

2023 FALL CLASS SCHEDULE

Outreach & Workforce Development

Life
Enrichment
Registration
opens

July 19



**LARAMIE COUNTY
COMMUNITY COLLEGE**
Cheyenne | Laramie | Online

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

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

General Course Information

Lifelong Learning

Since its inception, Laramie County Community College has provided educational services to varied populations within its service area. Noncredit continuing education courses are offered every semester through Outreach and Workforce Development, which include areas such as life enrichment, leadership and professional development training, career, and technical courses. These courses and programs are designed to stimulate students and improve their quality of life. Some offerings will encourage professional and academic progress and help develop creativity, and others will broaden a person’s scope and interests.

For a full list of classes go to lccc.wy.edu/Community.

For information call:

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

Accommodations

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

Nondiscrimination Statement

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

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

Errors and Cancellations

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

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

Students who wish to drop a class must do so no later than two business days prior to the start of the class.

Refunds

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

If campus has a long term closure, 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.

Guidelines

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

Policy on Children and Guests in Class

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

Emergency Closure

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

Disclaimer

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

<input type="checkbox"/> LIFE ENRICHMENT CLASSES Mail To: Laramie County Community College, CCI 109 1400 E. College Drive, Cheyenne, WY 82007		Fax: 307.778.1269 Ph: 307.778.1236 or 307.778.1134	Fax # of Pages:
<input type="checkbox"/> WORKFORCE TRAINING Mail To: Laramie County Community College, TC 117 1400 E. College Drive, Cheyenne, WY 82007		Fax: 307.432.1604 Ph: 307.778.4381	Fax # of Pages:
From: 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:	Expiration Date:
Signature:			
Please use this form to fax or mail in your registration. Fax Instructions: You may fax your registration by completing the registration form and using your Visa, MasterCard or Discover number and expiration date. Mailing Instructions: 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. NOTE: 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

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

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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
HS	Health Sciences Building
LCSD	Laramie County Sheriff's Department, 1910 Pioneer Ave.
TC	The Training Center
TEAMS	Online Conference Application

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DRIVER SIMULATOR

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

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



A to Z

and Everything in Between

DIY Planning Your Wyoming Wedding

This 8-week course is designed for people who are planning their own weddings and who may benefit from some expert guidance as they embark on the project. Each week, students will tackle one key component of planning a successful wedding while receiving practical tips from an experienced event planner and several wedding industry professionals. Topics include: setting a budget, understanding and negotiating contracts, creating a visual plan, catering and menu planning, coordinating and managing the big day. By the end of the course, students will have a better understanding of the wedding planning process, in what areas to best save money by doing it yourself versus hiring someone, and have completed plan for their own wedding with three useful documents: The Budget, The Timeline, and The Plan. Each registrant is welcome to bring 1 planning partner (no additional cost) to class each week. A planning binder (digital or physical) will be needed to organize your wedding plan. It is recommend that students take this class at least 6 months out from their wedding date.

LIFE 2100.600	F	06:00PM-08:00PM	CCI 123
Sessions: 8	\$117	09/15/23-11/03/23	Amber Holen

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. It is highly encouraged for students to have at least 10 hours of driving experience before class starts. There is optional simulator time available for interested registered driver's education students. Contact the Life Enrichment office for more details and to sign up for available slots. Students who do not successfully complete the course may be eligible for additional instruction time for a fee. For more information on this program, please see our website at lccc.wy.edu/lifeEnrichment.

LIFE 1096.600	TTh	05:30PM-08:30PM	CCI 143
	Sa	08:00AM-12:00PM	
Sessions: 9	\$313	9/19/23-10/7/23	David Harris
LIFE 1096.601	TTh	05:30PM-08:30PM	CCI 143
	Sa	08:00AM-12:00PM	
Sessions: 9	\$313	10/31/23-11/18/23	David Harris

Immigration 101 in the Cowboy State

People from around the world come to Wyoming to vacation, pursue higher education, work, and/or live. Whether coming here for work or pleasure, an understanding of US immigration laws is a must. Learn about the US immigration system, the difference between non-immigrant and immigrant visas, the most common visas people seek out and how visas and family-based immigration allow people from around the world visit, learn, work and live in our great state.

LIFE 2059.600	W	12:00PM-01:00PM	CCI 123
Session: 1	\$11	10/11/23	Christine Jordan

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Immigration: Family-Based Immigration Petitions

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

LIFE 2061.600	W	12:00PM-01:00PM	CCI 123
Session: 1	\$11	10/18/23	Christine Jordan

Podcast Recording – Record Like a Pro

Time to start a podcast? We'll be learning how to make a great podcast recording. From microphone choice (hint, online resources will lead you astray), to where to record, to a brief moment and how to make it sound good. You will be armed with the information to sound great for your new venture. Taught by an industry veteran involved in over 50 million downloads, you'll be able to get the answers you need to make your podcast explode.

LIFE 2099.600	W	05:30PM-07:00PM	CCI 123
Session: 1	\$22	9/6/23	Toby Lyles

Understanding Cultural Differences

Building on discussions and sharing from previous sessions, join us as we come together to understand cultural differences experienced in Cheyenne and through out our nation. Enjoy an optional potluck of different cultural foods. All welcome to attend.

LIFE 2069.600	T	06:30PM-08:00PM	CCI 130
Sessions: 2	Free	10/17/23-10/24/23	Dr. Hilton McClendon

Arts & Crafting

Adult Pottery

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

LIFE 1781.600	T	06:00PM-09:00PM	FA 126
Sessions: 9	\$240	9/19/23-11/28/23	TJ Storer
No classes 10/17 or 11/21			

Basics of Drawing

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

LIFE 2048.600	T	06:00PM-08:00PM	TC 123
Sessions: 12	\$140	9/12/23-12/5/23	Pamela Hickman
No class 11/22			

Learn the ABCs of Crochet

Learn the basics of crocheting: identifying crochet language, learn to read a pattern and create a basic easy crochet project (granny square blanket, basic hat, or scarf). Come away with a sense of accomplishment and a basic project of your own. MATERIALS NEEDED: 1 – H (5.00 mm) hook. Practice yarn and an instruction manual will be provided. Yarn for in-class project and pattern selection will be discussed at the first class.

LIFE 1809.600	Sa	02:00PM-04:00PM	CCI 143
Sessions: 6	\$104	9/9/23-10/14/23	Pamela Hickman
LIFE 1809.601	Sa	02:00PM-04:00PM	CCI 143
Sessions: 6	\$104	10/21/23-12/2/23	Pamela Hickman

Register online at lccc.wy.edu/Enrichment

Metals Open Studio

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

LIFE 2046.600	W	03:30PM-07:30PM	FA 144
Sessions: 12	\$99	9/13/23-12/6/23	John Heller
No class 11/22			

Needle Felting

Learn to sculpt amazing objects like animals, birds, holiday ornaments, and more! You'll develop both 2D and 3D skills to create amazing artwork to decorate your home or give as gifts. We will work with loose wools and special felting needles. A fun class for all levels!

LIFE 2026.600	Sa	10:00AM-12:30PM	CCI 143
Sessions: 2	\$112	9/9/23-9/16/23	Carolyn Bender

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.

LIFE 2053.600	W	06:00PM-08:00PM	FA 130
Sessions: 8	\$196	9/6/23-10/25/23	James Overstreet

The Basics of Hand Pieced Quilting

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

LIFE 1960.600	Th	06:00PM-08:00PM	TC 112
Sessions: 13	\$140	9/7/23-12/7/23	Pamela Hickman
No class 11/23			

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. This class is for puppies aged 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 in-person class. As determined by the instructor, any dog that is not suitable for the group class environment may be asked to not continue training. NO DOGS FOR ORIENTATION CLASS. Class will meet the stated number of times within the published dates. A schedule will be given on the first day of class.

LIFE 1025.600	Sa	12:00PM-03:00PM	TEAMS
		10:30AM-12:00PM	CT 115
Sessions: 7	\$135	10/7/23-12/16/23	Cathy Anderson

Mind Your Manners

This class is designed to teach you how to teach your dog. You will learn how to teach basic house manners such as “sit,” “down,” “stay,” and walking on a loose leash. We will work on problem behaviors and learn some fun tricks. Dogs six months or older are welcome. All dogs are required to be current on vaccines including Rabies, Parvo and Bordetella (kennel cough). Bring proof of vaccinations first in-person class. As determined by the instructor, any dog that is not suitable for the group class environment may be asked to not continue training. NO DOGS FOR ORIENTATION CLASS. Class will meet the stated number of times within the published dates. A schedule will be given on the first day of class.

LIFE 1023.600	Sa	12:00PM-03:00PM	TEAMS
		12:15PM-01:45PM	CT 115
Sessions: 7	\$135	10/7/23-12/16/23	Cathy Anderson
LIFE 1023.601	Sa	12:00PM-03:00PM	TEAMS
		02:00PM-03:30PM	CT 115
Sessions: 7	\$135	10/7/23-12/16/23	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. Proof of vaccinations 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. Riders under the age of 18 must wear a helmet.

LIFE 2029.600	Su	08:00AM-10:00AM	ARENA 100
Sessions: 10	\$165	9/10/23-12/03/23	Becky Juschka

Mounted Tactics

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

LIFE 2019.600	Su	10:30AM-12:00PM	ARENA 100
Sessions: 10	\$165	9/10/23-12/03/23	Thomas Houghton

Ranch Horse Versatility Techniques

This class will focus on versatility ranch horse classes. Riders will work on various maneuvers that are necessary in reining, trail, ranch riding, and ranch pleasure. This class is intended for intermediate to advanced riders with your own horse. If it is determined that the rider, or horse, does not have the necessary skills for this course, they will not be able to continue. Prerequisite: Introduction to Riding Basics or Instructor approval. Proof of vaccinations either by vet note or proof of purchase will be required on the first day of class. Class will meet the published number of times within the published dates. A class schedule will be handed out on the first day of class.

LIFE 2078.600	Su	01:00PM-03:00PM	ARENA 100
Sessions: 6	\$164	09/24/23-11/19/23	Lanae McDonald

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

Financial

Medicare Basics

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

LIFE 1415.600 M 06:30PM-08:30PM CCI 123
Session: 1 \$17 10/16/23 Charlie Simoneo

Medicare: Understanding Medicare Drug Programs

How are drugs covered under Medicare? Do I need to have a drug plan? How do I sign up? Do I need to change the plan every year? I hear there is a penalty if I don't sign up. Is that right? If I am taking no drugs, why do I need to pick a plan? What does that even mean? How do I do it? Is it okay to use the same plan every year? I hear about Open Enrollment, what does that mean? If you have any of these questions, this class is for you.

LIFE 1970.600 M 06:30PM-08:30PM CCI 123
Session: 1 \$17 10/23/23 Charlie Simoneo

Medicare Advantage Plan, Long-term Care Insurance and Medigap Clarified

Medicare Advantage Plans are new to Wyoming. What are they? 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? Is a Medicare Advantage plan, or regular Medicare with a Supplemental plan, best for me? A portion of the class will be spent on long term care policies as well. 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.

LIFE 2077.600 M 06:30PM-08:30PM CCI 123
Session: 1 \$17 10/30/23 Charlie Simoneo

Retirement: Building a Retirement Income Plan

With retirement within sight, now's the time to figure out how to turn your savings and investments into a paycheck – so you can live comfortably and achieve your goals. The challenge is easier said than done and comes alongside fears of spending too much and not having enough later, or the worry of denying yourself. In this class, we will discuss how to design your retirement income strategy to maximize income and minimize taxes. We will cover the basics of social security, investment management and how taxes may impact your plan. Jess Ryan is a CERTIFIED FINANCIAL PLANNER(TM).

LIFE 1928.600 TTh 06:00PM-07:30PM CCI 123
Sessions: 2 \$18 9/19/23-9/21/23 Jess Ryan

Retirement: Pre-Retirement Planning – Getting Ready

If you're hoping to retire in the next 6 years, this is for you! You'll learn: when to retire; calculation of retirement income needs; tax consequences of withdrawing money from retirement plans; pension payout options; sources of income in retirement; when to take Social Security; investing for retirement; estate planning pitfalls; taxation of Social Security and retirement income; Medicare and health insurance, and more. Come with your questions as we get you prepared for retirement.

LIFE 2095.600 TTh 06:30PM-09:00PM CCI 124
Sessions: 2 \$18 9/19/23-09/21/23 Sandy Patrick

Taking the Mystery Out of Hiring a Financial Advisor

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

LIFE 2028.600 T 07:00PM-08:30PM CCI 123
Session: 1 \$17 9/26/23 Sandy Patrick
LIFE 2028.601 W 10:00AM-11:30AM CCI 123
Session: 1 \$17 9/27/23 Sandy Patrick

Estate Planning: Trusts and Estates – How to Best Prepare for Death, Incapacity and Save the Most Money

If wills, trusts, and probates have you going down a yellow brick road saying "oh my," join trusts and estates attorneys, Shaina A. Case and John P. Fritz, as they unravel the "why" behind estate planning and avoiding probate.

LIFE 2096.600 Th 12:00PM-01:00PM CCI 123
Session: 1 \$20 9/7/23 Shaina Case
LIFE 2096.601 Th 12:00PM-01:00PM CCI 123
Session: 1 \$20 9/28/23 Shaina Case

Estate Planning: Beneficiary Designations and Account Titling – When, Why, and How Often You Should Update

Estate planning and financial planning go hand in hand. Join trusts and estate attorney, Shaina A. Case, and Edward Jones advisor, Natalie Collins, as they discuss the importance of account titling and beneficiary designations and, more specifically, under what circumstances and how often beneficiary designations should be re-evaluated.

LIFE 2094.600 T 05:30PM-06:30PM CCI 123
Session: 1 \$14 10/3/23 Shaina Case
LIFE 2094.601 Th 12:00PM-01:00PM CCI 123
Session: 1 \$14 10/5/23 Shaina Case

Fitness

Taijiquan the Internal Martial Art

Taijiquan is an ancient Chinese Internal Martial Art. All Taiji postures have martial application, self defense techniques, therefore this class is taught as a Martial Art. These Martial applications are comprised of eight hand skills and Taiji principles and concepts. In this class, students will be introduced to four hand skills: peng, lu, ji, an and push hands skills.

LIFE 2088.600 MW 06:00PM-07:00PM CCI 121
Sessions: 20 \$151 9/11/23-11/15/23 Michele Schmidt

Mindfulness, Meditation and Mingling

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

LIFE 2063.600 Th 05:15PM-06:15PM CCI 124
Sessions: 6 \$119 9/14/23-10/26/23 Betsy Collar
No class 10/5

Tai Chi Push Hands

"Do not allow your opponent's force to work on your body. Rather, allow them to fall into emptiness." This clinic is an introduction to Tai Chi's hand skills and pushing exercises. Anyone interested may register and attend regardless of Tai Chi experience. Michele will lead you through four hand skills of Peng, Ji, Lu and An. Participants will have close contact with multiple training partners.

LIFE 2065.600 Sa 09:00AM-10:00AM TC 112
Sessions: 7 \$59 10/7/23-11/18/23 Michele Schmidt

Tai Chi Self-Defense and Martial Arts Skills for Young People

Designed for youth ages 11-14, students will learn basic Tai Chi skills and techniques. Tai Chi is an Ancient Chinese Internal Martial art, which uses the gentle way of defending oneself. Students will also learn a calming breathing exercise.

LIFE 2067.600	Sa	10:00AM-11:00AM	TC 112
Sessions: 12	\$59	10/7/23-11/18/23	Michele Schmidt

Hand Gun Safety

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 on all class days.** Students missing class days will be unable to continue with the course and will not receive a refund due to lack of attendance or outside the published course refund policy. Cosponsored by LCCC and the Sheriff's Department, the class will be held at the Laramie County Sheriff's Department, 1910 Pioneer Ave. No firearms shall be brought to the course. In order to participate in this course, class participants must pass a criminal background check run by the Sheriff's Department prior to the start of the course. Students must be a law-abiding resident of the United States, 21 years of age or older and agree to adhere to the LCCC student code of conduct while attending class.

LIFE 1523.600	Th	06:30PM-09:45PM	LCSD LOBBY
Sessions: 5	\$121	9/14/23-10/12/23	Pat Lewis

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. **Attendance is mandatory on all class days.** Students missing class days will be unable to continue with the course and will not receive a refund due to lack of attendance or outside the published course refund policy. 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, 21 years of age or older and agree to adhere to the LCCC student code of conduct while attending class.

LIFE 1039.600	Th	06:30PM-09:45PM	LCSD LOBBY
Sessions: 6	\$98	10/26/23-12/7/23	Pat Lewis

No class 11/23

online
REGISTRATION
OPENS JULY 19
lccc.wy.edu/enrichment

Language

Practical Spanish

This introductory Spanish course will teach you the language through speaking, writing, reading, and listening skills around topics related to everyday life experiences. Textbook is included.

LIFE 2097.600	M	05:30PM-06:45PM	BT 112
Sessions: 10	\$157	9/11/23-11/13/23	Dennis Dicampli

Practical Italian

This first level course will introduce you to the Italian language, covering the basic communicative tools that are useful for everyday interaction in speaking, reading, and writing in Italian. Textbook is included.

LIFE 1838.600	T	05:30PM-06:45PM	BT 112
Sessions: 10	\$157	9/5/23-11/7/23	Dennis Dicampli

Practical French

Participants will be introduced to the 4 language skills: listening, speaking, reading, and writing. You will learn to communicate in everyday situations through dialogues, presentations, and understanding written and spoken French. Textbook is included.

LIFE 2093.600	W	05:30PM-06:45PM	BT 112
Sessions: 10	\$157	9/6/23-11/8/23	Dennis Dicampli

Writing

Writing Boot Camp

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

LIFE 2023.600	Th	06:00PM-08:00PM	HS 104
Sessions: 4	\$245	9/7/23-9/28/23	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.

LIFE 2045.600	Th	06:00PM-08:00PM	HS 104
Sessions: 4	\$245	10/5/23-10/26/23	Mary Billiter

Ultimate Bootcamp for Writers 3.0

The Ultimate Bootcamp for Writers 3.0 offers three sessions that are longer in classroom time and commitment. Writers will hit the ground running with five submitted pages of their work in progress to the instructor before the first class begins. The Ultimate Bootcamp 3.0 will challenge writers to double-down on their writing and marketing. From finding an agent and drafting a submission packet, to the pros and cons of self-publishing, writers will leave with more developed, refined work.

LIFE 2098.600	Th	06:00PM-08:30PM	HS 104
Sessions: 3	\$215	11/2/23-11/16/23	Mary Billiter

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

lccc.wy.edu/lesurvey

Complete Your Continuing Education Hours ONLINE



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

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

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

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comfort of home!

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Please consult your
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Coordinator for continuing
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Over **50** Continuing Education Certified Online Courses!

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0713-01

Laramie County Community College

DIY PLANNING YOUR *Wyoming Wedding*

6-8 p.m. September 15-November 3, 2023

See Page 3 for additional details.



307.778.1236

LIFE ENRICHMENT IN CHEYENNE



Laramie County Community College Kids' College

SEEK Summer Educational Experiences for Kids

SAVE THE DATE

June 17-21
2024

**Looking for STEM and Art activities for your child?
Watch for the Youth Program Schedule arriving in
your mailbox in March of 2024.**

University of Wyoming

LARAMIE COUNTY EXTENSION



Community Interest

National Science Day

Join Laramie County 4-H in this year's science day activity.

10/24, 6pm, LCCC Pathfinder 409

Laramie County 4-H

Are you interested in joining 4-H?
Come learn what the program has to offer.

Intro to 4-H: 10/26, 6:30pm, LCCC Pathfinder 409

New Family: 11/28, 12/05, 6pm,

LCCC Pathfinder 409

Gingerbread House Contest

Showcase your decorating talents
at this fun competition.

12/14, 6pm, LCCC ANB Leadership Center

Upcoming Courses and Activities

Nutrition & Lifestyle

Healthy for Life

Make the commitment to be healthier and sign up today to learn how to shop, cook, and eat for a healthier you.

Thursdays, 6/15 - 8/3, 5:45pm, Online

Bonus Session: Using your Pressure Cooker for Beans & Rice, 8/24, 11am, LCCC Pathfinder 417

Laramie County Walks

Active living starts with a single step.

Join our guided low-impact walks to take that first step in living a more active life.

Thursdays, 6/8 - 6/29 & 7/13 - 8/3,

10-11:30am, Cheyenne;

Tuesdays, 8/1-8/29, 2-4pm

Curt Gowdy & Vedauwoo;

Tuesdays, 10/3 - 10/31, 12:15-12:45pm, Cheyenne

Cent\$ible Nutrition

CNP is a free, income-qualifying, cooking and nutrition education program that can help you cook and eat better for less money.

Call 307-633-4383

to see if you qualify.

Culinary & Baking

These fun and hands-on workshops will improve your skills in the kitchen.

Topics include:

Freeze Drying (9/20),

Pressure Cooking (10/22),

Canning (11/2 & 12/12),

Cookie Decorating (11/29), and

Bread Baking (TBD).

Sign up for one or all.

Check registration page for times, LCCC Pathfinder 417

Babysitting Certification

Learn what it takes to be a responsible, caring, trustworthy, competent, capable, and safe babysitter.

10/28, 9am, LCCC Pathfinder 409

**FOR MORE
INFORMATION OR
TO REGISTER
SCAN THE QR
CODE OR VISIT
THE WEBSITE.**



wyoextension.org/laramiecounty/events



NONCREDIT REGISTRATION INFORMATION

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

WORKFORCE TRAINING AT A GLANCE . . .

COURSE TITLE	SECTION CODE	DAY	DATE	TIME	LOCATION	COST	INSTRUCTOR	PAGE
COMPUTER APPLICATIONS TRAINING								
Administrative Support Specialist	BTWD 0215.560	T	9/19/23-11/14/23	08:00AM-12:00PM	TC 103	\$2,200	Janice Cheever	10
MS Access Level 1	BTWD 0745.600	W	10/4/23	09:00AM-04:00PM	TC 103	\$149	Janice Cheever	10
MS Access Level 2	BTWD 0746.600	W	11/8/23	09:00AM-04:00PM	TC 103	\$149	Janice Cheever	10
MS Access Level 3	BTWD 0747.600	W	12/13/23	09:00AM-04:00PM	TC 103	\$149	Janice Cheever	10
MS Excel Level 1	BTWD 0737.600	W	9/13/23	09:00AM-04:00PM	TC 103	\$149	Janice Cheever	10
	BTWD 0737.601	W	10/11/23	09:00AM-04:00PM				
	BTWD 0737.602	W	11/1/23	09:00AM-04:00PM				
MS Excel Level 2	BTWD 0741.600	W	11/15/23	09:00AM-04:00PM	TC 103	\$149	Janice Cheever	10
MS Excel Level 3	BTWD 0742.600	W	12/6/23	09:00AM-04:00PM	TC 103	\$149	Janice Cheever	10
MS Word Level 1	BTWD 0738.600	W	9/6/23	09:00AM-04:00PM	TC 103	\$149	Janice Cheever	10
MS Word Level 2	BTWD 0748.600	W	10/25/23	09:00AM-04:00PM	TC 103	\$149	Janice Cheever	11
MS Word Level 3	BTWD 0749.600	W	11/29/23	09:00AM-04:00PM	TC 103	\$149	Janice Cheever	11
QuickBooks Desktop	BTWD 0108.600	WTh	10/18/23-10/19/23	09:00AM-03:00PM	TC 103	\$258	Janice Cheever	11
QuickBooks Online Software	BTWD 0677.600	TTh	12/5/23-12/7/23	09:00AM-03:00PM	TC 103	\$258	Janice Cheever	11
Smartsheet	BTWD 0674.600	T	9/19/23	01:00PM-04:00PM	TC 103	\$99	Janice Cheever	11
CPR, FIRST AID AND EMERGENCY SERVICES								
CPR and First Aid	EMTN 4010.600	Th	9/14/23	06:00PM-09:00PM	TC 123	\$110	Ariel Schmitzer	11
	EMTN 4010.601	Th	9/28/23	06:00PM-09:00PM				
	EMTN 4010.602	Th	10/19/23	06:00PM-09:00PM				
	EMTN 4010.603	Th	11/2/23	06:00PM-09:00PM				
	EMTN 4010.604	Th	11/30/23	06:00PM-09:00PM				
	EMTN 4010.605	Th	12/14/23	06:00PM-09:00PM				
CPR for Healthcare Providers	EMTN 4015.600	F	9/1/23	09:00AM-12:00PM	TC 115	\$89	Frances Phelps	11
	EMTN 4015.601	F	9/15/23	09:00AM-12:00PM				
	EMTN 4015.602	F	9/29/23	09:00AM-12:00PM				
	EMTN 4015.603	F	10/20/23	09:00AM-12:00PM				
	EMTN 4015.604	F	11/3/23	09:00AM-12:00PM				
	EMTN 4015.605	F	11/17/23	09:00AM-12:00PM				
	EMTN 4015.606	F	12/1/23	09:00AM-12:00PM				
	EMTN 4015.607	F	12/15/23	09:00AM-12:00PM				
LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT								
Bridges Out of Poverty	BTWD 0684.600	Th	9/7/23	08:00AM-12:00PM	TC 112	\$109	Melissa Martin	11
	BTWD 0684.601	Th	11/30/23	08:00AM-12:00PM				
Business Writing Basics	BTWD 0538.600	T	10/17/23	01:00PM-05:00PM	TC 112	\$109	Lisa Will	11
	BTWD 0538.601	T	12/5/23	01:00PM-05:00PM	TC 123			
Critical Thinking Skills	BTWD 0670.600	W	9/13/23	01:00PM-05:00PM	TC 123	\$109	Lisa Will	11
Crucial Conversations	BTWD 0477.600	WTh	8/30/23-8/31/23	08:00AM-05:00PM	TC 112	\$450	Melissa Martin	11
	BTWD 0477.601	WTh	11/1/23-11/2/23	08:00AM-05:00PM	TC 120			
Customer Service	BTWD 0114.600	W	10/11/23	08:00AM-12:00PM	TC 123	\$109	Monica Puente	11
	BTWD 0114.601	T	12/12/23	08:00AM-12:00PM	TC 112			
Emotional Intelligence	BTWD 0217.600	W	9/6/23	01:00PM-05:00PM	TC 112	\$109	Lisa Will	11
	BTWD 0217.601	W	11/1/23	01:00PM-05:00PM				
Generations At Work	BTWD 0136.600	T	9/26/23	01:00PM-05:00PM	TC 112	\$109	Lisa Will	11
	BTWD 0136.601	T	11/14/23	01:00PM-05:00PM	TC 123			
Good Grammar a Refresher Course	BTWD 0611.600	Th	9/21/23	08:00AM-12:00PM	TC 112	\$109	Monica Puente	11
	BTWD 0611.601	W	11/1/23	08:00AM-12:00PM				
Human Resources for Managers	BTWD 0139.600	T	8/29/23	08:00AM-12:00PM	TC 123	\$109	Charlie Rando	11
	BTWD 0139.601	W	9/20/23	08:00AM-12:00PM	TC 112			
Identify Your Leadership Voice	BTWD 0751.600	W	9/6/23	08:00AM-12:00PM	TC 112	\$109	Monica Puente	11
	BTWD 0751.601	Th	11/9/23	08:00AM-12:00PM	TC 120			

New Supervisor Training	BTWD 0563.600	W	9/13/23	08:00AM-05:00PM	TC 112	\$218	Monica Puente	12
	BTWD 0563.601	T	11/14/23	08:00AM-05:00PM				
Unconscious Bias	BTWD 0580.600	W	10/25/23	08:00AM-12:00PM	TC 112	\$109	Lisa Will Melissa Martin	12
	BTWD 0580.601	W	12/13/23	01:00PM-05:00PM				
Certified Fiber Optics Technician Specialist	BTWD 0159.600	WTh	10/25/23-10/26/23	08:00AM-12:00PM	TBA	\$895	Staff	12
		Th	10/25/23-10/26/23	08:00AM-05:00PM				

DESCRIPTIONS

See Page 9 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.

MS Access Level 1

This course provides the basic concepts and skills to start using Microsoft Access 2019: How to navigate the Access interface, and how to create and modify tables, queries, forms, and reports. You will benefit most from this course if you want to gain a basic understanding of Access and be able to design and create simple tables, queries, forms, and reports. The course assumes you know how to use a computer, and that you're familiar with Microsoft Windows. It does not assume that you've used a different version of Access or another database system before.

MS Access Level 2

The course assumes you have completed Access Level 1, or you have equivalent skills in using Access. You will benefit most from this course if you want to be an advanced user of Access. This course provides the concepts and skills for how to create advanced queries, forms, and reports, how to create macros, and how to manage your databases. This course is intended for students who will be working with existing databases rather than building them from scratch.

MS Access Level 3

Students 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.


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.

Microsoft is a trademark of the Microsoft group of companies.



MS Excel Level 1

Excel Level 1 provides the basic concepts and skills students need to start being productive with Microsoft Excel: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel, or if they want to have a solid foundation for continuing on to become an Excel Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this courseware is a good place to start their preparation, but they will need to continue on to other courses to be fully prepared for either exam. The course assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before.

MS Excel Level 2

Excel Level 2 builds on the basic concepts and skills of our Level 1 course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. Students will benefit most from this course if they want to use Excel 2019 to perform real-world tasks such as rearranging and presenting complex data. The course assumes students know how to use a computer, that they're familiar with Microsoft Windows, and that they've taken the Level 1 course or have equivalent introductory experience with Excel.

MS Excel Level 3

Excel Level 3 builds on the concepts and skills of our Level 1 and Level 2 courses to provide advanced tools for solving real-world problems in Microsoft Excel: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros. Students will benefit most from this course if they want to use Excel to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks. The course assumes students know how to use a computer, that they're familiar with Microsoft Windows, and that they've taken the Level 1 and Level 2 courses or have equivalent introductory experience with Excel. The exercises are more detailed and complex than those in levels 1 and 2.

MS Word Level 1

Word Level 1 provides the basic concepts and skills to start being productive with Microsoft Word: how to create, format, and set up a document, and how to add graphics and tables. Students will benefit most from this course if they want to accomplish basic workplace tasks in Word, or if they want to have a solid foundation for continuing on to become Word Expert. If students intend to take a Microsoft Office Specialist or Expert exam for Word, this course is a good place to start preparation, but they will need to complete other courses to be fully prepared for either exam. The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows.

lccc.wy.edu/workforce

MS Word Level 2

This course will provide the concepts and skills to use some more advanced features of Microsoft Word, including enhanced formatting, references, editing, and sharing, and saving to various formats. Students will benefit most from this course if they want to accomplish advanced workplace tasks in Word. The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows and the basics of Microsoft Word.

MS Word Level 3

Word Level 3 is an instructor-led class that covers advanced skills for Microsoft Word power users: advanced formatting features, document management, references, data fields and sources, macros, and forms. Students will benefit most from this course if they want to build on fundamental Word skills to become a power user. This course assumes that students have completed Word Level 2 or have equivalent knowledge in the core skills of using Microsoft Word.

QuickBooks Desktop

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

QuickBooks Online Software

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

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

Bridges Out of Poverty

The Bridges Out of Poverty workshop increases participants’ understanding of economic class, the importance of the eleven resources, and the impact of hidden rules. This introductory workshop is designed for people who work for organizations or businesses that interact with individuals in poverty.

Business Writing Basics

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

Critical Thinking Skills

In today’s workplace it is essential that employees use critical thinking skills to make quick, confident decisions. This course introduces the components of critical thinking to increase creative and independent thinking, better decisions by problem solving systematically, and identifying the value of ideas to reach well-reasoned conclusions.

Crucial Conversations

Based on the bestselling Crucial Conversation book by Vital Smarts, this course teaches the practice and skills for having difficult conversations. Relationships are strengthened and intractable problems are resolved through conscious use of these techniques.

Customer Service

Customer-centric organizations prioritize the customer’s experience, but it does not magically happen without the proper training. This course empowers frontline employees to develop service delivery strategies that transform the customer experience by focusing on techniques to manage challenging customer situations, responding proactively to conflict, and creating mistake-proof processes to minimize customer frustration.

Emotional Intelligence

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

Generations At Work

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

Good Grammar a Refresher Course

Participants will improve their writing and communication skills through no-nonsense instruction in grammar and punctuation. Topics include parts of speech, subject-verb agreement, and commonly confused words.

Human Resources for Managers

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

Identify Your Leadership Voice

It is critical to identify the role communication plays in achieving our leadership goals. In this course we will explore the “voice” we use in verbal and written communication. Our “voice” elicits a response – positive or negative. This workshop will help participants develop skills to manage this essential tool through awareness and practical application.

Make Better Decisions with Critical Thinking

In today’s fast-paced workplace, decisions often must be made quickly, effectively, and without a doubt. When employees excel at critical thinking, they can assess all possible approaches to a problem and choose the best solution confidently and calmly.

New Supervisor Training

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

Sculpting the Leader in You

A leadership style is an intentional configuration of skills, traits, and competencies.) It is a combination of transformational influencing, communication, and team building. Today's leaders must possess a style that is compatible with a diverse workforce to lead through changing times. This full-day workshop is an immersion to develop and enrich successful leadership skills.

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.

TECHNICAL TRAINING

Certified Fiber Optics Technician

This introductory approximately 2½ 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. Note: The student must pass both the written and hands on exams to successfully pass this course. This course is recognized by The US Department of Labor and is sanctioned by the Fiber Optic Association (FOA). Along with chapter tests, class discussions, and substantial hands-on activities, the CFOT exam is given and graded at the end of the class. Students will demonstrate the ability to build, test, and troubleshoot a fiber optic LAN network.

Certified Fiber Optics Technician Specialist

This two day, approximately 12-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 comprehensive program explains the variety of testing standards, equipment and technological approaches used in fiber network testing and splicing and how to choose among them. This 85% hands on course explores the overall spectrum of testing and maintenance of singlemode fiber optics networks and provides a detailed overview and demonstration of various pieces of equipment used in testing and maintenance. Subject matter includes a detailed study of ANSI/TIA/EIA-526-(7)A, OTDR fundamentals and uses, OTDR vs. Insertion Loss Testing, Return Loss Testing, and Attenuation testing using the Power Source and Light Meter. This course is recognized by The US Department of Labor and is sanctioned by the Fiber Optic Association (FOA). Along with chapter tests, class discussions, and substantial hands-on activities, the Specialist Fiber Optics Certification Test (both written and practical) is given and graded at the end of the class. To receive FOA certification, students must pass both written and hands on exams. Students will receive a Certificate of Completion at the end of the program. Prerequisite: Fiber Optics Association (FOA) Certified Fiber Optics Technician (CFOT) Course. As of January 1, 2015, the student MUST have successfully passed the basic CFOT course within the preceding 12 months or have renewed their FOA membership within that time frame prior to attending the CFOS/T, CFOS/S, and/or the CFOS/O FOA Specialist courses. There are no exceptions.

Certified Fiber Optics Splicing Specialist

This two day, approximately 8-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. 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. The student will be responsible for successfully making and testing both mechanical and fusion splices. This course is recognized by The US Department of Labor and is sanctioned by the Fiber Optic Association (FOA). CFOS/S test is given and graded at the end of the class. Prerequisite: Fiber Optics Association (FOA) Certified Fiber Optics Technician (CFOT) Course. As of January 1, 2015, the student MUST have successfully passed the basic CFOT course within the preceding 12 months or have renewed their FOA membership within that time frame prior to attending the CFOS/T, CFOS/S, and/or the CFOS/O FOA Specialist courses offered.

Health & Safety Training



WORK SAFETY

Scan the QR code to register for the classes below or go to
<https://rmcoeh.continue.weber.edu/wconnect/>



OSHA 2225: Respiratory Protection, 08/28/23 -08/31/23, \$795
OSHA 510: OSHA Standards for the Construction Industry, 09/12/23 - 09/15/23, \$795
OSHA 3115: Fall Protection, 11/29/23 - 12/01/23, \$705

Prepare for Industry Certification Online!



Online Career Training Programs

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

Features:

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

Other Program Categories:

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

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

Laramie County Community College

Certified Administrative Professional

This course provides the information you'll need to know to sit for the Certified Administrative Professional (CAP) exam offered by the International Association of Administrative Professionals.

Executive Assistant

Train for a career as an executive assistant. You'll learn MBA-level business management skills and prepare for the Certified Administrative Professional (CAP) exam.

Certified Medical Administrative Assistant w/ Medical Terminology

You will learn the professional traits and responsibilities to become a vital part of the healthcare team in a medical office, clinic, hospital, and other healthcare settings. You will also prepare for the CMAA exam.

Medical Billing and Coding

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

Professional Bookkeeping with QuickBooks Online

Acquire the skills you need to make the most of QuickBooks Online. This course will help you understand how to get your business finances in order and save time with this powerful and useful tool. This course also serves as preparation for the certified user exam.

Certified Technical Writer

Examine the field of technical writing, learn how to write within any technical writing context, and develop your own portfolio. Students will also prepare for the Certified Professional Technical Communicator exam.

NASM Certified Personal Trainer and Exam Preparation

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

Certified Digital Marketing Professional

Learn search engine optimization, content marketing, social media marketing, mobile marketing, pay-per-click, and more.

Advertising and Outreach Specialist

Learn how to create advertising pieces for print and digital media. Learn to develop and execute all stages of an ad campaign, from writing copy to story-boarding.

Certified Legal Secretary

This program will help you gain the skills you need to begin work as a legal secretary and prepare for the Accredited Legal Professional certification exam through NALS the Association of Legal Professionals.

Child Development Associate

Learn the principles of child growth and development from birth through age five and how they align with the 8 Child Development Associate (CDA) competencies.

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

www.careertraining.ed2go.com/laramieccc/

307.778.4381



ADMINISTRATIVE SUPPORT SPECIALIST



September 19-November 14

Approximately 20 hours of course
work each week (4 hours in classroom)

\$2,200 (Partial funding may be available)

See Page 9 for time and location.

Call 307.778.4381
for more information or to register.

Laramie County Community College
& Visit Cheyenne

**CHEYENNE
AREA**

TOURISM
AMBASSADOR
PROGRAM

**BECOME A
CERTIFIED
TOURISM
AMBASSADOR**

MORE INFO AT CHEYENNE.ORG/CTA

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
- The Exam Lab offers the GED/schedule at ged.org

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

lccc.wy.edu/academics/services/adultEducation

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

CDL

Training and Certification Testing

Improve your driving skills with LCCC's CDL simulator.

Daytime and evening classes offered

Grant funding may be available to qualified applicants

**Call 307.778.4381
for more information!**



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.

\$3,399 per participant, all materials included

Registration now open for 2023/2024 Wyoming Certified Public Manager Program Cohorts.

For more information visit lccc.wy.edu/CPM

(Group discounts available for agencies enrolling 2+ students)

Outreach & Workforce Development
1400 E. College Dr., Cheyenne, WY 82007
307.778.4381 | DKaelin@lccc.wy.edu | lccc.wy.edu

START YOUR CAREER IN HEALTHCARE

**GAIN QUICK ENTRY INTO THE MEDICAL
PROFESSION. BECOME A CCMA IN AS
LITTLE AS 20 WEEKS.**

Classes held Spring and Fall Semesters

- 144 hours of classroom and hands-on lab instruction
- 60-90 hours of Clinical Externship at local healthcare providers
- Sit for the National Healthcareer (NHA) Certified Clinical Medical Assistant National Exam.

Grant funding may be available for qualified applicants

**scan to get
started**



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

Check out Page 14 for
 Adult Education and ESL classes

OTHER SERVICES OFFERED IN PINE BLUFFS:

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

Share Your passion and Teach

Contact the Life Enrichment office at
 307.778.1236 or
lifeEnrichment@lccc.wy.edu
 for more information

LIFE ENRICHMENT

Introduction to Drawing

This introductory drawing course will teach you the basics of shape, form, light, placement, shading and terminology. By the end of the course, students will have completed a composition that will give them the basic knowledge that creates the illusion of 3-Dimensional space on a 1-Dimensional canvas. Students will need to supply their own 8X11 sketch pad.

LIFE 8029.600	Th	12:30PM-02:30PM	ELCC
Sessions: 13	\$40	9/7/23-12/7/23	Pamela Hickman

Beginning Crochet

Learn the basics of crocheting: identifying crochet language, learn to read a pattern and create a basic easy crochet project (granny square blanket, basic hat, or scarf). Come away with a sense of accomplishment and a basic project of your own. MATERIALS NEEDED: 1 H (5.00 mm) hook. Practice yarn and an instruction manual will be provided. Yarn for in-class project and pattern selection will be discussed at the first class.

LIFE 8033.750	W	12:30PM-02:30PM	ELCC
Sessions: 6	\$25	9/6/23-10/11/23	Pamela Hickman
LIFE 8033.751	W	12:30PM-02:30PM	ELCC
Sessions: 6	\$25	10/18/23-11/29/23	Pamela Hickman

Zumba Gold

Zumba Gold is a low impact dance fitness class. Come move with us in a purposeful manner while respecting your bones and joints. Dance to music that is universally representative, with strong latin influences.

LIFE 8032.750	TTh	05:45PM-06:45PM	ELCC GYM
Sessions: 8	\$22	9/5/23-9/28/23	Lisa Williams
LIFE 8032.751	TTh	05:45PM-06:45PM	ELCC GYM
Sessions: 8	\$22	10/3/23-10/26/23	Lisa Williams
LIFE 8032.752	TTh	05:45PM-06:45PM	ELCC GYM
Sessions: 5	\$22	11/2/23-11/16/23	Lisa Williams

Zumba

Cardio dance fitness. Grace and rhythm not required, we will be moving with purpose for cardiac strength and endurance. The music will be universal with a focus on Latin rhythms.

LIFE 8003.750	MW	05:45PM-06:45PM	ELCC Gym
Sessions: 7	\$22	09/06/23-09/27/23	Lisa Williams/Donna Black
LIFE 8003.751	MW	05:45PM-06:45PM	ELCC Gym
Sessions: 9	\$22	10/02/23-10/30/23	Lisa Williams/Donna Black
LIFE 8003.752	MW	05:45PM-06:45PM	ELCC Gym
Sessions: 10	\$22	11/01/23-12/11/23	Lisa Williams/Donna Black
No class Nov. 20 or 22			



2023 LITERARY CONNECTION

presents **Shreve Stockton** and **Ben Mikaelson**

Thursday, October 5, 2023

5:30 p.m.

ANB Bank Leadership Center
1400 E College Dr, Cheyenne WY

Register at lccc.wy.edu/litcon or by calling 307-778-1110

**Tickets \$35 and include dinner, program,
and book-signing**



CULTURAL
& COMMUNITY
ENRICHMENT
SERIES
LITERARY CONNECTION

NOT SURE HOW YOU'LL **PAY FOR COLLEGE?**



AT LCCC, 90% OF OUR STUDENTS RECEIVE SOME FORM OF FINANCIAL AID OR SCHOLARSHIPS.

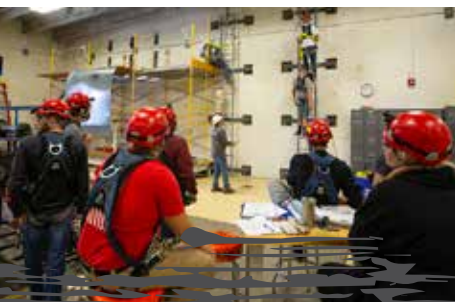
450+ DONOR SCHOLARSHIPS ARE AVAILABLE FROM THE LCCC FOUNDATION.

Whatever your interest area — whether that's STEM, health care, business, ag, trades and tech or the arts and humanities — you can find the right fit for you!
This year, the LCCC Foundation made 591 scholarship awards.

OVER \$950,000 AVAILABLE

With over \$950,000 available for scholarship awards in 2023-24, you can get in on the action!

Apply today! VISIT LCCC.WY.EDU/FINANCIALAID OR CALL 307.778.1265.



AREAS OF STUDY

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

ACTIVITIES

- Skills-USA | Compete on State and National Level

PROGRAM LENGTH

Credit Diploma Programs

- Complete in one or two semesters (9 months)
- Exclusively technical and "hands-on" courses

Associates Degree

- Two-year program
- Credit for prior learning available for industry professionals

CAREER OPTIONS

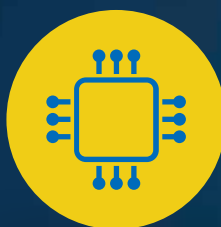
- High paying, high-demand jobs available in all program areas

**SCHOLARSHIPS
AVAILABLE**

Call 307.778.4360 or
email svanhorn@lccc.wy.edu



TAKE A TOUR! lccc.wy.edu/admissions



INFORMATION TECHNOLOGY

Areas of Study

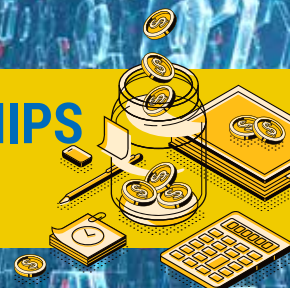
- Cybersecurity
- Datacenter
- Network Administration
- Virtualization
- Cloud Administration
- Telecommunications
- Data Analytics
- Applied Programming
- Network Infrastructure

*Earn Industry Certifications
in a number of courses*

Activities

- Gaming Club
- TEK Eagles

**SCHOLARSHIPS
AVAILABLE!**



Come tour!

Call/Email for more information:
307.432.1631 | DMcIntosh@lccc.wy.edu





AG&EQUINE



Come Tour!



Areas of Study

- Agriculture & Equine
- Agricultural Business
- Agriculture Production Technology
- Animal Science
- Equine Management
- Natural Resource Management

Teams Activities

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

— Scholarships Available! —

For more information contact Katie Shockley | 307.778.4335 | kShockley@lccc.wy.edu



Soar TO NEW HEIGHTS

WITH LARAMIE COUNTY COMMUNITY COLLEGE'S BACHELORS OF APPLIED SCIENCE DEGREE.

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

- Pair the BAS degree to any Associate degree from LCCC or other accredited institution
- Gain comprehensive business knowledge with a strategic management focus
- Students learn how to apply principles learned in class and how it directly affects their industry
- Program is available completely online
- Application open now for the Fall semester
- Scholarship & financial assistance available
- To learn more or apply visit: lccc.wy.edu/pathways/BAS



CONTACT LCCC FOR MORE INFORMATION:
CALL PROGRAM DIRECTOR JEFF SHMIDL AT 307.778.1343
OR EMAIL [JSHMIDL@LCCC.WY.EDU](mailto:jshmidl@lccc.wy.edu)

lccc.wy.edu



SPANISH IN WORKPLACE

CREDIT DIPLOMA

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

ENROLL TODAY!

GO TO: LCCC.WY.EDU/APPLY



**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 the week of January 23. Classes have rolling admission and no preregistration is required! Simply join us in the Music Rehearsal Studio (Fine Arts 139).

COLLEGIATE CHORALE

Mondays with Bethany Smith-Jacobs

WIND ENSEMBLE

Tuesdays with Dr. Frank Cook

JAZZ ENSEMBLE

Wednesdays with Dr. Frank Cook

CHAMBER ORCHESTRA

Thursdays with John Fritz

CHEYENNE BRASS BAND

Biweekly on Sundays with Nick Simons
& Dr. Frank Cook

Please note the Cheyenne Brass Band requires an audition.



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, or contact:

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

Melissa Gallant
307.778.1322 • mgallant@lccc.wy.edu

Bernadette Espinoza
307.778.1382 • bespinoz@lccc.wy.edu



LCCC Life Enrichment *presents*
The French Riviera
February 15-23, 2024

Information session: August 1, 2023, 5:30 PM via Zoom
call 307.778.1236 or email LifeEnrichment@lccc.wy.edu to have a link emailed to you.



Pharmacy Technician Training

- Classes starting Spring and Fall Semesters
- 12-week program covering dosages and the top drugs
- At the completion of the class sit for the CPhT certification through the National Healthcareer Association and qualify for your Wyoming Pharmacy Technician's Licence.

Grant funding may be available for qualified applicants



Scan to get started or find
out more information



CNC OPERATOR BOOTCAMP

September 11 - November 10

*Grant opportunities available
for those who qualify.*

For more information call **307.432.1687**
or email dcurry@lccc.wy.edu