

# 2021 SPRING CLASS SCHEDULE

## Outreach & Workforce Development

**New!**  
**Disney**  
**Approach to**  
**Quality Service**  
• Virtual Delivery •  
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**LARAMIE COUNTY  
COMMUNITY COLLEGE**  
Cheyenne | Laramie | Online

*Outreach & Workforce, “Your Training and Education Partner” [lccc.wy.edu/workforce](http://lccc.wy.edu/workforce)*

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

On-campus classes require: Face masks | Completion of the self-screening form | Maintain 6 feet of social distance.

# General Course Information

## Lifelong Learning

Since its inception, Laramie County Community College has provided educational services to varied populations within its service area. 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](http://lccc.wy.edu/Community).**

*For information call:*

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

## Accommodations

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

## Nondiscrimination Statement

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

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

## Errors and Cancellations

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

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

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

### Refunds

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

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

## Guidelines

- There are a minimum number of people who must be enrolled before a class can be held (this number varies depending on the course).
- 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](http://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  
AB ..... Auto Body Building  
AREN ..... Arena  
BT ..... Business Technology  
CCI ..... Center for Conferences & Institutes  
FA ..... Fine Arts  
LCSD ..... Laramie County Sheriff’s  
Department, 1910 Pioneer Ave.  
PF ..... Pathfinder Building  
RAC ..... Recreation & Athletics Complex  
ZOOM ..... Online Conference Application

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

RESCHEDULED

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

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

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

March 13, 2021

*Lunch, Coffee and Snacks provided. Cost \$30*

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

Register at [lccc.wy.edu/Enrichment](http://lccc.wy.edu/Enrichment) or 307.778.1236.



A to Z  
and Everything in Between

Auto: Driver’s Education

The driver’s education course is a program consisting of 30 classroom hours being held in-person and via the free Zoom app, a combination of in-car instruction and in-person and simulator driving experience and six hours of observation as set forth by the Wyoming State Department of Education. The course meets the basic requirements of the Wyoming Department of Transportation. REQUIREMENTS: (1) one parent must attend the first 1/2 hour of the first class via zoom (for those students under 18), (2) student must have their driving permit prior to registration, (3) student must provide their own (insured) vehicle for the one-on-one driving portion of the class and (4) attendance is required at each class for the certificate to be issued. Students who do not successfully complete the course may be eligible for additional instructional time for a fee. For more information on this program please see our website at [lccc.wy.edu/lifeenrichment](http://lccc.wy.edu/lifeenrichment).

LIFE 1096.600	TTh	05:30PM-08:30PM	BT 103
	Sa	08:00AM-12:00PM	ZOOM
Sessions: 9	\$313	03/16/21-04/03/21	Jim Wollack
LIFE 1096.601	TTh	05:30PM-08:30PM	BT 103
	Sa	08:00AM-12:00PM	ZOOM
Sessions: 9	\$313	04/06/21-04/24/21	Jim Wollack

Auto: Introduction Auto Body

In this introductory project based auto body repair course, students will develop the basic knowledge and procedures used in auto body repair. The course will cover shop safety, tools and equipment, metal straightening basics, welding basics, trim and accessories, painting and refinishing procedures. Students must provide their own project to work on and the necessary supplies in order to complete their project. On the first day of class, the Instructor will assist each student in the development of their project specific supply list. Projects can not be stored on site. Tools are provided. However, if a student has their own, they are highly encouraged to bring them. Register for February-May and receive \$21 off your total registration. Input promo code **Auto** at time of check out.

LIFE 2012.600	M	06:00PM-10:00PM	AB 112
	Sessions: 6	\$173	02/01/21-03/08/21 Paul Mendoza
LIFE 2012.601	Th	06:00PM-10:00PM	AB 112
	Sessions: 6	\$173	02/04/21-03/11/21 Paul Mendoza
LIFE 2012.602	M	06:00PM-10:00PM	AB 112
	Sessions: 9	\$248	03/22/21-05/17/21 Paul Mendoza
LIFE 2012.603	Th	06:00PM-10:00PM	AB 112
	Sessions: 9	\$248	03/25/21-05/20/21 Paul Mendoza
LIFE 2012.604	Sa	08:00AM-12:00PM	AB 112
	Sessions: 6	\$173	02/06/21-03/13/21 Roy Bechtholdt
LIFE 2012.605	Sa	01:00PM-05:00PM	AB 112
	Sessions: 6	\$173	02/06/21-03/13/21 Roy Bechtholdt
LIFE 2012.606	Sa	08:00AM-12:00PM	AB 112
	Sessions: 9	\$248	03/27/21-05/22/21 Roy Bechtholdt
LIFE 2012.607	Sa	01:00PM-05:00PM	AB 112
	Sessions: 9	\$248	03/27/21-05/22/21 Roy Bechtholdt

Master Gardener

This comprehensive Gardening Program will teach everything a person needs to know in order to be a master gardener. For a tentative schedule of this course please go to [lccc.wy.edu/enrichment](http://lccc.wy.edu/enrichment). All ability levels are welcome. Once the classroom portion of this course has been completed, an additional 40 hours of volunteer time is accomplished over the course of the summer. Cost of the course includes Wyoming Sustainable Horticulture “Master Gardener Handbook.” Upon completion of this course, participants will be recognized as Master Gardeners of Laramie County and receive a certificate. \$125 Early Bird Registration ends on December 26 at 11:59 p.m. Please enter promo code **earlybird** at time of check out.

LIFE 1986.600	M	06:00PM-09:00PM	PF 409
	W	06:00PM-09:00PM	ZOOM
Sessions: 20	\$175	01/11/21-03/17/21	Catherine Wissner

Crochet: 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 143
Sessions: 13	\$133	02/06/21-05/01/21	Pamela Hickman

Electronics: 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	T	06:00PM-08:00PM	FA 114
	Sessions: 5	\$78	02/02/21-03/02/21 J O’Brien
LIFE 2018.601	Sa	09:00AM-11:00AM	FA 114
	Sessions: 5	\$78	04/17/21-05/15/21 J O’Brien

Electronics: 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	T	06:00PM-08:00PM	FA 114
Sessions: 5	\$98	04/20/21-05/18/21	J O’Brien

Integrated Pest Management

Explore the basic principles of pest management as they relate to vertebrate animals, insects, plant diseases, and weeds. Selected pests are studied with emphasis on current management approaches and alternative pest control. The principles and applications of Integrated Pest Management (IPM) are emphasized. Course meets the content requirements to sit for the Wyoming Commercial Applicator’s License. CEUs are offered through the Wyoming Department of Agriculture.

CUST 1005.540	Th	06:00PM-07:50PM	CANVAS
		01/21/21-02/18/21	
Sessions: 7	Sa	09:00AM-11:50AM	AG 118
	\$53	02/27/21-03/06/21	Staff



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.

<b>LIFE 1523.600</b>	Th	06:30PM-09:45PM	LCSO LOBBY
Sessions: 5	\$100	02/04/21-03/04/21	Pat Lewis
<b>LIFE 1523.601</b>	Th	06:30PM-09:45PM	LCSO LOBBY
Sessions: 5	\$100	03/18/21-04/15/21	Pat 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/LCSO 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 LCSO Building. Ammunition and firearms must be carried in separate containers. This course is for law-abiding adult citizens (minimum age is 21). A criminal history check will be done by the Sheriff’s Department prior to the start of the class.

<b>LIFE 1039.600</b>	Th	06:30PM-09:45PM	LCSO LOBBY
Sessions: 6	\$78	04/29/21-06/03/21	Pat Lewis

Swimming: Padi Scuba I

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

<b>LIFE 1853.600</b>	SaSu	03:00PM-07:00PM	RAC 109
Sessions: 2	\$338	03/10/21-03/14/21	Jim Collins

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.

<b>LIFE 2016.600</b>	TW	06:00PM-07:30PM	ZOOM
Sessions: 2	\$47	03/02/21-03/03/21	Judy Fossum Mathern

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.

<b>LIFE 1940.600</b>	Th	06:00PM-08:00PM	ZOOM
Sessions: 6	\$253	02/04/21-03/11/21	Mary Billiter
<b>LIFE 1940.601</b>	Th	06:00PM-08:00PM	ZOOM
Sessions: 6	\$253	03/25/21-04/29/21	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 are best suited for this class. All dogs are required to be current on vaccines including Rabies, Parvo, Bordetella (kennel cough). Bring proof of vaccinations. NO DOGS FIRST CLASS. The first day of class will meet virtually over ZOOM.

<b>LIFE 1025.600</b>	Sa	12:00PM-01:30PM	ZOOM
		11:00AM-12:30PM	AB 101
Sessions: 7	\$103	01/30/21-03/13/21	Cathy Anderson
<b>LIFE 1025.601</b>	Sa	12:00PM-01:30PM	ZOOM
		11:00AM-12:30PM	AB 101
Sessions: 7	\$103	04/03/21-05/15/21	Cathy Anderson

Mind Your Manners

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

<b>LIFE 1023.600</b>	Sa	12:00PM-01:30PM	ZOOM
		12:45PM-02:15PM	AB 101
Sessions: 7	\$103	01/30/21-03/13/21	Cathy Anderson
<b>LIFE 1023.602</b>	Sa	12:00PM-01:30PM	ZOOM
		02:30PM-04:00PM	AB 101
Sessions: 7	\$103	01/30/21-03/13/21	Cathy Anderson
<b>LIFE 1023.601</b>	Sa	12:00PM-01:30PM	ZOOM
		12:45PM-02:15PM	AB 101
Sessions: 7	\$103	04/03/21-05/15/21	Cathy Anderson

Ready, Set, Show

This class is for those working on showing their dogs in AKC conformation shows. Great for the new puppy just starting or just a refresher for those that need some polishing up to perform in the ring. Every night we will practice going over dogs and running around the ring. This is a “drop-in” type of class which means you can bring as many dogs over the age of 16 weeks that you can work in one hour however, you must register in advance. We start the first day of class, so bring your dogs. ALL DOGS MUST BE CURRENT ON VACCINES. Please have proof of vaccines with you for every class.

<b>LIFE 1794.600</b>	Sa	10:00AM-11:00AM	AB 101
Sessions: 6	\$78	02/06/21-03/13/21	Cathy Anderson

REGISTER ONLINE @

LCCC.WY.EDU/ENRICHMENT



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 Instructor 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. All students under 18 must wear a riding helmet.

<b>LIFE 2019.600</b>	Su	08:00AM-09:45AM	AREN 100
Sessions: 12	\$118	02/07/21-05/16/21	Lynn McColl
<b>LIFE 2019.601</b>	Su	10:15AM-12:00PM	AREN 100
Sessions: 12	\$118	02/07/21-05/16/21	Lynn McColl

Supervised Open Ride

Bring your horse and enjoy an open ride inside the LCCC Equestrian Arena. This course is designed for riders to independently work with their horse under supervision and with requested assistance and advice. Students must provide their own horse, be comfortable riding in a group setting, and be able to control their horse at all times. Students can ride either English or Western and horses must be a minimum of 4 years of age. If it is determined that the rider does not have the necessary horsemanship skills for this course or if the horse is not kept under control, the rider will not be able to continue in this course. All students under 18 must wear a riding helmet. Proof of vaccinations either by vet note or proof of purchase will be required at the first class

<b>LIFE 2020.600</b>	Su	12:30PM-02:15PM	AREN 100
Sessions: 12	\$153	02/07/21-05/16/21	Susan Benning

Basic to Intermediate Horsemanship

This class is designed for the beginner to the more advanced rider. Students will learn the basics of working with their horse and improve their riding skills. This will include riding all the horses’ gaits, transitions, proper seat and collection, correct leg cues, control, moving all the parts of the horse, two tracking, side passing, trail obstacles, equitation, and basic reining maneuvers. Students must provide their own horse. Students can ride with either English or Western and horses must be a minimum of 4 years of age. Students under 16 must have an adult present at all times during class. All students under 18 must wear a riding helmet. Proof of vaccinations either by vet note or proof of purchase will be required at the first class. Class will be held the published number of sessions during the published dates. Instructor will give schedule on first day of class.

<b>LIFE 1985.600</b>	Su	02:45PM-04:30PM	AREN 100
Sessions: 12	\$153	02/07/21-05/16/21	Susan Benning



Medicare – The A, B, C, D Basics

Are you eligible for Medicare or will be shortly? Are you married to someone who will be? This class will cover the following topics: 1) How and when do you sign up for Medicare 2) Do I need to sign up and what happens if I don’t sign up? 3) What is the difference between the four different parts of Medicare? 4) Do I need a drug plan if I don’t take drugs? 5) The reasons for a Medicare Supplement (Medigap) plan. 6) The difference between Medicare and Medicaid. All of these will be answered as well as many myths about Medicare will be dispelled.

<b>LIFE 1995.600</b>	M	06:30PM-08:30PM	ZOOM
Session: 1	\$16	02/01/21	Charlie Simineo

Top 10 Estate Planning Mistakes

When it comes to estate planning, far too many Americans are woefully unprepared. We’ve identified some of the biggest and most common estate planning mistakes. Come learn from two Certified Financial Planner practitioners the “Top Ten” most frequent estate planning errors and how to avoid or fix them. Don’t leave yourself or your loved ones at risk. Estate planning can be confusing. This short workshop will remove the mystery in easy to understand language. There will be worksheets and reference material for you to keep.

<b>LIFE 1957.600</b>	WF	10:00AM-11:30AM	ZOOM
Sessions: 2	\$16	02/10/21-02/12/21	Afton Olsen/ Sandy Patrick

Understanding Medicare Drug Programs

Are you eligible for Medicare, or will be shortly? You probably have the following questions: Will my drugs be covered? Do I need to get drug coverage? How do I sign up? What do you mean there could be a penalty? What if I am covered by another insurance plan? If I am taking no drugs, why do I need to pick a Part D plan? What does picking a Part D plan even mean? How do I do it? Do I need to select a different plan each year? What if I have used the same plan for several years? I hear about Open Enrollment, what does that mean? If you have had any of these questions, this class is for you.

<b>LIFE 1970.600</b>	M	06:30PM-08:30PM	ZOOM
Session: 1	\$16	02/22/21	Charlie Simineo

Planning for Aging in Place: Growing Old with Grace

Aging well at home is possible if you plan ahead. If you want to keep living in your home and neighborhood rather than moving into an assisted living center or nursing home, come learn from two CERTIFIED FINANCIAL PLANNER™ practitioners how to make an aging-in-place plan. We will cover: Preparing for the Unexpected; Safety & Security; Home Health Care Options and Long-Term Care Insurance; Accessible Construction or Home Modification; Innovative Technology; Downsizing and Right-Sizing; Transportation & Remaining Connected to the Community. There will be lots of handouts and time for questions.

<b>LIFE 2000.600</b>	WF	10:00AM-11:30AM	ZOOM
Sessions: 2	\$16	02/24/21-02/26/21	Afton Olsen/ Sandy Patrick

Turning 70: Required Minimum Distributions

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

<b>LIFE 2008.600</b>	WF	10:00AM-11:30AM	ZOOM
Sessions: 2	\$16	03/10/21-03/12/21	Afton Olsen/ 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.

<b>LIFE 1894.600</b>	WF	07:00PM-08:30PM	ZOOM
Sessions: 2	\$16	03/10/21-03/12/21	Afton Olsen/ Sandy Patrick

Would you like to teach a Life Enrichment class at LCCC?  
Call 307.778.1134

307.778.1236



Medicare Supplements and Long Term Care

What’s 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? Does that mean anything to me? I have to pay them anyway! The second hour of the class will be spent on long term care insurance. We will define terms frequently used, the length of time long term care policies pay and how you know what they pay for. Additionally, we will find out where and when you should buy them. For maximum understanding, it is recommended that you take the Medicare Basics class.

LIFE 1297.600	M	06:30PM-08:30PM	ZOOM
Sessions: 1	\$16	03/15/21	Charlie Simineo

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	05:30PM-07:30PM	CCI 130
Sessions: 1	FREE	04/20/21	Patrice Gapen

Tax Planning for Seniors

Tired of your savings and investment dollars being eaten away by taxes? Learn from two Certified Financial Planners some of the specialized tax planning issues of retirement, including taxation of Social Security and managing Required Minimum Distributions (RMDs) from retirement accounts when you turn 70 1/2, plus general tax planning strategies. Discover how to take advantage of many common opportunities to minimize taxes. The discussion will cover tax-free investments, tax advantages of real estate, IRAs and other tax-deferred retirement accounts, as well as understanding the new tax laws and how our income tax system works in easy to understand language.

LIFE 1432.600	WF	10:00AM-11:30AM	ZOOM
Sessions: 2	\$16	04/21/21-04/23/21	Afton Olsen/ Sandy Patrick

6 Steps to Legacy Planning

You have a lifetime of assets, wisdom, experiences, and values. But how do you convey them to the next generation in a way that honors your legacy? Too many people get it wrong. But it shouldn’t be that way. Come and learn from Certified Financial Planners. We’ll cover how generational planning is replacing traditional, stuffy estate planning, what happens when a legacy isn’t planned, and how legacy planning can be a meaningful, even fun, process. You’ll also learn the importance of expressing your wishes and conveying your values and how to successfully transfer your wealth, tangible and intangible. This is a six-step process to start leaving your mark on the next generation.

LIFE 1950.600	WF	10:00AM-11:30AM	ZOOM
Sessions: 2	\$16	05/05/21-05/07/21	Afton Olsen/ Sandy Patrick

Foreign Language

Conversational French 1

Bonjour! This is the course for you even if you have no previous experience with the French language! We will emphasize 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	ZOOM
Sessions: 10	\$135	02/03/21-04/07/21	Dennis Dicampli

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

Conversational French 2

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

LIFE 1887.600	W	07:00PM-08:30PM	ZOOM
Sessions: 10	\$135	02/03/21-04/07/21	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	ZOOM
Sessions: 10	\$135	02/01/21-04/12/21	Dennis Dicampli

Conversational Spanish 2

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

LIFE 1587.600	M	07:00PM-08:30PM	ZOOM
Sessions: 10	\$135	02/01/21-04/12/21	Dennis Dicampli

Medical Spanish

How would you like to communicate with better fluency? Whether you’re new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the language barrier. Price includes textbook and medical pocket guide.

LIFE 1633.600	Th	05:30PM-06:45PM	ZOOM
Sessions: 10	\$154	02/04/21-04/08/21	Dennis Dicampli

Practical Italian 1

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

LIFE 1838.600	T	05:30PM-06:45PM	ZOOM
Sessions: 10	\$137	02/02/21-04/13/21	Dennis Dicampli

Musie

Take a Chords are Key class and Learn the Piano or Guitar at Your Own Pace

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

Cost: \$59	Location: Online
Days and Times: On Demand (you can take whenever you want)	

Collegiate Chorale

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

CUST 1400.600 M 06:30PM-08:20PM FA 139  
Sessions: 16 wks Free 01/19/21-05/14/21 Bethany Jacobs

Guitar Ensemble

In this course, students participate in group instruction and performance on similar instruments in an ensemble setting. Students gain an appreciation of instrumental ensemble music through performing and listening to musical literature, focusing on original works and arrangements for guitar from various stylistic periods in music history. Some instruments are provided. May be repeated for up to eight times for credit. Prerequisite: Prior performance experience on guitar. For more information, contact Frank Cook at 307.778.1306.

CUST 1445.600 TBA TBA  
Sessions: 16 wks Free 01/19/21-05/14/21 Landon Peck

Jazz Ensemble

Membership in this select ensemble is by audition. Enrolled participants explore the jazz idiom, both through the big-band and combo experiences. Participants practice the skills necessary to improvise and to become more familiar with the jazz training is helpful. Performances and dress rehearsals are required, and no more than two absences are accepted. Prerequisite: previous instrumental training on saxophone, trumpet, trombone, piano, bass, guitar, or percussion required. Audition is required. Please call Frank Cook at 307.778.1306 to schedule an audition.

CUST 1390.600 W 06:30PM-08:20PM FA 139  
Sessions: 16 wks Free 01/19/21-05/14/21 Frank Cook

String Ensemble

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

CUST 1480.600 Th 06:30PM-08:20PM FA 139  
Sessions: 16 wks Free 01/19/21-05/14/21 Andrew Kropp

Cantorei

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

CUST 1410.600 TBA TBA  
Sessions: 16 wks Free 01/19/21-05/14/21 Bethany Jacobs

Wind Symphony

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

CUST 1380.600 T 06:30PM-08:20PM FA 139  
Sessions: 16 wks Free 01/19/21-05/14/21 Frank Cook

Wellness

Congratulations, You Retired! Now What?

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

LIFE 1984.600 Th 05:30PM-06:30PM ZOOM  
Sessions: 6 \$73 04/01/21-05/06/21 Betsy Collar

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-07:15PM ZOOM  
Sessions: 6 \$75 02/04/21-03/11/21 Betsy Collar

LIFE 1936.601 TTh 12:00PM-01:15PM ZOOM  
Sessions: 4 \$53 05/11/21-05/27/21 Betsy Collar



We appreciate your feedback.  
Please take a moment to complete  
an online survey about your class.

[lccc.wy.edu/lesurvey](http://lccc.wy.edu/lesurvey)



REGISTER STARTING TODAY  
LCCC.WY.EDU/ENRICHMENT

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



Kids' College



SEEK

Summer Educational  
Experiences for Kids

**SEEK** is a unique summer experience designed to challenge our young people. Its goal is to stimulate creativity through hands-on programs in arts, sciences and physical activities for students ages 6-12. Classes are designed for specific age groups. **SEEK** is open to all children who wish to discover and develop their talents.

**SAVE THE DATE: June 14-18, 2021 & July 12-16, 2021**

Look for your mailed schedule March 2021

## 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? 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](http://lccc.wy.edu/Enrichment) or 307.778.1236.



## LCCC Life Enrichment *presents* Christmas Markets Trip December 3-12, 2021

Information session: Tuesday, January 12, 2021, 6 p.m., ZOOM

For more information or to RSVP **307.778.1236** [lifeEnrichment@lccc.wy.edu](mailto:lifeEnrichment@lccc.wy.edu)



# Instructor-Facilitated Online Classes

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

### Requirements

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

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

### Lessons

Each lesson is posted on the Internet at 10 a.m. PST on Wednesdays and Fridays for a total of 12 lessons. You must access the first lesson within five days after it is posted. You can take up to 10 days to complete each lesson after it is released. You can print a completion letter when you finish, based upon passing the final exam with a 70 percent or better unless otherwise stated.

### Registration and Orientation

1. Choose your course, the start date.
2. Call the Life Enrichment office at 307.778.1236. Registration and payment procedures should be completed at least one week prior to the course start date.
3. After you have enrolled, go to [www.ed2go.com/larcoco](http://www.ed2go.com/larcoco) and click **Orientation**. Fill in the appropriate information. LCCC will then verify your enrollment on your chosen start date.
4. Click on the title of your course to find the syllabus, meet the instructor and read past evaluations.

### On the start date

1. Go to [www.ed2go.com/larcoco](http://www.ed2go.com/larcoco).
2. Click **Classroom** and complete the login procedure to access your lesson.

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

## Online Learning

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

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

To register call 307.778.1236



LARAMIE COUNTY COMMUNITY COLLEGE

WELCOMES **DISNEY INSTITUTE** VIRTUALLY TO

Cheyenne, Wyoming

Delivered Online Live

January 28, 2021 • 9 AM - 2 PM • **307.778.4381**



In this course, you will examine time-tested Disney strategies that help create world-class service. Spend one day with Disney Institute and you'll benefit from our insights on quality service and learn to think differently.



- Determine how you can drive service differentiation
- Develop quality service standards
- Utilize tools to deliver exceptional service
- Learn how to recover from a service failure

Register Today! Space is Limited.

**[lccc.wy.edu/workforce](http://lccc.wy.edu/workforce)**

LARAMIE COUNTY COMMUNITY COLLEGE is proud to be a  
selected sponsor of

**Disney's Approach to Quality Service.**

**Early Bird Registration \$299 through Dec 15, 2020 (\$399 after Dec 15, 2020)**

This 5-hour course qualifies for IACET and SHRM CEU/PDC

## NONCREDIT REGISTRATION INFORMATION

You may register for noncredit Workforce Development classes  
**online at [lccc.wy.edu/workforce](https://lccc.wy.edu/workforce)**  
or by calling 307.778.4381.

(For refund, cancelation and withdrawal information see inside front cover.)

**Required  
for on campus  
classes:**

- Face masks.
- Completion of the self-screening form.
- Maintain 6 feet of social distance.

## WORKFORCE TRAINING AT A GLANCE . . .

COURSE TITLE	SECTION CODE	DAY	DATE	TIME	LOCATION	COST	INSTRUCTOR	PAGE
<b>CAREER TRAINING (ACT NOW!)</b>								
Certified Clinical Medical Assistant (Grant funding is available)	BTWD 0428.560	TBD	TBD		Hybrid		Beth Marston	13
Certified Production Technician	BTWD 0630.560	MTThF W	01/20/21-05/21/21 01/20/21-05/21/21	05:30PM-07:30PM 05:30PM-07:30PM	ZOOM ACC TBA	\$2,900	Dolores Lystad	13
Commercial Learner Permit	BTWD 0655.600	TWThF	01/19/21-01/22/21	08:00AM-05:00PM	CCI 123	\$349	Lenard Fulmer	13
	BTWD 0655.601	MTWThF	02/22/21-02/26/21	08:00AM-05:00PM	CCI 123	\$349	Lenard Fulmer	
	BTWD 0655.602	MTWThF	03/29/21-04/02/21	08:00AM-05:00PM	CCI 123	\$349	Lenard Fulmer	
	BTWD 0655.603	MTWThF	05/03/21-05/07/21	08:00AM-05:00PM	TC 120	\$349	Lenard Fulmer	
Dental Assistant Training (Grant funding is available)	BTWD 0432.560	TBD	TBD		Hybrid		Michelle Keehnen	13
Pharmacy Technician (Grant funding is available)	BTWD 0399.600	TBD	TBD		TC TBA		Staff	13
<b>COMPUTER TRAINING</b>								
Adobe Acrobat Pro DC	BTWD 0503.800	TW	02/23/21-02/24/21	09:00AM-12:00PM	ZOOM	\$99	Janice Cheever	13
Adobe Photoshop CC Part 1	BTWD 0643.500		02/02/21-02/24/21		NET	\$139	Rebecca Young	13
	BTWD 0643.501		03/02/21-03/24/21		NET	\$139	Rebecca Young	
MOS Access Online Certification	BTWD 0560.500		01/04/21-05/14/21		NET	\$249	Janice Cheever	13
MOS Excel Expert Online Certification*	BTWD 0647.500		01/04/21-05/14/21		NET	\$249	Janice Cheever	13
MOS Excel Online Certification	BTWD 0543.500		01/04/21-05/14/21		NET	\$249	Janice Cheever	13
MOS PowerPoint Online Certification	BTWD 0648.500		01/04/21-05/14/21		NET	\$249	Janice Cheever	13
MOS Word Expert Online Certification*	BTWD 0525.500		01/04/21-05/14/21		NET	\$249	Janice Cheever	13
MOS Word Online Certification	BTWD 0554.500		01/04/21-05/14/21		NET	\$249	Janice Cheever	13
MS Access Advanced	BTWD 0610.800	TW	05/11/21-05/12/21	09:00AM-12:00PM	ZOOM	\$99	Janice Cheever	14
MS Access Basic	BTWD 0603.800	TW	01/26/21-01/27/21	09:00AM-12:00PM	ZOOM	\$99	Janice Cheever	14
MS Access Intermediate	BTWD 0605.800	TW	03/23/21-03/24/21	09:00AM-12:00PM	ZOOM	\$99	Janice Cheever	14
MS Excel 2016 Advanced	BTWD 0609.600	T	04/06/21	09:00AM-05:00PM	CCI 144	\$99	Janice Cheever	14
	BTWD 0609.800	TW	04/27/21-04/28/21	09:00AM-12:00PM	ZOOM	\$99	Janice Cheever	
MS Excel Basic	BTWD 0601.600	T	02/02/21	09:00AM-05:00PM	TC 103	\$99	Janice Cheever	14
	BTWD 0601.800	TW	02/17/21-02/18/21	09:00AM-12:00PM	ZOOM	\$99	Janice Cheever	
MS Excel Dashboards	BTWD 0478.600	T	05/04/21	09:00AM-05:00PM	CCI 144	\$99	Janice Cheever	14
MS Excel Data Analysis	BTWD 0654.800	TW	05/18/21-05/19/21	01:00PM-05:00PM	ZOOM	\$99	Janice Cheever	14
MS Excel Intermediate	BTWD 0607.600	T	03/09/21	09:00AM-05:00PM	CCI 144	\$99	Janice Cheever	14
	BTWD 0607.800	TW	03/30/21-03/31/21	01:00PM-05:00PM	ZOOM	\$99	Janice Cheever	
MS PowerPoint Basic	BTWD 0606.800	TW	02/09/21-02/10/21	09:00AM-12:00PM	ZOOM	\$99	Janice Cheever	14
MS Teams	BTWD 0646.800	TW	04/13/21-04/14/21	09:00AM-12:00PM	ZOOM	\$99	Janice Cheever	14
MS Word Advanced	BTWD 0608.800	TW	04/20/21-04/21/21	09:00AM-12:00PM	ZOOM	\$99	Janice Cheever	14
MS Word Basic	BTWD 0602.800	WTh	01/20/21-01/21/21	09:00AM-12:00PM	ZOOM	\$99	Janice Cheever	14
MS Word Intermediate	BTWD 0604.800	TW	03/02/21-03/03/21	01:00PM-04:00PM	ZOOM	\$99	Janice Cheever	14
*Prerequisite: MOS Associate Level Certification								
<b>CPR, FIRST AID AND EMERGENCY SERVICES</b>								
BLS Renewal Course	EMTN 4014.600	Th	01/21/21	09:00AM-11:00AM	TC 123	\$50	Frances Phelps	14
	EMTN 4014.601	Th	02/11/21	09:00AM-11:00AM	TC 123	\$50	Frances Phelps	
	EMTN 4014.602	Th	03/11/21	09:00AM-11:00AM	TC 123	\$50	Frances Phelps	
	EMTN 4014.603	Th	04/15/21	09:00AM-11:00AM	TC 123	\$50	Frances Phelps	
	EMTN 4014.604	Th	05/13/21	09:00AM-11:00AM	TC 123	\$50	Frances Phelps	

### Required for on campus classes:

- Face masks.
- Completion of the self-screening form.
- Maintain 6 feet of social distance.



CPR and First Aid	EMTN 4010.600	F	01/29/21	09:00AM-04:00PM	TC 115	\$85	Jason Evans	14
	EMTN 4010.601	F	02/12/21	09:00AM-04:00PM	TC 115	\$85	Jason Evans	
	EMTN 4010.602	F	02/26/21	09:00AM-04:00PM	TC 115	\$85	Jason Evans	
	EMTN 4010.603	F	03/12/21	09:00AM-04:00PM	TC 115	\$85	Jason Evans	
	EMTN 4010.604	F	03/26/21	09:00AM-04:00PM	TC 115	\$85	Jason Evans	
	EMTN 4010.605	F	04/09/21	09:00AM-04:00PM	TC 115	\$85	Jason Evans	
	EMTN 4010.606	F	04/23/21	09:00AM-04:00PM	TC 115	\$85	Jason Evans	
	EMTN 4010.607	F	05/07/21	09:00AM-04:00PM	TC 115	\$85	Jason Evans	
	EMTN 4010.608	F	05/21/21	09:00AM-04:00PM	TC 115	\$85	Jason Evans	
CPR for Healthcare Providers	EMTN 4015.600	F	01/22/21	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	14
	EMTN 4015.601	F	02/05/21	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
	EMTN 4015.602	F	02/19/21	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
	EMTN 4015.603	F	03/05/21	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
	EMTN 4015.604	F	04/02/21	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
	EMTN 4015.605	F	04/16/21	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
	EMTN 4015.606	F	04/30/21	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
	EMTN 4015.607	F	05/14/21	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
	EMTN 4015.608	F	05/28/21	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
FIBER OPTICS								
Certified Fiber Optics Tech	BTWD 0158.600	MTW	01/25/21-01/27/21	08:00AM-05:00PM	TC 112	\$895	Staff	15
	BTWD 0158.601	MTW	03/22/21-03/24/21	08:00AM-05:00PM	TC 112	\$895	Staff	
Certified Fiber Optics Specialist	BTWD 0159.600	ThF	01/28/21-01/29/21	08:00AM-05:00PM	TC 112	\$795	Staff	15
	BTWD 0159.601	ThF	03/25/21-03/26/21	08:00AM-05:00PM	TC 112	\$795	Staff	
Certified Fiber Optics Splicing	BTWD 0247.600	SaSu	01/30/21-01/31/21	08:00AM-05:00PM	TC 112	\$795	Staff	15
	BTWD 0247.601	SaSu	03/27/21-03/28/21	08:00AM-05:00PM	TC 112	\$795	Staff	
LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT								
Adapting to Change	BTWD 0036.800	T	03/09/21	01:00PM-05:00PM	ZOOM	\$99	Melissa Martin	15
Associate in Project Management	BTWD 0639.800	Th	02/04/21-04/01/21	05:00PM-08:00PM	NET	\$299	Jerry Sanchez	15
Becoming Your Own Best Advocate	BTWD 0510.800	Th	01/21/21	09:00AM-01:00PM	ZOOM	\$99	Monica Puente	16
	BTWD 0510.801	W	02/10/21	09:00AM-01:00PM	ZOOM	\$99	Monica Puente	
	BTWD 0510.802	Th	04/22/21	09:00AM-01:00PM	ZOOM	\$99	Monica Puente	
Bridges Out of Poverty	BTWD 0305.800	WTh	01/06/21-01/07/21	08:00AM-12:00PM	ZOOM	\$139	Melissa Martin	15
	BTWD 0305.801	WTh	05/18/21-05/19/21	08:00AM-12:00PM	ZOOM	\$139	Melissa Martin	
Civility in the Workplace	BTWD 0351.800	Th	02/11/21	08:00AM-12:00PM	ZOOM	\$99	Melissa Martin	15
Communicating for Leadership	BTWD 0405.800	T	01/19/21	08:00AM-12:00PM	ZOOM	\$99	Melissa Martin	15
	BTWD 0405.801	T	03/16/21	01:00PM-05:00PM	ZOOM	\$99	Melissa Martin	
Crucial Conversations	BTWD 0477.800	WTh	03/17/21-03/18/21	08:00AM-05:00PM	ZOOM	\$399	Melissa Martin	15
Customer Service	BTWD 0114.800	Th	01/14/21	09:00AM-01:00PM	ZOOM	\$99	Monica Puente	15
	BTWD 0114.801	Th	02/18/21	09:00AM-01:00PM	ZOOM	\$99	Monica Puente	
	BTWD 0114.802	Th	04/15/21	09:00AM-01:00PM	ZOOM	\$99	Monica Puente	
De-Escalating Emotions	BTWD 0594.800	T	02/23/21	01:00PM-03:00PM	ZOOM	\$49	Melissa Martin	15
Effective Coaching Conversation	BTWD 0657.800	Th	04/22/21	01:00PM-05:00PM	ZOOM	\$99	Melissa Martin	15
Human Resources for Managers	BTWD 0139.800	W	02/24/21	08:00AM-12:00PM	ZOOM	\$99	Charlie Rando	15
Influencing Others	BTWD 0056.800	Th	05/06/21	01:00PM-05:00PM	ZOOM	\$99	Melissa Martin	15
Intentional Listening	BTWD 0624.800	F	05/07/21	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	15
Intro to Crucial Conversations	BTWD 0656.800	F	01/15/21	11:00AM-01:00PM	ZOOM	\$49	Melissa Martin	15
Leading Virtually	BTWD 0659.800	F	04/23/21	01:00PM-02:00PM	ZOOM	\$39	Melissa Martin	15
Lean Process and Six Sigma	BTWD 0381.800	TTh	03/16/21-04/01/21	09:00AM-11:30AM	ZOOM	\$199	Dolores Lystad	16
Project Management	BTWD 0619.800	TTh	02/16/21-03/04/21	09:00AM-11:30AM	ZOOM	\$199	Dolores Lystad	16
Right People on the Bus	BTWD 0512.800	T	01/26/21	01:00PM-05:00PM	ZOOM	\$99	Melissa Martin	16
	BTWD 0512.801	Th	04/01/21	01:00PM-05:00PM	ZOOM	\$99	Melissa Martin	
Unconscious Bias	BTWD 0580.800	Th	02/04/21	01:00PM-05:00PM	ZOOM	\$99	Melissa Martin	16
	BTWD 0580.801	Th	04/29/21	01:00PM-05:00PM	ZOOM	\$99	Melissa Martin	
Virtual Meeting Best Practices	BTWD 0658.800	F	03/05/21	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	16
Workplace Stability	BTWD 0541.800	TTh	01/12/21-01/14/21	08:00AM-12:00PM	ZOOM	\$139	Melissa Martin	16
	BTWD 0541.801	TW	04/06/21-04/07/21	01:00PM-05:00PM	ZOOM	\$139	Melissa Martin	
OSHA, SAFETY AND REGULATORY								
OSHA 10-Hour General Industry	OSHA 0082.600	ThF	02/11/21-02/12/21	08:00AM-05:00PM	TC 112	\$160	Jason Evans	16
	OSHA 0082.601	ThF	04/15/21-04/16/21	08:00AM-05:00PM	TC 112	\$160	Jason Evans	
OSHA 30-Hour General Industry	OSHA 0144.600	TWThF	03/23/21-03/26/21	08:00AM-05:00PM	TC 120	\$465	Jason Evans	16

REGISTER EARLY 307.778.4381

# DESCRIPTIONS

See Page 11 for dates and times.

## CAREER TRAINING (ACT Now!)

### Certified Clinical Medical Assistant

(Grant funding is available)

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 Learner Permit

This is a 28-hour Class A training for those who do not hold a Commercial Learner Permit (CLP). Successful completion of the program qualifies graduates to operate a Commercial Vehicle as a learner when accompanied by a driver who holds the proper endorsements for the vehicle on which they are training. Note: Individuals must possess a CLP for a minimum of 14 days prior to taking the CDL test.

### Dental Assistant Training

(Grant funding is available)

This 60 hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions - Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics - Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operator; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

### Pharmacy Technician

(Grant funding is available)

Pharmacy technicians work under the direction of a pharmacist to prepare and dispense medications to patients and to assist with administrative duties including answering phones, operating the cash register, and recording information. Students will learn pharmacy-specific knowledge, including critical pharmacy mathematical calculations, to become well-prepared for the pharmacy. The WorkKeys® assessment is a course prerequisite to ensure mathematical competency. Students must achieve at least a Silver (mid-level) score on the applied math assessment to be eligible to enroll in this course. Call 307.772.7351 to learn more about this training.

## COMPUTER 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.

### Adobe Photoshop CC Part 1

This course focuses on some of the basic features of Photoshop so that the student can navigate the environment and use Photoshop tools to work with images. In addition, the orientation to Adobe Bridge and organization of files is covered.

### 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 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 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.

**REGISTER ONLINE @**  
**lccc.wy.edu/workforce**

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WORKFORCE & PROFESSIONAL DEVELOPMENT

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### 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 2016 Advanced

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

### MS Excel 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 Dashboards

To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data, and present it in a visual format that enables decision makers to view key trends and conclusions at a glance; that's exactly what this course aims to help you do. This course builds upon the foundational knowledge presented in the Microsoft® Office Excel Basic, Intermediate and Advanced courses. You will learn how to analyze data that can be incorporated into a Dashboard by using advanced formulas, forms and controls, lookup and nested functions, charts, PivotTables, PivotCharts, PowerPivot, Slicers, Dashboard Templates and Dashboard widgets.

### MS Excel Data Analysis

This training illustrates the powerful features Excel offers to analyze data. Data is being collected all the time and for increasingly detailed transactions. Analyzing data to find issues, insights, and opportunities is now a critical part of many job roles. Beyond the analysis, data analysts in all job roles must be able to effectively present and communicate their findings in visually compelling ways. Excel can connect to a wide range of data sources, perform robust data analysis, and create diverse and robust data-backed visualizations to show insights and trends; and create reports. Excel provides PowerPivot to help you organize, manipulate, and report on your data in the best way possible.

### MS Excel Intermediate

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. You will: Work with functions. Work with lists. Analyze data. Visualize data with charts. Use PivotTables and PivotCharts.

Register @ [lccc.wy.edu/workforce](http://lccc.wy.edu/workforce)

### MS PowerPoint Basic

Upon completing this course, you will be able to create and deliver engaging multimedia presentations to convey the key points of your message through the use of text, graphics, and animations. You will identify the basic features and functions of PowerPoint; develop a PowerPoint presentation; perform advanced text editing operations; add graphical elements, tables and charts to your presentation; modify objects, and prepare to deliver your presentation.

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

### MS Word 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.

## 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 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. This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. It includes adult, child, and infant rescue techniques. This course also teaches relief of choking.

### CPR and First Aid

During this course, you will gain knowledge and skills that may help save a life. You will learn the basics of first aid, the most common life-threatening emergencies, how to recognize them, and how to help. You will also learn how to recognize when someone needs CPR, how to call for help, and how to give CPR and use an AED (automated external defibrillator).

### CPR for Healthcare Providers

Basic Life Support (BLS) Provider Course is the foundation for saving lives after cardiac arrest. You will learn the skills of high-quality cardiopulmonary resuscitation (CPR) for victims of all ages and will practice delivery of these skills both as a single rescuer and as a member of a multi-rescuer team. This course focuses on what healthcare rescuers need to know to perform high-quality CPR in a wide variety of settings. You will also learn how to respond to choking emergencies and how to use an automated external defibrillator (AED).



## FIBER OPTICS

### 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.

## 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.

### Associate in Project Management

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.

### Becoming Your Own Best Advocate

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

### Bridges Out of Poverty

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

### Civility in the Workplace

Participants gain a better understanding of workplace civility and sensitivity and receive tools for promoting successful workplace interactions.

### Communicating for Leadership

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

### Crucial Conversations

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

### Customer Service

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

### De-Escalating Emotions

Successful customer encounters require developed emotional management skills and a proactive approach. If you work with the public, this course is for you. Learn how to recognize signs of distress, diffuse difficult situations, and identify when additional support is needed.

### Effective Coaching Conversation

Tap into your employees' potential through coaching – a proven performance strategy. Learn basic coaching techniques that you can immediately apply in your work environment to target specific areas for improvement, motivate and inspire individuals, communicate more effectively as a coach, and increase job satisfaction for your employees and yourself.

### Human Resources for Managers

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

### Influencing Others

Helping your organization and employees achieve their greatest potential may involve contributing positive influences. In this course, participants explore skills to successfully influence others for the betterment of themselves and their organization.

### 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.

### 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.

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WORKFORCE & PROFESSIONAL DEVELOPMENT

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**Leading Virtually**

Today’s workplace has an increased number of employees working offsite. By improving your ability to manage offsite employees, you, your employees, and your workplace will benefit. Participants in this course will be able to recognize the core characteristics and abilities of successful remote workers and their managers, to establish mutual trust with offsite employees and keep them in the loop, watch for warning signs of an unproductive offsite worker, and work through common challenges faced by managers of offsite employees and strategies to overcome them.

**Lean Process and Six Sigma**

Is your workplace efficient? Attend this basic introductory workshop to find out if the LEAN process is right for your team. LEAN Six Sigma is a structured, data-driven process for solving critical issues from a business perspective. It is the single most effective problem-solving methodology for improving business and organizational performance. It is not an add-on to normal business activities, but an integrated part of the improvement process. This class does not include industry recognized certification. Participants are issued a certificate of completion from LCCC.

**Project Management**

In today’s competitive business environment, a prime ingredient to scalability, predictability, and consistency is having a proven way to get things done. This training establishes a solid foundation for project management best practices by focusing on key components of the project process and hones the interpersonal skills needed for successful project management.

**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.

**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 more common than ever as we navigate this new culture. This two-hour course is designed for those leading and those attending virtual meetings. Come ready to engage, share best practices, as well as learn new tips on how to balance connection and productivity in our virtual environment.

**Workplace Stability**

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

**OSHA, SAFETY AND REGULATORY**

**OSHA 10-Hour General Industry**

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.

SHRM

SHRM-CP | SHRM-SCP

RECERTIFICATION

PROVIDER

2020

The following classes are approved for SHRM PDCs:

January 6 . . . .	Bridges Out of Poverty . . . . .	8 PDCs
January 12 . . .	Workplace Stability . . . . .	8 PDCs
January 27 . . .	Right People on the Bus . . . . .	4 PDCs
February 3. . . .	Unconscious Bias . . . . .	4 PDCs
February 24 . .	Human Resources for Managers . . . . .	4 PDCs
March 17. . . . .	Crucial Conversations. . . . .	12 PDCs
March 31. . . . .	Right People on the Bus . . . . .	4 PDCs
April 28 . . . . .	Unconscious Bias . . . . .	4 PDCs
May 18 . . . . .	Bridges Out of Poverty . . . . .	8 PDCs

Online Career Training Programs



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

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

Features:

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

CBCS Medical Billing and Coding

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

Pharmacy Technician

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

ICD-10 Medical Coding

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

Certified Medical Administrative Assistant (CMAA) (voucher included)

This program will train students to handle the increasing complexities of healthcare management and patient care in offices of physicians and other providers.

Certified Electronic Health Records Specialist

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

CPC Certified Medical Administrative Assistant with Medical Billing and Coding (vouchers included)

This program will train students to handle the increasing complexities of healthcare management and medical billing and coding will give you a competitive edge in the field.

CompTIA A+, Network+, and Security+ (vouchers included)

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

Cisco CCNA Certification Training (vouchers included)

With a CCNA Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats.

Certified Bookkeeper

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

Purchasing and Supply Chain Management

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

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

WYOMING DEPARTMENT OF WORKFORCE SERVICES  
BUSINESS TRAINING

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

Want to know more?  
Please visit the Workforce Development Training Fund website at [wyomingworkforce.org](http://wyomingworkforce.org)





## Take your career to the next level by becoming a Certified Public Manager.

Whether you are an accomplished public sector leader or aspiring to be one, develop crucial skills by earning the nationally-recognized Certified Public Manager® designation at Laramie County Community College.

**STARTS  
January  
2021**

- 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 Wyoming Certified Public Manager Program Cohorts.

For more information visit [lccc.wy.edu/CPM](http://lccc.wy.edu/CPM)

(Group discounts available for agencies enrolling 2+ students)



LARAMIE COUNTY  
COMMUNITY COLLEGE  
Cheyenne | Laramie | Online

Outreach & Workforce Development  
1400 E. College Dr., Cheyenne, WY 82007  
307.778.4381 | [DKaelin@lccc.wy.edu](mailto:DKaelin@lccc.wy.edu) | [lccc.wy.edu](http://lccc.wy.edu)

## LARAMIE COUNTY COMMUNITY COLLEGE Adult Career and Education System (ACES)

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

ACES is located in the Career & Technical Building on the main LCCC campus. AE and ESL services are also provided at the Eastern Laramie County Outreach Center in Pine Bluffs. Call for class times, to schedule orientation, or for additional information.

### Adult Education (AE)

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

### High School Equivalency Certificate (HSEC) Preparation

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

### Adult Secondary Education (ASE)

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

### English as a Second Language (ESL)

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

### Career Readiness Certificate (CRC)

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

### High School Equivalency Certificate (HSEC) Testing

Individuals can choose between two different tests for their HSEC.

- ACES offers the HiSET™/schedule at [hiset.ets.org](http://hiset.ets.org)
- The Exam Lab offers the GED® 2014 Test/schedule at [ged.org](http://ged.org)

### ACES/LCCC Campus

1400 East College Drive • Cheyenne, WY 82007  
307.637.2450

[lccc.wy.edu/academics/services/adultEducation](http://lccc.wy.edu/academics/services/adultEducation)

### Eastern Laramie County Outreach Center

607 Elm Street • Pine Bluffs, WY 82082  
307.245.3595

[lccc.wy.edu/easternLaramieCounty](http://lccc.wy.edu/easternLaramieCounty)

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

**Career  
Training**

OPPORTUNITIES  
ARE AVAILABLE

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/](http://lccc.wy.edu/workforce/)

Email: [DKaelin@lccc.wy.edu](mailto:DKaelin@lccc.wy.edu)

**GRANT FUNDING  
may be available.**



**Classes offered:**

- OSHA 10
- Confined Space
- Forklift
- OSHA 30

To register, contact  
**Darlene Kaelin at 307.778.4381**  
or [DKaelin@lccc.wy.edu](mailto:DKaelin@lccc.wy.edu).





# Eastern Laramie County Outreach Center

607 Elm Street • P.O. Box 580  
Pine Bluffs, Wyoming 82082  
307.245.3595  
Pinebluffs@lccc.wy.edu

REGISTER EARLY @ 307.245.3595

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

## Required for on campus classes:

- Face masks.
- Completion of the self-screening form.
- Maintain 6 feet of social distance.

### ADULT EDUCATION

HSEC Preparation and all Levels of English As a Second Language available, Call 307.637.2450 or email [ACES@lccc.wy.edu](mailto:ACES@lccc.wy.edu) for more information.

### LIFE ENRICHMENT

#### Adult Art

Painting can be fun! Learn the brush strokes that let you relax as you paint for the enjoyment and beauty of art. Gather with old friends and meet new friends. Each class will be something different! All necessary supplies provided. All experience levels are welcome.

<b>LIFE 8016.750</b>	Th	06:00PM-08:30PM	ELCC 3
Session: 1	\$20	02/04/21	Paulie Dunnam
<b>LIFE 8016.751</b>	Th	06:00PM-08:30PM	ELCC 3
Session: 1	\$20	03/04/21	Paulie Dunnam
<b>LIFE 8016.752</b>	Th	06:00PM-08:30PM	ELCC 3
Session: 1	\$20	04/01/21	Paulie Dunnam
<b>LIFE 8016.753</b>	Th	06:00PM-08:30PM	ELCC 3
Session: 1	\$20	05/06/21	Paulie Dunnam

#### Crochet

Join us for a fun hour of crochet. All levels and ages welcome. Learn a new skill or share your love for this great craft. Practice yarn will be provided. Each student will need to bring their own H hook and provide the yarn for the project of their choice. The instructor will assist with yarn and project selection.

<b>LIFE 8023.750</b>	W	05:30PM-07:00PM	ELCC 3
Sessions: 3	\$20	02/10/21-02/24/21	Franny Haukap
<b>LIFE 8023.751</b>	W	05:30PM-07:00PM	ELCC 3
Sessions: 4	\$20	03/10/21-03/31/21	Franny Haukap
<b>LIFE 8023.752</b>	W	05:30PM-07:00PM	ELCC 3
Sessions: 4	\$20	04/07/21-04/28/21	Franny Haukap
<b>LIFE 8023.753</b>	W	05:30PM-07:00PM	ELCC 3
Sessions: 4	\$20	05/05/21-05/26/21	Franny Haukap

#### Driver's Education

The driver's education course is a program consisting of 30 classroom hours being held in-person and via the free Zoom app, a combination of in-car instruction and in-person and simulator driving experience and six hours of observation as set forth by the Wyoming State Department of Education. The course meets the basic requirements of the Wyoming Department of Transportation. REQUIREMENTS: (1) one parent must attend the first 1/2 hour of the first class via zoom (for those students under 18), (2) student must have their driving permit prior to registration, (3) student must provide their own (insured) vehicle for the one-on-one driving portion of the class and (4) attendance is required at each class for the certificate to be issued. Students who do not successfully complete the course may be eligible for additional instructional time for a fee. For more information on this program please see our website at [lccc.wy.edu/lifeenrichment](http://lccc.wy.edu/lifeenrichment).

<b>LIFE 8002.750</b>	WF	08:00AM-05:00PM	ELCC 1
	Sa	08:00AM-12:00PM	ZOOM
Sessions: 6	\$313	05/19/21-05/29/21	Jim Wollack

#### 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.

<b>LIFE 8017.750</b>	F	09:00AM-11:00AM	ELCC 3
Session: 1	\$15	02/05/21	Paulie Dunnam
<b>LIFE 8017.751</b>	F	09:00AM-11:00AM	ELCC 3
Session: 1	\$15	03/05/21	Paulie Dunnam
<b>LIFE 8017.752</b>	F	09:00AM-11:00AM	ELCC 3
Session: 1	\$15	04/02/21	Paulie Dunnam

#### Zumba

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

<b>LIFE 8003.750</b>	MW	05:30PM-06:30PM	ELCC GYM
Sessions: 8	\$20	02/01/21-02/24/21	Lisa Williams
<b>LIFE 8003.751</b>	MW	05:30PM-06:30PM	ELCC GYM
Sessions: 8	\$20	03/01/21-03/31/21	Lisa Williams
No class March 15 or 17.			
<b>LIFE 8003.752</b>	MW	05:30PM-06:30PM	ELCC GYM
Sessions: 8	\$20	04/05/21-04/28/21	Lisa Williams
<b>LIFE 8003.753</b>	MW	05:30PM-06:30PM	ELCC GYM
Sessions: 8	\$20	05/03/21-05/26/21	Lisa Williams

Register online @  
[lccc.wy.edu/enrichment](http://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
- Placement Testing (McCann/ALEKS)
- Test Proctoring for LCCC & Other Institutions
- Computer Lab
- Meeting Rooms with Audio/Visual Capabilities

Please call 307.245.3595 or email [Pinebluffs@lccc.wy.edu](mailto:Pinebluffs@lccc.wy.edu)

For classes taught at the Eastern Laramie County Outreach Center  
visit [lccc.wy.edu/easternLaramieCounty](http://lccc.wy.edu/easternLaramieCounty)





# LCCC Facilities & Events Office

## 307.778.1322

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

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

**For more information about scheduling a facility at LCCC, visit [lccc.wy.edu/about/facilities](http://lccc.wy.edu/about/facilities), or contact us:**

**Arlene Lester-Carlson**, Manager • 307.778.1291 • [ALester@lccc.wy.edu](mailto:ALester@lccc.wy.edu)

**Melissa Gallant**, Assistant Manager • 307.778.1322 • [MGallant@lccc.wy.edu](mailto:MGallant@lccc.wy.edu)

**Bernadette Espinoza**, Office Assistant and Accounting Technician • 307.778.1382 • [BEspinoz@lccc.wy.edu](mailto:BEspinoz@lccc.wy.edu)

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

Sodexo Food Service has rights of first refusal at LCCC. No other catering service or food vendor may operate on the LCCC campus.

## Let us host your next event in Cheyenne!

- Conferences
- Meetings
- Trainings
- Banquets
- In-house catering
- AV systems & equipment







# Financial Wellness Symposium

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

9 a.m.-3 p.m. May 5, 2021 (includes lunch)

Cost: \$10

*Watch [lccc.wy.edu/lifeEnrichment](http://lccc.wy.edu/lifeEnrichment) for details.*

Sponsored by First Interstate Bank

**Spring 2021**

## CDL

*Training and Certification Testing*

**Call 307.778.4381  
for more information!**



## A.C.T. Now Career Training Spring 2021

**Dental Assisting**

**Clinical Certified Medical Assisting**

**Pharmacy Technician**

**Phlebotomy Technician**

**Introduction to Production Technician**

**For more information call 307.772.7351**

**Grant funding available  
to qualified applicants.**

**[lccc.wy.edu/wyomingWorksNoncredit](http://lccc.wy.edu/wyomingWorksNoncredit)**

