

# 2022 SPRING CLASS SCHEDULE

## Outreach & Workforce Development



LARAMIE COUNTY  
COMMUNITY COLLEGE  
Cheyenne | Laramie | Online

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





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Photography: Intermediate Photography Editing . . 3

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

**LOCATION ABBREVIATIONS**

LCCC — 1400 E. College Drive, Cheyenne

AB ..... Auto Body Building

AREN ..... Arena

BT..... Business Technology

CCI ... Center for Conferences & Institutes

FA.....Fine Arts

HS.....Health Sciences Building

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

RAC .....Recreation & Athletics Complex

ZOOM .... Online Conference Application

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



**LCCC Life Enrichment *presents***

**Colors of Morocco**

**September 25 – October 9, 2022**

**Information session: Tuesday, January 25, 2022, 6 p.m., ZOOM**

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



A to Z  
and Everything in Between

Congratulations, You Retired! Now What?

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

<b>LIFE 1984.600</b>	Th	05:30PM-06:30PM	CCI 121
Sessions: 6	\$66	04/21/22-05/26/22	Betsy Collar

Driver's Education

The driver's education course is a program consisting of 30 classroom hours, a combination of in-car instruction and simulator driving experience (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 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 instructional time for a fee. For more information on this program please see our website at [lccc.wy.edu/lifeEnrichment](http://lccc.wy.edu/lifeEnrichment).

<b>LIFE 1096.600</b>	TTh	05:30PM-08:30PM	CCI 143
	Sa	08:00AM-12:00PM	
Sessions: 9	\$313	02/15/22-03/05/22	Brian Kozak
<b>LIFE 1096.601</b>	TTh	05:30PM-08:30PM	CCI 143
	Sa	08:00AM-12:00PM	
Sessions: 9	\$313	03/15/22-04/02/22	Brian Kozak
<b>LIFE 1096.602</b>	TTh	05:30PM-08:30PM	CCI 143
	Sa	08:00AM-12:00PM	
Sessions: 9	\$313	05/03/22-05/21/22	Brian Kozak

Gardening Success In Laramie County

We live in a high altitude, dry and windy location creating challenges growing anything from trees to vegetable gardens. In this boot camp gardening class, we will cover how to grow successfully in Laramie County. We will cover vegetable gardens, trees, shrubs, soils and soil amendments, irrigation basics and why we are not a zone 5.

<b>LIFE 1863.600</b>	Sa	10:00AM-12:00PM	PF 305
Sessions: 1	\$24	05/21/22	Catherine Wissner

How to Run for Public Office

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

<b>LIFE 2035.600</b>	Su	01:30PM-05:30PM	CCI 124
Session: 1	Free	04/03/22	Michael Hays

How to Write a Claim for VA Disability

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

<b>LIFE 2011.600</b>	T	06:00PM-08:00PM	CCI 124
Session: 1	Free	01/25/22	Patrice Gapen
<b>LIFE 2011.601</b>	T	06:00PM-08:00PM	CCI 124
Session: 1	Free	03/01/22	Patrice Gapen

Registration opens December 1

Photography: Digital Photography Basics

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

<b>LIFE 2018.600</b>	T	06:00PM-08:00PM	FA 114
Sessions: 5	\$82	03/29/22-04/26/22	J O'Brien

Photography: Intermediate Photography Editing

Explore the features of intermediate photography editing using professional-level raster graphics software, Adobe Photoshop. Once you've successfully captured images in your digital camera, how do you take your images from good to great? Learn how to leverage tools like selections, layers, adjustments and masking to polish your work.

<b>LIFE 2044.600</b>	Th	06:00PM-08:00PM	FA 114
Sessions: 9	\$255	03/31/22-05/26/22	J O'Brien

Self Defense: Basic Pistol Class

This course is designed to assist students in the safety and basic use of handguns. Students will be trained in the selection, care, handling and storage of firearms. Safety, defensive procedures and the legal aspects of the use of handguns in self-defense in the state of Wyoming will also be presented. Double-action, center fire handguns are provided. Cost includes handgun use, targets and handout materials. Students will be required to provide their own ammunition (estimated cost is \$100). Information on what ammunition to purchase will be discussed at the first class. Attendance is mandatory. Cosponsored by LCCC and the Sheriff's Department, 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	01/20/22-02/17/22	Pat Lewis
<b>LIFE 1523.601</b>	Th	06:30PM-09:45PM	LCSD LOBBY
Sessions: 5	\$106	03/03/22-03/31/22	Pat Lewis

Self Defense: Personal Protection in the Home

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

<b>LIFE 1039.600</b>	Th	06:30PM-09:45PM	LCSD LOBBY
Sessions: 6	\$82	04/14/22-05/19/22	Pat Lewis

ONLINE  
REGISTRATION  
LCCC.WY.EDU/ENRICHMENT

Voiceover – Discover the Business of the Voiceover Industry

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

<b>LIFE 2016.600</b>	TW	06:00PM-07:30PM	ZOOM
Sessions: 2	\$56	03/29/22-03/30/22	Judy Fossum Mathern

Arts & Crafting

Basics of Embroidery

In basics of embroidery the student will learn the basics of printed pattern, crewel embroidery, and needlepoint (counted cross stitch) through learning types of stitches and techniques that will give the student the basic skills to create table runners, pictures and other sundry needle craft projects. Supply list will be provided at registration, supplies will be approximately \$30.

<b>LIFE 2042.600</b>	W	06:30PM-08:30PM	CCI 143
Sessions: 15	\$109	02/02/22-05/11/22	Pamela Hickman

Handmade Lace

Learn three different disciplines of lace making: Crocheting, Tatting and Knot Lace. Each is a decidedly different style to creating lace for clothing, doilies, shawls, table cloths, etc. During this 15 week class, students will master the techniques to accomplish the goal of three doilies – 1 for each discipline described. Supplies needed for class: Silver Metal Crochet Hooks #3, 8, and 10, One ball of #10 thread (white), One set of basic tatting needles size #3, 5 and 8, and one set of large eyed sharp tipped sewing needles.

<b>LIFE 1994.600</b>	Sa	04:30PM-06:00PM	CCI 143
Sessions: 15	\$132	02/05/22-05/14/22	Pamela Hickman

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.

<b>LIFE 1781.600</b>	T	06:00PM-09:00PM	FA 126
Sessions: 8	\$214	01/18/22-03/08/22	TJ Storer

<b>LIFE 1781.601</b>	T	06:00PM-09:00PM	FA 126
Sessions: 8	\$214	03/22/22-05/10/22	TJ Storer

Learn the ABCs of Crochet

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

<b>LIFE 1809.600</b>	Sa	02:30PM-04:00PM	CCI 143
Sessions: 7	\$109	01/29/22-03/12/22	Pamela Hickman

<b>LIFE 1809.601</b>	Sa	02:30PM-04:00PM	CCI 143
Sessions: 7	\$109	03/26/22-05/07/22	Pamela Hickman

Creative Writing

Writing Boot Camp

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

<b>LIFE 2023.600</b>	Th	06:00PM-08:00PM	HS 104
Sessions: 4	\$215	02/03/22-02/24/22	Mary Billiter

Writing Boot Camp – the Next Level

Boot Camp 2.0 turns up the heat to take your writing work-in-progress to the next level! From query letters and submission guidelines to character and plot development, focused weekly marketing and writing prompts will strengthen, build, and refine your writing. By the end of four weeks, writers will be on track with their author and book development.

<b>LIFE 2045.600</b>	Th	06:00PM-08:00PM	HS 104
Sessions: 4	\$215	03/03/22-03/24/22	Mary Billiter

Pathways to Publication

There are multiple paths to publication, from traditional publishing contracts with large and small publishers to self-publishing your own book. Which is the best choice for you? Find out in this two-session seminar led by traditionally-published author Tina Ann Forkner, as she explains each pathway to publication. Participants will learn the pros and cons of each publishing option, including traditional and self-publishing. Whether you are looking to acquire a literary agent, submit to traditional publishers, or learn how to self-publish your own novel, this seminar will help you choose a path, as well as teach you how to go about each step. After this seminar, writers will leave better equipped to make the best choice for their manuscript.

<b>LIFE 2014.600</b>	M	05:30PM-07:30PM	CCI 124
Sessions: 4	\$215	05/02/22-05/23/22	Tina Forkner

Dog Training

Puppy ABCs & 123s

Get your puppy started on the right paw. This class is designed to teach you how to teach your puppy basic house manners such as “sit,” “down,” “stay,” and walking on a loose leash. We will work on problem behaviors, such as jumping, mouthing and learning some fun tricks. Puppies 14 weeks to six months. All dogs are required to be current on vaccines including Rabies, Parvo, Bordetella (kennel cough). Bring proof of vaccinations first class. NO DOGS FIRST CLASS. Class will meet 7 times during the published dates. A course schedule will be provided on the first day of class.

<b>LIFE 1025.600</b>	Sa	12:00PM-03:00PM	ZOOM
	Sa	11:00AM-12:30PM	AB 101
Sessions: 7	\$135	01/29/22-03/19/22	Cathy Anderson

<b>LIFE 1025.601</b>	Sa	12:00PM-03:00PM	ZOOM
	Sa	11:00AM-12:30PM	AB 101
Sessions: 7	\$135	04/02/22-05/21/22	Cathy Anderson

REGISTER STARTING  
DEC. 1  
LCCC.WY.EDU/ENRICHMENT



Mind Your Manners

This class is designed to teach you how to teach your dog. You will learn how to teach basic house manners such as “sit,” “down,” “stay,” and walking on a loose leash. We will work on problem behaviors and learn some fun tricks. Dogs six months or older are welcome. All dogs are required to be current on vaccines including Rabies, Parvo and Bordetella (kennel cough). Bring proof of vaccinations. NO DOGS FIRST CLASS. Class will meet 7 times during the published dates. A course schedule will be provided on the first day of class.

<b>LIFE 1023.600</b>	Sa	12:00PM-03:00PM	ZOOM
	Sa	12:45PM-02:15PM	AB 101
Sessions: 7	\$135	01/29/22-03/19/22	Cathy Anderson
<b>LIFE 1023.601</b>	Sa	12:00PM-03:00PM	ZOOM
	Sa	12:45PM-02:15PM	AB 101
Sessions: 7	\$135	04/02/22-05/21/22	Cathy Anderson

Ready, Set, Show

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

<b>LIFE 1794.600</b>	Sa	10:00AM-11:00AM	AB 101
Sessions: 6	\$109	02/05/22-03/19/22	Cathy Anderson
No class February 19.			

Canine Good Citizen and Trick Dog Titles

AKC’s Canine Good Citizen® (CGC) Program & AKC Trick Dog Novice: CGC is a certification program that is designed to reward dogs who have good manners at home and in the community. All dogs who pass the 10-step CGC test may receive a certificate from the American Kennel Club. In this class, you will learn and practice all ten steps required to pass the certification. And new this year: Do you and your dog love to be the life of the party by showing off his arsenal of tricks? Then he might be perfectly primed to earn AKC Trick Dog titles! There are five AKC Trick Titles you and your dog can earn: This class will focus on AKC Novice Trick Dog (TKN) – In conjunction with the Canine Good Citizen (CGC) certificate or title that you can earn during this class you can also earn a second title too! All it takes is 5 Novice tricks (CGC + 5) to earn the Novice title. The last class, May 14th we will do both tests and if you and your dog pass all ten steps and perform all 5 tricks you will qualify to request two certificates from the American Kennel Club. Any breed or mixed breed can be certified with as a Canine Good Citizen (CGC). Your dog does not need to be AKC registered to receive a Trick Dog Novice Title the class is mostly to find something fun to do with your dog. There is no age limit to take this class, however all dogs must have attended a local obedience class. Please bring dogs and proof of vaccine on day of first class.

<b>LIFE 2041.600</b>	Sa	02:30PM-03:30PM	AB 101
Sessions: 6	\$135	04/09/22-05/14/22	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. 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 2029.600</b>	Su	08:00AM-10:00AM	AREN 100
Sessions: 11	\$131	01/30/22-05/01/22	Becky Juschka

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

Mounted Tactics

Join us for a fun filled class on formation riding. We will work on riding in formation, desensitization and crowd management while on horseback. This course is for intermediate to advanced riders. If it is determined that the rider does not have the necessary skills for this course, they will not be able to continue. Prerequisite: Introduction to Riding Basics or Instruction approval. Classes will meet the published number of sessions during the allotted dates. The instructor will provide class dates on the first day of class. Proof of vaccination either by vet note or proof of purchase will be required on the first day of class. 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	AREN 100
Sessions:11	\$131	01/30/22-05/01/22	Tom Houghton

Supervised Open Ride

Bring your horse and enjoy an open ride inside the LCCC Equestrian Arena. This course is designed for riders to independently work with their horse under supervision and with requested assistance and advice. Students must provide their own horse, be comfortable riding in a group setting, and be able to control their horse at all times. Students can ride either English or Western and horses must be a minimum of 4 years of age. If it is determined that the rider does not have the necessary horsemanship skills for this course or if the horse is not kept under control, the rider will not be able to continue in this course. All students under 18 must wear a riding helmet. Proof of vaccinations either by vet note or proof of purchase will be required at the first class. 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 2020.600</b>	Su	12:30PM-02:15PM	AREN 100
Sessions: 11	\$162	01/30/22-05/01/22	Susan Benning

Basic Horsemanship

This class is designed for the beginner rider. Students will learn the basics of working with their horse and improve their riding skills. This will include riding all the horses’ gaits, transitions, proper seat and collection, correct leg cues, control, moving all the parts of the horse, trail obstacles, and basic equitation. Students must provide their own horse, be comfortable riding in a group setting, and be able to control their horse. Students can ride either English or Western and horses must be a minimum of 4 years of age. Students under 16 must have an adult present at all times during class and have prior instructor approval. If it is determined that any student does not have the necessary riding skills for this course or if the horse is not kept under control, the rider will not be able to continue. All students under 18 must wear a riding helmet. Proof of vaccinations either by vet note or proof of purchase will be required at the first class. Class will 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 2040.600</b>	Su	02:45PM-04:30PM	AREN 100
Sessions: 11	\$162	01/30/22-05/01/22	Susan Benning

Estate Planning

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>	MW	12:00PM-01:00PM	CCI 124
Sessions: 2	\$14	03/21/22-03/23/22	Shaina Case

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>	MW	12:00PM-01:00PM	CCI 121
Sessions: 2	\$14	04/04/22-04/06/22	Shaina Case

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>	M	05:30PM-06:30PM	CCI 121
Session: 1	\$11	04/18/22	Shaina Case

Financial

Medicare Basics

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

<b>LIFE 1415.600</b>	M	06:30PM-08:30PM	ZOOM
Session: 1	\$17	01/24/22	Charlie Simineo

Understanding Medicare Drug Programs

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

<b>LIFE 1970.600</b>	M	06:30PM-08:30PM	ZOOM
Session: 1	\$17	01/31/22	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>	T	06:30PM-08:30PM	ZOOM
Session: 1	\$17	02/08/22	Charlie Simineo

Savvy Social Security Planning

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

<b>LIFE 1894.600</b>	WF	10:30AM-12:00PM	ZOOM
Sessions: 2	\$18	02/23/22-02/25/22	Sandra Patrick

Tax Planning for Seniors

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

<b>LIFE 1432.600</b>	TTh	10:30AM-12:00PM	ZOOM
Sessions: 2	\$18	03/22/22-03/24/22	Afton Olsen

Fitness

Tai Chi Basics for Beginners

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

<b>LIFE 2036.600</b>	TTh	10:00AM-11:00AM	AB 101
Sessions: 18	\$117	01/18/22-03/17/22	Michele Schmidt

<b>LIFE 2036.601</b>	TTh	10:00AM-11:00AM	AB 101
Sessions: 18	\$117	03/29/22-05/26/22	Michele Schmidt

Advanced Tai Skills and Qigong

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

<b>LIFE 2038.600</b>	W	12:00PM-01:00PM	AB 101
Sessions: 9	\$60	01/19/22-03/16/22	Michele Schmidt

<b>LIFE 2038.601</b>	W	12:00PM-01:00PM	AB 101
Sessions: 9	\$60	03/30/22-05/25/22	Michele Schmidt

Cardio Kick Boxing Circuit

Students will learn basic punching and kicking techniques applied to a cardio circuit. Students will experience a total body work out.

<b>LIFE 2043.600</b>	W	05:30PM-06:30PM	RAC 116A
Sessions: 9	\$98	01/19/22-03/16/22	Michele Schmidt

<b>LIFE 2043.601</b>	W	05:30PM-06:30PM	RAC 116A
Sessions: 9	\$98	03/30/22-05/25/22	Michele Schmidt

Padi Scuba I

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

<b>LIFE 1853.600</b>	WThF	05:00PM-08:30PM	RAC 115
	SaSu	03:00PM-07:30PM	RAC 109
Sessions: 5	\$364	03/23/22-03/27/22	Jim Collins

Language

Medical Spanish

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

<b>LIFE 1633.600</b>	Th	05:30PM-06:45PM	BT 112
Sessions: 10	\$151	01/20/22-03/24/22	Dennis Dicamplici

Practical Italian 1

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

<b>LIFE 1838.600</b>	T	05:30PM-06:45PM	BT 112
Sessions: 10	\$143	01/18/22-03/22/22	Dennis Dicamplici



Conversational Spanish 1

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

LIFE 1554.600 M 05:30PM-06:45PM BT 112  
Sessions: 10 \$142 01/24/22-04/04/22 Dennis Dicampli  
No class February 21.

Conversational Spanish 2

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

LIFE 1587.600 M 07:00PM-08:30PM BT 112  
Sessions: 10 \$142 01/24/22-04/04/22 Dennis Dicampli  
No class February 21.

Conversational American Sign Language

Learn essential communication sign language skills that are culturally appropriate through an engaging and interactive environment. Introduction to Deaf culture, important historical figures, and applicable social etiquette.

LIFE 2039.600 MW 05:30PM-07:00PM CCI 123  
Sessions: 20 \$212 02/07/22-04/18/22 Chris Bernard  
No class February 21

LIFE 2039.601 TTh 05:30PM-07:00PM ZOOM  
Sessions: 20 \$212 02/08/22-04/14/22 Chris Bernard

Registration opens  
DECEMBER 1

University of Wyoming Extension Office  
Master Gardener Program

This comprehensive Gardening Program will teach everything a person needs to know to be a master gardener. All ability levels are welcome, there are no prerequisites. Once the classroom portion of this course has been completed, an additional 40 hours of volunteer time is accomplished throughout the summer. The cost of the course includes Wyoming Sustainable Horticulture "Master Gardener Handbook." Upon completion of this course and volunteer hours, participants will be

recognized as Master Gardeners of Laramie County and receive a certificate.

Class Dates: M/W  
6-9 PM Jan. 10 – March 16, 2022  
Pathfinder Room TBD

Cost: Full Price \$175  
Earlybird Registration \$125 (Closes on Dec. 26)  
Enter promo code earlybird at time of checkout to receive discount.

Online Learning

Ed2Go:

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](https://lccc.wy.edu/Enrichment)  
or 307.778.1236.



**SAVE THE DATE | SAVE THE DATE | SAVE THE DATE**

Laramie County Community College  
Kids' College

# SEEK

*Summer Educational Experiences for Kids*

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

**June 13-17  
&  
July 11-15  
2022**





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

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

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

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Please consult your  
Professional Development  
Coordinator for continuing  
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0713-01

## Laramie County Community College

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

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

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

**March 19, 2022**

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

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

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

**CHANTICLEER**

AMERICA'S PREMIER A CAPELLA MEN'S CHORUS

**MAY 1, 2022**

LCCC Surbrugg/Prentice Auditorium

**TICKETS: [LCCC.WY.EDU/CHANTICLEER](http://LCCC.WY.EDU/CHANTICLEER)**

LARAMIE COUNTY COMMUNITY COLLEGE Foundation

Performance made possible in part through the ANB Bank Performing Arts Series and the Sturm Financial Foundation.

307.778.1236

LIFE ENRICHMENT IN CHEYENNE



LARAMIE COUNTY  
COMMUNITY COLLEGE  
Cheyenne | Laramie | Online

NONCREDIT REGISTRATION INFORMATION

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

WORKFORCE TRAINING AT A GLANCE . . .

COURSE TITLE	SECTION CODE	DAY	DATE	TIME	LOCATION	COST	INSTRUCTOR	PAGE
COMPUTER APPLICATIONS TRAINING								
Administrative Support Specialist	BTWD 0215.540	Th	01/27/22-03/10/22	08:00AM-12:00PM	TC 103	\$2,200	Janice Cheever	12
Adobe Acrobat Pro DC	BTWD 0503.600	W	05/18/22	09:00AM-05:00PM	TC 103	\$129	Janice Cheever	12
Create Forms	BTWD 0675.600	T	03/22/22	09:00AM-12:00PM	TC 103	\$79	Janice Cheever	12
MS Access Basic	BTWD 0603.600	T	01/25/22	09:00AM-05:00PM	TC 103	\$129	Janice Cheever	12
MS Access Intermediate	BTWD 0605.600	W	03/02/22	09:00AM-05:00PM	TC 103	\$129	Janice Cheever	12
MS Access Advanced	BTWD 0610.600	W	04/27/22	09:00AM-05:00PM	TC 103	\$129	Janice Cheever	12
MS Excel Basic	BTWD 0601.600	W	02/09/22	09:00AM-05:00PM	TC 103	\$129	Janice Cheever	12
	BTWD 0601.800	TTh	02/01/22-02/03/22	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	
MS Excel Intermediate	BTWD 0607.600	W	03/09/22	09:00AM-05:00PM	TC 103	\$129	Janice Cheever	12
	BTWD 0607.800	TTh	02/22/22-02/23/22	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	
MS Excel Advanced	BTWD 0609.600	W	05/11/22	09:00AM-05:00PM	TC 103	\$129	Janice Cheever	12
	BTWD 0609.800	TTh	04/12/22-04/14/22	09:00AM-12:00PM	ZOOM	\$129	Janice Cheever	
MS Word Basic	BTWD 0602.600	W	01/19/22	09:00AM-05:00PM	TC 103	\$129	Janice Cheever	12
MS Word Intermediate	BTWD 0604.600	W	02/16/22	09:00AM-05:00PM	TC 103	\$129	Janice Cheever	12
	BTWD 0604.601	W	03/30/22	09:00AM-05:00PM	TC 103	\$129	Janice Cheever	
MS Word Advanced	BTWD 0608.600	Th	05/05/22	09:00AM-05:00PM	TC 103	\$129	Janice Cheever	12
QuickBooks Desktop	BTWD 0108.600	TTh	04/19/22-04/21/22	09:00AM-03:00PM	TC 103	\$258	Janice Cheever	12
Quickbooks Online Version	BTWD 0677.800	TTh	01/18/22-01/20/22	09:00AM-03:00PM	ZOOM	\$258	Janice Cheever	12
Smartsheets	BTWD 0674.600	T	03/01/22	09:00AM-12:00PM	TC 103	\$79	Janice Cheever	13
Tableau	BTWD 0642.600	W	04/06/22	09:00AM-05:00PM	TC 103	\$199	Janice Cheever	13
CPR, FIRST AID AND EMERGENCY SERVICES								
BLS Renewal Course	EMTN 4014.600	Th	01/13/22	09:00AM-11:00AM	TC 115	\$60	Frances Phelps	13
	EMTN 4014.601	Th	02/24/22	09:00AM-11:00AM	TC 123	\$60	Frances Phelps	
	EMTN 4014.602	Th	03/10/22	09:00AM-11:00AM	TC 123	\$60	Frances Phelps	
	EMTN 4014.603	Th	04/21/22	09:00AM-11:00AM	TC 123	\$60	Frances Phelps	
	EMTN 4014.604	Th	05/05/22	09:00AM-11:00AM	TC 123	\$60	Frances Phelps	
CPR and First Aid	EMTN 4010.600	F	01/14/22	09:00AM-04:00PM	TC 115	\$99	Jason Evans	13
	EMTN 4010.601	F	01/28/22	09:00AM-04:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.602	F	02/11/22	09:00AM-04:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.603	F	02/25/22	09:00AM-04:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.604	F	03/11/22	09:00AM-04:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.605	F	04/08/22	09:00AM-04:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.606	F	04/22/22	09:00AM-04:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.607	F	05/06/22	09:00AM-04:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.608	F	05/20/22	09:00AM-04:00PM	TC 115	\$99	Jason Evans	
CPR for Healthcare Providers	EMTN 4015.600	F	01/07/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	13
	EMTN 4015.601	F	01/21/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.602	F	02/04/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.603	F	02/18/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.604	F	03/04/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.605	F	03/25/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.606	F	04/15/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.607	F	04/29/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.608	F	05/13/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.609	F	05/27/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT								
Ace Behavioral Interviews	BTWD 0694.800	F	02/25/22	12:00PM-02:00PM	ZOOM	\$49	Rhonda Priest	13
	BTWD 0694.801	F	04/08/22	12:00PM-02:00PM	ZOOM	\$49	Rhonda Priest	
	BTWD 0694.802	F	05/06/22	12:00PM-02:00PM	ZOOM	\$49	Rhonda Priest	
Adapting to Change	BTWD 0036.600	Th	03/10/22	08:00AM-12:00PM	TC 120	\$99	Melissa Martin	13
Admin Professional Conference	BTWD 0348.600	W	04/27/22	08:30AM-04:00PM	PF 108	\$129	Rhonda Priest	13
Amplify Your Voice	BTWD 0687.800	F	01/07/22	12:00PM-02:00PM	ZOOM	\$49	Monica Puente	13
	BTWD 0687.801	F	04/15/22	12:00PM-02:00PM	ZOOM	\$49	Monica Puente	
Art of Influencing Others	BTWD 0056.600	T	05/17/22	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	13
Becoming Your Own Best Advocate	BTWD 0510.600	Th	01/20/22	01:00PM-05:00PM	TC 112	\$99	Monica Puente	13
Better Business Writing	BTWD 0708.600	T	03/22/22	01:00PM-05:00PM	TC 123	\$99	Rhonda Priest	13
	BTWD 0708.601	T	04/19/22	08:00AM-12:00PM	TC 112	\$99	Rhonda Priest	
Beyond Your Bias	BTWD 0698.800	F	03/18/22	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	13
	BTWD 0698.801	F	04/01/22	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	



Bridges Out of Poverty 4-HOUR	BTWD 0684.600	Th	01/27/22	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	13
	BTWD 0684.601	Th	04/21/22	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	
Coaching to Help Employees Achieve Full Potential	BTWD 0695.600	Th	02/03/22	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	13
	BTWD 0695.601	T	04/26/22	01:00PM-05:00PM	TC 120	\$99	Rhonda Priest	
Communicating for Leadership Success	BTWD 0405.600	Th	03/10/22	01:00PM-05:00PM	TC 120	\$99	Monica Puente	13
	BTWD 0405.601	Th	05/19/22	08:00AM-12:00PM	TC 120	\$99	Monica Puente	
Crucial Conversations	BTWD 0477.600	TTh	01/11/22-01/13/22	08:00AM-05:00PM	TC 120	\$399	Melissa Martin	13
	BTWD 0477.601	TTh	03/29/22-03/31/22	08:00AM-05:00PM	TC 112	\$399	Melissa Martin	
De-Escalating Emotions	BTWD 0594.800	F	03/04/22	12:00PM-02:00PM	ZOOM	\$49	Rhonda Priest	13
	BTWD 0594.801	F	05/13/22	12:00PM-02:00PM	ZOOM	\$49	Rhonda Priest	
Discover Your Conflict Style	BTWD 0693.800	F	02/18/22	12:00PM-02:00PM	ZOOM	\$49	Michelle Keehnen	13
	BTWD 0693.801	F	04/22/22	12:00PM-02:00PM	ZOOM	\$49	Michelle Keehnen	
Elevating Workplace Ethics	BTWD 0711.600	T	04/19/22	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	14
Enhancing Customer Service	BTWD 0699.600	Th	01/13/22	01:00PM-05:00PM	TC 123	\$99	Michelle Keehnen	14
	BTWD 0699.601	T	03/22/22	01:00PM-05:00PM	TC 112	\$99	Monica Puente	
Exploring the Leader in You	BTWD 0706.600	T	03/08/22	01:00PM-05:00PM	TC 123	\$99	Melissa Martin	14
	BTWD 0706.800	F	05/20/22	08:00AM-12:00PM	ZOOM	\$99	Melissa Martin	
Facilitating Effective Meetings	BTWD 0691.600	T	01/25/22	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	14
	BTWD 0691.601	T	04/05/22	08:00AM-12:00PM	TC 112	\$99	Rhonda Priest	
Good Grammar a Refresher Course	BTWD 0611.600	Th	02/24/22	08:00AM-12:00PM	TC 112	\$99	Monica Puente	14
HR Hiring for Non-HR Managers	BTWD 0703.600	T	02/22/22	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	14
HR Onboarding for Non-HR Managers	BTWD 0707.600	T	03/22/22	01:00PM-05:00PM	TC 120	\$99	Staff	14
Intentional Listening	BTWD 0624.800	F	02/11/22	12:00PM-02:00PM	ZOOM	\$49	Michelle Keehnen	14
	BTWD 0624.801	M	05/23/22	12:00PM-02:00PM	ZOOM	\$49	Michelle Keehnen	
Leading From a Distance	BTWD 0709.600	Th	03/24/22	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	14
	BTWD 0709.601	T	05/03/22	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	
Leading Others Through Change	BTWD 0692.600	Th	01/27/22	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	14
Make Yourself Indispensable	BTWD 0704.600	Th	02/24/22	01:00PM-05:00PM	TC 123	\$99	Michelle Keehnen	14
	BTWD 0704.601	W	05/18/22	01:00PM-05:00PM	TC 112	\$99	Michelle Keehnen	
Manage Your Emotional Intelligence	BTWD 0697.600	T	02/15/22	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	14
	BTWD 0697.601	Th	04/28/22	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	
Managing Time in a Digital World	BTWD 0690.800	F	01/21/22	12:00PM-02:00PM	ZOOM	\$49	Michelle Keehnen	14
Navigating Workplace Communication	BTWD 0700.600	T	01/18/22	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	14
Ongoing Performance Development for Non-HR Managers	BTWD 0713.600	T	05/24/22	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	14
Persuade Through Presentations	BTWD 0689.800	F	01/14/22	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	14
	BTWD 0689.801	F	04/29/22	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	
Project Management Essentials	BTWD 0125.600	TW	04/26/22-04/27/22	09:00AM-04:00PM	TC 112	\$199	Dolores Lystad	14
Resume Quick Tips	BTWD 0688.800	Th	01/13/22	12:00PM-02:00PM	ZOOM	\$49	Rhonda Priest	14
Taking Control of Work Conflict	BTWD 0702.600	T	02/15/22	01:00PM-05:00PM	TC 120	\$99	Melissa Martin	14
Time Management	BTWD 0092.800	F	03/11/22	12:00PM-02:00PM	ZOOM	\$49	Michelle Keehnen	15
Transformational Leadership	BTWD 0696.800	F	02/04/22	12:00PM-02:00PM	ZOOM	\$49	Melissa Martin	15
Unconscious Bias	BTWD 0580.600	Th	02/24/22	08:00AM-12:00PM	TC 120	\$99	Melissa Martin	15
	BTWD 0580.601	Th	04/21/22	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	
Understanding Generations in the Workplace	BTWD 0136.600	Th	03/03/22	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	15
	BTWD 0136.601	Th	05/19/22	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	
Workplace Stability	BTWD 0541.600	T	04/05/22	01:00PM-05:00PM	TC 112	\$99	Melissa Martin	15
MANAGER ROUNDTABLE SERIES								
How Generational Differences Shape Your Organization	BTWD 0701.600	Th	02/03/22	10:00AM-12:00PM	TC 112	\$49	Rhonda Priest	15
How Perception Impacts the Bottom Line	BTWD 0705.600	Th	03/03/22	10:00AM-12:00PM	TC 121	\$49	Melissa Martin	15
Promoting Workplace Civility	BTWD 0351.600	T	03/15/22	10:00AM-12:00PM	TC 112	\$49	Melissa Martin	15
How Organizational Models Create Workplace Culture	BTWD 0710.600	Th	04/07/22	10:00AM-12:00PM	TC 112	\$49	Melissa Martin	15
How Coaching Employees Improves Outcomes	BTWD 0712.600	Th	05/05/22	10:00AM-12:00PM	TC 112	\$49	Rhonda Priest	15
OSHA, SAFETY AND REGULATORY								
OSHA 10-Hour Construction	OSHA 0094.600	WTh	03/23/22-03/24/22	08:00AM-05:00PM	TC 120	\$199	Jason Evans	15
	OSHA 0094.601	WTh	05/11/22-05/12/22	08:00AM-05:00PM	TC 121	\$199	Jason Evans	15
OSHA 10-Hour General Industry	OSHA 0082.600	WTh	01/12/22-01/13/22	08:00AM-05:00PM	CCI 121	\$199	Jason Evans	15
OSHA 30 Hour Construction	OSHA 0181.600	TWThF	04/12/22-04/15/22	08:00AM-05:00PM	TC 120	\$499	Jason Evans	15
OSHA 30 Hour General Industry	OSHA 0144.600	TWThF	02/15/22-02/18/22	08:00AM-05:00PM	TC 121	\$499	Jason Evans	15
TECHNICAL TRAINING								
Certified Fiber Optics Technician	BTWD 0158.600	MTW	01/10/22-01/12/22	08:00AM-05:00PM	TC 121	\$895	Staff	15
Certified Fiber Optics Specialist	BTWD 0159.600	ThF	01/13/22-01/14/22	08:00AM-05:00PM	TC 121	\$795	Staff	15
Certified Fiber Optic Splicing	BTWD 0247.600	SaSu	01/15/22-01/16/22	08:00AM-05:00PM	TC 121	\$795	Staff	16
Human Resources for Managers	BTWD 0139.600	W	03/24/22	08:00AM-12:00PM	TC 123	\$99	Charlie Rando	16
	BTWD 0139.601	W	05/04/22	08:00AM-12:00PM	TC 112	\$99	Charlie Rando	

# DESCRIPTIONS

See Pages 10 and 11 for dates and times.

## COMPUTER APPLICATIONS TRAINING

### 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.

### Adobe Acrobat Pro DC

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

### Create Forms

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

### 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 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 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 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 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.

### 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.

### 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 Version

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.]

## 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 for more details.



Smartsheets

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.

Tableau

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

CPR, FIRST AID AND EMERGENCY SERVICES

BLS Renewal Course

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

CPR and First Aid

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

CPR for Healthcare Providers

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

LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT

Ace Behavioral Interviews

Most employers ask questions to get to know the applicant and to identify past behaviors that relate to their open position. Learn how to prepare for common interview questions, including the STAR response, to demonstrate your abilities with confidence.

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.

Admin Professional Conference

In support and celebration of all administrative professionals LCCC is holding an Administrative Professionals Day Conference. Dynamic facilitators will provide a special day of learning. A continental breakfast and buffet lunch is included.

Amplify Your Voice

Workplace success requires being heard above the everyday chatter. learn how to clarify and deliver your message in a few simple steps.

Art of 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.

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.

Beyond Your Bias

Discover how the environment and unconscious influences impact your view of the world and the decisions that you make.

Bridges Out of Poverty 4-HOUR

The affects 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.

Coaching to Help Employees Achieve Full Potential

To remain competitive, companies need to retain valuable employees, address problems that interfere with productivity, and help employees achieve their full potential. Learn to discern the difference between coaching and other development strategies, and discover the key elements to successful coaching relationships. Understand how to apply each step of the coaching process, discover effective strategies for managing challenges, and establish successful coaching relationships with your employees.

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.

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.

Discover Your Conflict Style

Disagreements may be inevitable, but how you respond to conflict is up to you. Through self-awareness, uncover your conflict style and determine how it influences your interactions and drives outcomes.

## Elevating Workplace Ethics

Working in an environment with unethical employees can have negative consequences on organizational trust, team-building, communication and morale. Ethical behavior tends to be a broad term, encompassing accountability, professionalism and respect. In this session, you will learn how to pinpoint unethical behavior, create a plan for an effective ethics program, and deal with unethical co-workers. As a result you will be able to build organizational trust, have greater integrity when approaching problems, have increased respect among workers, and establish clear standards of ethical behavior.

## 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.

## Exploring the Leader in You

Effective leaders ensure goals are achieved on time, empowers employees, motivates teams, promotes solidarity, and generates visions for future growth. During this workshop, you will be introduced to the qualities of an effective leader. As a result, you will be equipped to facilitate productive meetings, engage in constructive one-on-one conversations, and build rapport among colleagues by adjusting your behavioral style to meet employees' needs.

## Facilitating Effective Meetings

Poorly run meetings take too long, involve too many people, and rarely lead to concrete actions. Despite this, meetings are necessary and can be extremely effective. Meetings that are planned and facilitated will give participants a sense that their time was well spent. This training will show you how to make every meeting efficient and effective.

## 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.

## HR Hiring for Non-HR Managers

Hiring the right people is one of the most important tasks of a leader, but often fails because key steps are overlooked. Recognize the value of implementing competency-based interview questions and developing a hiring process that better reveals the right applicant for the job.

## HR Onboarding for Non-HR Managers

Onboarding is an integrated process that not only provides the company information new hires need, but also ensures that they become actively involved as quickly as possible, jumpstarting their contributions to productivity. The onboarding model consists of four overlapping elements (Resources, Rules, Relationships, and Roles) that you can easily incorporate into your onboarding process.

## 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 to enhance productivity.

## Leading From a Distance

Improve your ability to manage offsite employees and empower your team by understanding the benefits and challenges of offsite working relationships. Learn best practices to establish trust, maintain clear communication, and address common problems. These insights will increase your ability to recruit, hire, and retain the right employees for an offsite job.

## Leading Others Through Change

Leading others through change requires thoughtful planning and innovative options. This course provides a clearer understanding of what happens to people when an organizational change initiative occurs. It introduces tools and techniques to more effectively lead change efforts in your organization including understanding why change initiatives fail and how to ensure their success, implementing a framework to actively lead change efforts, and evaluating change initiatives to ensure an efficient transition.

## Make Yourself Indispensable

This comprehensive workshop is designed to make you an invaluable employee. It teaches you the skills you need to adapt to-and even embrace-situational changes at work. You'll learn how to thrive under pressure and expand your career opportunities by taking initiative, effectively resolving problems, sharing your knowledge, and being an overall positive influence in the workplace.

## Manage Your Emotional Intelligence

Recognize your emotional triggers, control your emotional and physical responses, and handle other's emotions with the tools you will receive in this workshop. As a result, you will be able to communicate more effectively with supervisors and coworkers, be able to channel negative energy into more positive and productive activities, and will promote your overall emotional intelligence.

## 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.

## Navigating Workplace Communication

Being a supervisor means taking on a lot of responsibility. Learn how to be a relatable, respectable, and dependable supervisor for your team. As a result, you will have a clear direction, meet your employee's needs, handle difficult conversations with ease, and boost your assertiveness as a boss.

## Ongoing Performance Development for Non-HR Managers

Ongoing performance development involves establishing a systematic process that managers can use to support employees. This process focuses on creating clear expectations for individual performance based on the organization's goals. The goal of this workshop is to help you improve your people development skills by implementing a performance management system that helps every employee achieve their peak performance potential.

## 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.

## Project Management Essentials

In today's competitive business environment, a prime ingredient to scalability, predictability, and consistency is having a proven way to get things done. Project management delivers results that organizations need. This training establishes a solid foundation for project management best practices, hones the interpersonal skills needed for successful project management, and gives participants practice with the key components of the project process. This interactive session will help participants learn methods to give their organizations a competitive edge.

## Resume Quick Tips

Learn practical resume-writing strategies to revive an old resume that will communicate your value to a potential employer.

## Taking Control of Work Conflict

Conflict can be an obstacle to organizational success and personal job satisfaction, but when two or more people work together, conflict is almost inevitable. Create a positive working environment where conflict is dealt with maturely and collaboratively by identifying the source of conflict.

307.778.4381



**Time Management**

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

**Transformational Leadership**

Do you want to make a real difference at your workplace and inspire others to work toward a shared vision? Learn how the four components of transformational leadership - calling, charisma, challenge, and caring - can help you become a transformational leader.

**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.

**Understanding 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.

**Workplace Stability**

As an employer you have undoubtedly dealt with employee issues like absenteeism, health problems, and workplace violations. Learn to recognize the factors that create employee instability, impact employee performance, and decrease profitably. Discover techniques to improve workplace stability and create an action plan suited to your business.

**MANAGER ROUNDTABLE SERIES**

**How Generational Differences Shape Your Organization**

Understanding the differences and similarities between generational groups can help leaders optimize connectivity and productivity, but what if the generational gap is not as big as we have assumed? We will take a fresh look at the future of the intergenerational workforce and strategies to leverage their contributions.

**How Perception Impacts the Bottom Line**

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

**Promoting Workplace Civility**

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.

**How Organizational Models Create Workplace Culture**

Many organizational models that were built for the 20th century need to be reimaged to meet the demands of the 21st century. Discover how connectors, crowds, castles, and cheerleaders represent organizational models that contribute to workplace culture.

**How Coaching Employees Improves Outcomes**

Great coaching provides your employees just what they need when they need it. Learn the benefits of coaching and the four steps of the coaching process. Discover how to ask better questions and develop inquiry communication techniques to elevate your conversations and improve employee performance.

**OSHA, SAFETY AND REGULATORY**

**OSHA 10-Hour Construction**

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

**OSHA 10-Hour General Industry**

This 10-hour course will introduce students to OSHA policies, procedures, standards and general industry safety and health principles. Topics for this course will include Occupational Safety and Health Act(OSHA), general duty, walking and working surfaces, electrical hazards, hazardous materials, personal protective equipment, machine guarding and hazard communication. Upon successful completion of this course participants will receive an OSHA General Industry Safety and Health 10-hour card. 1.0 CEUs

**OSHA 30 Hour 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.

**OSHA 30 Hour General Industry**

The OSHA 30 Hour General Industry Outreach Training Course is a comprehensive safety program designed for anyone involved in general industry. A variety of safety topics will be covered in the program including OSHA the Agency, hazard identification, avoidance, control and prevention.

**TECHNICAL TRAINING**

**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.

**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.

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

### Certified Fiber Optic Splicing

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

### Human Resources for Managers

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

# REGISTER EARLY

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• Lunch and Learn Workshops •  
• \$49 • 12-2 PM • Zoom.

- Jan. 7 or Apr. 15 - Amplify Your Voice
- Jan. 13 or Mar. 25 - Quick Tips to Create a Better Resume
- Jan. 14 or Apr. 29 - Persuade Through Presentations
- Jan. 21 or Mar. 11 - Managing Time in a Digital World
- Mar. 18 or Apr. 1 - Beyond Your Bias
- Apr. 8 or May 6 - How to Ace Behavioral Interview Questions
- Apr. 22 - Discovering your conflict style

See Page 10 for full Business Training Schedule

### LARAMIE COUNTY COMMUNITY COLLEGE OUTREACH & WORKFORCE DEVELOPMENT

## Customized Manufacturing Courses

\$499 - Six Months Access to All Courses

### E-Learning Course Topics:

- Automation
- Electrical
- Fluid Power
- Lean Manufacturing
- Machining
- Manufacturing Processes
- Materials
- Mechanical
- Quality Assurance
- Safety
- 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](http://LCCC.WY.EDU/WORKFORCE)  
FOR MORE INFORMATION



This interactive curriculum is provided by Amatrol, an industry leader in technical training systems and highly interactive e-learning. Participants gain technical and workplace skills ranging from entry level basic technical skills to advanced troubleshooting.





## WYOMING DEPARTMENT OF WORKFORCE SERVICES **BUSINESS TRAINING**

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

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

Please visit the Workforce Development Training Fund website at  
**[wyomingworkforce.org](http://wyomingworkforce.org)**

## **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.**

# Laramie County Community College



## FEATURES INCLUDE:

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

## ONLINE ADVANCED CAREER TRAINING

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

### MEDICAL BILLING AND CODING (VOUCHERS INCLUDED)

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

### PHARMACY TECHNICIAN (VOUCHER INCLUDED)

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

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

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

### HUMAN RESOURCES PROFESSIONAL

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

### HVAC/R CERTIFIED TECHNICIAN

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

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

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

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

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



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





## 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.



LARAMIE COUNTY  
COMMUNITY COLLEGE  
Cheyenne | Laramie | Online

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

- 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.

LARAMIE COUNTY COMMUNITY COLLEGE  
OUTREACH AND WORKFORCE

# BUILD YOUR APPRENTICE PROGRAM

Plumbing, HVAC and more!



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



**CONTACT US  
TODAY!**

**307.778.4381**

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

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

**GRANT FUNDING  
may be available.**



## FOR MORE INFORMATION

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

## ADMINISTRATIVE SUPPORT SPECIALIST

Spring 2022  
Starts February 2022  
(approx. 20 hybrid hours weekly)

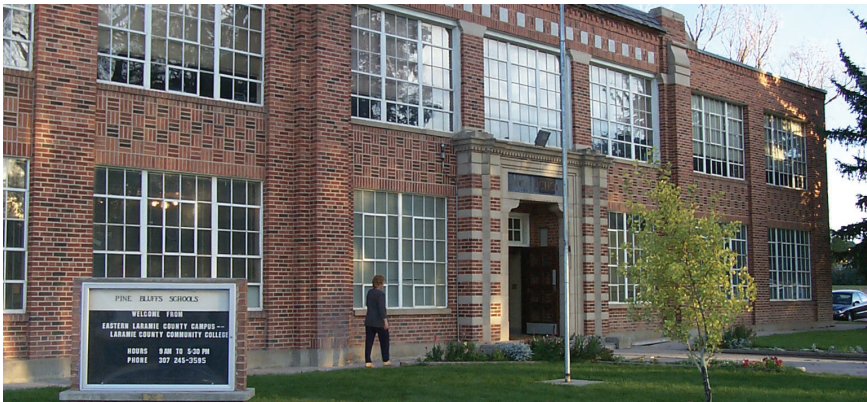


LARAMIE COUNTY  
COMMUNITY COLLEGE  
Business Training & Development  
Your Training Partner

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

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





# Eastern Laramie County Outreach Center

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

307.432.1678

## LIFE ENRICHMENT

### Kids Art

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

<b>LIFE 8017.750</b>	F	09:00AM-11:00AM	ELCC
Session: 1	\$22	01/07/22	Paulette Dunnam
<b>LIFE 8017.751</b>	F	09:00AM-11:00AM	ELCC
Session: 1	\$22	02/04/22	Paulette Dunnam
<b>LIFE 8017.752</b>	F	09:00AM-11:00AM	ELCC
Session: 1	\$22	03/04/22	Paulette Dunnam
<b>LIFE 8017.753</b>	F	09:00AM-11:00AM	ELCC
Session: 1	\$22	04/01/22	Paulette Dunnam
<b>LIFE 8017.754</b>	F	09:00AM-11:00AM	ELCC
Session: 1	\$22	05/06/22	Paulette Dunnam

### Adult Art

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

<b>LIFE 8016.750</b>	Th	06:00PM-08:00PM	ELCC
Session: 1	\$22	01/06/22	Paulette Dunnam
<b>LIFE 8016.751</b>	Th	06:00PM-08:00PM	ELCC
Session: 1	\$22	02/03/22	Paulette Dunnam
<b>LIFE 8016.752</b>	Th	06:00PM-08:00PM	ELCC
Session: 1	\$22	03/03/22	Paulette Dunnam
<b>LIFE 8016.753</b>	Th	06:00PM-08:00PM	ELCC
Session: 1	\$22	04/07/22	Paulette Dunnam
<b>LIFE 8016.754</b>	Th	06:00PM-08:00PM	ELCC
Session: 1	\$22	05/05/22	Paulette Dunnam

### Is This Normal? Understanding the Teenage Brain

Join us for an informative evening discussing the basics of teenage development, how hormones affect the brain and the biological and social influences teens are facing. We will touch on strategies for communicating with your teen and strive to answer the question, "Is this normal?"

<b>LIFE 8028.750</b>	M	06:00PM-07:30PM	ELCC
Sessions: 1	Free	02/07/22	Amanda Brown

### Driver's Education

The driver's education course is a program consisting of 30 classroom hours, a combination of in-car instruction and simulator driving experience (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 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 instructional time for a fee. For more information on this program please see our website at [lccc.wy.edu/lifeEnrichment](http://lccc.wy.edu/lifeEnrichment).

<b>LIFE 8002.750</b>	T	05:30PM-08:30PM	ELCC
	F	08:00AM-04:30PM	
	Sa	08:00AM-12:00PM	
Sessions: 6	\$313	04/12/22-04/23/22	Brian Kozak

### Gardening for Success

We live in a high altitude, dry and windy location creating challenges growing anything from trees to vegetable gardens. In this boot camp gardening class, we will cover how to grow successfully in Laramie County. We will cover vegetable gardens, trees, shrubs, soils and soil amendments, irrigation basics and why we are not a zone 5.

<b>LIFE 8027.750</b>	Sa	10:00AM-12:00PM	ELCC
Session: 1	\$22	05/07/22	Catherine Wissner

### 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: 6	\$22	01/10/22-01/31/22	Lisa Williams
<b>LIFE 8003.751</b>	MW	05:30PM-06:30PM	ELCC GYM
Sessions: 6	\$22	02/02/22-02/28/22	Lisa Williams
<b>LIFE 8003.752</b>	MW	05:30PM-06:30PM	ELCC GYM
Sessions: 6	\$22	03/02/22-03/30/22	Lisa Williams
<b>LIFE 8003.753</b>	MW	05:30PM-06:30PM	ELCC GYM
Sessions: 6	\$22	04/04/22-04/27/22	Lisa Williams
<b>LIFE 8003.754</b>	MW	05:30PM-06:30PM	ELCC GYM
Sessions: 6	\$22	05/02/22-05/25/22	Lisa Williams

## Adult Career and Education System (ACES) Career Training Opportunities Are Available

- Adult Education (AE)
  - High School Equivalency Certificate (HSEC) Preparation
  - Adult Secondary Education (ASE)
  - English as a Second Language (ESL)
  - Career Readiness Certificate (CRC)
  - High School Equivalency Certificate (HSEC) Testing
- Coming in Spring: In person AE and ESL classes**

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)

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

See Page 19 for program descriptions.



# 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: 307.778.1190/sheinert@lccc.wy.edu



## 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 obtain all the required coursework to achieve the Certified Bookkeepers (CB) credential. With the CB designation, students can sustain careers in 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 (\$19 average hourly wage)

### FINANCIAL SERVICES DEGREE

#### BECOME A FINANCIAL SPECIALIST

Students who complete an associates of applied science in financial services are part of the fastest growing sectors in America. With a financial services degree students can build careers in banking and loans, appraisals and real estate, or sales.

#### WHY COMPLETE A DEGREE IN FINANCE?

- US Bureau of Labor Statistics projects 8% growth in finance careers
- US Bureau of Labor Statistics estimates the mean wage for finance in Wyoming as \$72,530 per year
- Wide range of career options including banking, financial planning, and real estate



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)





# TRADES&TECH

## Areas of Study

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

## Activities

- Skills-USA
- Future Tech
- Windsmith Club

— Scholarships Available! —

## Come tour!

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



# INFORMATION TECHNOLOGY

## Areas of Study

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

*Earn Industry Certifications  
in a number of courses*

## Activities

- NERDS
- Gaming Club

— Scholarships Available! —

## Come tour!

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





LARAMIE COUNTY  
COMMUNITY COLLEGE

# SPANISH IN THE WORKPLACE

CREDIT DIPLOMA (CD)

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 January 24. 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

### STRING ENSEMBEL

Thursdays with Mr. Andrew Kropp

For more information contact Dr. Cook | [fcCook@lccc.wy.edu](mailto:fcCook@lccc.wy.edu) | 307.778.1306





# Facility Rental at LCCC

## Facilities & Events Office 307.778.1322

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

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*

**French Riviera**

**June 4-12, 2022**

**Information session:  
Thursday, Dec. 9, 2021, 6 p.m., ZOOM**

For more information or to RSVP

**307.778.1236**

[lifeEnrichment@lccc.wy.edu](mailto:lifeEnrichment@lccc.wy.edu)

**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  
Outreach and Workforce Development

**Spring 2022 Career Training**

January 2022

Certified Medical Assistant

Certified Pharmacy Technician

Administrative Support Specialist



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

