

# 2022 FALL CLASS SCHEDULE

## Outreach & Workforce Development



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*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.

# 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.....307.432.1678
- 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 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 fee.  
(These policies do not apply to the online ed2go classes.)  
Withdrawal after refund deadline ..... No refund;  
payment required

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

Up to date information on Campus COVID requirements can be found at [lccc.wy.edu/virus-information.aspx](http://lccc.wy.edu/virus-information.aspx)

## Guidelines

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

## Policy on Children and Guests in Class

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

## Emergency Closure

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

<input type="checkbox"/> <b>LIFE ENRICHMENT CLASSES</b>		Fax # of Pages:
<b>Mail To:</b> Laramie County Community College, CCI 109 1400 E. College Drive, Cheyenne, WY 82007		<b>Fax:</b> 307.778.1269 <b>Ph:</b> 307.778.1236 or 307.778.1134
<input type="checkbox"/> <b>WORKFORCE TRAINING</b>		Fax # of Pages:
<b>Mail To:</b> Laramie County Community College, TC 117 1400 E. College Drive, Cheyenne, WY 82007		<b>Fax:</b> 307.432.1604 <b>Ph:</b> 307.778.4381
<b>From:</b> Student's Name:		Hm Ph:
Date of Birth:	Email Address:	Wk Ph:
Address:		Cell Ph:
City:	State:	ZIP:
Class Name:	No.:	Class Cost: \$
Class Name:	No.:	Class Cost: \$
Class Name:	No.:	Class Cost: \$
Class Name:	No.:	Class Cost: \$
Class Name:	No.:	Class Cost: \$
Check # (If mailing with check) _____ (If sending fax, write MasterCard, Visa or Discover number and expiration date below.)		TOTAL: \$
MC / Visa / Discover #:		V-Code:
Signature:		Expiration Date:
Please use this form to fax or mail in your registration. <b>Fax Instructions:</b> You may fax your registration by completing the registration form and using your <b>Visa, MasterCard</b> or <b>Discover</b> number and expiration date. <b>Mailing Instructions:</b> If you choose to mail your registration, please mail the completed registration form with a check for the total amount of all classes you're requesting. Make your check payable to LCCC. <b>NOTE:</b> Your registration will be entered upon receipt. Unless you hear from us saying that the class is full, you can assume that you are in the class(es) you requested.		

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

Gift



CERTIFICATE

Give  
the  
perfect  
gift!

- Not eligible for refunds.
  - Expires 2 years from date issued.
- Funds from vouchers not redeemed by expiration date will be used for Youth Camp Scholarships. Reproductions not valid.*

LCCC Life Enrichment | 307.778.1236 | [lccc.wy.edu/workforce/lifeEnrichment](http://lccc.wy.edu/workforce/lifeEnrichment)

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## LOCATION ABBREVIATIONS

LCCC – 1400 E. College Drive, Cheyenne
BT..... Business Technology
CCI... Center for Conferences & Institutes
CT..... Career & Technical Building
FA..... Fine Arts
LCSD..... Laramie County Sheriff's Department, 1910 Pioneer Ave.
PF..... Pathfinder Building
TC..... The Training Center
ZOOM .... Online Conference Application

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Visit the Life Enrichment website [lccc.wy.edu/lifeEnrichment](http://lccc.wy.edu/lifeEnrichment)

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)

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.

**SAVE THE DATE**

June 12-16  
&  
July 10-14  
2023



# A to Z

## and Everything in Between

### Driver’s Education

The driver’s education course is a program consisting of 30 classroom hours, six hours of in-car instruction (outside of classroom hours) 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 ½ hour to hour of the first class (for those students under 18); (2) student must have their driving permit prior to registration; (3) student must provide their own licensed and 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 instruction 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 1096.601</b>	TTh	05:30PM-08:30PM	CCI 143
	Sa	08:00AM-12:00PM	
Sessions: 9	\$313	08/02/22-08/20/22	Dave Harris
<b>LIFE 1096.600</b>	TTh	05:30PM-08:30PM	CCI 143
	Sa	08:00AM-12:00PM	
Sessions: 9	\$313	10/04/22-10/22/22	Dave Harris
<b>LIFE 1096.601</b>	TTh	05:30PM-08:30PM	CCI 143
	Sa	08:00AM-12:00PM	
Sessions: 9	\$313	11/01/22-11/19/22	Dave Harris

### 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	LCSD LOBBY
Sessions: 5	\$106	09/08/22-10/06/22	Pat Lewis
<b>LIFE 1523.601</b>	Th	06:30PM-09:45PM	LCSD LOBBY
Sessions: 5	\$106	10/20/22-11/17/22	Pat Lewis

### Gardening: What Went Right, What Went Wrong Gardening for Success

Gardening in Wyoming can be challenging. There are ways to make it work and be successful. Bring your questions and plant samples. We will cover why things didn’t work and how to correct the issue for the next growing season. I will cover basics of soil, irrigation, tree care, vegetable gardens, prairie care and more.

<b>LIFE 2072.600</b>	T	06:00PM-08:00PM	PF 305
Session: 1	\$24	09/06/22	Catherine Wissner

### Immigration: Immigration 101 in the Cowboy State

Immigration plays a big role in Wyoming’s economy. People from around the world come to Wyoming to vacation, pursue higher education, work and/or live. Join us in this informative hour of learning how immigration impacts the Cowboy State and gain a deeper understanding of the US Immigration system. This class is a general overview of immigration law, for a deep-dive into specific immigration processes, please also consider our course on Family-based Immigration Petitions.

<b>LIFE 2059.600</b>	T	05:30PM-06:30PM	CCI 123
Session: 1	\$11	09/27/22	Christine Jordan

### Immigration: Family-Based Immigration Petitions

Whether looking to have a parent, spouse, or child immigrate to the United States, a lot is at stake when bringing a family together. This course will cover how and when the US Immigration system allows family members to immigrate to the United States. Specifically, we will review the Petition for Alien Relative form, discuss the process of petitioning for a relative – whether they are in the United States or abroad, and how family-based petitions work when pursued before US Citizenship and Immigration Services.

<b>LIFE 2061.600</b>	W	12:00PM-01:00PM	CCI 123
Session: 1	\$11	11/16/22	Christine Jordan

### Mindfulness, Meditation and Mingling

Have you been looking for an informal class where you can get together with others in the community and engage in mindfulness exercises, as well as to meditate? If you have taken any of Betsy’s other meditation classes, this class will be different. These four sessions will just be focused on the good stuff of practicing meditation as well as mingling with others about their practice and lives. Please join us for this new and exciting experience!

<b>LIFE 2063.600</b>	T	12:00PM-12:45PM	ZOOM
Sessions: 4	\$56	10/18/22-11/08/22	Betsy Collar

### Understanding Cultural Differences

Even though we have differences, we are much alike. During this 3 hour class, we will discuss cultural differences within our community, touch on personal experiences during the civil rights movement of the 1960s and learn how to connect with each other. By developing this deeper understanding we can bring about unity within cultural understanding in our community. Light refreshments will be served.

<b>LIFE 2069.600</b>	T	06:00PM-07:30PM	CCI 124
Sessions: 2	\$20	10/11/22-10/18/22	Rev. Dr. Hilton McClendon
<b>LIFE 2069.601</b>	T	06:00PM-07:30PM	CCI 123
Sessions: 2	\$20	11/15/22-11/22/22	Rev. Dr. Hilton McClendon

### Voiceovers & Audiobooks – Discovery & Intro to the Business

Discover the voiceover industry and learn about audiobooks. Judy Fossum, full time voice actor and owner of Judy Fossum VoiceOvers LLC, based in Cheyenne will present a realistic view about the current voiceover industry. This three-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? Equipment? These questions and more will be answered during the first class. The second class will give students a chance to be “on microphone” and to review and perform various scripts. NEW, the third class will include a guest speaker who will talk about audiobooks and will provide a chance to be “on mic” working on both fiction and non-fiction audiobooks.

<b>LIFE 2016.600</b>	TWTh	06:00PM-07:30PM	ZOOM
Sessions: 3	\$82	09/27/22-09/29/22	Judy Fossum Mathern

# Arts & Crafting

### Basics of Drawing

This will be a fun class for those who always wanted to learn to draw but did not want to commit to the time and cost of a credited class. Basics in shape, form, light, placement, shading and terminology will be taught. By the end of the course, students will have completed one composition that will give them the basic knowledge that creates the illusion of 3-dimensional space on a 1-dimensional canvas. Supply list will be provided at the time of registration.

<b>LIFE 2048.600</b>	T	06:00PM-08:00PM	TC 123
Sessions: 13	\$140	09/06/22-12/06/22	Pamela Hickman
No class Nov. 22			

Visit the Life Enrichment website

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

Jewelry and Metals Open Studio

The Open Studio allows students to use the equipment in the Metals Laboratory to create small artistic pieces in silver, copper, and brass (no iron or steel), enamel, repoussé and cut, grind, polish, and set semi-precious stones. The studio not only presents the opportunity to use equipment in a safe environment that the student may not have at home but to also interact with other artists in a synergetic manner. This is not primarily an instructional course; only limited assistance is available. Students are responsible for providing all the components for their projects and their consumable supplies. For instance, saw frames are available but saw blades are not provided. There will be an Equipment Review and a Safety Test students must pass before they will be cleared for the use of the equipment. Lab fees are included in the cost of the class.

<b>LIFE 2046.600</b>	W	04:30PM-08:00PM	FA 144
Sessions: 13	\$99	09/07/22-12/07/22	John Heller
No class Nov. 23			

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, basic hat, or scarf). Come away with a sense of accomplishment and a basic project of your own. MATERIALS NEEDED: 1 – H (5.00 mm) 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.

<b>LIFE 1809.600</b>	Sa	02:00PM-03:30PM	CCI 143
Sessions: 6	\$104	09/10/22-10/15/22	Pamela Hickman
<b>LIFE 1809.601</b>	Sa	02:00PM-03:30PM	CCI 143
Sessions: 6	\$104	10/29/22-12/10/22	Pamela Hickman

Metalsmithing for the Hobbyist

Metalsmithing for the Hobbyist is designed to prepare the student to practice basic metalsmithing techniques in the home studio. Several jewelry and sculpture projects will allow the student to develop basic skills using easy to acquire tools and materials. Topics will include materials, heat treatment and soldering, cold forging and forming, design and safety. Basic supplies will be provided. Project specific supplies are provided by the student and will be discussed the first night of class.

<b>LIFE 2054.600</b>	M	05:30PM-08:30PM	FA 144
Sessions: 11	\$230	09/19/22-12/05/22	Noah O’Brien

Painting Fundamentals

Pull out your paints and get started on a journey of artistic expression. Topics will include the use of color, composition and balance to create informed pieces of art. Instruction will include hands-on demonstrations, guided observation, class discussion and critique. Acrylic paints are recommended for beginners; Oil paints permitted. A supply list will be provided at time of registration.

<b>LIFE 2053.600</b>	W	06:00PM-08:00PM	FA 129
Sessions: 8	\$194	09/21/22-11/09/22	James Overstreet

Painting, Continued

Ready to Take your paintings to the next level? Dig deeper into content and practice, combining personal experience and creative thought into authentic subject matter. Students will be pushed to explore themes and deeper meaning, all while refining their foundational skills. Oil and acrylic mediums welcome.

<b>LIFE 2073.600</b>	Th	06:00PM-08:00PM	FA 129
Sessions: 8	\$194	09/08/22-10/27/22	James Overstreet

Pottery: Adult Pottery

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

<b>LIFE 1781.600</b>	T	06:30PM-09:00PM	FA 126
Sessions: 10	\$240	08/22/22-12/16/22	TJ Storer

Pottery: Parent/Youth Pottery

Enjoy an introduction to the creative side of clay, hand building and glazing with your child. Bring your imagination for weekly projects and family fun each evening. All clay, glaze, firing and tools provided. Cost includes one child. \$50 for one additional sibling. Limit two children per adult.

<b>LIFE 1778.600</b>	T	05:00PM-06:00PM	FA 126
Sessions: 5	\$133	09/06/22-10/04/22	TJ Storer

The Basics of Hand Pieced Quilting

Learn the process of hand piecing (English paper technique) and hand quilting through creating a sample quilt block. Students will learn how to create a pattern, cut and stitch the quilt pieces together. Following the piecing of the quilt front, the student will learn the process of how to actually quilt the quilt through the selection of backing material, placement of the backing, batting and quilt front together with a basting stitch before placing the quilt in the quilting frame (hoop). Once in the frame, the student will learn how to complete the quilting process by sewing in a running stitch the front, batting and backing together. To finish off the quilt block, the student will learn how to bind the quilt block to finish their project.

<b>LIFE 1960.600</b>	Th	06:00PM-08:00PM	TC 123
Sessions: 13	\$140	09/08/22-12/08/22	Pamela Hickman
No class Nov. 24			

Cooking

Healthy Asian Home Cooking

Are you looking for new and exciting options for meals at home? Do you like Asian cuisine? Or do you just want to incorporate more delicious veggies in your diet? Then this fun, hands-on cooking class is for you! We will be making an all-time favorite Korean dish, and fresh veggie spring rolls. You can take it home after or eat lunch there. You don't need to bring anything except your appetite and willingness to learn.

<b>LIFE 2071.600</b>	Sa	10:00AM-01:00PM	PF 417
Session: 1	\$81	10/22/22	Booyong Kim

Sushi Roll Out

Do you love going out for sushi? Want to impress your friends and family with your homemade sushi rolling skills? By the end of this class you will be a sushi rolling pro! Due to health code reasons we will not be using raw fish in this class but we will be learning 4-5 different ways to roll sushi, and you will be able to take your rolls home at the end of the day. This class includes all the ingredients and materials as well as a personal sushi kit to take home. Also, you will be able to take the sushi you made home to your family!

<b>LIFE 2068.600</b>	Sa	10:00AM-01:00PM	PF 417
Session: 1	\$97	11/12/22	Booyong Kim

Dog Training

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 needed at ZOOM orientation.

<b>LIFE 1023.600</b>	Sa	12:00PM-03:00PM	ZOOM
		10/29/22	
	Sa	12:15PM-01:45PM	CT 126
Sessions: 7	\$135	11/05/22-12/17/22	Cathy Anderson
<b>LIFE 1023.601</b>	Sa	12:00PM-03:00PM	ZOOM
		10/29/22	
	Sa	02:00PM-03:30PM	CT 126
Sessions: 7	\$135	11/05/22-12/17/22	Cathy Anderson

Puppy ABCs & 123s

Get your puppy started on the right paw. This class is designed to teach you how to teach your puppy basic house manners such as “sit,” “down,” “stay,” and walking on a loose leash. We will work on problem behaviors, such as jumping, mouthing and learning some fun tricks. Puppies 14 weeks to six months. All dogs are required to be current on vaccines including Rabies, Parvo, Bordetella (kennel cough). Bring proof of vaccinations first class. No dogs needed at ZOOM orientation.

<b>LIFE 1025.600</b>	Sa	12:00PM-03:00PM	ZOOM
		10/29/22	
	Sa	10:30AM-12:00PM	CT 126
Sessions: 7	\$135	11/05/22-12/17/22	Cathy Anderson

# Equine

## Barrel Horse Conditioning

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

<b>LIFE 2029.600</b>	Su	08:00AM-10:00AM	Arena 100
Sessions: 11	\$140	09/11/22-12/11/22	Becky Juschka

## Mounted Tactics

Join us for a fun filled class of formation riding. We will work on riding in formation, desensitization, and crowd management while on horseback. This class is intended for intermediate to advanced riders. If it is determined that the rider, or horse, does not have the necessary skills for this course they will not be able to continue. Prerequisite: Introduction to Riding Basics or Instructor approval. Proof of vaccinations either by vet note or proof of purchase, will be required on the first day of class. Class will meet the published number of times within the published dates. A class schedule will be handed out on the first day of class.

<b>LIFE 2019.600</b>	Su	10:30AM-12:00PM	Arena 100
Sessions: 11	\$140	09/11/22-12/11/22	Tom Houghton

# Financial

## Estate Planning – Which Will, Will I Need?

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

<b>LIFE 2032.600</b>	W	12:00PM-01:00PM	CCI 123
Sessions: 1	\$11	11/02/22	John Fritz

## How Tax Planning Changes Through Four Stages of Retirement

People often pay more in taxes than expected because a confusing system treats various income types differently and contains hidden taxes and penalties. Social Security and Medicare have “tax traps” and you need to plan for them. In retirement you must plan how and when you will use taxable, tax-deferred, and tax-free assets to manage your income and tax rates efficiently. You need a tax strategy to minimize taxes and maximize your retirement assets and income – this class will help you understand your options in easy to understand language. This class will benefit both retirees and pre-retirees.

<b>LIFE 1977.600</b>	TTh	07:00PM-08:30PM	CCI 123
Sessions: 2	\$18	09/13/22-09/15/22	Sandy Patrick

<b>LIFE 1977.601</b>	WF	10:00AM-11:30AM	CCI 123
Sessions: 2	\$18	10/19/22-10/21/22	Sandy Patrick

## Medicare Basics

Are you eligible for Medicare or will be shortly? Are you married to someone who will be? Are your parents approaching that age? How do you sign up for Medicare? Do you need to sign up? What if you don’t sign up? What are the penalties if you don’t? What if you are covered by another insurance plan? What is covered by each part of Medicare? What is Medicare Part C – I have never heard of that? Why do I need to pick a Medicare Part D plan? What is a prescription drug plan anyway? What is the difference between a Supplemental plan and a Medigap plan? Do I need them both? Why should I have long term care insurance if I have Medicare? Doesn’t Medicaid pay for that anyway? This class is designed to provide for a brief overview of these topics and help clear up some myths about insurance when we reach age 65.

<b>LIFE 1415.600</b>	M	06:30PM-08:30PM	CCI 123
Session: 1	\$17	09/12/22	Charlie Simineo

## Medigap and Long Term Care Insurance

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.

<b>LIFE 1297.600</b>	M	06:30PM-08:30PM	CCI 123
Session: 1	\$17	11/28/22	Charlie Simineo

## Taking the Mystery Out of Hiring A Financial Planner

Let’s take the mystery out of the crazy and confusing world of Financial Advisors. The term “financial advisor” is impossibly vague and can include stockbrokers, investment managers, wealth managers, insurance agents, and financial planners. Then add in compensation confusion: commissions, sales charges, fee-based and fee-only. Hiding within all these are the really important concepts of “fiduciary” and “best-interest”. We will discuss the major types of licensing, registrations and certifications. Bring your questions!

<b>LIFE 2028.600</b>	W	10:00AM-11:30AM	CCI 123
Session: 1	\$14	09/28/22	Sandy Patrick

<b>LIFE 2028.601</b>	W	07:00PM-08:30PM	CCI 123
Session: 1	\$14	09/28/22	Sandy Patrick

<b>LIFE 2028.602</b>	Th	06:30PM-08:00PM	ZOOM
Session: 1	\$14	12/01/22	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	CCI 123
Session: 1	\$17	11/07/22	Charlie Simineo

## Why and When Would I Need a Revocable Living Trust?

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

<b>LIFE 2033.600</b>	WF	12:00PM-01:00PM	CCI 123
Sessions: 2	\$14	12:00PM-01:00PM	John Fritz

## Wyoming Probate 101

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

<b>LIFE 2034.600</b>	TTh	12:00PM-01:00PM	CCI 123
Sessions: 2	\$14	10/18/22-10/20/22	John Fritz

# Fishing

## Beginner Fly Tying

Do you enjoy fly fishing and would like to make your own customized flies? In this introductory course, we will learn how to create flies that are effective in our regional waters. Topics include materials used in fly tying, basic techniques, where to find resources, and how to read fly tying recipes. We will be working over the lunch hour. Please be sure to bring your lunch. Supplies to create your flies are included in the cost of the class.

<b>LIFE 2074.600</b>	Sa	10:00AM-04:00PM	CCI 123
Sessions: 1	\$56	09/17/22	Chris Rice

Visit the Life Enrichment website  
[lccc.wy.edu/lifeEnrichment](http://lccc.wy.edu/lifeEnrichment)



Intermediate Fly Tying

Bring your fly-tying skills to the next level. This intermediate course will focus on techniques of tying, and use of a rotary function vise and highlight various fly designs. All flies tied will be useful in our regional waters. We will be working over the lunch hour. Please be sure to bring your lunch. Supplies to create your flies are included in the cost of the class.

<b>LIFE 2075.600</b>	Sa	10:00AM-04:00PM	CCI 123
Sessions: 1	\$56	10/08/22	Christopher Rice

Rod Building

Learn the principles of building and creating your rod. In this one-day course, we will create our own ice fishing rod. The principles you learn in this class can be applied to creating any type of rod you would like in the future. We will be working over the lunch hour. Please be sure to bring your lunch. Supplies to create your flies are included in the cost of the class.

<b>LIFE 2076.600</b>	Sa	10:00AM-04:00PM	CCI 123
Sessions: 1	\$109	11/19/22	Christopher Rice

Fitness

Tai Chi Push Hands Clinic

“Do not allow your opponent’s force to work on your body. Rather, allow them to fall into emptiness.” The Taijiquan Classics The coveted skill in Tai Chi training is to acquire good Push Hands skills. This clinic is an introduction to Tai Chi’s hand skills and pushing exercises. Anyone interested may register and attend regardless of Tai Chi experience. Michele will lead you through four hand skills of Peng, Ji, Lu and An. Participants will have close contact with multiple training partners.

<b>LIFE 2065.600</b>	Sa	10:00AM-11:00AM	CCI 121
Sessions: 2	\$34	10/01/22-10/08/22	Michele Schmidt
<b>LIFE 2065.601</b>	Sa	10:00AM-11:00AM	TC 112
Sessions: 2	\$34	12/03/22-12/10/22	Michele Schmidt

Tai Chi Workshop

Participants must have perviously trained with Michele in Tai Chi in order to take this workshop. We will explore principles and concepts more deeply, along with Push Hands skills. Students must feel comfortable maintaining physical contact with another participant.

<b>LIFE 2066.600</b>	Sa	09:30AM-11:30AM	CCI 121
Session: 1	\$23	09/10/22	Michele Schmidt

Taijiquan Self-Defense and Martial Arts Skills for Young People

Designed for youth ages 8-11, students will learn basic Taijiquan (Tai Chi) skills and techniques. Taiji is an Ancient Chinese Internal Martial art, which uses the gentle way of defending oneself. Students will also learn a calming breathing exercise.

<b>LIFE 2067.600</b>	TTh	04:30PM-05:30PM	CCI 121
Sessions: 6	\$56	10/04/22-10/20/22	Michele Schmidt
<b>LIFE 2067.601</b>	TTh	04:30PM-05:30PM	CCI 121
Sessions: 6	\$56	11/01/22-11/17/22	Michele Schmidt

Wu Style Tai Chi II

Students will practice and study an empty hand form (TBA), and explore deeper understandings of each individual postures along with fundamental skills and push hands practice and qigong. Students must have a minimum of eight weeks training with Michele prior to registering for this class.

<b>LIFE 2064.600</b>	TTh	10:00AM-11:00AM	CCI 121
Sessions: 12	\$105	09/13/22-10/20/22	Michele Schmidt
<b>LIFE 2064.601</b>	TTh	10:00AM-11:00AM	CCI 121
Sessions: 12	\$105	10/25/22-12/08/22	Michele Schmidt

No class Nov. 22 or Nov. 24

Registration opens  
July 20

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.

<b>LIFE 1839.600</b>	W	05:30PM-06:45PM	BT 112
Sessions: 10	\$142	09/07/22-11/09/22	Dennis Dicamppli

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.

<b>LIFE 1554.600</b>	M	05:30PM-06:45PM	BT 112
Sessions: 10	\$142	09/12/22-11/14/22	Dennis Dicamppli

Practical Italian 2

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

<b>LIFE 1998.600</b>	T	07:00PM-08:30PM	BT 112
Sessions: 10	\$143	09/06/22-11/08/22	Dennis Dicamppli

Photography

Beginner Photography Editing

You’ve taken lots of photos. But they didn’t turn out the way you hoped. You want to add, subtract, or replace certain aspects of your photos . . . in essence, edit them. In this course, you will learn the basics of photo editing, such as facial touching up, color and tint adjustments, sky replacement, and removal of unwanted objects using the healing brushes, clone stamp, and content aware tools along with layers and layer masks in Adobe Photoshop.

<b>LIFE 2060.600</b>	SaSu	09:00AM-12:00PM	FA 114
Sessions: 4	\$172	10/08/22-10/16/22	J. O’Brien

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.

<b>LIFE 2018.600</b>	SaSu	09:00AM-12:00PM	FA 114
Sessions: 4	\$90	09/10/22-09/18/22	J. O’Brien

<b>LIFE 2018.601</b>	SaSu	09:00AM-12:00PM	FA 114
Sessions: 4	\$90	09/24/22-10/02/22	J. O’Brien

Intermediate Photography Editing

You’ve got your photos and you’ve edited them a little, but you want to do more. In this course, we will continue to explore the features of Adobe Photoshop, a professional-level raster graphics software. We will build upon the knowledge and usage of the selection and content-aware tools, healing brushes, clone stamp, layers, layer masks and adjustments, and a few other tools Photoshop has to offer to polish your work and take your photo editing to the next level. COMPLETION OF THE BEGINNER PHOTOGRAPHY EDITING WORKSHOP IS RECOMMENDED.

<b>LIFE 2044.600</b>	SaSu	09:00AM-12:00PM	FA 114
Sessions: 6	\$255	10/22/22-11/06/22	J. O’Brien



# Retirement

## Discover Peace, Meaning and Fun in Your Retirement

What does retirement mean to you? This can be a difficult question for some to answer. Join us as we delve into how to plan your best retirement.

**LIFE 2070.600**      T                      06:00PM-08:00PM      CCI 124  
Sessions: 5              \$66                      09/06/22-10/04/22      Brenda Crawford

## Pre-Retirement Planning-Getting Ready

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

**LIFE 1221.600**      TWTh                      07:00PM-08:30PM      CCI 123  
Sessions: 3              \$27                      10/11/22-10/13/22      Sandy Patrick

## Understanding Retirement, the SECURE Act and Your Estate Plan

The SECURE Act (Setting Every Community Up for Retirement Enhancement Act) became effective January 1, 2020 and its enactment brought along some challenging decisions in terms of properly planning for retirement, your estate plan, and your beneficiaries. This course will benefit individuals who want to better understand how the SECURE Act eliminated the IRA "stretchout" in favor of the "10-Year Rule" and the importance of properly naming the correct beneficiary of these accounts.

**LIFE 2062.600**      W                      12:00PM-01:30PM      CCI 123  
Session: 1              \$14                      10/26/22                      Shaina Case  
**LIFE 2062.601**      F                      12:00PM-01:30PM      CCI 123  
Session: 1              \$14                      10/28/22                      Shaina Case

## Savvy Planning for Turning 70:

### Understanding Retired Minimum Distributions

If you're turning 70 soon, this seminar is for you! Designed for those approaching that magic IRS age or just if you want to understand how annual Required Minimum Distributions (RMDs) work. We'll cover how they are calculated and how to determine when you must begin taking funds from your tax-deferred retirement savings. We'll discuss when it may save taxes to withdraw funds early and when it may make sense to delay withdrawals. We'll consider taxation of Social Security; how Qualified Charitable Distributions (QCDs) work to save you taxes, and more – all in easy to understand language.

**LIFE 1895.600**      WF                      10:00AM-11:30AM      CCI 123  
Sessions: 2              \$18                      09/21/22-09/23/22      Sandy Patrick  
**LIFE 1895.601**      TTh                      10:00AM-11:30AM      ZOOM  
Sessions: 2              \$18                      11/15/22-11/17/22      Sandy Patrick

## Savvy Social Security Planning

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

**LIFE 1894.600**      TTh                      07:00PM-08:30PM      CCI 123  
Sessions: 2              \$18                      10/04/22-10/06/22      Sandy Patrick  
**LIFE 1894.601**      TTh                      06:30PM-08:00PM      ZOOM  
Sessions: 2              \$18                      11/08/22-11/10/22      Sandy Patrick

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

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

## Singapore Math: Number Sense and Computational Strategies

Singaporean teachers make math purposeful, interesting, and relevant using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies. This course will introduce numerous strategies to create meaningful math lessons of your own.

You will be introduced to what Singapore Math is and how it has become such a powerful and highly regarded math curriculum. Then you discover how number sense and place value instruction are the basis for all Singapore Math. From there, you will learn a variety of computational strategies to make addition, subtraction, multiplication, and division a cinch. You won't need a passport to discover the curriculum of the world's math leader!

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

## Solving Classroom Discipline Problems

Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken.

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

## A to Z Grant Writing

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

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

## Homeschool with Success

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

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

**lccc.wy.edu/enrichment**

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



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- **Teaching Students With Autism: Strategies for Success**
- **Differentiated Instruction in the Classroom**
- **Creating K-12 Learning Materials**
- **Survival Kit for New Teachers**
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You may register for noncredit Workforce Development classes  
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(For refund, cancelation and withdrawal information see inside front cover.)

## WORKFORCE TRAINING AT A GLANCE . . .

COURSE TITLE	SECTION CODE	DAY	DATE	TIME	LOCATION	COST	INSTRUCTOR	PAGE
COMPUTER APPLICATIONS TRAINING								
Adobe Acrobat Pro DC	BTWD 0503.600	T	12/20/22	09:00AM-04:00PM	FA 114	\$129	Janice Cheever	10
Administrative Support Specialist	BTWD 0215.540	Th	10/06/22-11/17/22	08:00AM-12:00PM	TC 103	\$2,200	Janice Cheever	10
Intro to SolidWorks	BTWD 0726.600	W	10/05/22-11/09/22	05:00PM-07:00PM	TC 103	\$399	Chase Leshner	10
MS Access Advanced	BTWD 0610.600	W	12/14/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	10
MS Access Basic	BTWD 0603.600	W	10/05/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	10
MS Access Intermediate	BTWD 0605.600	W	11/09/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	10
MS Excel Advanced	BTWD 0609.600	W	12/07/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	10
	BTWD 0609.800	TTh	12/13/22-12/15/22	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	
MS Excel Basic	BTWD 0601.600	W	09/21/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	10
	BTWD 0601.800	TW	10/11/22-10/12/22	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	
MS Excel Intermediate	BTWD 0607.600	W	11/02/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	11
	BTWD 0607.800	TW	11/15/22-11/16/22	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	
MS Word Advanced	BTWD 0608.600	W	11/30/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	11
MS Word Basic	BTWD 0602.600	W	09/14/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	11
MS Word Intermediate	BTWD 0604.600	W	10/19/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	11
QuickBooks Desktop	BTWD 0108.600	TW	10/25/22-10/26/22	09:00AM-01:00PM	TC 103	\$258	Janice Cheever	11
QuickBooks Online Software	BTWD 0677.550	TW	09/27/22-09/28/22	09:00AM-01:00PM	ZOOM	\$258	Janice Cheever	11
Smartsheet	BTWD 0674.600	W	09/07/22	09:00AM-12:00PM	TC 103	\$79	Janice Cheever	11
CPR, FIRST AID AND EMERGENCY SERVICES								
CPR and First Aid	EMTN 4010.600	F	09/09/22	09:00AM-03:00PM	TC 115	\$110	Jason Evans	11
	EMTN 4010.601	F	09/23/22	09:00AM-03:00PM	TC 115	\$110	Jason Evans	
	EMTN 4010.602	F	10/07/22	09:00AM-03:00PM	TC 115	\$110	Jason Evans	
	EMTN 4010.603	F	10/28/22	09:00AM-03:00PM	TC 115	\$110	Jason Evans	
	EMTN 4010.604	F	11/11/22	09:00AM-03:00PM	TC 115	\$110	Jason Evans	
	EMTN 4010.605	F	12/02/22	09:00AM-03:00PM	TC 115	\$110	Jason Evans	
CPR for Healthcare Providers	EMTN 4015.600	F	09/02/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	11
	EMTN 4015.601	F	09/16/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.602	F	09/30/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.603	F	10/21/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.604	F	11/04/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.605	F	11/18/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.606	F	12/09/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.607	F	12/16/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT								
Adapting to Change	BTWD 0036.600	T	11/29/22	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	11
Becoming Your Own Best Advocate	BTWD 0510.600	T	10/25/22	08:00AM-12:00PM	TC 112	\$99	Monica Puente	11
	BTWD 0510.601	T	09/20/22	01:00PM-05:00PM	TC 112	\$99	Monica Puente	
Better Business Writing	BTWD 0708.600	M	09/19/22	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	11
Bridges Out of Poverty 4-HOUR	BTWD 0684.600	T	09/27/22	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	11
	BTWD 0684.601	Th	12/08/22	01:00PM-05:00PM	TC 123	\$99	Melissa Martin	
Civility in the Workplace	BTWD 0351.600	Th	10/06/22	01:00PM-05:00PM	TC 123	\$99	Melissa Martin	11
Coaching to Move People Forward	BTWD 0681.600	T	10/04/22	01:00PM-05:00PM	TC 123	\$99	Melissa Martin	11
Communicating for Leadership Success	BTWD 0405.600	T	10/04/22	08:00AM-12:00PM	TC 120	\$99	Monica Puente	11
	BTWD 0405.601	Th	11/10/22	08:00AM-12:00PM	TC 120	\$99	Monica Puente	
Critical Thinking Skills	BTWD 0670.600	Th	09/22/22	01:00PM-05:00PM	TC 123	\$99	Melissa Martin	11
Crucial Conversations	BTWD 0477.600	TTh	11/15/22-11/17/22	08:00AM-05:00PM	TC 121	\$399	Melissa Martin	12
De-Escalating Emotions	BTWD 0594.800	F	10/14/22	12:00PM-02:00PM	ZOOM	\$49	Kate Debow	12
Driving Change	BTWD 0408.600	Th	09/08/22	08:00AM-12:00PM	TC 123	\$99	Melissa Martin	12
Emotional Intelligence	BTWD 0217.600	Th	10/13/22	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	12
Enhancing Customer Service	BTWD 0699.600	Th	09/08/22	08:00AM-12:00PM	TC 112	\$99	Monica Puente	12
	BTWD 0699.601	T	10/18/22	08:00AM-12:00PM	TC 112	\$99	Monica Puente	
	BTWD 0699.602	Th	12/01/22	08:00AM-12:00PM	TC 112	\$99	Monica Puente	
Ethics in the Workplace	BTWD 0436.600	T	10/25/22	01:00PM-05:00PM	TC 123	\$99	Melissa Martin	12
Generations in the Workplace	BTWD 0136.600	Th	11/03/22	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	12
Good Grammar a Refresher Course	BTWD 0611.600	W	09/14/22	08:00AM-12:00PM	TC 120	\$99	Monica Puente	12
	BTWD 0611.601	T	11/15/22	01:00PM-05:00PM	TC 112	\$99	Monica Puente	

Human Resources for Managers	BTWD 0139.600	W	10/12/22	08:00AM-12:00PM	TC 123	\$139	Charlie Rando	13
Influencing Others	BTWD 0056.600	Th	12/01/22	08:00AM-12:00PM	TC 123	\$99	Kate Debow	12
Intentional Listening	BTWD 0624.800	F	09/16/22	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	12
Managing Time in a Digital World	BTWD 0690.800	F	09/09/22	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	12
Persuade Through Presentations	BTWD 0689.600	Th	12/15/22	01:00PM-05:00PM	TC 112	\$49	Melissa Martin	12
Putting the Right People on the Bus	BTWD 0512.600	T	09/20/22	01:00PM-05:00PM	TC 123	\$99	Melissa Martin	12
	BTWD 0512.601	Th	11/10/22	01:00PM-05:00PM	TC 123	\$99	Melissa Martin	
Unconscious Bias	BTWD 0580.600	T	10/11/22	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	12
Virtual Meeting Best Practices	BTWD 0658.800	F	11/11/22	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	12
Working Through Conflict	BTWD 0028.800	F	12/02/22	12:00PM-02:00PM	ZOOM	\$49	Kate Debow	12
OSHA, SAFETY AND REGULATORY								
OSHA 10-Hour General Industry	OSHA 0082.600	TW	10/25/22-10/26/22	08:00AM-05:00PM	TC 120	\$199	Jason Evans	13
OSHA 10-Hour Construction	OSHA 0094.600	TW	11/29/22-11/30/22	08:00AM-05:00PM	TC 120	\$199	Jason Evans	13
OSHA 30 Hour General Industry	OSHA 0144.600	MTWTh	11/14/22-11/17/22	08:00AM-05:00PM	TC 120	\$499	Jason Evans	13
OSHA 30 Hour Construction	OSHA 0181.600	MTWTh	12/05/22-12/08/22	08:00AM-05:00PM	TC 120	\$499	Jason Evans	13
TECHNICAL TRAINING								
Certified Fiber Optics Specialist	BTWD 0159.600	ThF	10/06/22-10/07/22	08:00AM-05:00PM	TC 121	\$795	BDI Datalynk	13
Certified Fiber Optics Splicing Specialist	BTWD 0247.600	SaSu	10/08/22-10/09/22	08:00AM-05:00PM	TC 121	\$795	BDI Datalynk	13
Certified Fiber Optics Technician	BTWD 0158.600	MTW	10/03/22-10/05/22	08:00AM-05:00PM	TC 121	\$895	BDI Datalynk	13

## DESCRIPTIONS

See Pages 8 and 9 for dates and times.

### COMPUTER APPLICATIONS TRAINING

#### Adobe Acrobat Pro DC

Adobe Acrobat Pro DC puts the power of the Portable Document Format (PDF), 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.

#### Administrative Support Specialist

This hybrid course will prepare students for the globally recognized certifications in IC3-GS6 Digital Literacy certificate, Microsoft Office Specialist (MOS) Word Associate, MOS Excel Associate, MOS Outlook Associate, and Communication Skills for Business (CSB). Students will learn skills to become an indispensable member of an office team by providing high productivity and efficiency including soft skills training for workplace stability, dealing with conflict, time management, information and records management and travel and meeting coordination.

#### Intro to SolidWorks

This introductory level course introduces the fundamentals of Solidworks 3D CAD software for the creation of both parts and assemblies. It is intended for those working, or considering working in a 3D design environment, specifically manufacturing industries. The course focuses not only on the individual tools available in Solidworks, but also on the best approach to the use of these tools, so that the design progresses in a logical manner, leading to a robust, effective and efficient design process. Upon completion of this six-week course, and with sufficient practice, users should experience increased design productivity, improved design process reliability and a more logical approach to the design process.

#### MS Access Advanced

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

#### MS Access Basic

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

#### MS Access Intermediate

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

#### MS Excel Advanced

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

#### MS Excel Basic

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

#### MS Excel Intermediate

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

#### MS Word Advanced

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

#### MS Word Basic

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



**MS Word Intermediate**

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

**QuickBooks Desktop**

This course provides instruction on how to use the desktop version of QuickBooks, Intuit’s accounting software for small businesses. The class is designed to teach you how to use features and give you an opportunity for hands-on practice. Students will learn about setting up and creating a company, modifying the preset chart of accounts, working with multiple lists, setting up inventory, invoicing, processing payments, working with bank accounts, entering and paying bills, customizing forms, creating reports and graphs, tracking and paying sales tax and preparing payroll. A basic understanding of computers and accounting knowledge is recommended for this class.

**QuickBooks Online Software**

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

**Smartsheet**

Smartsheet is a software that can be used to assign tasks, track project progress, manage calendars, share documents, and manage other work, using a tabular user interface. Transform your work into dynamic work with a single, flexible platform that unifies collaboration, workflows, and content management, giving everyone the ability to continuously make an impact and increase efficiency and productivity. PREREQUISITE: Students must have their own Smartsheet account and be able to log in.

**CPR, FIRST AID AND EMERGENCY SERVICES**

**CPR and First Aid**

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

**CPR for Healthcare Providers**

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

**LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT**

**Adapting to Change**

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

**Becoming Your Own Best Advocate**

It is vital to self-advocate and create opportunities for yourself to earn promotions and achieve your goals. Learn to celebrate your strengths and minimize your weaknesses to become what you want to be and GO FOR IT!

**Better Business Writing**

In the business world, writing faux pas can negatively affect your reputation, profits, and customer relations. Learn how to spend less time writing through better planning, strategies to organize your message, steps of the editing process, and how to avoid common mistakes. Create clear, succinct written communication that achieves your goal.

**Bridges Out of Poverty 4-HOUR**

The effects of poverty are felt in our communities each day. This workshop introduces you to a comprehensive approach for understanding the dynamics that cause and maintain poverty from the individual to the systemic levels. Bridges Out of Poverty uses the lens of economic class and provides concrete tools and strategies for a community to prevent, reduce, and alleviate poverty.

**Civility in the Workplace**

Many organizations identify “respect” as a top value, but what does “respect” mean and why is it important? Examine the behaviors that contribute to a respectful workplace at the individual and organizational levels and recognize the importance of building an organizational culture that fosters respect.

**Coaching to Move People Forward**

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

**Communicating for Leadership Success**

Solid communication skills are an essential leadership competency. This workshop will increase your ability to recognize situations that require leaders to communicate with their employees, understand the role of active listening, identify the best ways to convey your message, effectively communicate performance expectations, provide feedback, facilitate the learning processes, and implement strategies for communicating in times of change and uncertainty.

**Critical Thinking Skills**

Most people would agree that critical thinking is an important workplace skill, but what exactly is it? Critical thinking is reasonable, reflective thinking that is focused on deciding what to believe and what to do. It guides decision-making by engaging in logical reasoning, avoiding mistakes due to bias or inaccurate assumptions, and systematically working through options to identify the most relevant and reasonable solution. Participants will learn to examine, explore, and evaluate situations to develop better decision-making skills.

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

“Leadership and learning are indispensable to each other.” —John F. Kennedy

## Crucial Conversations

Is a conversation that you are not holding keeping you from getting the results you desire? If so, you may be avoiding a crucial conversation; a discussion between two or more people where stakes are high, opinions vary, and emotions run strong. The Crucial Conversations experience provides you with a set of tools and skills to build alignment, agreement, and interpersonal communication within your team and organization.

## De-Escalating Emotions

How do you respond to an emotionally triggered individual? Learn to recognize the early warning signs, use calming techniques, utilize proper body language, and control tone of voice to keep everyone safe during intense moments.

## Driving Change

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

## Emotional Intelligence

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

## Enhancing Customer Service

Customer-centric organizations prioritize the customer's experience, but it does not happen on its own. Develop your service delivery strategies to manage challenging customer situations, proactively respond to conflict, and create mistake-proof processes to minimize customer frustrations and build positive relationships.

## Ethics in the Workplace

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

## Generations in the Workplace

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

## Good Grammar a Refresher Course

Revisit essential grammar and punctuation rules to improve your writing skills. In this no-nonsense workshop, you will learn how to avoid common grammar, punctuation, subject-verb agreement, and commonly confused word mistakes that impact your message and diminish your reputation.

## Human Resources for Managers

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

## Influencing Others

Influencing goes beyond positions of power and encompasses more subtle skills like empathy and active listening; it is rooted in effective communication skills and self-understanding. Learn how to demonstrate authenticity and integrity through your interactions with others and how a strong sense of self-awareness lays the groundwork for mastering the art of influence-leading to improved working relationships and increased opportunities to see your ideas grow.

## Intentional Listening

Listening is the cornerstone of communication, but most of us unknowingly fail to listen. This class will help you improve your listening skills by helping you discern hidden messages, kick distracted tendencies, listen in emotional situations, and increase information flow.

## Managing Time in a Digital World

What if the digital tools designed to increase productivity are impeding it instead? Learn about the physical and mental effects of limitless access to everything digital, its implications on productivity, and strategies to overcome time-blindness and procrastination.

## Persuade Through Presentations

Learn how to captivate your audience with the 3Ps technique – Preparation, Presentation, and Practice – to clearly and confidently convey your thoughts and ideas.

## 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.

## Unconscious Bias

We all hold biases-our brains are naturally wired to establish patterns and associations between information to inform our decision-making. We expressly acknowledge some bias, while we are less perceptive of others. Learn how to surface biases to improve equity and objectivity. Understand how unconscious bias develops, the areas of the workplace where it can have a negative impact, and how to appropriately address situations where it is present.

## Virtual Meeting Best Practices

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

## Working Through Conflict

Differences in the workplace are inevitable, and learning to disagree without being disagreeable is a skill that promotes a work environment where taking risks, appreciating differences, and creatively solving problems exists. Participants will learn proven strategies that make this a reality.

# Microsoft® Office Specialist (MOS) Certification Training

**\$349 Per Application (includes test voucher)**

MOS certifications are industry-recognized credentials that validate proficiency in technical skills using software applications. The Microsoft® Office Specialist exams include Word, Word Expert, Excel, Excel Expert, Access, PowerPoint, and Outlook. Students work independently, self-paced, with instructor available as needed. Call 307.778.4381 or email [dkaelin@lccc.wy.edu](mailto:dkaelin@lccc.wy.edu) for more details.



## 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 10-Hour Construction

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

### OSHA 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.

### OSHA 30 Hour Construction

This course covers thirty hours of training required by the Occupational Health and Safety Act (OSHA) necessary to obtain the 30-hour Construction Industry course completion card. The course covers topics pertaining to regulations covered by Standard 29 CFR 1926. The successful completion of this course will help meet the Construction Industry standards established by OSHA. Upon successful completion of the course, participants will receive an OSHA construction safety and health 30-hour course completion card from the Department of Labor.

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

## TECHNICAL TRAINING

### 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 Specialist

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

### Certified Fiber Optics Technician

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.

# LEADERSHIP WORKSHOPS

Outreach and Workforce  
Laramie County Community College



**BRING OUT THE BEST LEADER IN YOU!**

**Coaching to Move People Forward: 10/04/22**  
**Communicating for Leadership Success: 10/04/22**  
**De-Escalating Emotions: 10/14/22**  
**Driving Change: 09/08/22**  
**Human Resources for Managers: 10/12/22**  
**Influencing Others: 12/01/22**  
**Intentional Listening: 09/16/22**  
**Putting the Right People on the Bus: 09/20/22**  
**and more!**





### Classes offered:

- OSHA Construction and General Industry 10
- Confined Space
- Forklift
- OSHA Construction and General Industry 30

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



### ONGOING OPEN ENROLLMENT REGISTRATION MANUFACTURING CLASSES

-Intro to SolidWorks  
 10/5/22-11/9/22  
 Wednesdays 5-7 p.m.

Six Sigma Certifications  
 -Lean Yellow Belt Training  
 -Lean Green Belt Training  
 \*Offered in partnership with  
 Manufacturing Works.

-Customized Manufacturing  
 Online Classes  
 Let us help design just what your  
 organization needs!

### FOR MORE INFORMATION

Call 307.778.4381  
 or visit  
[lccc.wy.edu/workforce](http://lccc.wy.edu/workforce)

LCCC does not discriminate  
 based upon any protected status.  
 Please see [lccc.wy.edu/NDS](http://lccc.wy.edu/NDS)

### LARAMIE COUNTY COMMUNITY COLLEGE OUTREACH AND WORKFORCE

Partial funding may  
 be available for  
 some classes



LARAMIE COUNTY  
 COMMUNITY COLLEGE  
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LARAMIE COUNTY COMMUNITY COLLEGE  
Outreach and Workforce Development

## Fall 2022 Career Training

August 2022

Certified Medical Assistant  
Certified Pharmacy Technician



CALL 307.772.7351 OR  
EMAIL [JMOYE@LCCC.WY.EDU](mailto:jmoyle@lccc.wy.edu) FOR MORE INFORMATION  
(PARTIAL FUNDING MAY BE AVAILABLE TO QUALIFIED APPLICANTS)

Laramie County Community College  
& Visit Cheyenne

# CHEYENNE AREA

TOURISM  
AMBASSADOR  
PROGRAM

BECOME A  
**CERTIFIED**  
**TOURISM**  
**AMBASSADOR**

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## ADMINISTRATIVE SUPPORT SPECIALIST

Individuals will learn  
and improve these soft skills  
areas to ensure that daily  
office operations are  
performed in a seamless  
and efficient manner:

- ✓ Workplace Stability
- ✓ Dealing with Conflict
- ✓ Time Management
- ✓ Organization and  
Detail-Sensitivity
- ✓ Information and  
Records Management
- ✓ Travel and  
Meeting Coordination
- ✓ Communication and  
Amiability

### Certifications Earned

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

This hybrid training  
will prepare individuals  
for a career where they can  
become an indispensable  
member of an office team  
by providing high  
productivity and efficiency.  
The training includes  
five globally  
recognized certifications  
and soft skills.

Fall, Spring and Summer Classes.

\*Grant funding may be available  
to qualified students.

FOR MORE  
INFORMATION  
307.772.7351  
OR  
[JMOYE@LCCC.WY.EDU](mailto:jmoyle@lccc.wy.edu)

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

307.778.4381

WORKFORCE & PROFESSIONAL DEVELOPMENT



# WYOMING DEPARTMENT OF WORKFORCE SERVICES BUSINESS TRAINING

- **Grants for Existing Positions**  
\$1,000-\$5,000 per trainer for preferred industries
- **Grants for New Positions**
- **Pre-Hire Economic Development Grants**
- **Internship Grants**

## ***Want to know more?***

Please visit the Workforce Development Training Fund website at

**[wyomingworkforce.org/businesses/wdtf/docs](http://wyomingworkforce.org/businesses/wdtf/docs)**

## CDL Simulator



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



**Please call 307.778.4381 or email [dkaelin@lccc.wy.edu](mailto:dkaelin@lccc.wy.edu) for more details.**



# Prepare for Industry Certification Online!



## Online Career Training Programs

Our career training 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.

### Features:

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

### Other Program Categories:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

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

## Laramie County Community College

### **Administrative Professional with Microsoft Office 2016 Master**

This program teaches the skills you need to become a successful administrative professional and prepares you to sit for the Microsoft Office 2016 Master Certification exams.

### **Administrative Professional with Microsoft Office Specialist 2016**

This program teaches key skills for becoming an administrative professional and prepares you to sit for the Microsoft Office Specialist Certification exams.

### **CBCS Administrative Medical Specialist with Medical Billing and Coding**

This nationally recognized program combines the Administrative Medical Specialist program with training in medical billing and coding and medical terminology to give you a competitive edge in the healthcare field.

### **CBCS Medical Billing and Coding**

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

### **CompTIA Certification Training: A+, Network+, Security+**

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.

### **CompTIA A+ Certification Training**

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, this program's online platform makes training convenient and interactive.

### **NASM Certified Personal Trainer and Exam Preparation**

This online program will help you pass the NASM exam and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry.

### **OMCA Email Marketing Associate**

Want to learn more about email marketing? Make the most of your company's efforts and prepare for the OMCA certification exam.

### **OMCP Search Marketing Professional**

Learn the scope of digital marketing and dive deep into Search Engine Optimization (SEO) techniques, while preparing to take the Online Marketing Certified Professional (OMCP) exam.

### **Paralegal**

This program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more.

### **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.

**To Enroll or learn more, visit or call us at:**

**[www.careertraining.ed2go.com/laramieccc/](http://www.careertraining.ed2go.com/laramieccc/)**

**307.778.4381**

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WORKFORCE & PROFESSIONAL DEVELOPMENT



## 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.



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- 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 2022/2023 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)

STARTS  
**October  
2022**

## Adult Career and Education System (ACES)

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

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

### Adult Education (AE)

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

### High School Equivalency Certificate (HSEC) Preparation

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

### Adult Secondary Education (ASE)

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

### Career Training Opportunities Are Available

#### English as a Second Language (ESL)

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

#### Career Readiness Certificate (CRC)

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

#### High School Equivalency Certificate (HSEC) Testing

Individuals can choose between two different tests for their HSEC.

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

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

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





## FIBER OPTICS CERTIFICATIONS

GET CERTIFIED IN HIGH DEMAND  
CAREERS IN  
2 WEEKS OR LESS.

FOR MORE  
INFORMATION

**307.772.7351**

OR  
**JMOYE@LCCC.WY.EDU**

GRANT FUNDING  
MAY BE AVAILABLE

### **Certified Fiber Optics Technician**

October 2022

### **Certified Fiber Optics Specialist**

October 2022

### **Certified Fiber Optics Splicing**

October 2022

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



## CDL

### *Training and Certification Testing*

*Improve your driving skills with LCCC's CDL simulator.*

**First class starts January 10!**

Daytime and evening classes offered

**Call 307.778.4381  
for more information!**



LARAMIE COUNTY  
COMMUNITY COLLEGE  
Cheyenne | Laramie | Online

307.778.4381

WORKFORCE & PROFESSIONAL DEVELOPMENT

18



# Eastern Laramie County Outreach Center

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

307.432.1678

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

## LIFE ENRICHMENT

### 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: 7	\$22	09/07/22-09/28/22	Lisa Williams
<b>LIFE 8003.751</b>	MW	05:30PM-06:30PM	ELCC GYM
Sessions: 9	\$22	10/03/22-10/31/22	Lisa Williams
<b>LIFE 8003.752</b>	MW	05:30PM-08:30PM	ELCC GYM
Sessions: 7	\$22	11/02/22-11/28/22	Lisa Williams
<b>LIFE 8003.753</b>	MW	05:30PM-08:30PM	ELCC GYM
Sessions: 6	\$22	12/05/22-12/21/22	Lisa Williams

### 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	08:00AM-10:00AM	ELCC
Sessions: 1	\$22	09/09/22	Paulette Dunnam
<b>LIFE 8017.751</b>	F	08:00AM-10:00AM	ELCC
Sessions: 1	\$22	10/07/22	Paulette Dunnam
<b>LIFE 8017.752</b>	F	08:00AM-10:00AM	ELCC
Sessions: 1	\$22	11/04/22	Paulette Dunnam

### Taking the Mystery Out of Hiring A Financial Planner

Let's take the mystery out of the crazy and confusing world of Financial Advisors. The term "financial advisor" is impossibly vague and can include stockbrokers, investment managers, wealth managers, insurance agents, and financial planners. Then add in compensation confusion: commissions, sales charges, fee-based and fee-only. Hiding within all these are the really important concepts of "fiduciary" and "best-interest". We will discuss the major types of licensing, registrations and certifications. Bring your questions!

<b>LIFE 2028.602</b>	Th	06:30PM-08:00PM	ZOOM
Session: 1	\$14	12/01/22	Sandy Patrick

Check out Page 18 for  
Adult Education and ESL classes

### 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 1894.601</b>	TTh	06:30PM-08:00PM	ZOOM
Sessions: 2	\$18	11/08/22-11/10/22	Sandy Patrick

Share Your  
passion and Teach

Contact the Life Enrichment office at  
307.778.1236 or [lifeEnrichment@lccc.wy.edu](mailto:lifeEnrichment@lccc.wy.edu)  
for more information





## Cultural &amp; Community Enrichment Series

# UPCOMING EVENTS

August 22 - September 16, 2022

**ED & CAREN MURRAY ARTS SERIES**

"Home Grown: Laramie County Artists Then and Now"

Featuring early and later works by artists who were born and raised in Laramie County.

September 1, 2022 | **MURRAY ART SERIES PUBLIC RECEPTION & ARTISTS' TALK**

September 19 – 23, 2022

**UNION PACIFIC BUSINESS & INDUSTRY SERIES**

JASON BRUBAKER

Animator, cartoonist, graphic novelist, and founder &amp; owner of Coffee Table Comics will join LCCC for a week of presentations, public talks, animated film presentations, and drawing workshops.

October 6, 2022

**LITERARY CONNECTION**

True crime author Ron Franscell and suspense novelist Christine Carbo will headline to discuss their writing, research, and their relationship with their readers.

November 15, 2022

**GERALD & JESSE CHAMBERS SPEAKERS SERIES**TAYLER LASHARR presents *Deer 139*As a part of Geographic Information Systems Day, Wyoming wildlife biologist Tayler LaSharr will present the documentary film *Deer 139* and give a talk about how scientists are using geographic data obtained from migratory animals to understand environmental changes. Q&A and reception to follow.**For more details on these events, visit [lccc.wy.edu/culturalseries](https://lccc.wy.edu/culturalseries)**

## CULTURAL & COMMUNITY ENRICHMENT SERIES

The Cultural & Community Enrichment Series at Laramie County Community College is a collection of ten annual events showcasing regional and international speakers, authors, artists, musicians, performers, scientists, business leaders, and other presenters at the top of their fields. These events are underwritten with endowed gifts from donors and managed by the LCCC Foundation as a part of our mission to engage our community and support LCCC. You can learn more about these funds and see a list of upcoming events at [lccc.wy.edu/culturalseries](https://lccc.wy.edu/culturalseries).





# TRADES&TECH

## Areas of Study

- Automotive
- Diesel
- Electrical
- Industrial Systems (HVAC, Plumbing, Facility Maintenance)
- Welding
- Wind Energy

## Activities

- Skills-USA
- Future Tech
- Windsmith Club

— Scholarships Available! —

## Come tour!

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



# INFORMATION TECHNOLOGY

## Areas of Study

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

*Earn Industry Certifications  
in a number of courses*

## Activities

- NERDS
- Gaming Club

— Scholarships Available! —

## Come tour!

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





# AG&EQUINE

## Areas of Study

- Animal Science
- Ag Production
- Ag Business
- Equine Management
- 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: 307.778.4335/JShockley@lccc.wy.edu



OTHER LCCC PROGRAMS



# Laramie County Community College Business & Accounting Pathway

## ACCOUNTING SERVICES DEGREE

### BECOME A CERTIFIED BOOKKEEPER

Students who complete an associate of applied science in accounting services will be prepared to sit for the Certified Bookkeepers (CB) credential. With this degree, students can find immediate placement in sustainable careers. These include bookkeeping, tax preparation, clerical accounting, or office manager positions.

### WHY COMPLETE THE CERTIFIED BOOKKEEPER DESIGNATION?

- Enhanced status (list "CB" behind your name)
- More competitive in the job market
- Higher starting salary (\$20+ average hourly wage)

## FINANCIAL SERVICES DEGREE

### BECOME A FINANCIAL SPECIALIST

Students who complete an associate of applied science in financial services are part of one of the fastest growing sectors in America. With a financial services degree you can build your career in banking, financial planning, or real estate.

### WHY COMPLETE A DEGREE IN FINANCE?

- Enter the workplace, in a high-demand industry, after two years of study
- Participate in paid internships
- US Bureau of Labor Statistics projects 6% growth in finance sector
- US Bureau of Labor Statistics estimates mean wage for finance in Wyoming as \$73,170 per year



LARAMIE COUNTY  
COMMUNITY COLLEGE

For more information contact Jeff Shmidl [jshmidl@lccc.wy.edu](mailto:jshmidl@lccc.wy.edu)  
or 307.778.1343

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







LARAMIE COUNTY  
COMMUNITY COLLEGE

# SPANISH IN WORKPLACE

CREDIT DIPLOMA

ONE-YEAR **COMPREHENSIVE** COURSE  
WITH EVENING CLASSES TO FIT INTO  
YOUR BUSY SCHEDULE.

**ENROLL TODAY!**

GO TO: [LCCC.WY.EDU/APPLY](https://lccc.wy.edu/apply)



**JOIN.  
SING.  
PLAY.**



## THE LCCC MUSIC DEPARTMENT

offers many opportunities for ensemble performance! Ensembles are welcomed to any musician who knows how to sing or play an instrument ranging from 14-100+ years of age.

Enrollment is FREE, but also available for college credit. All rehearsals run from 6:30-8:20 p.m. beginning August 22. Classes have rolling admission and no preregistration is required! Simply join us in the Music Rehearsal Studio (Fine Arts 139).

### CHEYENNE BRASS BAND

Every other Sunday with Nick Simons  
& Dr. Frank Cook

### COLLEGIATE CHORALE

Mondays with Mrs. Bethany Smith-Jacobs

### WIND ENSEMBLE

Tuesdays with Dr. Frank Cook

### JAZZ ENSEMBLE

Wednesdays with Dr. Frank Cook

### CHAMBER ORCHESTRA





# 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.

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 organizations 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 system.

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



## Let us host your next event in Cheyenne!



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

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

Arlene Lester-Carlson  
307.778.1291 • [alester@lccc.wy.edu](mailto:alester@lccc.wy.edu)

Melissa Gallant  
307.778.1322 • [mgallant@lccc.wy.edu](mailto:mgallant@lccc.wy.edu)

Bernadette Espinoza  
307.778.1382 • [bespinoz@lccc.wy.edu](mailto:bespinoz@lccc.wy.edu)

307.778.1322

FACILITIES & EVENTS





**LCCC Life Enrichment *presents***

# **Jordan & Israel**

**April 29 - May 13, 2023**

**Information session: Tuesday, August 16, 2022, 6 p.m., ZOOM**

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

**LARAMIE COUNTY COMMUNITY COLLEGE  
OUTREACH & WORKFORCE DEVELOPMENT**

## **Customized Manufacturing Courses**

**\$499 – Six Months Access to All Courses**

### **E-Learning Course Topics:**

- |                      |                     |
|----------------------|---------------------|
| • Automation         | Processes           |
| • Electrical         | • Materials         |
| • Fluid Power        | • Mechanical        |
| • Lean Manufacturing | • Quality Assurance |
| • Machining          | • Safety            |
| • Manufacturing      | • And Others!       |

Take as many or as few as you would like during your six month access.

**CALL 307.778.4381  
OR VISIT [LCCC.WY.EDU/WORKFORCE](https://lccc.wy.edu/workforce)  
FOR MORE INFORMATION**



### **MEDICAL CAREER TRAINING**

FOR MORE  
INFORMATION  
**307.772.7351**  
OR  
**[JMOYE@LCCC.WY.EDU](mailto:JMOYE@LCCC.WY.EDU)**

\*GRANT FUNDING  
MAY BE AVAILABLE.

**Certified Medical  
Assistant**  
September 2022

**Certified Pharmacy  
Technician**  
October 2022

**Dental Assisting**  
August 2022

**Microsoft Office  
Specialist Certifications**  
Ongoing

[lccc.wy.edu/workforce/development](https://lccc.wy.edu/workforce/development)