.600	T	06:00PM-08:00PM	CCI 123
Session: 1	FREE	09/28/21	Patrice Gapen

Visit the Life Enrichment website
lccc.wy.edu/lifeEnrichment

Ins and Outs of Hiring a Financial Advisor

Let's take the mystery out of the crazy and confusing world of Financial Advisors. The term "financial advisor" is impossibly broad including stockbrokers, investment managers, wealth managers, insurance agents, and financial planners. Then add in compensation confusion: commissions, sales charges, fee-based and fee-only. Hiding within all this are the really important concepts of "Fiduciary" and "best-interest." We will cover the major types of licensing, registrations and certifications.

LIFE 2028.600	T	06:30PM-08:00PM	ZOOM
Session: 1	\$14	10/12/21	Sandy Patrick
LIFE 2028.601	W	10:00AM-11:30AM	CCI 123
Session: 1	\$14	10/13/21	Sandy Patrick
LIFE 2028.602	Th	07:00PM-08:30PM	CCI 123
Session: 1	\$14	10/14/21	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	CCI 123
Sessions: 2	\$27	10/19/21-10/21/21	Sandy Patrick
LIFE 1894.601	WF	10:00AM-12:00PM	ZOOM
Sessions: 2	\$27	10/20/21-10/22/21	Sandy Patrick
LIFE 1894.602	TTh	06:30PM-08:00PM	ZOOM
Sessions: 2	\$27	10/26/21-10/28/21	Sandy Patrick

Understanding Medicare Drug Programs

This class will discuss how Medicare covers prescription drugs under all four parts of Medicare and will provide answers to what drugs are covered under which part of Medicare. A majority of the time will be spent on Medicare Part D. There will be discussion about the penalties for not selecting a prescription drug plan. A portion of the class is spent on how to pick a prescription drug plan and when to do this. For maximum understanding it is recommended that you take the Medicare Basic class.

LIFE 1513.600	M	06:30PM-08:30PM	CCI 123
Session: 1	\$22	10/25/21	Charlie Simineo

Medigap and Long Term Care Ins

The first hour will be spent discussing the difference between a Medigap policy and 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? 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.

LIFE 1297.600	M	06:30PM-08:30PM	CCI 123
Session: 1	\$22	11/08/21	Charlie Simineo

Fitness & Wellness

Tai Chi Basics for Beginners

Tai Chi offers beginning Tai Chi skills and concepts. Students will learn drills to help them practice concepts essential to understanding Tai Chi. Qi Gong practice will be introduced, as well.

LIFE 2036.600	TTh	10:00AM-11:00AM	CCI 143
Sessions: 12	\$66	09/07/21-10/14/21	Michele Schmidt
LIFE 2036.601	TTh	10:00AM-11:00AM	CCI 143
Sessions: 10	\$66	10/19/21-11/18/21	Staff

Advanced Tai Skills and Qigong

This is an advanced Tai Chi course designed for students who have basic understanding and knowledge of Tai Chi postures, principles and concepts. All Tai Chi principles according to the Taijiquan Classics should be the same regardless of the style you study. Recommended for those with a minimum of four years practice and study.

LIFE 2038.600	W	12:00PM-01:00PM	CCI 143
Sessions: 11	\$66	09/08/21-11/17/21	Michele Schmidt

Meditation and Mindfulness

We are all living in stressful times. 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. This course will support you in developing or enhancing your own meditation practice.

LIFE 1936.600	Th	05:45PM-07:00PM	ZOOM
Sessions: 4	\$66	09/09/21-09/30/21	Betsy Collar

Heroes Relief

This class is designed to help reduce stress felt in one's body and mind by connecting the mind and body through stretching and breathing techniques. Taught by a veteran for veterans, nonveterans are welcome to join us.

LIFE 2037.600	M	07:00PM-08:00PM	CCI 143
Sessions: 5	\$34	09/13/21-10/11/21	Michele Schmidt

LIFE 2037.601	M	07:00PM-08:00PM	CCI 143
Sessions: 5	\$34	10/18/21-11/15/21	Michele Schmidt

Padi Scuba I

During this first phase of the scuba certification process you will complete both the classroom and pool component of your certification requirements. Please be sure to read your classroom materials prior to the first night of class. The instructor will review the information you learned from the course textbook and DVD in the classroom component. On the remaining class days you will learn the necessary water skills in the pool. 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	WThF	05:30PM-08:30PM	RAC 115
	SaSu	03:00PM-07:00PM	RAC 109/115
Sessions: 5	\$358	10/06/21-10/10/21	Jim Collins

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-07:00PM	CCI 121
Sessions: 6	\$82	10/21/21-12/02/21	Betsy Collar

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.

LIFE 1839.600	W	05:30PM-06:45PM	BT 112
Sessions: 10	\$143	09/08/21-11/10/21	Dennis Dicampli

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. Includes textbook.

LIFE 1554.600	M	05:30PM-06:45PM	BT 112
Sessions: 10	\$143	09/13/21-11/15/21	Dennis Dicampli

Online Learning

Ed2Go:

A to Z Grant Writing

A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step. In doing so, you will learn what grant funders look for in an application by reviewing pieces of your peers' grant proposals to provide and receive feedback. Additional features include six teachable moments videos and six choose your own adventure branching scenarios.

Cost: \$99	Location: Online	ed2go.com/larcoco
Days and Times: start date is middle of each month, 6-week class		

Homeschool With Success

Homeschooling can be a bit of a mystery if you're new to the topic. In this course, you'll start at the beginning, delving into the history of homeschooling and examining its status today in all 50 states. You'll see how to find the laws and regulations that govern your community--and you might be surprised to learn that homeschooling is legal and growing all around you. As you discover what you need to know to homeschool your children, you'll also become familiar with the terminology the homeschool community uses.

You'll see how homeschooling gives you the opportunity to socialize your children as well as build long-lasting and productive relationships with peers and adults. You'll also find out how homeschooling gives you unique opportunities to teach valuable life skills. From manners to money management, you can be sure your children master subjects that don't make it into most textbooks. You'll also learn about full-time homeschooling for travelers and how it can fit into their adventurous lives. When you finish this course, you'll have lots of information and guidance to plot your homeschooling course for years to come!

Cost: \$89	Location: Online	ed2go.com/larcoco
Days and Times: Start date is middle of each month, 6-week class		

REGISTER EARLY
LCCC.WY.EDU/ENRICHMENT

New DRIVER SIMULATOR

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

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

**Register @ lccc.wy.edu/Enrichment
or 307.778.1236.**



Budget 101

Have you ever asked yourself where did my money go? Budgeting is one of the most important financial skills that a person can learn. This 2 part class offered by Meridian Trust Federal Credit Union will teach the basics of budgeting, different budgeting strategies and how to pick the best one for you and your family. Let's get on the road to financial independence.

Tues., Sept. 21 & 28 | 6-8 PM

FREE

Must register in advance @ lccc.wy.edu/Enrichment
or call 307.778.1236



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Noncredit Registration Information

You may register for noncredit Workforce Development classes
online at lccc.wy.edu/workforce
or by calling 307.778.4381
(For refund, cancelation and withdrawal information see inside front cover.)

Workforce Training at a Glance . . .

COURSE TITLE	SECTION CODE	DAY	DATE	TIME	LOCATION	COST	INSTRUCTOR	PAGE
COMPUTER APPLICATIONS TRAINING								
Adobe Acrobat Pro DC	BTWD 0503.600	T	12/21/21	09:00AM-05:00PM	TC 103	\$129	Janice Cheever	12
Create Forms	BTWD 0675.600	T	10/26/21	09:00AM-12:00PM	TC 103	\$79	Janice Cheever	12
MOS Access Online Certification	BTWD 0560.500		08/01/21-12/17/21		NET	\$349	Janice Cheever	12
MOS Excel Expert Online Certification*	BTWD 0647.500		08/01/21-12/17/21		NET	\$349	Janice Cheever	12
MOS Excel Online Certification	BTWD 0543.500		08/01/21-12/17/21		NET	\$349	Janice Cheever	12
MOS PowerPoint Online Certification	BTWD 0648.500		08/01/21-12/17/21		NET	\$349	Janice Cheever	12
MOS Word Expert Online Certification*	BTWD 0525.500		08/01/21-12/17/21		NET	\$349	Janice Cheever	12
MOS Word Online Certification	BTWD 0554.500		08/01/21-12/17/21		NET	\$349	Janice Cheever	12
MS Access Advanced	BTWD 0610.600	W	11/10/21	09:00AM-04:45PM	TC 103	\$129	Janice Cheever	12
MS Access Basic	BTWD 0603.600	W	09/22/21	09:00AM-04:45PM	TC 103	\$129	Janice Cheever	12
MS Access Intermediate	BTWD 0605.600	W	10/13/21	09:00AM-04:45PM	TC 103	\$129	Janice Cheever	12
MS Excel Advanced	BTWD 0609.600	W	12/15/21	09:00AM-04:15PM	TC 103	\$129	Janice Cheever	12
	BTWD 0609.800	TW	11/02/21-11/03/21	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	
MS Excel Basic	BTWD 0601.600	W	09/15/21	09:00AM-04:45PM	TC 103	\$129	Janice Cheever	12
	BTWD 0601.601	W	10/06/21	09:00AM-04:45PM	TC 103	\$129	Janice Cheever	
	BTWD 0601.800	TW	09/07/21-09/08/21	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	
MS Excel Intermediate	BTWD 0607.600	W	10/27/21	09:00AM-04:45PM	TC 103	\$129	Janice Cheever	12
	BTWD 0607.800	TTh	10/05/21-10/07/21	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	
How can Excel Make HR Tasks Easier?	BTWD 0649.600	T	10/19/21	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	12
MS Teams	BTWD 0646.600	Th	09/09/21	09:00AM-12:00PM	TC 103	\$79	Janice Cheever	12
MS Word Advanced	BTWD 0608.600	Th	11/04/21	09:00AM-04:25PM	TC 103	\$129	Janice Cheever	12
MS Word Basic	BTWD 0602.600	W	09/01/21	09:00AM-04:30PM	TC 103	\$129	Janice Cheever	12
MS Word Intermediate	BTWD 0604.600	W	09/29/21	09:00AM-04:45PM	TC 103	\$129	Janice Cheever	13
Quickbooks Online Certification	BTWD 0676.500		08/01/21-12/17/21		NET	\$349	Janice Cheever	13
QuickBooks Online Software	BTWD 0677.600	TTh	11/16/21-11/18/21	09:00AM-03:00PM	TC 103	\$199	Janice Cheever	13
Smartsheets	BTWD 0674.500	T	09/28/21	09:00AM-12:00PM	TC 103	\$79	Janice Cheever	13
Tableau	BTWD 0642.500	W	10/20/21	09:00AM-04:15PM	TC 103	\$129	Janice Cheever	13
*Prerequisite: MOS Associate Level Certification								
CPR, FIRST AID AND EMERGENCY SERVICES								
BLS Renewal Course	EMTN 4014.600	Th	09/09/21	09:00AM-11:00AM	TC 123	\$60	Frances Phelps	13
	EMTN 4014.601	Th	10/07/21	09:00AM-11:00AM	TC 123	\$60	Frances Phelps	
	EMTN 4014.602	Th	11/11/21	09:00AM-11:00AM	TC 123	\$60	Frances Phelps	
	EMTN 4014.603	Th	12/16/21	09:00AM-11:00AM	TC 123	\$60	Frances Phelps	
CPR and First Aid	EMTN 4010.600	F	09/10/21	09:00AM-04:00PM	TC 115	\$99	Jason Evans	13
	EMTN 4010.601	F	09/24/21	09:00AM-04:00PM	TC 115	\$99	Sean Horton	
	EMTN 4010.602	F	10/08/21	09:00AM-04:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.603	F	10/29/21	09:00AM-04:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.604	F	11/12/21	09:00AM-04:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.605	F	12/03/21	09:00AM-04:00PM	CCI 124	\$99	Jason Evans	
	EMTN 4010.606	F	12/17/21	09:00AM-04:00PM	TC 115	\$99	Jason Evans	
CPR for Healthcare Providers	EMTN 4015.600	F	09/03/21	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	13
	EMTN 4015.601	F	09/17/21	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.602	F	10/01/21	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.603	F	10/22/21	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.604	F	11/05/21	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.605	F	11/19/21	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.606	F	12/10/21	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT								
Adapting to Change	BTWD 0036.600	T	11/30/21	01:00PM-05:00PM	CCI 121	\$99	Melissa Martin	13
Becoming Your Own Best Advocate	BTWD 0510.800	F	11/05/21	12:00PM-02:00PM	ZOOM	\$49	Monica Puente	13

Behaving Like a PRO	BTWD 0509.600	W	12/15/21	01:00PM-05:00PM	TC 112	\$99	Monica Puente	13
	BTWD 0509.800	F	10/08/21	12:00PM-02:00PM	ZOOM	\$49	Monica Puente	
Bridges Out of Poverty 2-HOURS	BTWD 0682.800	F	10/15/21	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	13
Bridges Out of Poverty 8-HOURS	BTWD 0683.600	Th	09/23/21-09/30/21	08:00AM-12:00PM	TC 123	\$149	Melissa Martin	13
	BTWD 0683.601	TTh	12/14/21-12/16/21	01:00PM-05:00PM	TC 123	\$149	Melissa Martin	
CAPM Preparation Course	BTWD 0639.600	Th	09/09/21-10/28/21	05:00PM-08:00PM	TC 123	\$299	Jerry Sanchez	13
Civility in the Workplace	BTWD 0351.600	T	10/12/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	13
Coaching to Move People Forward	BTWD 0681.600	Th	10/07/21	08:00AM-12:00PM	TC 121	\$99	Melissa Martin	13
Communicating for Leadership Success	BTWD 0405.600	T	11/23/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	13
Creating Your Resume	BTWD 0492.800	F	09/24/21	12:00PM-02:00PM	ZOOM	\$49	Rhonda Priest	13
	BTWD 0492.801	F	12/17/21	12:00PM-02:00PM	ZOOM	\$49	Rhonda Priest	
Critical Thinking Skills	BTWD 0670.600	T	09/28/21	08:00AM-12:00PM	TC 123	\$99	Melissa Martin	13
Crucial Conversations Online	BTWD 0650.560		11/11/21-12/17/21		NET	\$399	Melissa Martin	14
		Th	11/11/21	08:00AM-12:00PM	CCI 123			
Customer Service	BTWD 0114.600	Th	09/23/21	08:00AM-12:00PM	TC 112	\$99	Monica Puente	14
	BTWD 0114.601	W	11/10/21	01:00PM-05:00PM	CCI 123	\$99	Monica Puente	
De-Escalating Emotions	BTWD 0594.800	F	10/22/21	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	14
Driving Change	BTWD 0408.600	Th	09/09/21	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	14
Emotional Intelligence	BTWD 0217.600	T	10/19/21	01:00PM-05:00PM	CCI 123	\$99	Melissa Martin	14
Ethics in the Workplace	BTWD 0436.600	Th	10/28/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	14
Generations in the Workplace	BTWD 0136.600	Th	11/04/21	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	14
Good Grammar a Refresher Course	BTWD 0611.800	M	10/04/21-10/11/21	06:00PM-08:00PM	ZOOM	\$99	Monica Puente	14
Human Resources for Managers	BTWD 0139.600	W	09/29/21	08:00AM-12:00PM	TC 112	\$99	Charlie Rando	14
	BTWD 0139.601	W	11/17/21	08:00AM-12:00PM	CCI 121	\$99	Charlie Rando	
Influencing Others	BTWD 0056.600	W	12/15/21	08:00AM-12:00PM	CCI 121	\$99	Rhonda Priest	14
Intentional Listening	BTWD 0624.800	F	09/17/21	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	14
Interview With Pizazz	BTWD 0680.800	F	11/12/21	12:00PM-02:00PM	ZOOM	\$49	Rhonda Priest	14
	BTWD 0680.801	F	12/10/21	12:00PM-02:00PM	ZOOM	\$49	Rhonda Priest	
Intro to Crucial Conversations	BTWD 0656.800	F	10/01/21	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	14
Presentations Without Panic	BTWD 0612.600	T	12/21/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	14
Putting the Right People on the Bus	BTWD 0512.600	Th	09/16/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	14
	BTWD 0512.601	T	11/16/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	
Time Management	BTWD 0092.800	F	09/10/21	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	14
Unconscious Bias	BTWD 0580.600	Th	10/14/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	14
Virtual Meeting Best Practices	BTWD 0658.800	F	11/19/21	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	14
Working Through Conflict	BTWD 0028.800	F	12/03/21	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	14
Workplace Stability	BTWD 0541.600	Th	10/21/21	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	14
Writing for the Workplace	BTWD 0539.800	M	12/06/21-12/13/21	01:00PM-03:00PM	ZOOM	\$99	Rhonda Priest	14
OSHA, SAFETY AND REGULATORY								
OSHA 10-Hour Construction	OSHA 0094.600	WTH	10/06/21-10/07/21	08:00AM-05:00PM	CCI 124	\$199	Jason Evans	15
	OSHA 0094.601	TW	11/30/21-12/01/21	08:00AM-05:00PM	CCI 124	\$199	Jason Evans	
OSHA 30-Hour Construction	OSHA 0181.600	MTWTH	12/06/21-12/09/21	08:00AM-05:00PM	TC 12	\$499	Jason Evans	15
OSHA 10-Hour General Industry	OSHA 0082.600	TW	09/14/21-09/15/21	08:00AM-05:00PM	TC 123	\$199	Jason Evans	15
	OSHA 0082.601	TW	11/09/21-11/10/21	08:00AM-05:00PM	CCI 121	\$199	Jason Evans	
OSHA 30 Hour General Industry	OSHA 0144.600	MTWTh	10/18/21-10/21/21	08:00AM-05:00PM	CCI 121	\$499	Jason Evans	15
TECHNICAL TRAINING								
Administrative Professional Training	BTWD 0215.540		10/07/21-12/17/21	hybrid times vary		\$2,200	Janice Cheever	15
Certified Fiber Optics Tech	BTWD 0158.600	MTW	10/04/21-10/06/21	08:00AM-05:00PM	TC 112	\$895	BDI Datalynk	15
Certified Fiber Optics Specialist	BTWD 0159.600	ThF	10/07/21-10/08/21	08:00AM-05:00PM	TC 112	\$795	BDI Datalynk	15
Certified Fiber Optics Splicing	BTWD 0247.600	SaSu	10/09/21-10/10/21	08:00AM-05:00PM	TC 112	\$795	BDI Datalynk	15
Certified Medical Assistant	BTWD 0428.540	MWTh	09/13/21-12/31/21	06:00PM-09:00PM	TC 120	\$3,360	Elizabeth Marston	15
		Sa		08:00AM-05:00PM				
Certified Production Technician	BTWD 0630.560	MTWTF	09/02/21-01/07/22		NET	\$2,400	Dolores Lystad	15
		Th		05:00PM-08:00PM	TC 103			
Commercial Driver License	CDL 1001.600	MTWThF	09/20/21-10/25/21	08:00AM-04:30PM	CT 108	\$4,600	Michael Geissler	15
	CDL 1001.601	MTWThF	11/08/21-12/15/21	08:00AM-04:30PM	CT 108	\$4,600	Michael Geissler	
Intro to Computer-Aided Design & SolidWorks	BTWD 0679.540	Th	09/30/21	09:00AM-12:00PM	TC 103	\$349	Janice Cheever	15
				OR 05:30AM-07:30PM				
ISO Training Class	BTWD 0664.800	TWTHF	11/02/21-11/05/21	01:00PM-05:00PM	ZOOM	\$599	Quality Advocates of America	16
Pharmacy Technician	BTWD 0176.600	TTh	10/19/21-12/09/21	06:00PM-09:00PM	CCI 124	\$2,400	Staff	16

DESCRIPTIONS

See Pages 10 and 11 for dates and times.

COMPUTER APPLICATIONS 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.

Create Forms

Learn to create forms using three different software options including Microsoft® Forms, Adobe Acrobat and Smartsheets. Learn to create a form, such as a survey or quiz, invite others to respond to it using almost any web browser or mobile device, see real-time results as they’re submitted, use built-in analytics to evaluate responses, and export results for additional analysis or grading.

MOS Access Online Certification

This is a self-paced, online MOS Access Certification Training. The average student will finish this course in 6 weeks. It allows students to learn the skills necessary to pass the MOS Access Certification exam. Course cost includes comprehensive textbook and certification testing voucher. Students will contact instructor for scheduling proctored testing time.

MOS Excel Expert Online Certification

This is a self-paced, online MOS Excel EXPERT certification training with ongoing instructor availability. The course allows students to learn the skills necessary to pass the MOS Excel EXPERT Certification exam. 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 Associate Level Certification is a prerequisite for this course.

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. Course cost includes comprehensive textbook and certification testing voucher. Students will contact instructor for scheduling proctored testing time.

MOS PowerPoint Online Certification

This is a 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. 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.

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 Associate Level Certification is a prerequisite for this class.

MOS Word Online Certification

This is a self-paced, online MOS Word Certification Training. The average student will complete this course in 6 weeks. It allows students to learn the skills necessary to pass the MOS Word Certification exam. Course cost includes comprehensive textbook and certification testing voucher. Students will contact instructor for introductory meeting and scheduling of proctored testing time.

MS Access Advanced

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

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

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 Excel Advanced

Upon successful completion of this course, students will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality. Students will work with multiple worksheets and workbooks; use Lookup functions and formula auditing; share and protect workbooks; automate workbook functionality; create sparklines; map data; and forecast data.

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

In this course students learn how to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. Students will work with functions, work with lists, analyze data, visualize data with charts, and use PivotTables and PivotCharts.

How can Excel Make HR Tasks Easier?

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 and 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.

MS Teams

This course is an introduction to Microsoft® Office 365 with Teams in a cloud-based environment. Using the Office 365 suite of productivity apps, users can easily communicate and collaborate together through Microsoft® Teams messaging and meeting functionality.

MS Word Advanced

In this course, you will: Use images in a document. Create custom graphic elements. Collaborate on documents. Add reference marks and notes. Secure a document. Create and manipulate forms. Create macros to automate tasks.

MS Word Basic

In this course, students will learn fundamental MS Word skills. Topics covered include navigating and performing common tasks in Word such as opening, viewing, editing, saving, printing documents, and configuring the application.

MS Word Intermediate

In this course, you will learn to create and modify complex documents and use tools that allow you to customize those documents. You will: Organize content using tables and charts. Customize formats using styles and themes. Insert content using quick parts. Use templates to automate document formatting. Control the flow of a document. Simplify and manage long documents. Use mail merge to create letters, envelopes, and labels.

Quickbooks Online Certification

Self-paced, online Intuit® QuickBooks, the industry leader in managerial accounting software for entrepreneurs and small business, provides an easy-to-understand platform for students to grasp accounting concepts while honing skills in the most prevalent bookkeeping application in small business today. Students can validate their QuickBooks knowledge by becoming an Intuit QuickBooks Certified User (QBCU). Validating QuickBooks knowledge and skills demonstrates bookkeeping skills acumen in a tangible, measurable way; this certification positions individuals as a credible job candidate to employers. Course cost includes comprehensive textbook and certification testing voucher. Students will contact instructor for scheduling proctored testing time. The average student will take 6 weeks to complete this course.

QuickBooks Online Software

This class provides instruction on QuickBooks, Intuit’s accounting software for small businesses using the online version of QuickBooks. The class is designed to teach you how to use features such as creating a company, modifying the preset chart of accounts, lists, managing expenses, products and services, sales and income, customer transactions, reconciling a checking account, invoicing customers, paying bills, inventory, reports and more. [Prerequisites: Students must be familiar with using a computer and accessing and navigating websites.]

Smartsheets

Smartsheets is a software that can be used to assign tasks, track project progress, manage calendars, share documents, and manage other work, using a tabular user interface. Transform your work into dynamic work with a single, flexible platform that unifies collaboration, workflows, and content management, giving everyone the ability to continuously make an impact and increase efficiency and productivity.

Tableau

Tableau helps people transform data into actionable insights. Explore with limitless visual analytics. Build dashboards and perform ad hoc analyses in just a few clicks. Share your work with anyone and make an impact on your business. People everywhere use Tableau to see and understand their data.

CPR, FIRST AID AND EMERGENCY SERVICES

BLS Renewal Course

The BLS Renewal Course is for current BLS providers who need to renew their BLS skills and BLS Provider course completion card. This American Heart Association video-based, Instructor-led course features accelerated content that is designed for learners with existing BLS knowledge, allowing for time efficiency while teaching both single-rescuer and team BLS skills for application in both in-facility and prehospital settings. Prerequisite: Student must have a current (not expired) BLS card to attend this class.

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

Adapting to Change

If people wince, stonewall, or rebel when a change in routine is mentioned, there is a solution. When employees can adapt quickly, the entire organization becomes faster, more flexible, and better able to answer the demands of an increasingly competitive marketplace. This course develops the confidence and skills needed to face change and welcome it as an opportunity to grow and learn.

Becoming Your Own Best Advocate

It is vital to 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

What does a professional look like? Act like? Sound like? Explore the qualities of a professional and learn how to set yourself apart in the world of work.

Bridges Out of Poverty 2-HOURS

Bridges Out of Poverty is a powerful tool for change. This overview session introduces participants to the habits of different socio-economic classes.

Bridges Out of Poverty 8-HOURS

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. Participants will identify ways to apply the material to their specific work environments for improved interactions and customer service.

CAPM Preparation Course

The APMT course will prepare students for the Project Management Institute’s (PMI) Certified Associate in Project Management Certification (CAPM). The course will pull key concepts, processes, standards and project management vernacular from the PMI’s Project Management Body of Knowledge Guide (PMBOK) preparing students for the CAPM certification exam. This course meets the 23-hours project management education requirement.

Civility in the Workplace

Learn how to identify uncivil actions in the workplace, model desired behaviors, and ultimately promote respect and dignity among employees.

Coaching to Move People Forward

Learn to initiate effective performance management discussions, provide meaningful feedback, and ongoing support to help employees reach their potential.

Communicating for Leadership Success

This course introduces leaders to the core communication skills they need to excel in their role. Participants will learn basic communication skills and specific techniques for coaching, delegating, and driving change that they can immediately apply in their workplace.

Creating Your Resume

Develop a resume that succinctly communicates your key assets to potential employers. Learn the hidden rules of writing an attention-getting resume including correct formatting, addressing resume gaps, and using transferrable skills to create an eye-catching resume that you will be proud to share.

Critical Thinking Skills

In today’s fast-paced workplace, decisions often have to be made quickly, effectively and without doubt. It is increasingly important for employees to be able to think critically on their own. When employees excel at critical thinking, they can assess all possible approaches to a problem and choose the best solution confidently and calmly. Executives repeatedly highlight critical thinking skills as a sought-after trait in new hires and current employees. This course will enable you to learn the components of critical thinking and avoid blocks to critical thinking. As a result, you’ll be able to think more creatively and independently, make better decisions by problem solving systematically, identify the value of ideas and reach well-reasoned conclusions.

Crucial Conversations Online

Perfect for a busy schedule, this hybrid version of Crucial Conversations allows students to complete the modules at their own pace through face-to-face and online delivery of content. Participants will learn the skills for handling high-stakes disagreements more effectively. This blended learning provides learners the autonomy to integrate Crucial Conversations skills in their own way and at their own pace, combined with real accountability and social learning.

Customer Service

Customer-centric organizations prioritize the customer’s experience, but it does not magically happen without the proper training. This course empowers frontline employees to develop service delivery strategies that transform the customer experience by focusing on techniques to manage challenging customer situations, responding proactively to conflict, and creating mistake-proof processes to minimize customer frustration.

De-Escalating Emotions

Emotion management is the ability to master one’s own emotions ?? a key personal and professional skill. However, what happens when the situation escalates beyond emotion management? This workshop will provide tools on how to reduce the level of conflict in crisis situations to increase the level of safety for everyone involved.

Driving Change

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

Emotional Intelligence

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

Ethics in the Workplace

Identify and resolve typical ethical dilemmas by increasing your knowledge and dispel common myths about business ethics, describe the ideal ethical workplace, implement ethics guidelines and policies in your organization.

Generations in the Workplace

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

Good Grammar a Refresher Course

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

Human Resources for Managers

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

Influencing Others

In this course, participants explore skills to successfully influence others for the betterment of themselves and their organization. Topics include methods of ethical persuasion, knowing your audience, as well as communicating effectively both verbally and nonverbally.

Intentional Listening

Listening is an undervalued skill. In our busy lives, we often don’t take the time to listen. Participants in this workshop will understand the components and styles of listening as well as develop ways to listen better. Emphasis will be on learning how to achieve better work and personal relationships through listening better.

Interview With Pizazz

Learn how to prepare for a job interview, including those difficult to answer questions. Discover the importance of researching the organization, aligning individual competencies with the employer’s needs, and using the STAR technique to demonstrate qualifications in this 2-hour workshop.

Intro to Crucial Conversations

Do you need better conflict management skills? Are you curious about the skills taught in Crucial Conversations courses? This overview of the best-selling book “Crucial Conversations” provides students a high-level overview of the crucial conversations skill-building model. Participants will learn the skills for handling high-stakes disagreements more effectively.

Presentations Without Panic

For most people, the idea of making a presentation generates panic. In this workshop learn a step-by-step process to turn panic into poise. Learn how to identify the purpose, organize the information, and design memorable introductions and conclusions. Other topics include analyzing the audience, adapting the content, managing nervousness, and developing your own delivery style.

Putting the Right People on the Bus

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

How effectively do you manage your time? Take your productivity to the next level by evaluating your current habits, identifying opportunities, and learning new strategies to increase your effectiveness.

Unconscious Bias

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.

Virtual Meeting Best Practices

Virtual meetings are the new normal. This two-hour course addresses the nuances of both leading and attending virtual meetings. Come ready to engage, share best practices, as well as learn tips on how to create connections and improve and productivity in a virtual environment.

Working Through Conflict

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. Participants will learn proven strategies that make this a reality.

Workplace Stability

Recognize the correlation between employee instability and negative workplace issues like absenteeism, health problems, and workplace violations. Learn to recognize the factors that create employee instability; impact employee performance, and decrease profitability. Discover techniques to improve workplace stability and create an action plan suited to your business.

Writing for the Workplace

Learn how to compose concise, common business documents with clear messages and tailor 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 EARLY
307.778.4381

OSHA, SAFETY AND REGULATORY

OSHA 30 Hour Construction

This course covers 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 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 10 Hour Construction

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.

OSHA 10-Hour General Industry

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

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.

TECHNICAL TRAINING

Administrative Professional Training

This hybrid course will prepare students for the globally recognized certifications in IC3-GS6 Digital Literacy certificate, Microsoft Office Specialist (MOS) Word Associate, MOS Excel Associate, MOS Outlook Associate, and Communication Skills for Business (CSB). Students will learn skills to become an indispensable member of an office team by providing high productivity and efficiency including soft skills training for workplace stability, dealing with conflict, time management, information and records management and travel and meeting coordination. Class meets in person 7 times on 10/7, 10/14, 10/21, 10/28, 11/3, 11/11, and 11/18 from either 8am-noon or 1pm-5pm. Schedule will be provided upon enrollment.

Certified Fiber Optics Tech

This introductory approximately three day fiber optics technician course is designed for anyone interested in becoming a Certified Fiber Optics Technician. This training combines theory and 85% hands-on activities to prepare the student to take the Certified Fiber Optic Technician (CFOT) test that is sanctioned by the Fiber Optics Association (FOA) and given and graded the final class day. This course also introduces the student to industry standards governing Fiber-To-The-Desk (FTTD), Fiber-To-The-Home (FTTH), and Distribution Cabling. Students will learn how to identify fiber types, recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. This program explores the history and future of fiber optics and fiber optics capabilities, and basic testing and troubleshooting. Anyone interested in becoming a Certified Fiber Optics Technician should attend this class. Note: The student must pass both the written and hands on exams to successfully pass this course.

Certified Fiber Optics Specialist

This 2-day (16-hour) program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. A focal point in the program is to offer a general, easy to understand, approach to fiber optics testing standards with little theory and considerable hands on activities. This program prepares the student to take the Advanced Fiber Optics Certification Exam given at the end of class. Prerequisite: CFOT course or another formal fiber optics training course within preceding six months, or one year of fiber optics related experience. This course is accredited by BICSI recognized for 14 RCDD CECs and 12 installation CECs.

Certified Fiber Optics Splicing

This two day, approximately 16-hour splicing specialist training includes a complete presentation explaining the importance of high performance splicing and further details the points necessary to achieve these splices. The depth of this presentation is much greater than most textbooks and provides background information about splicing that is very important to the student. An overview of OTDR functions and trace understanding is also provided during this presentation. 85% hands-on classroom activities will provide training in both fusion and mechanical splicing of either single or multimode fiber optic cables. Inside or outside plant fiber optic cable types will be utilized at instructor's discretion during these hands-on sessions along with fiber optics enclosures and splice trays.

Certified Medical Assistant

This program trains students to perform administrative and certain clinical duties under the direction of a physician in a medical environment. Instruction includes preparing patients for examination, treatment, and diagnostic testing; performing routine laboratory procedures; taking and recording vital signs and medical histories; administering medications as directed by a physician, and understanding the cardiac life cycle. Administrative duties may include scheduling appointments, maintaining medical records, and billing, and coding information for insurance purposes. To be eligible for the clinical rotation, students must complete the 140-hour program, submit to a background check, complete a drug screen, and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. Call 307.772.7351 to learn more about this training.

Certified Production Technician

The Certified Production Technician (CPT) Certification is divided into four modules that address the core technical competencies of higher skilled production workers in all sectors of manufacturing. MSSC awards certificates to individuals who pass any of its Production Modules: Safety; Quality Practices & Measurement; Manufacturing Processes & Production; Maintenance Awareness; and a full Certified Production Technician Certification to those who pass all four original modules.

Commercial Driver License

This course includes commercial learner permit (CLP) training and written test for the State of Wyoming. After obtaining a commercial driver permit, for the remainder of the course students will focus on additional entry level driver training (100 mile radius), simulator training and practical training with the final practical exam on the last day of the class (CDL exam). Online resources will be utilized to further enhance student's knowledge.

Intro to Computer-Aided Design & SolidWorks

Please use this description and move to technical training: In this self-paced, online learning environment course, students will use Amatrol training software and SolidWorks drafting software, one of the most popular and powerful 3D CAD programs in the world. Students will be introduced to SolidWorks and how it is used in engineering design, including Solid Model Creation, Extruded features, Solid Model Fillets and Chamfers, Solid Model Revolved features and Production Drawings. Course includes 1 introductory, instructor-led face-to-face session on 9/30/2021 from 9 a.m. to Noon or 9/30/2021 from 5:30 to 7 p.m. Remaining training will be completed working self-paced, online, with instructor available for questions. Students must have access to SolidWorks software. Total hours = 30

ISO Training Class

This 16 hour training will include high level International Organization for Standardization (ISO) 9001:2015 fundamentals, history, and intent; facilitate the understanding of ISO and the importance of certification as related to best practices in business, including providing advantage over competitors while bidding for contracts or sub-contracts with the US Government. Training materials are included and opportunities to work directly with the instructor will be offered to those organizations wishing to pursue ISO certification.

Pharmacy Technician

This comprehensive 50 hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs," I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.

REGISTER
EARLY

307.778.4381

lccc.wy.edu/workforce

HR Safety Training Series

Zoom Classes – \$100 per session

Fifty percent (50%) discount if you register for the entire series!
Twenty-five percent (25%) discount if you register for 2 or more sessions.

All sessions are on Wednesdays from 3:30 p.m. – 5:30 p.m.

This is a series of eight virtual classes. Participants are encouraged to attend all eight sessions, but may register for only one, some or all. Participants will be requested to complete prework activities before each session.

TOPICS	DATES
*An Introduction to Safety Supervisors	September 8, 2021
Writing a Safety Plan for your Organization	September 22, 2021
*Workers Compensation and Mitigation of Risk	October 6, 2021
Safety/First Aid	October 20, 2021
*Scheduling	November 3, 2021
*Conflict in the Workplace	November 17, 2021
*What to Expect from an Audit	December 1, 2021
*Mentoring/Grooming Future Managers	December 17, 2021

* LCCC is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP® for these sessions.

To register, call 307.778.4381 or email dkaelin@lccc.wy.edu

SHRM
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RECERTIFICATION
PROVIDER
2021

The following classes are approved for SHRM PDCs:

Sept. 9.....	Driving Change.....	4
Sept. 16.....	Putting the Right People on the Bus.....	4
Sept. 23-30....	Bridges Out of Poverty.....	8
Sept. 29.....	Human Resources for Managers.....	4
Oct. 01.....	Intro to Crucial Conversations.....	2
Oct. 07.....	Coaching to Move People Forward.....	4

Oct. 14.....	Unconscious Bias.....	4
Oct. 19.....	How Can Excel make HR tasks Easier?.....	8
Oct. 28.....	Ethics in the Workplace.....	4
Nov. 04.....	Generations in the Workplace.....	4
Nov. 16.....	Putting the Right People on the Bus.....	4
Nov. 17.....	Human Resources for Managers.....	4
Nov. 19.....	Virtual Meeting Best Practices.....	2

** LCCC is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®.



WYOMING DEPARTMENT OF WORKFORCE SERVICES **BUSINESS TRAINING**

- Grants for Existing Positions
- Grants for New Positions
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Want to know more?

Please visit the Workforce Development Training Fund website at wyomingworkforce.org

CDL Simulator



Improve your commercial driving skills by practicing in a safe environment on a CDL simulator. The simulator includes modules for school buses, gooseneck trailers and fire trucks, and can be adapted to a variety of environments and weather conditions. Training registration fee includes a subject matter expert who gets you started and answers questions during practice.



Please call 307.778.4381 or email dkaelin@lccc.wy.edu for more details.

Laramie County Community College



FEATURES INCLUDE:

- **Self-paced, Start anytime**
- **24/7 Access**
- **Books and materials included**
- **Certificate of Completion**
- **Certification Exam Voucher may be included**
- **Payment plans available**
- **Student Advisors Included**
- **Industry Recognized Certifications**

ONLINE ADVANCED CAREER TRAINING

Learn in-demand skills around your schedule. This online, self-paced training is designed to prepare you for entry or advancement in career opportunities.

MEDICAL BILLING AND CODING (VOUCHERS INCLUDED)

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

PHARMACY TECHNICIAN (VOUCHER INCLUDED)

Train to enter this rapidly growing field as a Pharmacy technician, supporting licensed pharmacists in providing health care to patients.

COMPTIA CERTIFICATION TRAINING: A+, NETWORK+, SECURITY+ (VOUCHERS INCLUDED)

Get a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and preparing you for the corresponding industry certification exams.

HUMAN RESOURCES PROFESSIONAL

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR certification exam.

HVAC/R CERTIFIED TECHNICIAN

A comprehensive online training program that encompasses heating, ventilation, air conditioning, and refrigeration.

LEAN SIX SIGMA GREEN BELT AND BLACK BELT (Exam Cost Included)

Learn the principles of both Lean Six Sigma Green Belt and Lean Six Sigma Black Belt, before sitting for the certification exams.

CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING (Vouchers Included)

This course will teach you how Administrative Medical Assistants are versatile and valuable members of the healthcare team who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA). Laramie County Community College



lccc.wy.edu/workforce/onlinetraining.aspx



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

- CHANGE LEADERSHIP
- MANAGING WORK
- DEVELOPING SELF
- LEADING PEOPLE
- SYSTEM INTEGRATION
- PUBLIC SERVICE FOCUS
- PERSONAL & ORGANIZATIONAL INTEGRITY

\$3,299 per participant, all materials included

Registration now open for 2021/2022 Wyoming Certified Public Manager Program Cohorts.

For more information visit lccc.wy.edu/CPM

(Group discounts available for agencies enrolling 2+ students)

STARTS
**October
2021**

Adult Career and Education System (ACES)

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

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

Adult Education (AE)

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

High School Equivalency Certificate (HSEC) Preparation

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

Adult Secondary Education (ASE)

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

Career Training Opportunities Are Available

English as a Second Language (ESL)

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

Career Readiness Certificate (CRC)

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

High School Equivalency Certificate (HSEC) Testing

Individuals can choose between two different tests for their HSEC.

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

**TO REGISTER FOR CLASSES OR FOR
MORE INFORMATION, CALL 307.637.2450**

lccc.wy.edu/academics/services/adultEducation

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

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.**



FOR MORE INFORMATION

Call 307.778.4381
to register
or visit
lccc.wy.edu/workforce/development

ADMINISTRATIVE SUPPORT SPECIALIST

Fall 2021

October 7 - November 18
(approx. 20 hybrid hours weekly)



LARAMIE COUNTY
COMMUNITY COLLEGE
Business Training & Development
Your Training Partner

This hybrid course will prepare students for the following globally recognized certifications. Students will learn skills to become an indispensable member of an office team by providing high productivity and efficiency also including soft skills training for workplace stability, dealing with conflict, time management, information and records management and travel and meeting coordination.

- IC3-GS6 Digital Literacy certificate
- Microsoft Office Specialist (MOS) Word Associate
- Microsoft Office Specialist (MOS) Excel Associate
- Microsoft Office Specialist (MOS) Outlook Associate
- Communication Skills for Business (CSB)



Eastern Laramie County Outreach Center

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

307.432.1678

Adult Career and Education System (ACES)

Career Training Opportunities Are Available

Adult Education (AE)

High School Equivalency Certificate (HSEC) Preparation

Adult Secondary Education (ASE)

English as a Second Language (ESL)

Career Readiness Certificate (CRC)

High School Equivalency Certificate (HSEC) Testing

Individuals can choose between two different tests for their HSEC.

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

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.

See Page 16 for program descriptions.

LIFE ENRICHMENT

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 8017.750	F	09:00AM-11:00AM	ELCC
Session: 1	\$22	09/03/21	Paulette Dunnam
LIFE 8017.751	F	09:00AM-11:00AM	ELCC
Session: 1	\$22	10/01/21	Paulette Dunnam
LIFE 8017.752	F	09:00AM-11:00AM	ELCC
Session: 1	\$22	11/05/21	Paulette Dunnam
LIFE 8017.753	F	09:00AM-11:00AM	ELCC
Session: 1	\$22	12/03/21	Paulette Dunnam

Employees, Students and guests that are not vaccinated for COVID-19, are recommended to use face coverings and practice social distancing.

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
Session: 1	\$22	09/02/21	Paulette Dunnam
LIFE 8016.751	Th	06:00PM-08:00PM	ELCC
Session: 1	\$22	10/07/21	Paulette Dunnam
LIFE 8016.752	Th	06:00PM-08:00PM	ELCC
Session: 1	\$22	11/04/21	Paulette Dunnam
LIFE 8016.753	Th	06:00PM-08:00PM	ELCC
Session: 1	\$22	12/02/21	Paulette 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 slaying calories! All levels welcome.

LIFE 8003.750	MW	05:30PM-06:30PM	ELCC GYM
Sessions: 7	\$22	09/08/21-09/29/21	Lisa Williams
LIFE 8003.751	MW	05:30PM-06:30PM	ELCC GYM
Sessions: 8	\$22	10/04/21-10/27/21	Lisa Williams
LIFE 8003.752	MW	05:30PM-06:30PM	ELCC GYM
Sessions: 7	\$22	11/01/21-11/29/21	Lisa Williams
LIFE 8003.753	MW	05:30PM-06:30PM	ELCC GYM
Sessions: 5	\$22	12/01/21-12/15/21	Lisa Williams

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
- Test Proctoring for LCCC & Other Institutions
- Computer Lab
- Meeting Rooms with Audio/Visual Capabilities

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

307.432.1678

EASTERN LARAMIE COUNTY OUTREACH CENTER, PINE BLUFFS

AG&EQUINE

Areas of Study

- Animal Science
- Ag Production
- Ag Business
- Equine
- Natural Resource Management

Teams Activities

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

— Scholarships Available! —

Come tour!

Call/Email for more information: 307.778.1190/sheinert@lccc.wy.edu



BUSINESS&ACCOUNTING

Areas of Study

- Accounting Services
- Applied Management
- Applied Management — Bachelors
- Entrepreneurship
- Financial Services
- Supply Chain Management

Activities

- Rotaract
- Phi Theta Kappa
- Service Learning

— Scholarships Available! —

Come tour!

Call/Email for more information:
307.778.4399/cboughto@lccc.wy.edu





TRADES&TECH

Areas of Study

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

Activities

- Skills-USA
- Future Tech
- Windsmith Club

— Scholarships Available! —

Come tour!

Call/Email for more information:
307.778.1108/cperriton@lccc.wy.edu



INFORMATION TECHNOLOGY

Areas of Study

- Cybersecurity
- Datacenter
- Network Administrator
- Virtualization
- Cloud Administration
- Telecommunications
- Data Analytics

*Earn Industry Certifications
in a number of courses*

Activities

- NERDS
- Gaming Club

— Scholarships Available! —

Come tour!

Call/Email for more information:
307.772.7381/wamick@lccc.wy.edu



Join, sing, play

The LCCC Music Department offers many opportunities for ensemble performance! Ensembles are welcomed to any musician who knows how to sing or play an instrument ranging from 14-100+ years of age! Enrollment is FREE, but also available for college credit. All rehearsals run from 6:30-8:20 p.m. beginning Aug. 23. Classes have rolling admission and no preregistration is required! Simply join us in the Music Rehearsal Studio (Fine Arts 139).

Collegiate Chorale

Mondays with Mrs. Bethany Smith-Jacobs

Wind Ensemble

Tuesdays with Dr. Frank Cook

Jazz Ensemble

Wednesdays with Dr. Frank Cook

String Ensemble

Thursdays with Mr. Andrew Kropp

Contact Dr. Cook for more information: fcCook@lccc.wy.edu
307.778.1306



Facility Rental at LCCC

Facilities & Events Office 307.778.1322

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

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

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

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

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

Melissa Gallant • 307.778.1322 • mgallant@lccc.wy.edu

Bernadette Espinoza, • 307.778.1382 • bespinoz@lccc.wy.edu.

Let us host your next event in Cheyenne!

- Conferences
- Trainings
- Recitals
- Speakers Series
- Meetings
- Parties
- Concerts
- Film Festivals





LCCC Life Enrichment *presents* **Ireland**

March 9-18, 2022

Information session: Thursday, July 8, 2021, 6 p.m., ZOOM

For more information or to RSVP **307.778.1236** | lifeEnrichment@lccc.wy.edu

CDL

Training and Certification Testing

Improve your driving skills with LCCC's CDL simulator.

**Call 307.778.4381
for more information!**



A.C.T. Now Career Training Summer & Fall 2021

Dental Assisting

Clinical Certified Medical Assisting

Pharmacy Technician

Phlebotomy Technician

Introduction to Production Technician

For more information call 307.772.7351

**Grant funding may be available
to qualified applicants.**

lccc.wy.edu/wyomingWorksNoncredit

