

2021 SUMMER CLASS SCHEDULE

Outreach & Workforce Development



LARAMIE COUNTY
COMMUNITY COLLEGE
Cheyenne | Laramie | Online

<i>Life Enrichment in Cheyenne</i>	<i>2</i>
<i>Online Learning</i>	<i>8</i>
<i>Leadership, Organizational and Professional Development.</i>	<i>9</i>
<i>Online Career Training.</i>	<i>15</i>
<i>Certified Public Manager.</i>	<i>16</i>
<i>Adult Career and Education.</i>	<i>16</i>
<i>Build Your Apprenticeship Training</i>	<i>17</i>
<i>OSHA</i>	<i>17</i>
<i>Eastern Laramie County Outreach Center</i>	<i>18</i>
<i>Facilities</i>	<i>21</i>
<i>Career Training (ACT Now!).</i>	<i>22</i>

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

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

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.

For information call:

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

Accommodations

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

Nondiscrimination Statement

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

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

Errors and Cancellations

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

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

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

Refunds

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

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

Guidelines

- There are a minimum number of people who must be enrolled before a class can be held (this number varies depending on the course).
- The Life Enrichment office will notify (to the best of their ability) all students via email for course changes or cancellations.
- Anyone with an idea for a course is welcome to call Life Enrichment at 307.778.1236 or the Workforce and Development office at 307.778.4381
- Students are required to pre-register for their Life Enrichment class. Instructors are unable to accept registrations the day of class.
- Students must attend the section in which they are registered. Students may not attend an alternative section.
- Payment is required at time of registration.
- Please be aware that LCCC does not filter web content and, though they are under supervision, minors will have access to an open internet.
- Student’s must be at least 15 years of age or older, unless otherwise stated in class description, to register for a Life Enrichment class.

Policy on Children and Guests in Class

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

Emergency Closure

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

Disclaimer

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

General Course Information Inside front cover

Registration Form 1

A TO Z AND EVERYTHING IN BETWEEN

Auto: Introduction Auto Body..... 3

Auto: Driver’s Education 3

Gardening for Success in Laramie County 3

Photography: Digital Photography Basics 3

Self Defense: Personal Protection in the Home ... 3

CRAFTING

The Basics of Hand Pieced Quilting 3

Learn the ABCs of Crochet 3

Handmade Lace 3

CREATIVE WRITING

Writing Boot Camp 4

Write Fiction Like a Pro 4

Creative Writing: Personal Essay 4

FINANCIAL

6 Steps to Legacy Planning 4

Understanding Medicare..... 4

Savvy IRA Planning: Tax-Saving Strategies to Help You Get More Out of Your IRA 4

Understanding Medicare Drug Programs 4

Medigap and Long Term Care Insurance 4

Top 10 Most Common Estate Planning Mistakes .. 4

Aging in Place: Aging With Grace 4

FITNESS & WELLNESS

Padi Scuba I 5

Meditation and Mindfulness During Challenging Times..... 5

FOREIGN LANGUAGE

Conversational French 1 5

Conversational Spanish 1 5

ONLINE LEARNING

Take a Chords are Key class and Learn the Piano or Guitar at Your Own Pace..... 5

Ed2Go: Integrating Technology in the Classroom .. 5

Ed2Go: Blockchain Fundamentals 5

Ed2Go: Empowering Students with Disabilities ... 5

Life Enrichment Registration opens

April 28

We appreciate your feedback.

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

lccc.wy.edu/lesurvey

LOCATION ABBREVIATIONS

LCCC	— 1400 E. College Drive, Cheyenne
AB Auto Body Building
BT Business Technology
CCICenter for Conferences & Institutes
FA Fine Arts
HS Health Sciences Building
LCSD Laramie County Sheriff’s Department, 1910 Pioneer Ave.
PFPathfinder Building
RACRecreation & Athletics Complex
ZOOMOnline Conference Application

In the event of a campus closure due to COVID-19, in-person classes that cannot be held virtually will be canceled with the prorated refund.

L.I.F.E.

LEARNING IS FOR EVERYONE

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

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

October 2, 2021

Lunch, Coffee and Snacks provided. Cost \$30

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

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

A to Z
and Everything in Between

Auto: Introduction Auto Body

In this introductory projected 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.

LIFE 2012.600 MT 06:00PM-10:00PM AB 112
Sessions: 16 \$437 06/01/21-07/27/21 Paul Mendoza
No Class July 5

LIFE 2012.601 Sa 08:00AM-05:00PM AB 112
Sessions: 9 \$437 06/05/21-07/31/21 Roy Bechtholdt
No Class July 3 – Lunch from 12 to 1 p.m.

Auto: Driver’s Education

The driver’s education course is a program consisting of 30 classroom hours, a combination of in-car instruction and simulator driving experience and six hours of observation as set forth by the Wyoming State Department of Education. The course meets the basic requirements of the Wyoming Department of Transportation. REQUIREMENTS: (1) one parent must attend the first 1/2 hour of the first class 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.

LIFE 1096.600 TTh 05:30PM-08:30PM BT 112
Sa 08:00AM-12:00PM
Sessions: 9 \$313 06/08/21-06/26/21 Staff

LIFE 1096.601 TTh 05:30PM-08:30PM BT 112
Sa 08:00AM-12:00PM
Sessions: 9 \$313 08/03/21-08/21/21 Staff

Gardening for Success in Laramie County

We live in a high altitude, dry and windy location creating challenges growing anything from trees to vegetable gardens. This class will cover how to have a successful vegetable garden, trees and shrubs that grow and what grows best in Laramie County. The USDA zone rating will be covered and why we are not a zone 5. Soils and soil amendments, irrigation basics, trees, shrubs, and vegetables will all be covered in this gardening boot camp class.

LIFE 1863.600 Sa 10:00AM-12:00PM PF 409
Session: 1 \$22 06/05/21 Catherine Wissner

LIFE 1863.601 T 06:30PM-08:30PM PF 409
Session: 1 \$22 06/08/21 Catherine Wissner

Photography: Digital Photography Basics

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

LIFE 2018.600 SaSu 10:00AM-04:00PM FA 114
Sessions: 2 \$82 06/12/21-06/13/21 J. O’Brien

LIFE 2018.601 SaSu 10:00AM-04:00PM FA 114
Sessions: 2 \$82 07/10/21-07/11/21 J. O’Brien

Self Defense: Personal Protection in the Home

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

LIFE 1039.600 Th 06:30PM-09:45PM LCSD LOBBY
Sessions: 6 \$82 06/17/21-07/22/21 Patrick Lewis

Crafting

The Basics of Hand Pieced Quilting

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

LIFE 1960.600 W 06:00PM-07:30PM CCI 143
Sessions: 6 \$134 06/02/21-07/14/21 Pamela Hickman

LIFE 1960.601 W 06:00PM-07:30PM CCI 143
Sessions: 6 \$134 07/21/21-09/01/21 Pamela Hickman

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 10:30AM-12:00PM CCI 143
Sessions: 12 \$137 06/05/21-08/28/21 Pamela Hickman

Handmade Lace

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

LIFE 1994.600 Sa 02:30PM-04:00PM CCI 143
Sessions: 13 \$119 06/05/21-08/28/21 Pamela Hickman

ONLINE
REGISTRATION
LCCC.WY.EDU/ENRICHMENT

Creative Writing

Writing Boot Camp

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

LIFE 2023.600	Th	06:00PM-08:00PM	HS 104
Sessions: 4	\$213	08/05/21-08/26/21	Mary Billiter

Write Fiction Like a Pro

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

LIFE 1940.600	Th	06:00PM-08:00PM	HS 104
Sessions: 6	\$265	06/03/21-07/08/21	Mary Billiter

Creative Writing: Personal Essay

This creative writing workshop will help aspiring and intermediate writers understand how to turn personal experiences into captivating true stories through personal essay and memoir writing. Through class discussion, assignments, and class workshops, you will learn how to write as a first-person narrator and mine your experiences for deeper meaning and universal themes. Each class is tailored toward the current participants, so assignments and discussion topics will vary.

LIFE 2024.600	MW	04:30PM-07:30PM	CCI 123
Sessions: 2	\$108	06/21/21-06/23/21	Tina Forkner

LIFE 2024.601	MW	12:00PM-03:00PM	CCI 123
Sessions: 2	\$108	07/19/21-07/21/21	Tina Forkner

Financial

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

..........

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

..........

Understanding Medicare

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

LIFE 2025.600	M	06:30PM-08:30PM	CCI 124
Session: 1	\$17	06/07/21	Charles Simineo

Savvy IRA Planning: Tax-Saving Strategies to Help You Get More Out of Your IRA

Learn the 7 strategies for savvy retirement savings planning; roll-over options for retirement plans; how to coordinate your savings into your retirement, estate, tax, education, and Social Security plans; plus different options for spousal IRA beneficiaries. How are withdrawals taxed? When must you take withdrawals and how much do you have to take? How to minimize taxes to keep more of your money? We will cover 401(k), 457 deferred comp, 403(b), 401(a), TSP Thrift Savings and SIMPLE plans as well. The decisions you make today will impact your retirement.

LIFE 1959.600	TTh	07:00PM-08:30PM	ZOOM
Sessions: 2	\$20	06/22/21-06/24/21	Sandy Patrick

LIFE 1959.601	MW	07:00PM-08:30PM	ZOOM
Sessions: 2	\$20	08/09/21-08/11/21	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.

LIFE 1970.600	M	06:30PM-08:30PM	CCI 124
Session: 1	\$17	06/28/21	Charles Simineo

Medigap and Long Term Care Insurance

The first hour will be spent discussing the difference between a Medigap policy and Supplemental Medicare policy. What is the best time to buy a Medigap or a Supplemental Medicare policy? What does the alphabet have to do with a Medigap policy? Why should I care about the deductibles in Medicare Part A and Part B? The second hour of the class will be spent on long term care insurance. We will define terms frequently used, the length of time long term care policies pay and how you know what they pay for.

LIFE 1297.600	M	06:30PM-08:30PM	CCI 123
Session: 1	\$17	07/12/21	Charles Simineo

Top 10 Most Common 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 a Certified Financial Planner practitioner 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 to things going awry. Estate planning can be confusing. This short workshop will remove the mystery in easy to understand language and with worksheets to take home.

LIFE 1957.600	TTh	07:00PM-08:30PM	ZOOM
Sessions: 2	\$20	07/13/21-07/15/21	Sandy Patrick

LIFE 1957.601	WF	09:30AM-11:00AM	ZOOM
Sessions: 2	\$20	07/14/21-07/16/21	Sandy Patrick

Aging in Place: Aging With Grace

Aging well is possible if you plan ahead. Come learn how to make an aging-in-place plan. We will cover: Preparing for the unexpected; what to expect as you age and how to maintain vitality; safety and security; home health care options and long-term care insurance; home modification and down-sizing; and innovative technology. There will be lots of handouts and time for questions.

LIFE 2000.600	WF	10:00AM-11:30AM	ZOOM
Sessions: 2	\$20	08/18/21-08/20/21	Sandy Patrick

Fitness & Wellness

Padi Scuba I

During this first phase of the scuba certification process you will complete both the classroom and pool component of your certification requirements. Please be sure to read your classroom materials prior to the first night of class. The instructor will review the information you learned from the course textbook and DVD in the classroom component. On the remaining class days you will learn the necessary water skills in the pool. Students must be able to snorkel 300 yards and tread water for 10 minutes, something that even novice swimmers can accomplish with relative ease. Students, 10-14 years of age may complete a junior certification. Our goal is that every student becomes a safe, comfortable and confident diver. Scuba equipment provided. Students must provide their own mask, snorkel and fins. Registration deadline is 7 days prior to the start of class.

LIFE 1853.600	WThF	05:00PM-08:30PM	RAC 115
	SaSu	03:00PM-07:30PM	RAC 109
Sessions: 5	\$344	07/14/21-07/18/21	James Collins

Meditation and Mindfulness During Challenging Times

Life has always been challenging. The pandemic has offered up new challenges to us all. Many of us are feeling ungrounded, anxious and exhausted. Come join a Zoom one-day meditation class. Let's support one another and quiet our minds as we move forward in this pandemic.

LIFE 1936.600	F	12:00PM-01:15PM	ZOOM
Sessions: 1	\$15	06/11/21	Betsy Collar
LIFE 1936.601	F	12:00PM-01:15PM	ZOOM
Sessions: 1	\$15	06/25/21	Betsy Collar

Foreign Language

Conversational French 1

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

LIFE 1839.600	W	05:30PM-06:45PM	BT 112
Sessions: 10	\$142	06/02/21-08/11/21	Dennis Dicampli

Conversational Spanish 1

Hola amigos! Hello friends! How would you like to begin an exciting journey into the world of Spanish language and culture? Your ability to speak, read, and write Spanish is a valuable and wonderful skill that allows you to travel to places you only dreamed of. Your job market will expand globally and you will be able to better communicate with the people of different cultures. Your goal is to develop a greater understanding and appreciation of the Spanish speaking world and of the culture around you. Includes textbook.

LIFE 1554.600	M	05:30PM-06:45PM	BT 112
Sessions: 10	\$142	06/07/21-08/16/21	Dennis Dicampli

Online Learning

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)

Ed2Go: Integrating Technology in the Classroom

In this professional development course for teachers, you will learn about technology integration in the classroom and gain the skills needed to use tools like apps, assistive technology, and blogs effectively.

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

Ed2Go: Blockchain Fundamentals

This course provides a foundation in a practical knowledge of blockchain. Beginning with an understanding of blockchain technology and its intended purpose, the course progresses into blockchain architecture. You will review the enterprise implementation and practical use of blockchain, such as in banking, healthcare and government applications. Throughout the course, you will also learn how blockchain evolved from its beginnings with cryptocurrencies and the role it plays in the trading, distribution, and other transactions that occur with cryptocurrency.

Cost: \$115 Location: Online ed2go.com/larcoco
Days and Times: Start date is middle of each month, 6-week class

Ed2Go: Empowering Students with Disabilities

Teaching students with disabilities is a rewarding challenge, and this course gives you the tools you will need to succeed. No matter what grade you teach—from preschool through high school—you will learn powerful strategies you can put to work immediately in your classroom. In addition, you will gain the knowledge you need to understand and cope with the most common disabilities you will encounter.

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

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

REGISTER STARTING
APRIL 28
LCCC.WY.EDU/ENRICHMENT



Laramie County Community College
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.

**June 14-18
&
July 12-16
2021**

**REGISTRATION
NOW OPEN!**

register @ lccc.wy.edu/summer

SAVE the DATE

Fall Financial Wellness Classes

Work on your own financial goals and gain independence to not just get "by" but to get financially ahead. Class lengths will vary and are taught by industry professionals. Look for a full class listing in the Fall Life Enrichment Schedule.



New DRIVER SIMULATOR

Do you have a new driver in your house? Would you like to try out their knowledge of Rules of the Road before they drive the streets? The driver simulator is an excellent choice for those who are new to driving or would just like more practice. Included with driver education class. Other times \$15 per one hour session.

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



307.778.1236



LCCC Life Enrichment *presents*
Tropical Costa Rica
February 28-March 8, 2022

For more information 307.778.1236 lifeEnrichment@lccc.wy.edu

LIFE ENRICHMENT IN CHEYENNE

Complete Your Continuing Education Hours ONLINE



Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Below are just a few of our most popular continuing education courses:

- Enhancing Language Development in Childhood
- Teaching Students With Autism: Strategies for Success
- Differentiated Instruction in the Classroom
- Creating K-12 Learning Materials
- Survival Kit for New Teachers
- Spanish in the Classroom

Learn from the comfort of home!

- 24-Hour Access
- Discussion Areas
- 6 Week Format

Please consult your Professional Development Coordinator for continuing education approval.

Prices Start at \$99

Over **50** Continuing Education Certified Online Courses!

Enroll Now!

ed2go.com/larcoco | 307.778.1236

0713-01

Laramie County Community College



**LARAMIE COUNTY
COMMUNITY COLLEGE**
Foundation

**CULTURAL & COMMUNITY
ENRICHMENT SERIES**
lccc.wy.edu/culturalSeries

music | history | painting | photography | business | philosophy | entrepreneurship | literature

NONCREDIT REGISTRATION INFORMATION

You may register for noncredit Workforce Development classes

online at lccc.wy.edu/workforce

or by calling 307.778.4381.

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

**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
COMPUTER TRAINING								
MOS Access Online Certification	BTWD 0560.500		06/01/21-12/17/21		NET	\$349	Janice Cheever	10
MOS Excel Expert Online Certification*	BTWD 0647.500		06/01/21-12/17/21		NET	\$349	Janice Cheever	10
MOS Excel Online Certification	BTWD 0543.500		06/01/21-12/17/21		NET	\$349	Janice Cheever	10
MOS PowerPoint Online Certification	BTWD 0648.500		06/01/21-12/17/21		NET	\$349	Janice Cheever	10
MOS Word Expert Online Certification*	BTWD 0525.500		06/01/21-12/17/21		NET	\$349	Janice Cheever	10
MOS Word Online Certification	BTWD 0554.500		06/01/21-12/17/21		NET	\$349	Janice Cheever	10
MS Access Advanced	BTWD 0610.800	TW	07/20/21-07/21/21	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	10
MS Access Basic	BTWD 0603.800	TW	05/25/21-05/26/21	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	11
MS Access Intermediate	BTWD 0605.800	TW	06/22/21-06/23/21	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	11
MS Excel Advanced	BTWD 0609.600	T	08/10/21	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	11
	BTWD 0609.800	TW	08/24/21-08/25/21	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	
MS Excel Basic	BTWD 0601.600	W	06/09/21	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	11
	BTWD 0601.800	TW	06/29/21-06/30/21	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	
MS Excel Intermediate	BTWD 0607.600	T	07/13/21	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	11
	BTWD 0607.800	TW	08/03/21-08/04/21	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	
MS Word Basic	BTWD 0602.800	TW	06/15/21-06/16/21	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	11
QuickBooks		WTh	08/18/21-08/19/21	09:00AM-03:00PM	TC 103	\$258	Janice Cheever	11
*Prerequisite: MOS Associate Level Certification								
CPR, FIRST AID AND EMERGENCY SERVICES								
BLS Renewal Course	EMTN 4014.600	Th	06/03/21	09:00AM-11:00AM	TC 123	\$60	Frances Phelps	11
	EMTN 4014.601	Th	07/15/21	09:00AM-11:00AM	TC 115	\$60	Frances Phelps	
	EMTN 4014.602	Th	08/12/21	09:00AM-11:00AM	TC 115	\$60	Frances Phelps	
CPR and First Aid	EMTN 4010.600	F	06/04/21	09:00AM-03:00PM	TC 115	\$99	Jason Evans	11
	EMTN 4010.601	F	06/18/21	09:00AM-03:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.603	F	07/16/21	09:00AM-03:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.604	F	07/30/21	09:00AM-03:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.605	F	08/13/21	09:00AM-03:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.606	F	08/27/21	09:00AM-03:00PM	TC 115	\$99	Jason Evans	
CPR for Healthcare Providers	EMTN 4015.600	F	06/11/21	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	11
	EMTN 4015.601	F	06/25/21	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.602	F	07/09/21	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.603	F	07/23/21	09:00AM-03:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.604	F	08/06/21	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.605	F	08/20/21	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT								
Adapting to Change	BTWD 0036.600	T	06/28/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	11
	BTWD 0036.601	T	08/03/21	08:00AM-12:00PM	TC 120	\$99	Melissa Martin	
Bridges Out of Poverty	BTWD 0305.600	TW	06/22/21-06/23/21	08:00AM-12:00PM	TC 112	\$149	Melissa Martin	11
	BTWD 0305.601	TW	07/06/21-07/07/21	08:00AM-12:00PM	TC 112	\$149	Melissa Martin	
Certified Associate in Project Management	BTWD 0639.600	Th	05/20/21-07/08/21	05:00PM-08:00PM	TC 123	\$299	Jerry Sanchez	11
Civility in the Workplace	BTWD 0351.600	Th	07/01/21	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	11
	BTWD 0351.601	W	08/19/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	
Communicating As a Leader	BTWD 0511.800	T	06/15/21	08:00AM-12:00PM	ZOOM	\$99	Melissa Martin	12
	BTWD 0511.600	W	07/21/21	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	
Critical Thinking Skills	BTWD 0670.800	Th	06/17/21	01:00PM-05:00PM	ZOOM	\$99	Melissa Martin	12
	BTWD 0670.600	M	08/16/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	
Crucial Conversations	BTWD 0477.600	MW	05/24/21-05/26/21	08:00AM-05:00PM	TC 112	\$399	Melissa Martin	12
Customer Service	BTWD 0114.800	Th	06/17/21	08:00AM-12:00PM	ZOOM	\$99	Monica Puente	12
	BTWD 0114.600	Th	08/12/21	08:00AM-12:00PM	TC 112	\$99	Monica Puente	
Effective Coaching Conversations	BTWD 0657.800	W	06/16/21	08:00AM-12:00PM	ZOOM	\$99	Rhonda Priest	12
	BTWD 0657.801	W	07/21/21	01:00PM-05:00PM	ZOOM	\$99	Rhonda Priest	

Emotional Intelligence	BTWD 0217.600	Th	06/24/21	08:00AM-12:00PM	TC 112	\$99	Rhonda Priest	12
	BTWD 0217.601	W	08/04/21	01:00PM-05:00PM	TC 120	\$99	Rhonda Priest	
Ethics in the Workplace	BTWD 0436.600	T	07/20/21	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	12
	BTWD 0436.601	T	08/24/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	
Human Resources for Managers	BTWD 0139.600	Th	06/24/21	08:00AM-12:00PM	TC 123	\$99	Charlie Rando	12
Lunch&learn								
Bridges Out of Poverty	BTWD 0671.800	F	05/21/21	11:00AM-01:00PM	ZOOM	\$49	Melissa Martin	12
Generational Communication	BTWD 0671.801	F	06/04/21	11:00AM-01:00PM	ZOOM	\$49	Melissa Martin	
Emotion Management	BTWD 0671.802	F	06/11/21	11:00AM-01:00PM	ZOOM	\$49	Rhonda Priest	
How to Build Resilience	BTWD 0671.803	F	06/18/21	11:00AM-01:00PM	ZOOM	\$49	Rhonda Priest	
Bridges Out of Poverty	BTWD 0671.804	F	06/25/21	11:00AM-01:00PM	ZOOM	\$49	Melissa Martin	
Generational Communication	BTWD 0671.805	F	07/09/21	11:00AM-01:00PM	ZOOM	\$49	Melissa Martin	
Resumes that Rock!	BTWD 0671.806	F	07/16/21	11:00AM-01:00PM	ZOOM	\$49	Rhonda Priest	
De-Escalating Emotions	BTWD 0671.807	F	08/06/21	11:00AM-01:00PM	ZOOM	\$49	Melissa Martin	
Managing Your Remote Teams	BTWD 0673.800	W	07/14/21	11:30AM-01:00PM	ZOOM	\$49	Kathleen Debow	12
New Supervisor Training	BTWD 0563.560	TW	06/01/21-06/02/21	08:00AM-05:00PM	TC 112	\$298	Melissa Martin	
	BTWD 0563.561	TW	08/11/21-08/12/21	08:00AM-05:00PM	TC 112	\$298	Melissa Martin	13
Project Management Basics	BTWD 0619.600	TW	08/03/21-08/04/21	08:00AM-05:00PM	TC 112	\$199	Dolores Lystad	
Putting the Right People on the Bus	BTWD 0512.600	Th	07/01/21	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	13
	BTWD 0512.601	Th	08/05/21	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	
Servant Leadership	BTWD 0669.600	Th	07/08/21	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	13
	BTWD 0669.601	Th	08/26/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	
Staying Organized and Productive while Working Remotely	BTWD 0672.800	W	06/16/21	11:30AM-01:00PM	ZOOM	\$49	Kathleen Debow	13
Stop the Bleed	EMTN 4008.600	T	06/01/21	09:00AM-01:00PM	TC 123	FREE	Sean Horton	13
	EMTN 4008.601	Th	07/01/21	09:00AM-01:00PM	TC 115	FREE	Sean Horton	
Unconscious Bias	BTWD 0580.600	W	06/30/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	13
	BTWD 0580.601	W	08/18/21	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	
Writing for the Workplace	BTWD 0539.800	MW	07/12/21-07/14/21	01:00PM-05:00PM	ZOOM	\$149	Rhonda Priest	13
OSHA, SAFETY AND REGULATORY								
OSHA 10-Hour General Industry	OSHA 0082.600	TW	06/29/21-06/30/21	08:00AM-05:00PM	TC 120	\$160	Jason Evans	13
TECHNICAL TRAINING								
Commercial Driver License	CDL 1001.600	MTWThF	06/14/21-07/21/21	08:00AM-04:30PM	CT 108	\$3,360	Michael Geissler	13
	CDL 1001.601	MTWThF	08/02/21-09/03/21	08:00AM-04:30PM	CT 108	\$3,360	Michael Geissler	

DESCRIPTIONS

See Page 11 for dates and times.

COMPUTER TRAINING

MOS Access Online Certification

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

MOS Excel Expert Online Certification

This is a self-paced, online MOS Excel EXPERT certification training with ongoing instructor availability. The course allows students to learn the skills necessary to pass the MOS Excel EXPERT Certification exam. The exam covers the ability to customize Excel environments to meet project needs and to enhance productivity. Expert workbook examples include custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules. Course cost includes comprehensive textbook and certification testing voucher. Students will contact instructor for scheduling proctored testing time. MOS Associate Level Certification is a prerequisite for this course.

MOS Excel Online Certification

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

MOS PowerPoint Online Certification

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

MOS Word Expert Online Certification

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

MOS Word Online Certification

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

MS Access Advanced

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

MS Access Basic

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

MS Access Intermediate

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

MS Excel Advanced

Upon successful completion of this course, 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 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.

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.

QuickBooks

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

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).

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.

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.

Certified 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.

Civility in the Workplace

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

lccc.wy.edu/workforce

REGISTER EARLY 307.778.4381

Communicating As a Leader

“People skills” are essential to a person’s ability to lead, and participants in this session will explore their strengths as a communicator to prepare them to promote a positive work environment while engaging in both difficult and everyday conversations.

Critical Thinking Skills

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

Crucial Conversations

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.

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.

Emotional Intelligence

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

Ethics in the Workplace

Successful completion of this course will increase your knowledge and ability to dispel common myths about business ethics, describe the ideal ethical workplace, implement ethics guidelines and policies in your organization, identify and resolve typical ethical dilemmas, recognize common excuses for unethical behavior and what to do about them, and deal with unethical coworkers, customers and vendors.

Human Resources for Managers

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

Lunch&learn

A Lunch and Learn Virtual Series offering a variety of topics to provide you a chance to learn and develop skills, not only for the workplace, but for your own personal growth.

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.

Generational Communication

Multiple generations in the workplace presents challenges in many ways. When groups have the same values and attitudes, communication and other dynamics typically go smoother. When there are multiple groups and each group brings their own style, values and attitudes, this could create difficulty in communicating.

Emotion Management

This session will offer tools to recognize your emotional triggers, control your emotional and physical responses, and handle other’s emotions. The aim is to help you communicate more effectively with supervisors and coworkers and channel negative energy into more positive and productive activities.

How to Build Resilience

Resilience is the process of bouncing back after adversity. Having resilience doesn’t mean that you can prevent stressful situations, but that you can handle them when they occur. In today’s workplace, you will encounter challenges every day; the good news is that everyone can learn how to build resilience. Learn essential skills to bounce back from adversity and thrive.

Resumes that Rock!

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

De-Escalating Emotions

Successful customer encounters require developed emotional management skills and a proactive approach. If you work with the public, this topic will interest you. Learn how to diffuse difficult situations and identify when additional support is needed.

Managing Your Remote Teams

Supervising employees that are working remotely can be challenging. Several organizations are just now being forced into this way of doing business. In this training we will discuss how to set up good expectations in regards to communication, project management, availability and timelines. We will also discuss several tools that are available to help you navigate these concepts, focusing on virtual meetings. What happens when a member of your team isn’t ready for this amount of autonomy? We will talk about how to help them get to this level. This will be an interactive workshop, so bring your questions, comments and concerns.

New Supervisor Training

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

REGISTER EARLY • 307.778.4381

lccc.wy.edu/workforce

Project Management Basics

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.

Putting the Right People on the Bus

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

Servant Leadership

In this course, participants discover how to shape an environment of support where everyone feels a sense of value and purpose – and where, as a result, organizational success is bound to naturally transpire. It is broken into three segments of servant leadership: managing, motivating, and mediating. From a management perspective, participants learn how to establish shared power in decision making to encourage the growth, development, and well-being of individuals and teams.

Staying Organized and Productive while Working Remotely

Working remotely sounds great, right? But how do you stay focused? How do you stay off Netflix? How do you make sure your kids are respecting the “work zone”? This training will give you practical tips to avoid the very real pitfalls of working from home. Working remotely can be a great blessing for some, a huge distraction for others. Join us for some great tips regardless of which type you are!

Stop the Bleed

Participants learn to provide vital initial response to stop uncontrolled bleeding in emergency situations.

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.

Writing for the Workplace

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

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

TECHNICAL TRAINING

Commercial Driver License

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

SHRM

SHRM-CP | SHRM-SCP

RECERTIFICATION PROVIDER

2021

The following classes are approved for SHRM PDCs:

June 1-2 New Supervisor Training 16 PDCs
June 15 Communicating As a Leader 4 PDCs
June 16 Effective Coaching Conversations 4 PDCs
June 22-23 Bridges Out of Poverty. 4 PDCs
June 24 Human Resources for Managers 4 PDCs
June 30 Unconscious Bias 4 PDCs
July 1 Putting the Right People on the Bus 4 PDCs
July 6-7 Bridges Out of Poverty. 4 PDCs
July 14 Managing Your Remote Teams 1.5 PDCs
July 21 Effective Coaching Conversations 4 PDCs
July 21 Communicating As a Leader 4 PDCs
August 5 Putting the Right People on the Bus 4 PDCs
August 10-11	.. New Supervisor Training 4 PDCs
August 18 Unconscious Bias 4 PDCs

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



WYOMING DEPARTMENT OF WORKFORCE SERVICES BUSINESS TRAINING

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

Want to know more?

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

CDL Simulator



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



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

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



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
October
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 2021/2022 Wyoming Certified Public Manager Program Cohorts.

For more information visit 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 | lccc.wy.edu

Adult Career and Education System (ACES)

Career Training Opportunities Are Available

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

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

Adult Education (AE)

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

High School Equivalency Certificate (HSEC) Preparation

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

Adult Secondary Education (ASE)

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

English as a Second Language (ESL)

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

Career Readiness Certificate (CRC)

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

High School Equivalency Certificate (HSEC) Testing

Individuals can choose between two different tests for their HSEC.

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

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

lccc.wy.edu/academics/services/adultEducation

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

LARAMIE COUNTY COMMUNITY COLLEGE
OUTREACH AND WORKFORCE

BUILD YOUR APPRENTICE PROGRAM

Plumbing, HVAC and more!



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



**CONTACT US
TODAY!**

307.778.4381

lccc.wy.edu/workforce/

Email: DKaelin@lccc.wy.edu

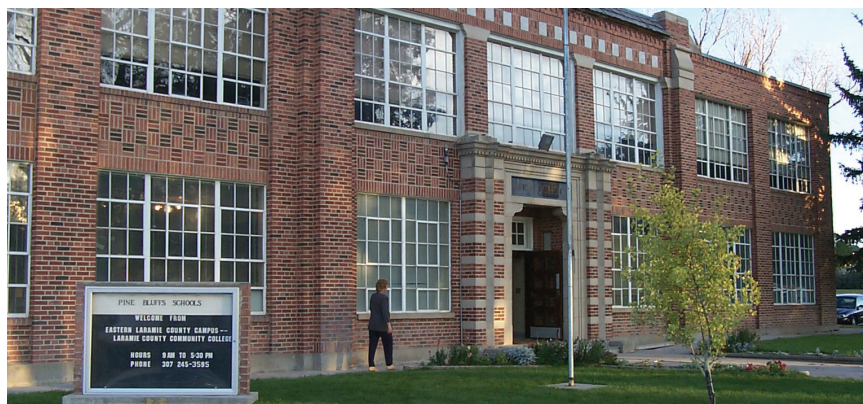
**GRANT FUNDING
may be available.**



Classes offered:

- OSHA 10
- Confined Space
- Forklift
- OSHA 30

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



Eastern Laramie County Outreach Center

607 Elm Street

Pine Bluffs, Wyoming 82082

Pinebluffs@lccc.wy.edu

307.432.1678

Adult Career and Education System (ACES)

Career Training Opportunities Are Available

Adult Education (AE)

High School Equivalency Certificate (HSEC) Preparation

Adult Secondary Education (ASE)

English as a Second Language (ESL)

Career Readiness Certificate (CRC)

High School Equivalency Certificate (HSEC) Testing

Individuals can choose between two different tests for their HSEC.

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

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

See Page 16 for program descriptions.

LIFE ENRICHMENT

Using Teams and Zoom for Virtual Meetings

This course is an introduction to Microsoft Office 365 with Teams and Zoom for virtual meetings, classes or get togethers. Using the Office 365 suite of productivity apps and Zoom, users can easily communicate and collaborate together through Microsoft Teams messaging and meeting functionality.

LIFE 8024.750	Th	09:00AM-01:00PM	ELCC Computer Lab
Session: 1	\$49	06/17/21	Janice Cheever

Kids Art

Painting can be fun! Each class will be something different but will include at least one art project completed and framed. Participants will paint using either watercolors or Quink. The participants will learn about brush strokes and the fun and beauty of art. All necessary supplies provided. Open to all participants grades K-8.

LIFE 8017.750	F	09:00AM-11:00AM	ELCC
Session: 1	\$15	06/18/21	Paulette Dunnam
LIFE 8017.751	F	09:00AM-11:00AM	ELCC
Session: 1	\$15	07/16/21	Paulette Dunnam

Required for on campus classes:

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

Intro to Windows 10

Welcome to the newest version of Windows – Windows 10! This course will help you become more comfortable using a personal computer and, more specifically, the Windows 10 Interface. This course will explore the Windows 10 Interface, Universal Apps and Desktop Application, working with files and folder, using Edge, customizing Windows 10 environment, installing and removing devices and Windows 10 security.

LIFE 8025.750	Th	09:00AM-01:00PM	ELCC Computer Lab
Session: 1	\$49	07/15/21	Janice Cheever

Excel Basic for Beginners

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. Get started with Microsoft Office Excel to perform calculations; modify a worksheet; format a worksheet; print workbooks; and manage workbooks.

LIFE 8026.750	W	09:00AM-01:00PM	ELCC Computer Lab
Session: 1	\$49	08/11/21	Janice Cheever

ONLINE LEARNING

Mastering Your Digital SLR Camera

Take control of your digital SLR camera. In this course, you will break through the technology barrier and learn how to use your DSLR to take beautiful photos. You will start out by learning about the many features and controls of your DSLR and look at the lenses you need for the kind of photography you enjoy. Next, you will learn about metering, exposure compensation, managing aperture, shutter speed, and ISO. You will find out how to use these features to get the right exposure for every shot. Then turn your attention to flash photography, managing camera controls, photo files, and even working in manual mode. With these skills, you will be able to take your photography to the next level. By the end of this course, you will be a DSLR master and will be able to take the photos you've always dreamed of.

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

Register online @
lccc.wy.edu/enrichment

OTHER SERVICES OFFERED IN PINE BLUFFS:

- Customized Business Training
- High School Equivalency Certificate (HSEC) Preparation
- English as a Second Language (ESL) program
- Test Proctoring for LCCC & Other Institutions
- Computer Lab
- Meeting Rooms with Audio/Visual Capabilities

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



TRADES&TECH

Areas of Study

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

Activities

- Skills-USA
- Future Tech
- Windsmith Club

— Scholarships Available! —

Come tour!

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



AG&EQUINE

Areas of Study

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

Teams Activities

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

— Scholarships Available! —

Come tour!

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

INFORMATION TECHNOLOGY

Areas of Study

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

*Earn Industry Certifications
in a number of courses*

Activities

- NERDS
- Gaming Club

— Scholarships Available! —

Come tour!

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

SOAR TO NEW HEIGHTS

WITH LARAMIE COUNTY COMMUNITY COLLEGE'S APPLIED MANAGEMENT BACHELORS DEGREE

Complete a Bachelors of Applied Science to take your career to the next level.
Graduates land promotions in management and administration roles in their field.

- Pair the BAS degree to any Associate of Applied Science (AAS) degree from LCCC or other accredited institution
- Gain comprehensive business knowledge with a strategic management focus
- Apply principles learned in the class that directly impact the industry of study
- Small class sizes and delivery options; online, face-to-face, and hybrid
- Application open until June 1 for the Fall 2021 semester
- Classes start August 23, 2021
- Scholarship & financial assistance available
- To learn more or apply visit: lccc.wy.edu/BAS



For more information contact
Jeff Shmidl, Program Director
307.778.1343 | jshmidl@lccc.wy.edu
lccc.wy.edu



LARAMIE COUNTY
COMMUNITY COLLEGE
Cheyenne | Laramie | Online

LARAMIE COUNTY COMMUNITY COLLEGE

ENTREPRENEURSHIP CERTIFICATE PROGRAM



LARAMIE COUNTY
COMMUNITY COLLEGE
Cheyenne | Laramie | Online



Four classes to help you prepare to launch your business idea. Learn how to expand on your ideas to highlight the solution that your business presents, complete market research to show feasibility of your ideas to complete a solid business plan, develop sales and branding techniques to highlight your value proposition, and learn about digital tools to create a solid internet presence for your business. Take all 4 classes or just the introductory course:

- **ENTR 1500 - Introduction to Entrepreneurship; Market Research & Feasibility**
- **MKT 1000 - Sales; Sales Techniques, Tools, and Branding**
- **ENTR 1520 - Creating A Business Plan; Business Planning**
- **ENTR 2550 - Internet & Social Media Strategies; Digital Strategy**

Classes offered online and face-to-face to fit your schedule.
Complete all 4 classes in one 16 week semester.

Contact Minden Fox for more information:
307.778.1279 or mfox@lccc.wy.edu

REGISTRATION OPENS APRIL 13
CLASSES START AUGUST 23

lccc.wy.edu/entrepreneurship



Facility Rental at LCCC

Facilities & Events Office 307.778.1322

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

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

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

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

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

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

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

Let us host your next event in Cheyenne!

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



Presented by First Interstate Bank
Progress & Prosperity Community Conversation Series
and
LCCC Life Enrichment
FINANCIAL WELLNESS SYMPOSIUM

May 5, 2021, 9-3:20

Attend In-person - \$10 (lunch included & scholarships are available) or Virtually for FREE
register @ lccc.wy.edu/Enrichment or 307.778.1236



CDL

Training and Certification Testing

Improve your driving skills with LCCC's CDL simulator.

**Call 307.778.4381
for more information!**



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

Dental Assisting
Clinical Certified Medical Assisting
Pharmacy Technician
Phlebotomy Technician
Introduction to Production Technician

For more information call 307.772.7351

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

lccc.wy.edu/wyomingWorksNoncredit

