

# 2022 SUMMER 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.

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

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

Gift



CERTIFICATE

Give  
the  
perfect  
gift!

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

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

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**LOCATION ABBREVIATIONS**

LCCC – 1400 E. College Drive, Cheyenne  
BT ..... Business Technology  
CCI ... Center for Conferences & Institutes  
CT ..... Career & Technical Building  
FA ..... Fine Arts  
PF ..... Pathfinder Building  
TC ..... The Training Center  
ZOOM .... Online Conference Application

**We appreciate  
your feedback.  
Please take a moment to  
complete an online survey  
about your class.**  
[lccc.wy.edu/lesurvey](http://lccc.wy.edu/lesurvey)

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

**REGISTRATION NOW OPEN**

Laramie County Community College

**Summer  
Youth  
Programs**

**Join us for a fun  
filled summer.  
Pick the weeks you  
want to attend.**

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



**CHANTICLEER**

*"The world's reigning male chorus." - New Yorker*

**May 1, 2022 | 7 p.m.**  
Laramie County Community College | Surbrugg/Prentice Auditorium  
Cheyenne, Wyoming

**Masks encouraged  
Tickets \$30  
For tickets and questions call 307.778.1110**





# A to Z

## and Everything in Between

### Cooking From Your Garden

The primary focus is to offer “healthier eating” options to help participants develop their cooking skills with hands-on training. Each class includes hands on learning and ends with sharing the meal prepared. Participants will receive recipe packets to use in class and take home. Chef instruction on recipes, knife skills and cooking techniques. All food, cooking tools and other equipment provided. All ages are welcome. However, students under 15 must be registered with an adult. Instructor specializes in allergen diets (gluten-free, dairy-free vegan, vegetarian, sugar-free, etc.).

<b>LIFE 2057.600</b>	F	07:00PM-09:00PM	PF 417
Sessions: 5	\$124	06/03/22-07/15/22	Petrina Peart
No class July 1.			

### 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. In this class, the topics of physical, spiritual and mental health will be addressed. William Bridges work in his book, “Transitions” will be referred to throughout the class. 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 together! \*PLEASE FEEL FREE TO JOIN US EVEN IF RETIREMENT DOES NOT APPLY TO YOU. THE TOPIC OF TRANSITION AND LIFE CHANGES CAN BE GENERALIZED TO ANY LIFE CHANGE.

<b>LIFE 1984.600</b>	Th	05:15PM-06:30PM	CCI 121
Sessions: 5	\$72	08/04/22-09/01/22	Betsy Collar

### Driver's Education

The driver’s education course is a program consisting of 30 classroom hours, six hours of in-car instruction (outside of classroom hours) and six hours of observation as set forth by the Wyoming State Department of Education. The course meets the basic requirements of the Wyoming Department of Transportation. REQUIREMENTS: (1) one parent must attend the first ½ hour to hour of the first class (for those students under 18); (2) student must have their driving permit prior to registration; (3) student must provide their own licensed and insured vehicle for the one-on-one driving portion of the class and; (4) attendance is required at each class for the certificate to be issued. Students who do not successfully complete the course may be eligible for additional 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>	MTW	05:15PM-8:30PM	CCI 143
Sessions: 9	\$313	06/06/22-06/22/22	Brain Kozak

### Gardening Success

New to Cheyenne, just purchased a place in the country or wondering why things aren’t going right? Gardening in Laramie County can be challenging on a good year. From helping your soil, water concerns, irrigation techniques, vegetable garden planning, growing tomatoes to trees we will cover all this and more.

<b>LIFE 1988.600</b>	Sa	10:00AM-12:00PM	PF 409
Session: 1	\$24	06/04/22	Catherine Wissner
<b>LIFE 1988.601</b>	T	06:30PM-08:30PM	PF 409
Session: 1	\$24	06/07/22	Catherine Wissner

online  
REGISTRATION  
OPENS APRIL 19  
[lccc.wy.edu/enrichment](http://lccc.wy.edu/enrichment)

### 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>	MW	06:00PM-08:00PM	FA 114
Sessions: 5	\$82	06/01/22-06/15/22	J O’Brien

## Arts & Crafting

### Drawing Basics

Learn the basics of drawing. This course will consist of introductions to shape, form, placement, light and color will be taught starting with the basic concept of line drawing. By the end of the 13 weeks, students will come away with a completed basic drawing and the initial skills on how to create a 3-dimensional representation on a flat, 1-dimensional platform. Students will need to purchase supplies. A supply list will be provided at registration.

<b>LIFE 2048.600</b>	T	06:00PM-08:00PM	TC 123
Sessions: 13	\$130	05/31/22-08/30/22	Pamela Hickman
No class July 5.			

### 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. 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, & 10, One ball of #10 thread (white), One set of basic tatting needles size #3, 5 & 8, and one set of large eyed sharp tipped sewing needles.

<b>LIFE 1994.600</b>	Sa	03:30PM-04:30PM	CCI 143
Sessions: 12	\$120	06/04/22-08/27/22	Pamela Hickman
No class July 2.			

### 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	02:00PM-03:00PM	CCI 143
Sessions: 11	\$135	06/04/22-08/27/22	Pamela Hickman
No class July 2 or 23.			

### Metalsmithing for the Hobbyist

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

<b>LIFE 2054.600</b>	T	05:30PM-08:30PM	FA 144
Sessions: 13	\$266	05/31/22-08/30/22	Noah O’Brien
No class June 14.			

### Painting Fundamentals

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

<b>LIFE 2053.600</b>	W	06:00PM-08:00PM	FA 126
Sessions: 8	\$194	06/01/22-07/20/22	James Overstreet

# Dog Training

## Mind Your Manners

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

<b>LIFE 1023.600</b>	Sa	12:00PM-02:30PM	ZOOM
	Sa	11:00AM-12:30PM	CT 126
Sessions: 7	\$135	06/04/22-07/16/22	Cathy Anderson
<b>LIFE 1023.601</b>	Sa	12:00PM-02:30PM	ZOOM
	Sa	12:45PM-02:15PM	CT 126
Sessions: 7	\$135	06/04/22-07/16/22	Cathy Anderson

# Financial

## Gun Trusts

Each and every asset of our estate raises specific considerations and firearms are no different. Firearms are unique assets in terms of estate planning, in part due to their regulation under both state and federal law which subsequently impact and present unique estate planning decisions. In this class, you will learn how firearms impact your existing estate plan and how a gun trust could help you reach your planning goals.

<b>LIFE 2056.600</b>	MW	12:00PM-01:00PM	CCI 123
Sessions: 2	\$14	07/11/22-07/13/22	John Fritz

## Home Buying Basics

Are you tired of renting or has it been several years since you purchased a home? This class will help you navigate the home loan process from credit scores to closing costs and everything in between. We will also discuss the refinance process and how you might lower your monthly payment or pull cash out of the equity in your current home.

<b>LIFE 2052.600</b>	TW	05:30PM-07:00PM	BT 106
Sessions: 2	\$18	06/07/22-06/08/22	Kelsey Escobedo

## 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	BT 106
Session: 1	\$17	06/06/22	Charlie Simineo

## Medigap and Long Term Care Insurance

What's the difference between a Medigap policy and Supplemental Medicare policy? What is the best time to buy a Medigap or a Supplemental Medicare policy? What does the alphabet have to do with a Medigap policy? Why should I care about the deductibles in Medicare Part A and Part B? Does that mean anything to me? I have to pay them anyway! The second hour of the class will be spent on long term care insurance. We will define terms frequently used, the length of time long term care policies pay and how you know what they pay for. Additionally, we will find out where and when you should buy them. For maximum understanding it is recommended that you take the Medicare Basics class.

<b>LIFE 1297.600</b>	M	06:30PM-08:30PM	CCI 123
Session: 1	\$17	06/20/22	Charlie Simineo

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

## Understanding Medicare Drug Programs

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

<b>LIFE 1970.600</b>	M	06:30PM-08:30PM	CCI 123
Session: 1	\$17	06/13/22	Charlie Simineo

# Fitness

## Dragon's Den TaeKwon-Do

Traditional Korean TaeKwon-Do is taught in this class. This involves blocking, kicking, punching and dodging. Board and brick breaking techniques will be demonstrated but these techniques are not required for beginning students. Classes will consist of fundamental warm-ups and beginning exercises as well as teachings in beginning self defense, grabs and releases and pressure points. Students should come to class each night with loose fitting comfortable clothes.

<b>LIFE 2058.600</b>	MW	06:15PM-07:15PM	TC 112
Sessions: 22	\$282	06/01/22-08/31/22	Jeremiah Feser
No Class 6/27, 6/29, 7/4, 7/6, 7/27			

## Relaxation, Stretching and Balance Through Tai Chi

This class is designed for seniors interested in stretching, and improving their balance by practicing the Tai Chi posture, walk and simple Tai Chi movements.

<b>LIFE 2051.600</b>	MW	08:30AM-09:30AM	TC 123
Sessions: 9	\$77	06/01/22-06/29/22	Michele Schmidt
<b>LIFE 2051.601</b>	MW	08:30AM-09:30AM	TC 123
Sessions: 9	\$77	07/18/22-08/17/22	Michele Schmidt

## Wu-Style Tai Chi

This class focuses on individual postures and push hands practice. Tai Chi may offer many health benefits to its practitioners such as relaxation, stretching, and better balance.

<b>LIFE 2055.600</b>	TTh	06:00PM-07:00PM	TC 112
Sessions: 9	\$77	06/02/22-06/30/22	Michele Schmidt
<b>LIFE 2055.601</b>	TTh	06:00PM-07:00PM	TC 112
Sessions: 9	\$77	07/12/22-08/09/22	Michele Schmidt

# Language

## Conversational French 1

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

<b>LIFE 1839.600</b>	W	05:30PM-06:45PM	BT 112
Sessions: 10	\$142	06/01/22-08/10/22	Dennis Dicampoli

## Conversational Spanish 1

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

<b>LIFE 1554.600</b>	M	05:30PM-06:45PM	BT 112
Sessions: 10	\$142	06/06/22-08/15/22	Dennis Dicampoli



Hablemos

Calling all Spanish speakers! Join native speaker Erika Skinner as she leads guided group discussions in Spanish to improve your language skills or just take the rust off. This intermediate to advanced level class is for people who have previous experience speaking Spanish. Unete a la diversion.

LIFE 2049.600      T      05:30PM-07:00PM      BT 103  
Sessions: 5      \$82      05/31/22-06/28/22      Erika Espana Skinner

Practical Italian 1

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

LIFE 1838.600      T      05:30PM-06:45PM      BT 112  
Sessions: 10      \$143      05/31/22-08/02/22      Dennis Dicampli

Registration opens **April 19**



DRIVER  
SIMULATOR

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

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

Online Learning

Mastering Your Digital SLR Camera

Take control of your digital SLR camera. In this course, you will break through the technology barrier and learn how to use your DSLR to take beautiful photos.

You will start out by learning about the many features and controls of your DSLR and look at the lenses you need for the kind of photography you enjoy. Next, you will learn about metering, exposure compensation, managing aperture, shutter speed, and ISO. You will find out how to use these features to get the right exposure for every shot. Then turn your attention to flash photography, managing camera controls, photo files, and even working in manual mode. With these skills, you will be able to take your photography to the next level.

By the end of this course, you will be a DSLR master and will be able to take the photos you've always dreamed of.

Cost: \$89      Location: online      [ed2go.com/larcoco](http://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](http://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](http://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](http://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](http://ed2go.com/larcoco)  
Days and Times: start date is middle of each month, 6-week class

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School of Outreach &  
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April 26, 2022 – 4-6 pm

Center for Conferences & Institute, Room 130

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

## WORKFORCE TRAINING AT A GLANCE . . .

COURSE TITLE	SECTION CODE	DAY	DATE	TIME	LOCATION	COST	INSTRUCTOR	PAGE
COMPUTER APPLICATIONS TRAINING								
Administrative Support Special	BTWD 0215.540	Th	06/30/22-08/25/22	08:00AM-12:00PM	TC 103	\$2,200	Janice Cheever Rhonda Priest	8
MS Access Advanced	BTWD 0610.600	W	08/03/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	8
MS Access Basic	BTWD 0603.600	W	06/08/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	8
MS Access Intermediate	BTWD 0605.600	W	07/06/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	8
MS Excel Advanced	BTWD 0609.600	W	08/10/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	8
MS Excel Basic	BTWD 0601.600	T	05/31/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	8
MS Excel Intermediate	BTWD 0607.600	W	07/13/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	8
MS Word Advanced	BTWD 0608.600	W	08/17/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	8
MS Word Basic	BTWD 0602.600	W	06/22/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	8
MS Word Intermediate	BTWD 0604.600	W	07/20/22	09:00AM-04:00PM	TC 103	\$129	Janice Cheever	8
QuickBooks Online Software	BTWD 0677.500	TW	08/23/22-08/24/22	09:00AM-03:00PM	ZOOM	\$258	Janice Cheever	8
Smartsheet	BTWD 0674.600	W	06/29/22	09:00AM-12:00PM	TC 103	\$79	Janice Cheever	8
CPR, FIRST AID AND EMERGENCY SERVICES								
CPR and First Aid	EMTN 4010.600	F	06/03/22	09:00AM-03:00PM	TC 115	\$99	Jason Evans	9
	EMTN 4010.601	F	06/17/22	09:00AM-03:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.602	F	07/01/22	09:00AM-03:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.603	F	07/15/22	09:00AM-03:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.604	F	07/29/22	09:00AM-03:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.605	F	08/12/22	09:00AM-03:00PM	TC 115	\$99	Jason Evans	
	EMTN 4010.606	F	08/26/22	09:00AM-03:00PM	TC 115	\$99	Jason Evans	
CPR for Healthcare Providers	EMTN 4015.600	F	06/10/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	9
	EMTN 4015.601	F	06/24/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.602	F	07/08/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.603	F	07/22/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.604	F	08/05/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
	EMTN 4015.605	F	08/19/22	09:00AM-01:00PM	TC 115	\$79	Frances Phelps	
LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT								
Ace Behavioral Interviews	BTWD 0694.800	W	06/22/22	11:00AM-01:00PM	ZOOM	\$49	Rhonda Priest	9
Adapting to Change	BTWD 0036.600	Th	07/14/22	08:00AM-12:00PM	TC 112	\$139	Melissa Martin	9
Better Business Writing	BTWD 0708.600	T	06/28/22	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	9
Bridges Out of Poverty 4-HOUR	BTWD 0684.600	T	06/28/22	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	9
Coaching Achieve Full Potentia	BTWD 0695.600	Th	06/30/22	01:00PM-05:00PM	TC 112	\$99	Michelle Keehnen	9
Communicating for Leadership	BTWD 0405.600	Th	06/02/22	01:00PM-05:00PM	TC 112	\$99	Michelle Keehnen	9
Conducting Stay Interviews	BTWD 0718.800	W	06/01/22	11:00AM-01:00PM	ZOOM	\$49	Rhonda Priest	9
Critical Thinking Skills	BTWD 0670.600	T	07/19/22	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	9
De-Escalating Emotions	BTWD 0594.800	W	07/13/22	11:00AM-01:00PM	ZOOM	\$49	Monica Puente	9
Discover Conflict Style	BTWD 0693.800	W	07/20/22	11:00AM-01:00PM	ZOOM	\$49	Michelle Keehnen	9
Enhancing Customer Service	BTWD 0699.600	Th	06/23/22	01:00PM-05:00PM	TC 112	\$99	Michelle Keehnen	9
Exploring Leader in You	BTWD 0706.600	T	07/12/22	08:00AM-12:00PM	TC 120	\$99	Monica Puente	9
Generations in the Workplace	BTWD 0136.600	Th	06/02/22	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	9
	BTWD 0136.601	Th	08/04/22	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	
Hire the Right People	BTWD 0717.600	T	06/21/22	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	9
	BTWD 0717.601	T	08/02/22	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	
Influencing Others	BTWD 0056.600	T	06/21/22	08:00AM-12:00PM	TC 112	\$99	Monica Puente	9
	BTWD 0056.601	T	08/02/22	08:00AM-12:00PM	TC 112	\$99	Monica Puente	
Intentional Listening	BTWD 0624.800	W	06/29/22	11:00AM-01:00PM	ZOOM	\$49	Melissa Martin	9
Leading From a Distance	BTWD 0709.600	T	07/12/22	01:00PM-05:00PM	TC 120	\$99	Melissa Martin	10
Leading Others Through Change	BTWD 0692.600	Th	06/30/22	08:00AM-12:00PM	TC 112	\$99	Melissa Martin	10
Manage Emotional Intelligence	BTWD 0697.600	Th	07/14/22	01:00PM-05:00PM	TC 112	\$99	Rhonda Priest	10
Managing Customer Expectations	BTWD 0720.800	W	08/10/22	11:00AM-01:00PM	ZOOM	\$49	Monica Puente	10
Managing Time Digital World	BTWD 0690.800	W	06/08/22	11:00AM-01:00PM	ZOOM	\$49	Michelle Keehnen	10
New Supervisor Training	BTWD 0563.600	Th	07/07/22	08:00AM-05:00PM	TC 112	\$199	Monica Puente	10
Preparing for Change	BTWD 0721.800	W	07/06/22	11:00AM-01:00PM	ZOOM	\$49	Melissa Martin	10
Presentation Basics	BTWD 0689.800	W	08/03/22	11:00AM-01:00PM	ZOOM	\$49	Michelle Keehnen	10
Resume Quick Tips	BTWD 0688.800	W	06/15/22	11:00AM-01:00PM	ZOOM	\$49	Rhonda Priest	10

OSHA, SAFETY AND REGULATORY								
OSHA 10-Hour Construction	OSHA 0094.600	TW	07/12/22-07/13/22	08:00AM-05:00PM	TC 112	\$199	Jason Evans	10
OSHA 10-Hour General Industry	OSHA 0082.600	TW	06/07/22-06/08/22	08:00AM-05:00PM	TC 120	\$199	Jason Evans	10
TECHNICAL TRAINING								
Certified Fiber Optic Splicing	BTWD 0247.600	SaSu	07/02/22-07/03/22	08:00AM-05:00PM	TBA	\$795	Staff	10
Certified Fiber Optics Special	BTWD 0159.600	ThF	06/30/22-07/01/22	08:00AM-05:00PM	TBA	\$795	Staff	10
Certified Fiber Optics Tech	BTWD 0158.600	MTW	06/27/22-06/29/22	08:00AM-05:00PM	TBA	\$895	Staff	10

## DESCRIPTIONS

See Pages 8 and 9 for dates and times.

### COMPUTER APPLICATIONS TRAINING

#### Administrative Support Special

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.

#### MS Access Advanced

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

#### MS Access Basic

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

#### MS Access Intermediate

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

#### MS Excel Advanced

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

#### MS Excel Basic

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

#### MS Excel Intermediate

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

#### MS Word Advanced

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

#### MS Word Basic

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

#### MS Word Intermediate

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

#### QuickBooks Online Software

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

#### Smartsheet

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

## Microsoft® Office Specialist (MOS) Certification Training

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

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



Microsoft is a trademark of the Microsoft group of companies.

## CPR, FIRST AID AND EMERGENCY SERVICES

### CPR and First Aid

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

### CPR for Healthcare Providers

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

## LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT

### 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.

### Better Business Writing

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

### Bridges Out of Poverty 4-HOUR

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

### Coaching to 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.

### Conducting Stay Interviews

In response to mass resignations, savvy employers are using stay interviews to solicit employee insights to understand why employees stay with an organization and what might cause them to leave. Learn the key components of stay interviews and why implementing a structured, yet casual, conversation may be the strategy that you need to retain your high-performing employees.

### Critical Thinking Skills

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

### 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.

### 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.

### 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.

### Hiring the Right People

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.

### Influencing Others

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

### Intentional Listening

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

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WORKFORCE & PROFESSIONAL DEVELOPMENT

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### 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.

### Managing 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 Customer Expectations

Unmet customer expectations are the root of negative customer experiences. Understand the three types of customer experiences, the importance of meeting customers' emotional needs, how to anticipate customer expectations, and strategies to better meet their needs.

### 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.

### New Supervisor Training

Transitioning from employee to supervisor is one of the biggest career moves. Embrace your new role as you are introduced to essential skills in five key areas: promoting communication, guiding work, leading the workforce, coaching employee performance, and developing self during this one-day workshop.

### Preparing for Change

Change is inevitable, but preparing for both expected and unexpected change effects how quickly we adapt and thrive. Learn proven strategies to apply when you know change is coming.

### Presentation Basics

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

### Resume Quick Tips

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

REGISTER  
EARLY

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## 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

## TECHNICAL TRAINING

### 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.

### Certified Fiber Optics Special

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

### Certified Fiber Optics Tech

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

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

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





### Classes offered:

- OSHA 10
- Forklift
- OSHA 30
- Confined Space

To register, contact

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



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### LARAMIE COUNTY COMMUNITY COLLEGE OUTREACH & WORKFORCE DEVELOPMENT

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- 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.

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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.



WORKFORCE & PROFESSIONAL DEVELOPMENT



# 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)

307.778.4381

WORKFORCE & PROFESSIONAL DEVELOPMENT



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

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



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.





*Outreach and Workforce Development*

## CONSTRUCTION & TRADES CERTIFICATIONS

Get certified in high demand construction/trade careers in 8 weeks or less.

\*Grant funding may be available to qualifying students.

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

**NCCER Core Construction**  
October 2022

**Certified Fiber Optics Technician**  
June 2022

**Certified Fiber Optics Specialist**  
June 2022

**Certified Fiber Optics Splicing**  
June 2022

**OSHA 30**  
Ongoing

FOR MORE INFORMATION

**307.772.7351**

OR

**JMOYE@LCCC.WY.EDU**



*Outreach and Workforce Development*

## MEDICAL CAREER TRAINING

Get certified in high demand medical careers in 16 weeks or less.

\*Grant funding may be available to qualifying students.

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

**Dental Assisting**  
August 2022

**Certified Pharmacy Technician**  
October 2022

**Certified Medical Assistant**  
September 2022

**Certified Phlebotomist**  
Coming Soon

**Microsoft Office Specialist Certifications**  
Ongoing

FOR MORE INFORMATION

**307.772.7351**

OR

**JMOYE@LCCC.WY.EDU**

307.778.4381

WORKFORCE & PROFESSIONAL DEVELOPMENT



## 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

#### Gardening for Success

Gardening in Wyoming can be challenging but not impossible. Grow a bumper crop of vegetables, have healthy trees and lawns, learn to make your own fertilizer and why this is better. Bring questions and samples of problems.

<b>LIFE 8027.750</b>	Th	06:30PM-08:30PM	ELCC
Sessions: 1	\$24	06/02/22	Catherine Wissner

#### 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>	Th	09:00AM-11:00AM	ELCC
Sessions: 1	\$22	06/02/22	Paulette Dunnam

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

### Adult Career and Education System (ACES)

#### Career Training Opportunities Are Available

Adult Education (AE) – Online

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 Fall: In person 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 14 for program descriptions.



Contact the Life Enrichment office at 778-1236 or [lifeEnrichment@lccc.wy.edu](mailto:lifeEnrichment@lccc.wy.edu) for more information



# UPCOMING EVENTS

**May 1, 2022 | 7 p.m. | CHANTICLEER**

In concert at the LCCC Surbrugg/Prentice Auditorium

Tickets \$30 – Call 307-778-1110

**June 6-10, 2022 | CLAY WATERCOLOR WORKSHOP**

with visiting artist Don Andrews

SOLD OUT – Join the waiting list 307-778-1110

**June 9, 2022 | 6 p.m. | CLAY WATERCOLOR WORKSHOP**

ARTIST'S DEMONSTRATION AND GALLERY RECEPTION

with visiting artist Don Andrews

LCCC Esther and John John Clay Fine Art Gallery

Free and open to the public



The Cultural & Community Enrichment Series at Laramie County Community College is a collection of annual events that invites community members from Laramie County and surrounding areas to join students at LCCC to hear from and engage with speakers, authors, business & industry leaders, artists, musicians, performers, and others at the top of their fields. These events are underwritten with endowed gifts from donors and managed through the LCCC Foundation. Each year, hundreds of LCCC students and community members learn from innovative and talented thinkers, leaders, and creators through Cultural & Community Enrichment Series events.

Follow us on Facebook (@lcccCCE) and at [lccc.wy.edu/culturalseries](https://lccc.wy.edu/culturalseries) for event announcements!





# TRADES & TECH

## Areas of Study

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

## Activities

- Skills-USA
- Future Tech
- Windsmith Club

— Scholarships Available! —

## Come tour!

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



# INFORMATION TECHNOLOGY

## Areas of Study

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

Earn Industry Certifications  
in a number of courses

## Activities

- NERDS
- Gaming Club

— Scholarships Available! —

## Come tour!

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





# AG&EQUINE

## Areas of Study

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

## Teams Activities

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

— Scholarships Available! —

## Come tour!

Call/Email for more information: 307.778.4335/JShockley@lccc.wy.edu



# 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?

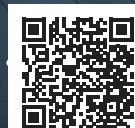
- US Bureau of Labor Statistics projects 8% growth in finance careers
- US Bureau of Labor Statistics estimates the mean wage for finance in Wyoming as \$72,530 per year
- Wide range of career options including banking, financial planning, and real estate



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)







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)





**LCCC Life Enrichment**  
*presents*  
**New York City**

**October 20-24, 2022**

**Information session:  
Tuesday, April 19, 2022, 6 p.m., ZOOM**

For more information or to RSVP

**307.778.1236**

**lifeEnrichment@lccc.wy.edu**

# CDL

## Training and Certification Testing

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

**First class starts January 10!**

Daytime and evening classes offered

**Call 307.778.4381  
for more information!**



*Outreach and Workforce Development*

### **ADMINISTRATIVE SUPPORT SPECIALIST**

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

Fall, Spring and Summer Classes.

\*Grant funding may be available to qualified students.

FOR MORE  
INFORMATION

**307.772.7351**

OR

**JMOYE@LCCC.WY.EDU**

#### **Certifications Earned**

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

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

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

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