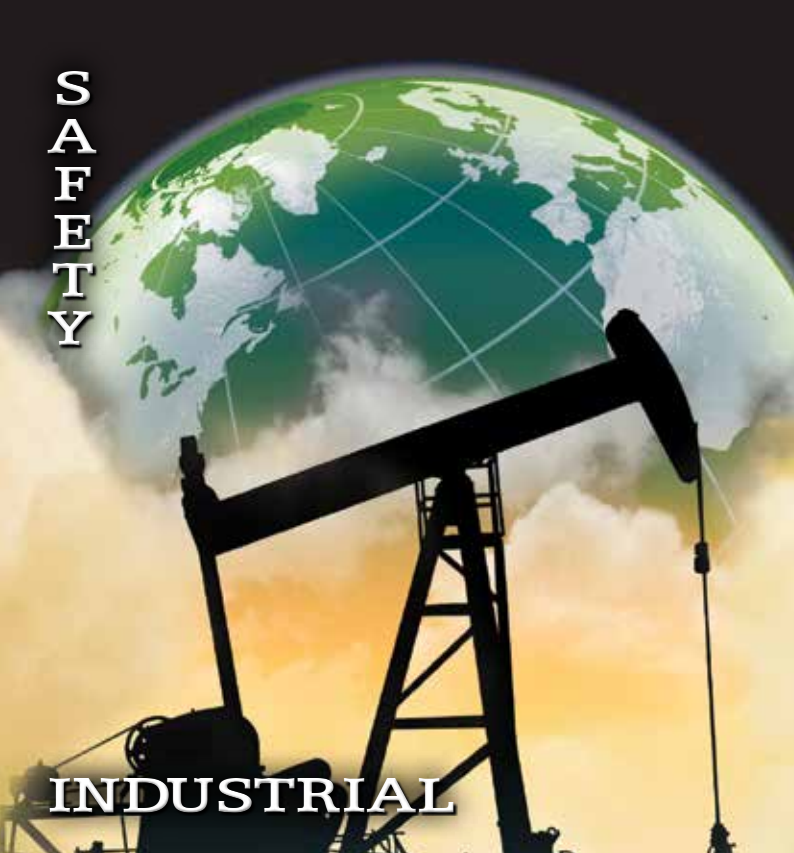


S
A
F
E
T
Y



I
N
D
U
S
T
R
I
A
L

C
O
M
P
U
T
E
R
S



LARAMIE COUNTY COMMUNITY COLLEGE

Outreach & Workforce Development

FALL 2014 SCHEDULE

"Your Training and Education Partner" lccc.wy.edu/workforce

L
E
A
D
E
R
S
H
I
P



P
R
O
F
E
S
S
I
O
N
A
L
D
E
V
E
L
O
P
M
E
N
T

L
I
F
E

E
N
R
I
C
H
M
E
N
T



Credit and Noncredit Course Registration

Lifelong Learning

Since its inception, Laramie County Community College has provided educational services to varied populations within its service area. A number of credit courses and noncredit continuing education courses are being offered this semester through Outreach and Workforce Development, which include areas such as: life enrichment, business training, career, technical and general education 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.

Students may register for credit courses by visiting lccc.wy.edu/workforce and noncredit courses by calling the following:

- Life Enrichment307.778.1236
or 307.778.1134
- Workforce & Professional
Development.307.778.4381
- Eastern Laramie
County Outreach Center307.245.3595
- OSHA307.778.4381
- Integrated Systems
Technology307.432.1687



Equal Opportunity for Participation

LCCC does not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status. The college complies with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the laws of Wyoming.

In keeping with the goals and requirements established in Section 504 of the Rehabilitation Act of 1973, Laramie County Community College does not discriminate against students with disabilities in its policies, programs, activities or services. Accordingly, equal opportunity for admission is extended to all people. Classes scheduled at senior resident centers are open to anyone, not just senior citizens. Life Enrichment classes are for residents 18 years of age and older, except those noted in the schedule.

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 that does not have sufficient enrollment to cover expenses. The decision to cancel is usually made two 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 days prior to the start of the class.

Refunds

Class cancellation100%
Withdrawal 48 business hours
before class begins100%
Withdrawal after class registration
closes No refund; payment required

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.) LCCC offers students 60 years of age and older the privilege of enrolling for credit courses at a cost of \$10 per credit hour. However, other fees such as labs, records, etc., must be paid. A grade point average of 2.0 or higher must be maintained to enroll for credit courses.
- The instructor or the program manager will notify (to the best of their ability) all students if a course is canceled.
- Anyone with an idea for a course is urged to contact Outreach & Workforce Development by calling 307.778.1236.

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 following media outlets as early as 6 a.m. for information: lccc.wy.edu, Radio stations KRAE 1480 AM, KFBC 1240 AM, KIGN 101.9 FM, KLEN 106.3 FM, KGAB 650 AM and KRRR 104.9 FM or TV stations KGWN CBS News Channel 5 or Channel 11.

Bookstore

To find information on textbooks specific to your credit class go to lccc.textbooktech.com

Lifelong Learning Inside front cover
Equal Opportunity for
Participation Inside front cover
Errors and Cancellations Inside front cover
Refunds 1
Guidelines 1
Emergency Closure..... 1
Bookstore..... 1
Registration Form..... 2
Life Enrichment.....3
**Workforce & Professional
Development.....20**
Emergency Services33
OSHA36
Adult Basic Education.....37
**Eastern Laramie County
Outreach Center.....38**
GEAR UP.....46
LCCC Campus Map.....Inside back cover

Looking for
CREDIT CLASSES?
go online to
lccc.wy.edu/academics/schedule

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.

LIFE ENRICHMENT CLASSES

Mail To: Laramie County Community College, LE Dept.
1400 E. College Drive, Cheyenne, WY 82007

Fax: 307.778.1269
Ph: 307.778.1236 or 307.778.1134

Fax # of Pages:

OUTREACH & WORKFORCE DEVELOPMENT

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:

Wk Ph:

Address:

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. **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.

CONTENTS

Credit and Noncredit	
Course Registration.....	Inside front cover
Registration Form	2

ARTS & CRAFTS

Felting Soap.....	4
Create an Evening Tea Floral Arrangement	4
Mason Jar Floral Chic	4
Create a Thanksgiving Centerpiece	4
Fresh Ideas for Holiday Decor.....	4
Digital Photography: Beginning Photography.....	5
Digital Photography: Camera Flash and Understanding Light	5
Sewing	5

BUSINESS AND PROFESSIONAL

eBay	6
Learning About Your iProduct (iPhone, iPad, iPod, Touch).....	6
Conversational Spanish I.....	6

CHILDREN

Harry Potter – Join Our Magical Science Tour.....	7
Zumba® Kids	7
Beginner Swimming.....	7
Water Aerobics for Kids.....	8

DANCE

Beginning Country Swing and Two Step, Level I.....	8
Introduction to Ballroom Dancing.....	8
Country Swing and Two-Step, Continued	8
Ballroom Dancing, Continued	8

FROM A-Z

Driver's Ed.....	9
Fun and Games on Horseback	9
Individual Instruction	9
What Is Your Horse Thinking?	9
Puppy ABC's & 123's	10
Mind Your Manners.....	10
Basic Pistol Class	10

LOCATION ABBREVIATIONS

LCCC — 1400 E. College Drive, Cheyenne

AG.....	LCCC Agriculture Building
AREN	LCCC Arena
B	LCCC Andrikopoulos Business Bldg.
CAS.....	Cheyenne Animal Shelter, 800 Southwest Dr.
CCI	LCCC Center for Conferences and Institutes
HS	LCCC Health Science Building
LCSD.....	Laramie County Sheriff's Department, 1910 Pioneer Ave.
PE	LCCC Physical Education Bldg.
TC.....	The Training Center at LCCC

GARDENING

Fabulous Fall Bulbs for Southeast Wyoming	10
Everything You Need to Know about Composting ..	10
Endure the Great Indoors – Grow Delightful Herbs ..	11
Grow Vegetables Indoors – Hydroponics for Beginners.....	11
Gardening Indoors – How to Grow Herbs and Houseplants in Cheyenne.....	11
Introduction to Landscaping Design and Construction	11
Overcoming Design Challenges for Small Landscape Spaces	11
Make It Rain Down on Me! Sprinkler Design and Installation Class	12
Preparing the Yard and Garden for Fall and Winter ..	12
Let's Grow – Fall Maintenance and Planning for Spring 2015 Yard and Garden Success	12
Plant Hospitality: Unlocking the Secrets to Improving Laramie County Soil.....	12
Very Merry Mini Holiday Garden.....	12

HEALTH FOR LIFE

Belly Dance Fitness	13
Adult Swimming Lessons	13

MENTAL HEALTH

Alzheimer's Disease: What you need to know!.....	13
--	----

SENIORS

Zumba Gold.....	13
Intermediate Tennis.....	14
Medicare Basics.....	14
Medicare Prescription Drug Plans – How to choose what is right for you!	14

WATER WORKOUTS

Deep Water Exercise.....	14
Coed Adult Water Workout.....	14
After-Work Coed Water Aerobics.....	15
Instructor-Facilitated Online Classes	17
Teachers	18

Arts & Crafts

FELTING ALPACA AND WOOL FIBERS

Felting Soap

We will take a simple bar of soap and turn it into a soap and washcloth all in one using alpaca and wool fibers. We will also learn to add simple designs using needle felting techniques. Felted soap has many benefits over a standard bar of soap and they also make great gifts. A \$10 supply fee will be due to the instructor at the class.

LIFE 1611.600	Sa	09:00AM-12:00PM	AG 119
Session: 1	\$15	09/06/14	Carolyn Bender
LIFE 1611.601	Sa	09:00AM-12:00PM	AG 119
Session: 1	\$15	10/18/14	Carolyn Bender
LIFE 1611.602	Sa	09:00AM-12:00PM	AG 119
Session: 1	\$15	11/08/14	Carolyn Bender

FLORAL DESIGN

Create an Evening Tea Floral Arrangement

Shake off some of the blahs and bring color and texture into your home. Participants will learn step-by-step floral techniques from a professional floral designer to brew the perfect pot of flowers . . . learn key techniques for creating a tea theme tablescape with special attention to color and flower type. Gather ideas to express your inner creativity and learn to work with various floral and natural materials. You will take your creation home! This is an awesome class for fun with the family or friends-any talent level welcome. Class fee includes all materials and instruction.

LIFE 1605.600	T	06:30PM-08:30PM	AG 119
Session: 1	\$40	09/30/14	Jeff Dyer

Mason Jar Floral Chic

Blow the fall blahs away and bring passion and excitement of flowers into your home. Participants will learn from a professional floral designer how to create a beautiful mix of flowers and foliage in a mason jar. We will be using items like ferns, roses, chrysanthemums and other flowers with burlap and lace for wrapping the jars. Gather ideas to express your inner creativity and learn to work with various floral and natural materials. You will take your creation home! This is an awesome class for fun with the family or friends. Any talent level welcome. Class fee includes all materials and instruction.

LIFE 1608.600	Th	06:30PM-08:30PM	AG 119
Session: 1	\$50	10/23/14	Jeff Dyer

Create a Thanksgiving Centerpiece

Obviously the turkey, pumpkin pie and side dishes are critical to Thanksgiving success. But don't forget a very important side dish for your dinner. Wow the crowd with a stunning floral design all your own this year! This class will feature a mix of harvest-colored flowers along with other perfect fall accessories. We'll be creating a low, lush, long-lasting design perfect for the dinner table. Your creation definitely will beat those last minute bunches of flowers grabbed from the grocery store! Classes are for all levels of skill. All floral materials, supplies and a container are included. Every arrangement is as unique as the designer who made it. This is a fun event for families and friends.

LIFE 1614.600	Su	01:30PM-03:45PM	AG 119
Session: 1	\$60	11/23/14	Jeff Dyer

Fresh Ideas for Holiday Decor

Ah, the holiday season is brimming with festival d'cor. So, what's new this year? This Fresh Ideas class will share the latest trends and techniques for a fun and festive holiday season. A demonstration of "how to create a porch pot" will also brighten the outdoors with greenery and extend the season of your containers into the holidays. Join us for this fun and festive class treat.

LIFE 1613.600	Sa	09:00AM-11:15AM	AG 119
Session: 1	\$15	12/06/14	Jeff Dyer

REGISTER TODAY!

PHOTOGRAPHY

Digital Photography: Beginning Photography

If you have a point-n-shoot or digital SLR, come and join us for a look at beginning photography. We will discuss: cameras; lenses; what makes a good photograph (composition); how to make an interesting photograph (exposure control); and how to use many of the features on your camera. We will be doing hands-on shooting and working with cameras – so bring yours!

LIFE 1298.600	W	06:00PM-08:30PM	HS 309
Sessions: 4	\$52	09/17/14-10/08/14	Jim Taylor

Digital Photography: Camera Flash and Understanding Light

The word photography literally means painting with light! The difference between good photographs and great photographs is interesting light. In this class we will discuss: on camera flash, off camera flash, bounce flash, studio flash, light modifiers, color of light, gelling flash, mixing light sources, constant light and reflectors. You will also learn not to be afraid of gobos, grids and snoots, oh my! Note: Only digital SLR's or cameras with a hot shoe are allowed in this class.

LIFE 1299.600	W	06:00PM-08:30PM	HS 309
Sessions: 3	\$50	10/15/14-10/29/14	Jim Taylor

SEWING

Sewing 102

In this class we will make a pillow case with French seams. Students must have taken Sewing 101 or have basic sewing ability. The project will be started and completed during class. Supplies required: 1 yard main fabric (100% cotton), 1/4 yard coordinating fabric (100 cotton), 1/8 yard coordinating fabric (100% cotton), coordinating thread, basic sewing notions and a sewing machine.

LIFE 1549.600	T	07:00PM-09:00PM	TC 120
Session: 1	\$15	09/09/14	Jill Reading

Sewing 103

We will make pajama pants in this class. Students must have taken Sewing 101 or have basic sewing ability. Supplies needed: Simplicity pattern 2481, cotton or flannel fabric (using guide on back of pattern, enough for size desired to make) washed and dried, thread, 3/4" no roll elastic, basic sewing notions including scissors and a sewing machine.

LIFE 1550.600	T	07:00PM-09:00PM	TC 120
Session: 1	\$15	09/23/14	Jill Reading

Sewing 104

In this class we will make crazy 9 patch quilt squares. Students must have taken Sewing 101 or have basic sewing ability. Supplies required: 9 pieces of 100% cotton fabric measuring 14 inches by 14 inches square, each a different print, coordinating, washed, dried and ironed, thread, basic sewing notions and a sewing machine.

LIFE 1551.600	T	07:00PM-09:00PM	TC 120
Session: 1	\$15	10/07/14	Jill Reading

Sewing 105

In this class you will learn how to put together the squares made in Sewing 104 to make a small lap quilt. You must have completed Sewing 104 to participate in Sewing 105.

LIFE 1598.600	T	07:00PM-09:00PM	TC 120
Session: 1	\$15	10/21/14	Jill Reading

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

Business and Professional COMPUTERS

eBay 1

Whether you simply want to clear the closet, desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Included are selling "Tips, Tricks and the Traps," to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. Optional eBooks available for purchase after class. This is an official eBay University class taught by multi-award winning eBay instructor and published author from Seattle. Register for both simultaneously and pay only \$85.

LIFE 1558.600	M	06:00PM-09:00PM	HS 309
Session: 1	\$49	09/29/14	Kevin Boyd
LIFE 1558.601	MT	06:00PM-09:00PM	HS 309
Sessions: 2	\$85	09/29/14-09/30/14	Kevin Boyd

eBay 2

Learn the "Insider Tips and Strategies" that will draw the most bids, maximize sales and beat your competition. Covers how to find a profitable niche, what to sell, and what to avoid and how to use Drop Shippers to minimize inventory costs. Includes eBay research, marketing and photography tips, eBay Stores, plus how to easily import and sell products direct from 1,500 manufacturers in China. Optional e-books available for purchase. Taught by multi-award winning eBay instructor and published author from Seattle. Register for both simultaneously and pay only \$85.

LIFE 1559.600	T	06:00PM-09:00PM	HS 309
Session: 1	\$49	09/30/14	Kevin Boyd

Learning About Your iProduct (iPhone, iPad, iPod, Touch)

Learn about the small handheld devices we use every day. This class is covering Apple products (iPhone, iPad, iPod Touch). How to get the most out of your phone, or computing device. Listening to music and answering calls is just the tip of the iceberg. Turn your phone into a walky-talky with voice texting, store your files in the cloud, there is more than just iCloud. Take great pictures with the help of some nice apps. What song is that playing on the radio? Read magazines, books and video conference. NOTE: If you have an iDevice bring it to class.

LIFE 1449.600	W	06:00PM-08:30PM	HS 309
Sessions: 2	\$25	11/05/14-11/12/14	Jim Taylor

SPANISH

Conversational Spanish I

Do you need to communicate with others in Spanish for work or travel? Would you like to learn another language and acquire the ability to talk to millions of Spanish speakers? Would you like a stronger resume or confidence to speak to a more diverse population? A conversational Spanish class is the perfect way to increase language abilities, beef up your credentials and have an advantage in a myriad of situations. This introductory course will cover everyday situations of using basic phrases, asking basic questions and receiving answers, getting directions, ordering food, shopping and various other topics as needed and suggested.

LIFE 1554.600	T	05:30PM-06:45PM	HS 210
Sessions: 10	\$119	08/26/14-10/28/14	Bret Gadbury

REGISTER TODAY!
307.778.1236 OR 307.778.1134
LCCC.WY.EDU/WORKFORCE/LIFEENRICHMENT

Harry Potter – Join Our Magical Science Tour

All aboard for lots of hands-on fun. Join in the escapades of Harry and his friends. Play quidditch. Make an edible wand. We will brew some fantastic potions to drink. Let's create and watch some amazing chemical reactions. Watch a mirage appear. You won't believe it! Wonder where the sorting hat will place you? Make cool crystals. Come join us where the magic of science, art and literature meet. Harry, Ron and Hermoine are waiting for your arrival! Experiment with colored magic sand. See a mysterious glowing ball. Ages 6-11. Students must register no later than October 3. Please bring a sack lunch and 2 snacks.

LIFE 1599.600	MT	09:00AM-04:00PM	CCI 123
Sessions: 2	\$149	10/13/14-10/14/14	

FITNESS

Zumba® Kids

ZUMBA® KIDS!! Designed exclusively for ages 4-12, these classes are high-energy fitness parties packed with kid-friendly routines and music, like hip-hop, reggaeton and more. The class helps kids increase their focus and self-confidence, boost metabolism and enhance coordination. Zumba® Kids rounds out family fitness goals by giving parents a great reason to head to the gym for a fun-filled experience.

LIFE 1597.600	Sa	10:00AM-10:50AM	PE 133
Sessions: 6	\$26	09/06/14-10/11/14	Robin Flores
LIFE 1597.601	Sa	10:00AM-10:50AM	PE 133
Sessions: 6	\$26	10/18/14-11/22/14	Robin Flores

SWIMMING

Beginner Swimming I

Beginner I: This class is for beginning swimmers. The students will learn basic water safety, floating, gliding, kicking and beginning breathing skills. Students must be able to stand flat-footed in the shallow end of the pool with their head above water. Children must be taller than 3 1/2 ft.

LIFE 1301.600	TTh	04:30PM-05:15PM	PE POOL
Sessions: 16	\$53	08/26/14-10/16/14	Olga Craig
LIFE 1301.601	Sa	10:00AM-10:45AM	PE POOL
Sessions: 12	\$40	09/06/14-11/22/14	Olga Craig
LIFE 1301.602	Sa	11:30AM-12:15PM	PE POOL
Sessions: 12	\$40	09/06/14-11/22/14	Olga Craig

Beginner Swimming II

Students must have taken a level I swimming class. Students will continue water safety skills in addition to the Beginner I skills review. Rotary breathing and stroke work will be introduced. Front and back crawl and elementary back stroke will be included. Students must be able to stand flat-footed in the shallow end of the pool with their head above water. Children must be taller than 3 1/2 ft.

LIFE 1302.600	TTh	05:15PM-06:30PM	PE POOL
Sessions: 16	\$53	08/26/14-10/16/14	Olga Craig
LIFE 1302.601	Sa	10:45AM-11:30AM	PE POOL
Sessions: 12	\$40	09/06/14-11/22/14	Olga Craig
LIFE 1302.602	Sa	12:15PM-01:00PM	PE POOL
Sessions: 12	\$40	09/06/14-11/22/14	Olga Craig

REGISTER EARLY

Nothing cancels a class quicker than waiting until the last minute to register!

Water Aerobics for Kids

The water is fun to be around. This class will offer instruction and practice in proper aquatic exercise conditioning techniques and safety procedures. The comprehensive workout incorporates aerobic conditioning, muscular strengthening, abdominal toning and tension-release stretching sections to improve aerobic capacity, strength and flexibility without the negative effects of gravity. Water splash class will include warm-up, cardio-, muscle-, and core-conditioning and range of motion exercises in the shallow side pool. Classes incorporate use of flotation equipment. Class activities include basic water aerobics, intervals, circuits, games and other styles of upright water workouts. No swimming skills are required. Children must be taller than 3 1/2 ft.

LIFE 1515.600	TTh	05:30PM-06:30PM	PE POOL
Sessions: 10	\$33	10/21/14-11/20/14	Olga Craig

Dance

BALLROOM, BIG BAND & COUNTRY

Beginning Country Swing and Two Step, Level I

Classes are designed to be easy and fun for the beginning dancer. The wild west mixer, country swing, Texas two-step, western waltz and cotton-eyed Joe will be taught in this class. These dances will be taught step-by-step, so you will find them easy and fun to learn. Soft-soled shoes or stocking feet are required. No partners required. Call the instructor for information at 307.421.8881.

LIFE 1047.600	F	06:00PM-07:00PM	PE 133
Sessions: 4	\$35	10/24/14-11/14/14	Richard Gessell
LIFE 1047.601	Su	06:00PM-07:00PM	PE 133
Sessions: 4	\$35	10/26/14-11/16/14	Richard Gessell

Introduction to Ballroom Dancing

An introduction to ballroom dancing that's fun for the beginning dancer. Students will gain basic knowledge of step patterns in waltz, fox trot and jitterbug swing. Practical applications of centering, posturing, framing and shaping included. Sign up as a single or as a couple. Call the instructor for information at 307.421.8881.

LIFE 1049.600	F	07:15PM-08:15PM	PE 133
Sessions: 4	\$35	10/24/14-11/14/14	Richard Gessell
LIFE 1049.601	Su	07:15PM-08:15PM	PE 133
Sessions: 4	\$35	10/26/14-11/16/14	Richard Gessell

Country Swing and Two-Step, Continued

This class is designed to provide students with a more progressive knowledge of step patterns and movements in the country swing, two-step and waltz that are fun and easy and will add elegance to your dancing. Wear soft-soled shoes or stocking feet, please. No partners required. Call the instructor for information at 307.421.8881.

LIFE 1445.600	F	06:00PM-07:00PM	PE 133
Sessions: 3	\$27	11/21/14-12/12/14	Richard Gessell
No class on Nov. 28 (Thanksgiving Break)			
LIFE 1445.601	Su	06:00PM-07:00PM	PE 133
Sessions: 3	\$27	11/23/14-12/14/14	Richard Gessell
No class on Nov. 30 (Thanksgiving Break)			

Ballroom Dancing, Continued

A continuation of Introduction to Ballroom Dancing. The class will provide instruction on more progressive dance patterns and timing. New moves, dips and turns will be taught. The foxtrot will be introduced in this class. This is a fun class that will add elegance to your dancing. Sign up as a single or as a couple. Call the instructor for information at 307.421.8881.

LIFE 1444.600	F	07:15PM-08:15PM	PE 133
Sessions: 3	\$27	11/21/14-12/12/14	Richard Gessell
No class on Nov. 28 (Thanksgiving Break)			
LIFE 1444.601	Su	07:15PM-08:15PM	PE 133
Sessions: 3	\$27	11/23/14-12/14/14	Richard Gessell
No class on Nov. 30 (Thanksgiving Break)			

Driver's Ed

The Driver's education course is a program consisting of 30 classroom hours, six hours of one-on-one driving experience and six hours of observation as set forth by the Wyoming State Department of Education. The course also meets the basic requirement of the Wyoming Department of Transportation. REQUIREMENTS: (1) The first night of class is mandatory (2) one parent must attend the first 1/2 hour of the first class, (3) student must have their driving permit by the first day of class, and (4) student must provide their own (insured) vehicle for the one-on-one driving portion of the class. Students who do not successfully complete the course may be eligible for additional instructional time for a fee.

LIFE 1096.600	MW	05:30PM-08:30PM	B 131
	Sa	08:00AM-12:00PM	
Sessions: 9	\$310	09/08/14-09/27/14	Renae Jording
LIFE 1096.601	MW	05:30PM-08:30PM	B 131
	Sa	08:00AM-12:00PM	
Sessions: 9	\$310	09/29/14-10/18/14	Renae Jording

EQUINE

Fun and Games on Horseback

This class is designed to understand what it takes to help a horse in high energy activities. We humans choose the speed event, the horse show, the trail ride, the parade etc. but have you ever thought that maybe your horse isn't suited for that activity? We will take the time to help the horse bring on work ethics so the two of you can enjoy that activity together. We may make a mock trail ride, play with jumps, go around barrels, play horse soccer and set up some stimulus situations to build your horse's trust and confidence. A huge focus will be placed in horsemanship, safety and building your communication skill with your horse.

LIFE 1584.600	Su	01:00PM-03:00PM	AREN 100
Sessions: 6	\$65	10/19/14-12/14/14	Suzi Zielinski

There are 6 classes in an 8 week period

Individual Instruction

This class is designed for the individual horse/owner looking for a solid foundation, a new perspective and/or additional knowledge. Suzi will help you understand how to work with your horse rather than against them. There is no set curriculum. Please come with an idea of what you and your horse need to work on. Here are some ideas: groundwork, trailer loading, ground driving, obstacle navigation, problem solving, saddle fit, developing softness in horse and rider, confidence, lateral work, transitions, riding with physical issues.

LIFE 1308.600	Su	03:30PM-05:30PM	AREN 100
Sessions: 6	\$65	10/19/14-12/14/14	Suzi Zielinski

There are 6 classes in an 8 week period

What Is Your Horse Thinking?

So many of us are consumed with having a horse which is compliant and obedient. This way of training helps give us a sense of security. However, have you ever wondered how your horse feels about the exercise you are asking him to do? Does he swish his tail, shake his head, pin his ears, hold his breath, get rushy or refuse to go? Maybe your horse might zone out and seem distant, succeed with the exercise but look as if he's daydreaming of lush green fields far away from you? Perhaps he is performing like a circus pony but not really interested in keeping his mind ASKING for what's next? This class is designed to help the horse owner focus on staying aware of where the horse's thought goes, helping your horse to CHOOSE what you would like him to do instead of MAKING him do what you want. When the horse chooses your idea, he is much more apt to stay with you which keeps him safe, you safe and forms a TRUE partnership of willing ideas.

LIFE 1536.600	Su	10:00AM-12:00PM	AREN 100
Sessions: 6	\$65	10/19/14-12/14/14	Suzi Zielinski

There are 6 classes in an 8 week period

REGISTER TODAY!

PETS

Puppy ABC's & 123's

This course is held off campus at the Cheyenne Animal Shelter. Get your puppy started off 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 and mouthing and learn some fun tricks. Puppies 6 months or younger are welcome. All dogs are required to be current on vaccines including Rabies, Parvo, Bordetella (kennel cough). Bring proof of vaccinations first night. PLEASE: NO DOGS FIRST NIGHT.

LIFE 1025.600	M	06:30PM-08:00PM	CAS COM RM
Sessions: 7	\$60	10/06/14-11/17/14	Cathy Anderson

Mind Your Manners

This course is held off campus at the Cheyenne Animal Shelter. 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 6 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 NIGHT.

LIFE 1023.600	T	06:30PM-08:00PM	CAS COM RM
Sessions: 7	\$60	10/07/14-11/18/14	Cathy Anderson
LIFE 1023.601	W	06:30PM-08:00PM	CAS COM RM
Sessions: 7	\$60	10/08/14-11/19/14	Cathy Anderson

SELF DEFENSE

Basic Pistol Class

This course is designed to assist students in the safety and basic use of handguns. Students will be trained in the selection, care, handling and storage of firearms. Safety, defensive procedures and the legal aspects for use of handguns in self-defense in the state of Wyoming will also be presented. Double-action, center fire handguns are provided. Cost includes registration, handgun use, targets and handout materials. Students will be required to provide their own ammunition. (Estimated ammunition cost will be \$120.00) Information on what ammunition to purchase will be discussed the first night of class. Cosponsored by the LCCC and the Laramie County Sheriff's Department, class will be held at the Laramie County Sheriff's Department, 1910 Pioneer Ave. No firearms shall be brought to the course. The Basic Pistol Course is for law-biding citizens (minimum age is 21). A criminal history check will be done by the Sheriff's Department prior to the start of class.

LIFE 1523.600	Th	06:30PM-09:45PM	LCSD LOBBY
Sessions: 5	\$65	09/18/14-10/16/14	Patrick Lewis
LIFE 1523.601	Th	06:30PM-09:45PM	LCSD LOBBY
Sessions: 5	\$65	10/30/14-12/04/14	Patrick Lewis

No class on Nov. 27 (Thanksgiving Day)

Gardening BULBS

Fabulous Fall Bulbs for Southeast Wyoming

Have you ever wanted something easy to do in the landscape? Want something that provides early spring enjoyment after a really long winter (like this year's winter)? Spring flowering bulbs are a treat for the eyes and so easy to plant. This "hands on" class will show even the most novice gardener can be rewarded with colorful blooms in spring. We'll discuss bulbs for Laramie County and how to plant them. We'll even discuss forcing bulbs for indoor enjoyment. A timely fall class for any skill level!

LIFE 1604-600	M	06:30PM-07:30PM	AG 119
Session: 1	\$10	09/22/2014	Jeff Dyer

COMPOST

Everything You Need to Know about Composting, but were Afraid to Ask

Unravel the mysteries of how and why composting works and gain experience of various composting methods. Learn which will work best for your own garden. Learn how to make black gold for the leaves and kitchen scraps you have. This is a great "how-to" on getting started.

LIFE 1607.600	Sa	09:00AM-11:15AM	AG 119
Session: 1	\$15	10/18/14	Jeff Dyer

HERBS

Endure the Great Indoors – Grow Delightful Herbs

Attention gourmet and not so gourmet chefs! Do you dream of having fresh herbs at your fingertips in the kitchen? Herbs are great fun to grow indoors. They're the perfect companion for the adventurous cook who isn't afraid to take a few chances. Growing herbs for their culinary use is a great way to brighten up a Wyoming fall or winter. This class will highlight how to successfully grow your personal herb garden. Any talent level is welcome.

LIFE 1540.600	Th	06:30PM-08:00PM	AG 119
Session: 1	\$15	10/16/14	Jeff Dyer
LIFE 1540.601	W	06:30PM-08:00PM	HS 210
Session: 1	\$15	11/12/14	Jeff Dyer

INDOOR GARDENING

Grow Vegetables Indoors – Hydroponics for Beginners

It's an absolute fact that tomatoes and other produce simply taste better and are safer when they come from your own garden. Unfortunately, in Cheyenne, we are growing season challenged outdoors. Did you know there is a way to grow your favorite produce year round indoors? There is through hydroponic gardening. Hydroponic gardening is something that few know a lot about, but unbeknownst to them, it is a gardening method worth looking into. Whether you want to create an entire garden in your basement or whether you'd like to just grow one beautiful plant, hydroponics allows you to take your green thumb (or lack thereof) to new heights. Learn about everything "growing hydroponically" from a garden professional. Start enjoying your garden year round and sign up for this new class that will get you on the path to growing your own . . . even in the darkest of winter.

LIFE 1603.600	Th	06:30PM-08:30PM	AG 119
Session: 1	\$20	09/18/14	Jeff Dyer
LIFE 1603.601	M	06:30PM-08:30PM	AG 119
Session: 1	\$20	10/20/14	Jeff Dyer

Gardening Indoors – How to Grow Herbs and Houseplants in Cheyenne

Growing herbs for their culinary use is a great way to brighten up a Wyoming fall and winter and houseplants provide green cheer and healthier living to a cold fall and winter. Find out how to keep your herbs and houseplants thriving all year around with the right growing requirements indoors.

LIFE 1612.600	Sa	09:00AM-11:15AM	AG 118
Session: 1	\$15	11/08/14	Jeff Dyer

LANDSCAPE

Introduction to Landscaping Design and Construction

Labor Day has come and gone, but there is still time to improve or create your landscape. Now is a great time to truly design your landscape and avoid landscape pitfalls while saving time, energy and money with this course! This beginning landscaping class introduces class members to landscaping terminology, garden design, horticultural skills and landscape construction. Students learn about plant selection for different conditions, soil preparation, irrigation systems, landscape components, lighting systems and landscape drawing and design. This course is ideal for anyone interested in landscaping their yard for the first time or even improving their existing landscape and is taught by a Cheyenne licensed, professional landscaper. This is the "what works in Cheyenne" course.

LIFE 1458.600	WTh	06:30PM-08:45PM	HS 210
Sessions: 2	\$60	09/10/14-09/11/14	Jeff Dyer

Overcoming Design Challenges for Small Landscape Spaces

We are definitely closer to winter than spring at this point of the year. But now is a perfect time to think about 2015 landscape projects because we need to dream about warmth and the color green. Residential lot sizes continue to shrink, two-story homes become the norm and builders maximize house square footage. This results in limited yard and gardening space for the homeowner who still wants a patio, water feature, a garden and privacy. Yes, it's a challenge, but a unique garden experience can be created. Learn design tips, garden elements and plants to use. The class also includes handouts to aid in finding your inner designer. Yard photos welcome for discussion.

LIFE 1606.600	W	06:30PM-08:45PM	HS 210
Session: 1	\$35	10/08/14	Jeff Dyer
LIFE 1606.601	M	06:30PM-08:45PM	AG 119
Session: 1	\$35	11/17/14	Jeff Dyer

Make It Rain Down on Me! Sprinkler Design and Installation Class

Make your landscape happier and healthier by installing your own sprinkler system or correcting an existing irrigation system. Even though fall is right around the corner, NOW is a great time to learn how to install your sprinkler system for lawns and plants. Participants will learn how to design, install and operate an efficient sprinkler system. For those who already have a system, you will learn how to improve that system. You'll also explore the latest innovations in water efficient lawn watering and discuss drip irrigation as well. This is a great class for any homeowner . . . especially those with an older system. Save yourself time, money, energy and headaches by learning from a licensed Cheyenne landscape professional. Handout included.

LIFE 1532.600 WTh 06:30PM-08:30PM AG 119
 Sessions: 2 \$50 09/03/14-09/04/14 Jeff Dyer

MAINTENANCE

Preparing the Yard and Garden for Fall and Winter

Good gardens don't just happen in the spring. It helps to plan ahead and the end of the season is an important time to think about next year's garden. How you put to bed in the fall has everything to do with its future success, as well as how easy it will be for you to work on it in the spring. Bring your questions and/or photos for a Cheyenne based Yard 'n Gardener discussion with a local, licensed landscape/gardening professional.

LIFE 1601.600 Sa 09:00AM-11:15AM AG 119
 Session: 1 \$15 09/13/14 Jeff Dyer

Let's Grow – Fall Maintenance and Planning for Spring 2015 Yard and Garden Success

No matter how experienced a gardener you are, each year you will experience successes and . . . things you would like to improve. The planning and work you do in the fall will increase your chance for success the following season. Learn the latest yard and garden techniques that you can accomplish now to set the stage for the next summer's harvest! Bring your photos, questions and problems to this course to pick the brain of a Cheyenne lawn, yard and garden professional.

LIFE 1602.600 T 06:30PM-08:45PM AG 119
 Session: 1 \$25 09/16/14 Jeff Dyer

LIFE 1602.601 Th 06:30PM-08:45PM AG 119
 Session: 1 \$25 10/02/14 Jeff Dyer

Plant Hospitality: Unlocking the Secrets to Improving Laramie County Soil

Does your yard and garden seemingly struggle every season? A good bet is that your soil needs help! Fall is the best time to improve your soil since your plants and garden items have grown and used up soil nutrients. Come to this class and learn how to let your garden soil work for you, without the conventional, intensive fertilizers! This class will share proven, professional landscaper techniques for turning your Wyoming dirt into rich, productive soil; good for any garden type. The basics of the soil and natural amendments will be discussed which can make gardening much easier! Beginning and advanced gardeners are welcome to attend. Good soil is the starting block for all things plants. This class includes several helpful handouts.

LIFE 1600.600 Th 06:30PM-08:45PM AG 119
 Session: 1 \$25 08/28/14 Jeff Dyer

TABLE TOP GARDEN

Very Merry Mini Holiday Garden

The holiday season is upon us and all the pageantry filled with family and friends. Why not extend the season a bit and create something unique this year? With the help of a professional designer, you will create an adorable tabletop garden filled with miniature holiday plants, festive figures and other accents. This living creation could make a wonderful centerpiece or thoughtful gift. All materials, supplies and a container are included. Every design will be as unique as the designer who made it. This is a fun event for families and friends.

LIFE 1610.600 Th 06:30PM-08:30PM AG 119
 Session: 1 \$35 12/11/14 Jeff Dyer

REGISTER TODAY!
307.778.1236 OR 307.778.1134

Health for Life

DANCE FITNESS

Belly Dance Fitness

Belly Dance Fitness is for every belly! Whether you're a CEO, a stay-at-home mom, student or juggling a variety of different roles – life never has to be ordinary. Belly Dance fitness is a fun, low-impact way to look and feel better about yourself as a woman. Learn to isolate your muscles and move in ways you have never moved before.

LIFE 1303.600	Sa	09:00AM-09:50AM	PE 133
Sessions: 6	\$26	09/06/14-10/11/14	Robin Flores
LIFE 1303.601	Sa	09:00AM-09:50AM	PE 133
Sessions: 6	\$26	10/18/14-11/22/14	Robin Flores

FITNESS

Adult Swimming Lessons

Come learn to swim or improve your strokes.

LIFE 1123.600	Sa	09:00AM-10:00AM	PE POOL
Sessions: 12	\$40	09/06/14-11/22/14	Olga Craig

Mental Health

CAREGIVING

Alzheimer's Disease: What you need to know!

Do you have a family member or friend who has recently been diagnosed with Alzheimer's disease or another dementia? This course is designed to provide a basic understanding of what the most common forms of dementia are and what can be expected from each. Most of the time will be spent on understanding the disease progression and what happens during the life expectancy of the person with the disease. A discussion of what to do if the person is still driving will be held. Additionally a brief overview of what is going on with research will be presented.

LIFE 1422.600	W	06:30PM-08:30PM	CCI 123
Session: 1	\$8	09/10/14	Charles Simineo

Seniors

FITNESS

Zumba Gold

Zumba Gold targets older adults and beginners who want the Zumba experience at a low-impact and slower pace. It's a dance-fitness class that feels friendly and most of all fun.

LIFE 1455.600	TTh	10:00AM-10:50AM	PE 133
Sessions: 6	\$19	08/26/14-09/11/14	Robin Flores
LIFE 1455.601	TTh	10:00AM-10:50AM	PE 133
Sessions: 6	\$19	09/16/14-10/02/14	Robin Flores
LIFE 1455.602	TTh	10:00AM-10:50AM	PE 133
Sessions: 6	\$19	10/07/14-10/23/14	Robin Flores
LIFE 1455.603	TTh	10:00AM-10:50AM	PE 133
Sessions: 6	\$19	10/28/14-11/18/14	Robin Flores

No class on Nov. 4 (Advising Day)

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

Intermediate Tennis

Students will further enhance their tennis skills and be able to develop advanced strategies for singles and doubles. New students must have instructor's approval. Call 778-1236 for more information.

LIFE 2050.600	TTh	10:00AM-10:50AM	PE MPR
Sessions: 26	\$50	08/26/14-11/25/14	James Fowler

MEDICARE

Medicare Basics

Are you eligible for Medicare? Do you understand what is covered by each of the four parts of Medicare? What does Part A and Part B pay for? When does Medicare Part C come in? Why do you need to pick a Part D prescription drug plan? How do you do it? What is a Medigap policy (Medicare Supplement)? Why do you need a Medigap policy? What does long term care insurance cover? When do you need it? An overview of this information will be presented.

LIFE 1420.600	W	06:30PM-08:30PM	CCI 123
Session: 1	\$8	10/01/14	Charles Simineo

Medicare Prescription Drug Plans – How to choose what is right for you!

This class will cover how Medicare covers prescription drugs under all 4 parts of Medicare. There are many questions about Medicare paying for drugs and when does each part pay. This class is designed to answer those questions. Additionally, there will be a discussion about the wisdom in choosing a new Medicare Prescription Drug plan each year. Should you or should you not? There will also be a discussion about the easiest way to choose the plan that is best for you. A portion of the class will also be spent on help available to pay for the Prescription Drug Plans.

LIFE 1522.600	W	06:30PM-08:30PM	CCI 123
Session: 1	\$8	10/22/14	Charles Simineo

Water Workouts

COED CLASSES

Deep Water Exercise

This class is for anyone who is comfortable in the deeper water and wants to challenge their muscles in a new way.

LIFE 1438.600	MWF	09:30AM-10:30AM	PE POOL
Sessions: 15	\$23	08/25/14-09/29/14	Olga Craig

No class Sept. 1 (Labor Day)

LIFE 1438.601	MWF	09:30AM-10:30AM	PE POOL
Sessions: 14	\$21	10/01/14-10/31/14	Olga Craig

LIFE 1438.602	MWF	09:30AM-10:30AM	PE POOL
Sessions: 10	\$15	11/03/14-11/24/14	Olga Craig

LIFE 1438.603	MWF	09:30AM-10:30AM	PE POOL
Sessions: 9	\$14	12/01/14-12/19/14	Olga Craig

Coed Adult Water Workout

An energizing, uplifting and fun class for the exerciser seeking fitness and flexibility. Gain strength, flexibility and muscle tone through the full range of motion made possible by joint support and resistance of the water. Great for those with limited mobility or general rehabilitation. No swimming ability necessary. Classes accommodate all fitness levels.

LIFE 1071.600	MWF	08:30AM-09:30AM	PE POOL
Sessions: 15	\$23	08/25/14-09/29/14	Olga Craig

No class Sept. 1 (Labor Day)

LIFE 1071.601	MWF	08:30AM-09:30AM	PE POOL
Sessions: 14	\$21	10/01/14-10/31/14	Olga Craig

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

LIFE 1071.602	MWF	08:30AM-09:30AM	PE POOL
Sessions: 10	\$15	11/03/14-11/24/14	Olga Craig
LIFE 1071.603	MWF	08:30AM-09:30AM	PE POOL
Sessions: 9	\$14	12/01/14-12/19/14	Olga Craig
LIFE 1071.604	TTh	08:30AM-09:30AM	PE POOL
Sessions: 11	\$17	08/26/14-09/30/14	Olga Craig
LIFE 1071.605	TTh	08:30AM-09:30AM	PE POOL
Sessions: 9	\$14	10/02/14-10/30/14	Olga Craig
LIFE 1071.606	TTh	08:30AM-09:30AM	PE POOL
Sessions: 7	\$11	11/04/14-11/25/14	Olga Craig
LIFE 1071.607	TTh	08:30AM-09:30AM	PE POOL
Sessions: 6	\$9	12/02/14-12/18/14	Olga Craig
LIFE 1071.608	TTh	09:30AM-10:30AM	PE POOL
Sessions: 11	\$17	08/26/14-09/30/14	Olga Craig
LIFE 1071.609	TTh	09:30AM-10:30AM	PE POOL
Sessions: 9	\$14	10/02/14-10/30/14	Olga Craig
LIFE 1071.610	TTh	09:30AM-10:30AM	PE POOL
Sessions: 7	\$11	11/04/14-11/25/14	Olga Craig
LIFE 1071.611	TTh	09:30AM-10:30AM	PE POOL
Sessions: 6	\$9	12/02/14-12/18/14	Olga Craig
LIFE 1071.612	TTh	01:00PM-02:00PM	PE POOL
Sessions: 11	\$17	08/26/14-09/30/14	Olga Craig
LIFE 1071.613	TTh	01:00PM-02:00PM	PE POOL
Sessions: 9	\$14	10/02/14-10/30/14	Olga Craig
LIFE 1071.614	TTh	01:00PM-02:00PM	PE POOL
Sessions: 7	\$11	11/04/14-11/25/14	Olga Craig
LIFE 1071.615	TTh	01:00PM-02:00PM	PE POOL
Sessions: 6	\$9	12/02/14-12/18/14	Olga Craig

After-Work Coed Water Aerobics

A stimulating coed class designed for after work. Exercises will be moderately-paced for gaining strength, flexibility and muscle tone through full range of motion exercises. No swimming ability necessary. Class will be cancelled two days prior to the start if there are not enough students registered.

LIFE 1073.600	MW	05:30PM-06:30PM	PE POOL
Sessions: 10	\$23	08/25/14-09/29/14	Olga Craig
No class Sept. 1 (Labor Day)			
LIFE 1073.601	MW	05:30PM-06:30PM	PE POOL
Sessions: 9	\$21	10/01/14-10/29/14	Olga Craig
LIFE 1073.602	MW	05:30PM-06:30PM	PE POOL
Sessions: 7	\$16	11/03/14-11/24/14	Olga Craig
LIFE 1073.603	MW	05:30PM-06:30PM	PE POOL
Sessions: 6	\$14	12/01/14-12/17/14	Olga Craig

REGISTER TODAY!
307.778.1236 OR 307.778.1134
REGISTER AT LCCC.WY.EDU/LIFEENRICHMENT

REGISTER TODAY!
307.778.1236 OR 307.778.1134
REGISTER AT LCCC.WY.EDU/LIFEENRICHMENT

Instructor-Facilitated Online Classes

Upgrade your work skills, discover a new talent or chart a career path at your convenience with these online courses offered in partnership with ed2go. These courses feature a structured approach to interactive online instruction that allows each participant to complete lessons and assignments from the comfort of your home or office at convenient times.

Requirements

Students are expected to have basic computer skills including navigating Web pages, uploading and downloading files, and sending and receiving emails.

You should have a computer with Internet access, email address and Internet Explorer or Netscape Web browser. If a class requires additional software, book or materials, it will be listed in the online course description.

If you're using America Online, it is recommended that you download the free Microsoft Internet Explorer Web browser America Online provides. For more information, go to the Administration Center at **www.ed2go.com/larcoco** or call the Life Enrichment office at 307.778.1236.

Lessons

Each lesson is posted on the Internet at 9 a.m. PST on Wednesdays and Fridays for a total of 12 lessons. You must access the first lesson within five days after it is posted. You can take up to 10 days to complete each lesson after it is released. You can print a completion letter when you finish, based upon passing the final exam with a 65 percent or better unless otherwise stated.

Registration and Orientation

1. Choose your course, the start date and the accompanying course number. Write down this information or print the Web page.
2. Call the Life Enrichment office at 307.778.1236. Registration and payment procedures should be completed at least one week prior to the course start date. You can register over the phone with a Visa or MasterCard.
3. After you have enrolled, go to **www.ed2go.com/larcoco** and click **Orientation**. Fill in the appropriate information. LCCC will then verify your enrollment on your chosen start date.
4. Click on the title of your course to find the syllabus, meet the instructor and read past evaluations.

On the start date

1. Go to **www.ed2go.com/larcoco**.
2. Click **Classroom** and complete the login procedure to access your lesson.

Helpful instructors, interactive demonstrations, clear tutorials, reinforcement activities and email discussions work together to keep you on track as you progress through the course. You can request a one-time course extension by clicking **Admin** and completing the Extension Request Form at the ed2go Online Instruction Center. An extension lasting no more than 10 days beyond the final exam due date will be granted to any participant who completes this form.

INSTRUCTOR-FACILITATED ONLINE CLASSES

Class dates are by section as follows:

SECTION	DATES	SECTION	DATES	SECTION	DATES
500	08/20/14-10/10/14	502	10/15/14-12/05/14	504	12/10/14-01/30/15
501	09/17/14-11/07/14	503	11/12/14-01/02/15		

Introduction to Microsoft Word 2011 for Mac

\$89

Instructor: Wallace Wang

Participants in this course will learn how to use the world's most popular word processor for creating documents and formatting text, now available on the Macintosh. You'll master tips and techniques for editing and formatting documents, adding images, sharing documents, and much more.

Teaching Writing: Grades K-3

\$89

Instructor: Sara Hardin

Participants in this course will learn how to nurture student writers in the early elementary classroom. They'll Gain knowledge about the developmental stages of writing from scribbling to paragraph writing, and learn to implement tools like the writer's workshop, the six traits of writing and genre study.

Photoshop Elements 11 for the Digital Photographer

\$89

Instructor: Beverly Schulz

Participants in this course will learn how to use Adobe Photoshop Elements 11 to do everything from quick fixes to detailed enhancements to photos and images. They'll master techniques for editing images, fixing flaws, enhancing the final product, creating simple art projects, preparing images for email and the Web, and organizing images.

Empowering Students with Disabilities

\$89

Instructor: Sara Hardin

You'll be putting yourself in the shoes of students with special needs as you explore a wide variety of disabilities ranging from autism to cerebral palsy. Simulations and real-life stories will give you a firsthand look at what it's like to be a learner with special needs, and you'll see how common disabilities affect classroom behavior and learning.

Creating Mobile Apps with HTML5

\$89

Instructor: Chris Minnick

Do you want to make mobile apps that run on iPhones and iPad, as well as on Android, Blackberry, and Windows Phone? Sure you do! Do you want to learn five different programming languages? Of course you don't! Fortunately, you're about to discover a better way to build apps.

Mastering Digital Photography: Photographing People

\$89

Instructor: Curt Simmons

Photographing people can be fun, exciting – and complicated! This course will make taking beautiful pictures of adults, children and babies simple. Don't be nervous if you are new to digital photography because we'll start with the basic principles you need to know in order to become a people photographer.

For a complete listing of online classes LCCC offers through ed2go, please access the following website:

www.ed2go.com/larcoco.

For listing of online classes that have been approved for 1.5 hours of credit through the Professional Teaching Standards Board (PTSB), please visit **www.ed2golive.com/wyoming**.

REGISTER TODAY!
307.778.1236 OR 307.778.1134
REGISTER AT LCCC.WY.EDU/LIFEENRICHMENT

TEACHERS

These online classes have been approved for 1.5 hours of credit through the Professional Teaching Standards Board (PTSB). Classes are also available to the general public.

- ◆ A to Z Grantwriting
- ◆ Advanced Microsoft Excel 2007
- ◆ Creating a Classroom Web Site
- ◆ Creating K-12 Learning Materials
- ◆ Creating the Inclusive Classroom: Strategies for Success
- ◆ Creating Web Pages
- ◆ Designing Effective Websites
- ◆ Differentiated Instruction in the Classroom
- ◆ Empowering Students with Disabilities
- ◆ Enhancing Language Development in Childhood
- ◆ Get Assertive!
- ◆ Going Green at the Workplace
- ◆ Guided Reading and Writing Strategies for maximum Student Achievement
- ◆ Guided Reading: Strategies for the Differentiated Classroom
- ◆ Homeschool With Success
- ◆ Integrating Technology in the Classroom
- ◆ Intermediate Microsoft Excel 2007
- ◆ Intermediate Microsoft Excel 2010
- ◆ Intermediate Microsoft PowerPoint
- ◆ Intermediate Microsoft Word 2007
- ◆ Intermediate Microsoft Word 2010
- ◆ Introduction to Dreamweaver MX 2004
- ◆ Introduction to Microsoft Access 2007
- ◆ Introduction to Microsoft Excel 2007
- ◆ Introduction to Microsoft Excel 2010
- ◆ Introduction to Microsoft Outlook 2010
- ◆ Introduction to Microsoft PowerPoint 2010
- ◆ Introduction to Microsoft Word 2007
- ◆ Introduction to Microsoft Word 2010
- ◆ Introduction to Photoshop 7
- ◆ Introduction to Teaching ESL/EFL
- ◆ Leadership
- ◆ Making Movies with Windows XP
- ◆ Microsoft Excel 2007 in the Classroom
- ◆ Microsoft Excel 2010 in the Classroom
- ◆ Microsoft Word 2007 in the Classroom
- ◆ Photoshop Elements II for the Digital Photographer
- ◆ Practical Ideas for the Adult ESL/EFL
- ◆ Praxis | Prep
- ◆ Ready, Set, Read
- ◆ Response to Intervention: Reading Strategies that Work
- ◆ Singapore Math Number Sense & Computational Strategies
- ◆ Singapore Math Strategies: Model Drawing for Grades 1-6
- ◆ Solving Classroom Discipline Problems
- ◆ Solving Classroom Discipline Problems II
- ◆ Spanish in the Classroom
- ◆ Speed Spanish I, II or III
- ◆ Survival Kit for New Teachers
- ◆ Teaching Adult Learners
- ◆ Teaching ESL/EFL Grammar
- ◆ Teaching ESL/EFL Reading
- ◆ Teaching ESL/EFL Vocabulary
- ◆ Teaching Math: Grades 4-6
- ◆ Teaching Preschool- A Year of Inspiring Lessons
- ◆ Teaching Science: Grades 4-6
- ◆ Teaching Smarter with SMARTBoards
- ◆ Teaching Students with Autism: Strategies for Success
- ◆ Teaching Writing: Grades 4-6
- ◆ Teaching Writing: Grades K-3
- ◆ The Classroom Computer
- ◆ The Creative Classroom
- ◆ The Differentiated Instruction and Response to Intervention Connection
- ◆ Understanding Adolescents
- ◆ Using the Internet in the Classroom
- ◆ Web 2.0: Blogs, Wikis and Podcasts
- ◆ What's New in MS Office 2007
- ◆ Working Successfully with Learning Disabled Students
- ◆ Writing for ESL

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

Harry Potter

Join Our Magical Science Tour

October 13 & 14

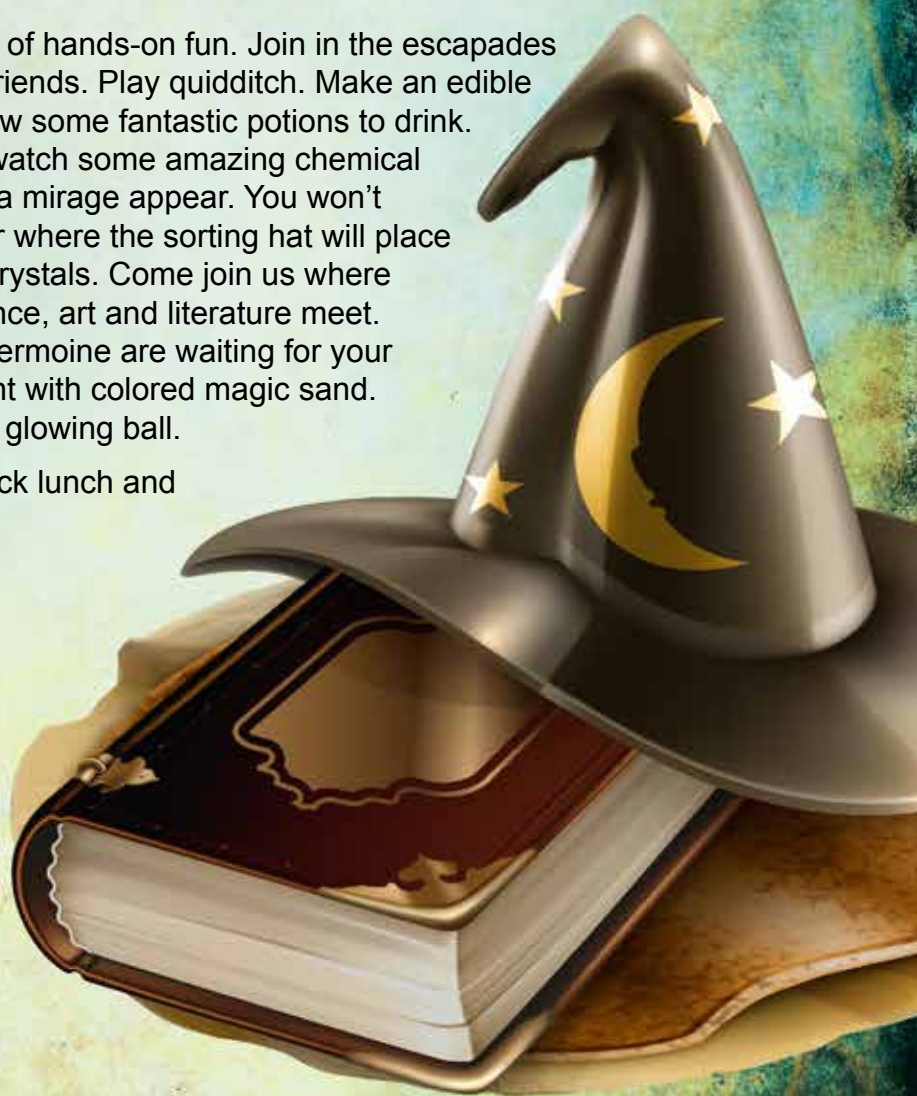
Students must register no later than October 3.

9 a.m. – 4 p.m.

Ages 6-11

All aboard for lots of hands-on fun. Join in the escapades of Harry and his friends. Play quidditch. Make an edible wand. We will brew some fantastic potions to drink. Let's create and watch some amazing chemical reactions. Watch a mirage appear. You won't believe it! Wonder where the sorting hat will place you? Make cool crystals. Come join us where the magic of science, art and literature meet. Harry, Ron and Hermoine are waiting for your arrival! Experiment with colored magic sand. See a mysterious glowing ball.

Please bring a sack lunch and 2 snacks.



Workforce & Professional Development

At Laramie County Community College

Your Training and Education Partner!

Did you know . . .

- ❖ LCCC Workforce & Professional Development classes can help your organization achieve performance, productivity and profitability goals?
- ❖ Training can be customized to address specific demands and challenges of your organization?
- ❖ Classes can be taught at the LCCC Training Center or on site at your organization?

Think of Laramie County Community College **FIRST** for customized workforce training!

Workforce & Professional Development supports all areas of your organization by offering:

- ❖ Basic skills assessment and training
- ❖ Leadership skills assessment and training
- ❖ Technical and occupational skill development
- ❖ Facilitation and organizational development services

Classes are scheduled specifically for your organization or participants may join one of the many open-enrollment classes offered in this catalog.

*So put aside your old perceptions about what a community college used to be. LCCC is Your Training and Education Partner!
Call LCCC at 307.778.4381 today.*

“Leadership and learning are indispensable to each other.”

—John F. Kennedy

REGISTRATION INFORMATION

Noncredit

You may register for any of the noncredit Workforce Development classes by calling 307.778.4381.
You also may register in person between 8 a.m.-4 p.m. Monday-Friday at the LCCC Training Center, Room 117.

Refund Policies

(These policies do not apply to the online Gatlin classes. Call 307.778.4381 for policies regarding these classes.)

Cancellations: Cancelled classes will be refunded 100 percent.

Withdrawals: Contact the Outreach & Workforce Development office at 307.778.4381.

There will be a 100 percent refund if registration is withdrawn 24 hours prior to the start of class.

To receive a refund, contact the Outreach & Workforce Development office at 307.778.4381.

After the class begins, no refund will be given.

Questions? Call 307.778.4381

CONTENT

SPECIAL WORKSHOPS

The Sales Boot Camp	22
Leadership Acad Tier 1	22
Leadership Acad Tier 2	22

LEADERSHIP AND PROFESSIONAL DEVELOPMENT

Resolving Conflict	22
Managing Performance Problems	22
Building Environment of Trust	23
Motivating Others	23
Adaptive Leadership	23
Project Management Essentials	23
Problem Solving	23
Essential Interviewing Skills	23
Human Resource Functions	24
Communicating for Leadership	24
Driving Change	24
Coaching for Peak Performance	24
Working As a Team	24

FIBER OPTICS

Certified Fiber Optics Tech	25
Certified Fiber Optics Special	25
Certified Fiber Optics Outside	25

COMPUTER CLASSES IN A DAY (OR TWO)!

HTML5 Basic	25
HTML5 Advanced	25
MOS Excel Certification	25
MS Access 2010/2013 Advanced	25
MS Access 2010/2013 Basic	26
MS Access 2010/2013 Intermediate	26
MS Excel 2010/2013 Advanced	26
MS Excel 2010 Basic	26
MS Excel 2013 Basic	26
MS Excel 2010/2013 Intermediate	26
MS PowerPoint 2010/2013 Basic	27
MS Windows 8	27
MS Word 2010/2013 Advanced	27
MS Word 2010/2013 Basic	27
MS Word 2010/2013 Intermediate	27
Quickbooks 2014	27

WorkKeys® Assessments and Skill Improvement	28
LEAD	30
Online Learning	31
Adelante	32

LOCATION ABBREVIATIONS

LCCC — 1400 E. College Drive, Cheyenne

CCC LCCC College Community Center

CCI LCCC Center for Conferences
and Institutes

TC The Training Center at LCCC



SPECIAL WORKSHOPS

The Sales Boot Camp

The Sales Boot Camp is dedicated to building the best possible sales force that supports you and your company. It helps your business establish its product as valuable and succeed in the competitive edge! Through a series of eight workshops, participants gain skills in selling, establishing an entrepreneurial spirit throughout the workforce, closing a sale, and most importantly, satisfying a customer above his or her expectations. Take one workshop or sign up to attend the series at a discounted price. Dinner and materials are included with each workshop. Topics include: Selling Orientation, Benchmarking, Features/Benefits, Dealing with Objections, Closing the sale, Psychological Matrix, Body Language and Role Play.

ENTN 0009.600	Th	05:30PM-07:00PM	CCC 178
Sessions: 8		October 9, 16, 23,	
\$350 series or		November 6, 20,	
\$50 per session		December 4, 11, 18	R. Milczewski

Leadership Acad Tier 1

2.4 CEUs

Complete Tier 1 of the LCCC Leadership Academy by attending the following six half day courses: Resolving Conflict, Essential Interviewing Skills, HR Functions, Coaching for Peak Performance, Managing Performance Problems and Driving Change.

BTWD 0411.600	TWTh	08:00AM-05:00PM	TC 112
Sessions: 3	\$750	09/30/14-10/02/14	Kenton Oakes
BTWD 0411.601	TWTh	08:00AM-05:00PM	TC 120
Sessions: 3	\$750	11/11/14-11/13/14	Kenton Oakes

Leadership Acad Tier 2

2.4 CEUs

Complete Tier 2 of LCCC's Leadership Academy by attending these following six courses: Project Management Essentials, Motivating Others, Problem Solving, Building an Environment of Trust, Working as a Team and Adaptive Leadership.

BTWD 0412.600	TWTh	08:00AM-05:00PM	TC 120
Sessions: 3	\$750	10/14/14-10/16/14	Kenton Oakes
BTWD 0412.601	TWTh	08:00AM-05:00PM	TC 112
Sessions: 3	\$750	12/09/14-12/11/14	Kenton Oakes

LEADERSHIP AND PROFESSIONAL DEVELOPMENT

Resolving Conflict

0.4 CEUs

Differences of opinion can quickly escalate into an out-and-out battle. In the workplace, it is the leader's role to recognize the signs of conflict and then to quickly choose the appropriate level of involvement to help resolve the issue. This course teaches leaders how to recognize that a conflict is escalating and minimize damage by using the most appropriate resolution tactic, regardless of which stage a conflict is in. Leaders also learn the true cost of conflict to an organization and techniques for handling even the most challenging conflict-related discussions effectively.

BTWD 0006.600	T	08:00AM-12:00PM	TC 112
Session: 1	\$139	09/30/14	Kenton Oakes
BTWD 0006.601	T	08:00AM-12:00PM	TC 120
Session: 1	\$139	11/11/14	Kenton Oakes

Managing Performance Problems

0.4 CEUs

This course builds leaders' skills in handling chronic performance or work habit problems or serious misconduct. You will learn how to document the problem and explain what the employee must do to address it. You will become skilled in discussing and imposing formal consequences while adhering to your organization's policies and procedures.

BTWD 0121.600	Th	08:00AM-12:00PM	TC 112
Session: 1	\$139	10/02/14	Kenton Oakes
BTWD 0121.601	Th	08:00AM-12:00PM	TC 120
Session: 1	\$139	11/13/14	Kenton Oakes

Register Today! 307.778.4381

Building Environment of Trust

0.4 CEUs

Because of the crucial link between trust and business success, leaders must realize the power of trust as a business tool. In this course leaders learn how to avoid the trust breakers and take action to create an environment in which people take risks, identify and solve problems, and work together to create and sustain high levels of trust.

BTWD 0019.600	W	01:00PM-05:00PM	TC 120
Session: 1	\$139	10/15/14	Kenton Oakes
BTWD 0019.601	W	01:00PM-05:00PM	TC 112
Session: 1	\$139	12/10/14	Kenton Oakes

Motivating Others

0.4 CEUs

In this course, leaders learn how to proactively create an environment in which people are highly motivated to perform. Participants learn the three factors that affect the motivation of employees-focused work, interpersonal support and individual value. As a result of this course, they will be able to determine which factors are “low,” and emerge with both a plan of specific actions and the skills needed to build group and individual motivation.

BTWD 0075.600	T	01:00PM-05:00PM	TC 120
Session: 1	\$139	10/14/14	Kenton Oakes
BTWD 0075.601	T	01:00PM-05:00PM	TC 112
Session: 1	\$139	12/09/14	Kenton Oakes

Adaptive Leadership

0.5 CEUs

This course raises leaders’ awareness of the differences among people and situations. It teaches leaders how to enhance the effectiveness of their interactions by adapting their approach to people based on what they want to discuss and how they think people will respond. By better meeting the needs of each individual, leaders create higher levels of engagement and organizational results.

BTWD 0084.600	Th	01:00PM-05:00PM	TC 120
Session: 1	\$139	10/16/14	Kenton Oakes
BTWD 0084.601	Th	01:00PM-05:00PM	TC 112
Session: 1	\$139	12/11/14	Kenton Oakes

Project Management Essentials

0.5 CEUs

This class will help students identify the features and attributes of a project and identify the steps and variables of the project management process.

BTWD 0125.600	T	08:00AM-12:00PM	TC 120
Session: 1	\$139	10/14/14	Kenton Oakes
BTWD 0125.601	T	08:00AM-12:00PM	TC 112
Session: 1	\$139	12/09/14	Kenton Oakes

Problem Solving

0.6 CEUs

Improve workplace performance by gaining innovative tools for problem solving.

BTWD 0090.600	W	08:00AM-12:00PM	TC 120
Session: 1	\$139	10/15/14	Kenton Oakes
BTWD 0090.601	W	08:00AM-12:00PM	TC 112
Session: 1	\$139	12/10/14	Kenton Oakes

Essential Interviewing Skills

0.6 CEUs

Interviewers make the best hiring decisions when they gather meaningful, job-related information from applicants. Each job has inherent, distinct responsibilities, so each job has a unique set of competencies-behaviors, knowledge and motivations that are needed to be successful in the job. The Essential Interviewing Skills course teaches participants how to interview for the behaviors, knowledge and motivations that are needed to be successful in a job.

BTWD 0050.600	T	01:00PM-05:00PM	TC 112
Session: 1	\$139	09/30/14	Janice Felton
BTWD 0050.601	T	01:00PM-05:00PM	TC 120
Session: 1	\$139	11/11/14	Janice Felton

Visit the Outreach & Workforce Development website
lccc.wy.edu/workforce

Human Resource Functions

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

BTWD 0139.600	W	08:00AM-12:00PM	TC 112
Session: 1	\$139	10/01/14	Charlie Rando
BTWD 0139.601	W	08:00AM-12:00PM	TC 120
Session: 1	\$139	11/12/14	Charlie Rando

Communicating for Leadership

0.4 CEUs

This course introduces leaders to the essential interaction skills that are critical to leadership success. These Interaction Essentials are the core behaviors that leaders need to be effective in the many situations they handle on a daily basis, such as coaching, delegating, and driving change. This foundation course is a prerequisite for many of the courses in the Leadership Academy series.

BTWD 0405.600	T	10:00AM-03:00PM	TC 112
Session: 1	\$139	08/12/14	Kenton Oakes
BTWD 0405.601	Th	10:00AM-03:00PM	TC 112
Session: 1	\$139	09/04/14	Kenton Oakes
BTWD 0405.602	W	10:00AM-03:00PM	TC 112
Session: 1	\$139	10/29/14	Kenton Oakes

Driving Change

0.4 CEUs

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

BTWD 0408.600	Th	01:00PM-05:00PM	TC 112
Session: 1	\$139	10/02/14	Kenton Oakes
BTWD 0408.601	Th	01:00PM-05:00PM	TC 120
Session: 1	\$139	11/13/14	Kenton Oakes

Coaching for Peak Performance

0.4 CEUs

This course helps leaders handle both proactive and reactive coaching discussions. By understanding the importance of four coaching techniques, learners can have more effective and efficient interactions. Since both proactive and reactive coaching discussions can be challenging, participants will use their own situations to make the course very relevant.

BTWD 0409.600	W	01:00PM-05:00PM	TC 112
Session: 1	\$139	10/01/14	Kenton Oakes
BTWD 0409.601	W	01:00PM-05:00PM	TC 120
Session: 1	\$139	11/12/14	Kenton Oakes

Working As a Team

0.4 CEUs

Working as a team clearly teaches employees the personal, interpersonal and organizational advantages of working together, whether in teams or work groups.

BTWD 0018.600	Th	08:00AM-12:00PM	TC 120
Session: 1	\$139	10/16/14	Kenton Oakes
BTWD 0018.601	Th	08:00AM-12:00PM	TC 112
Session: 1	\$139	12/11/14	Kenton Oakes

Register Early! 307.778.4381

Nothing cancels a class quicker than
waiting until the last minute to register!

FIBER OPTICS

Certified Fiber Optics Tech

2.4 CEUs

Anyone interested in becoming a Certified Fiber Optics Technician should attend this class. This program prepares the student to take the CFOT exam given and graded at the end of the class. Student will be able to effectively and efficiently install, terminate and test multimode/singlemode fiber optic networks. This program is recognized for BICSI CECs: RCDD 21, Installer Level/2 Technician 12 CECs. Course fee includes all books and study materials.

BTWD 0158.600	MTW	08:00AM-05:00PM	TC 121
Sessions: 3	\$700	09/15/14-09/17/14	Staff

Certified Fiber Optics Special

1.6 CEUs

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.

BTWD 0159.600	ThF	08:00AM-05:00PM	TC 121
Sessions: 2	\$675	09/18/14-09/19/14	Staff

Certified Fiber Optics Outside

2.4 CEUs

This 3-day, 24 hour fiber optic tech course is designed for anyone interested in learning how to properly install outside plant fiber optics cabling. This training combines lecture and 85% hands-on activities to prepare the student to take the CFOT OSP hands on and written exams that are sanctioned by the Fiber Optics Association and given and graded the final class day.

BTWD 0358.600	SaSu	08:00AM-05:00PM	TC 121
Sessions: 2	\$775	09/20/14-09/21/14	Staff

COMPUTER CLASSES IN A DAY (OR TWO)!

HTML5 Basic

1.4 CEUs

This course teaches basic skills for those who are new to Web development and want to learn how to use HTML5 (HyperText Markup Language) and CSS to create Web Pages. Students will learn to author HTML5 documents, create semantically meaningful page structures and work with style sheets; create lists, structure information in tables to display tabular data and create and format links to internal and external resource and work with images and background images.

BTWD 0456.600	Th	09:00AM-05:00PM	TC 103
Session: 1	\$99	11/13/14	Janice Cheever

HTML5 Advanced

1.4 CEUs

This course will teach more advanced skills for those who want to learn how to use HTML5 for web development. Students will learn to create semantic HTML documents, build interactive forms and validate data, embed native audio and video and apply advanced CSS techniques. Students will incorporate eye-catching fonts and learn to save user data in local storage. Prerequisite: HTML5 – Basic

BTWD 0457.600	T	09:00AM-05:00PM	TC 103
Session: 1	\$99	12/16/14	Janice Cheever

MOS Excel Certification

8 CEUs

Students are trained in the fundamental tools used in one or more of the following Microsoft applications in order to prepare to successfully complete a national certification: Windows, Excel, Word, PowerPoint, Access or Outlook.

BTWD 0389.600	W	09:00AM-12:00PM	TC 103
Sessions: 11	\$350	09/17/14-12/03/14	Janice Cheever

MS Access 2010/2013 Advanced

1.6 CEUs

This course builds on the skills and concepts taught in Access Intermediate. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

BTWD 0369.600	T	09:00AM-05:00PM	TC 103
Session: 1	\$99	12/02/14	Janice Cheever

MS Access 2010/2013 Basic

1.6 CEUs

This ILT Series course covers the basic functions and features of Access. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.

BTWD 0335.600 T 09:00AM-05:00PM TC 103
Session: 1 \$99 09/23/14 Janice Cheever

MS Access 2010/2013 Intermediate

1.6 CEUs

This course builds on the skills and concepts taught in Access Basic. Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

BTWD 0367.600 T 09:00AM-05:00PM TC 103
Session: 1 \$99 10/28/14 Janice Cheever

MS Excel 2010/2013 Advanced

1.6 CEUs

This course builds on the skills and concepts taught in Excel Intermediate. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics.

BTWD 0368.600 T 09:00AM-05:00PM TC 103
Session: 1 \$99 12/09/14 Janice Cheever

MS Excel 2010 Basic

1.6 CEUs

This ILT Series course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

BTWD 0334.600 T 09:00AM-05:00PM TC 103
Session: 1 \$99 09/16/14 Janice Cheever

MS Excel 2013 Basic

1.4 CEUs

This ILT Series course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel 2013, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text, values, and formulas, and how to save workbooks in the native Excel format, as well as in other formats. They will learn how to move and copy data and formulas, how to determine absolute and relative references, and how to work with ranges, rows, and columns. Students will also learn how to use simple functions, and how to easily apply formatting techniques to worksheet data. They will create and modify charts, and work with graphics. Finally, they will review workbooks for spelling errors, modify page setup, and print worksheets. This course focuses solely on the skills real users need to be productive immediately in Microsoft Excel.

BTWD 0414.600 T 09:00AM-05:00PM TC 103
Session: 1 \$99 10/14/14 Janice Cheever

MS Excel 2010/2013 Intermediate

1.6 CEUs

This course builds on the skills and concepts taught in Excel Basic. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, and backgrounds. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates. Finally, students will learn to work with PivotTables and PivotCharts.

BTWD 0366.600 Th 09:00AM-05:00PM TC 103
Session: 1 \$99 11/06/14 Janice Cheever

MS PowerPoint 2010/2013 Basic

1.6 CEUs

This ILT Series course covers the basic functions and features of PowerPoint. After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

BTWD 0337.600	T	09:00AM-05:00PM	TC 103
Session: 1	\$99	09/09/14	Janice Cheever

MS Windows 8

1.4 CEUs

This ILT Series course teaches the core features and functions of Windows 8. Students will learn how to get around using this new redesigned user interface. You will learn how to use the Start screen interface, tiles, charms and apps. Students will also learn some of the new features of Internet Explorer 10 as well as some popular web-based apps. Finally, students will learn how to use desktop administrative tools, user accounts, security features, and personalize the Windows 8 environment.

BTWD 0413.600	T	09:00AM-05:00PM	TC 103
Session: 1	\$99	10/07/14	Janice Cheever

MS Word 2010/2013 Advanced

1.6 CEUs

This course builds on the skills and concepts taught in Word Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

BTWD 0354.600	T	09:00AM-05:00PM	TC 103
Session: 1	\$99	11/18/14	Janice Cheever

MS Word 2010/2013 Basic

1.6 CEUs

This ILT Series course covers the basic functions and features of Word. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

BTWD 0336.600	Th	09:00AM-05:00PM	TC 103
Session: 1	\$99	09/04/14	Janice Cheever

MS Word 2010/2013 Intermediate

1.6 CEUs

This course builds on the skills and concepts taught in Word Basic. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

BTWD 0353.600	T	09:00AM-05:00PM	TC 103
Session: 1	\$99	10/21/14	Janice Cheever

Quickbooks 2014

1.8 CEUs

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

BTWD 0108.600	MF	09:00AM-04:00PM	TC 103
Sessions: 2	\$199	09/12/14-09/15/14	Janine Thompson
BTWD 0108.601	MF	09:00AM-04:00PM	TC 103
Sessions: 2	\$199	11/03/14-11/07/14	Janine Thompson

Register Today!

307.778.4381

ASSESSMENTS (CALL 307.432.1602 FOR APPOINTMENT)

Reading for Information Assessment

Seven assessments of reading for information are workplace skill builders designed for those whose jobs need effective reading ability.

WKKY 0202.500 \$16.00 NET Staff

Applied Mathematics Assessment

There are seven assessments of applied mathematics designed to help the employee to solve problems that arise in the workplace by applying mathematical skills. The assessments present information related to mathematical operations, conversions, symbols, interpretation of graphic representation and practical calculations.

WKKY 0203.500 \$16.00 NET Staff

Applied Technology Assessment

The six assessments of applied technology cover one step at a time the basic principles and workplace applications of technological systems. The systems that are explored in the applied technology assessments are thermodynamics, fluid dynamics, electricity and mechanics. The materials and activities relate to basic and complex tools, problem diagnosis and solution of malfunctions.

WKKY 0204.500 \$16.00 NET Staff

Locating Information Assessment

There are six assessments of locating information. The assessments focus on basic reading skills and workplace vocabulary with a view to improve the employee's understanding of conventional symbols and visuals and of methods used to organize and represent information.

WKKY 0207.500 \$16.00 NET Staff

Observation Assessment

With six assessments the combination of good listening habits and skillful observation is examined.

WKKY 0208.500 \$16.00 NET Staff

Teamwork Assessment

The teamwork assessment covers six areas emphasizing how to work effectively in groups.

WKKY 0210.500 \$16.00 NET Staff

Writing Assessment

There are five assessments of writing assessing the skills necessary to communicate effectively with others in a variety of workplace situations.

WKKY 0211.500 \$16.00 NET Staff

Listening Assessment

The five assessments of listening are concerned with the skills necessary to listen and communicate effectively with others in the workplace.

WKKY 0206.500 \$16.00 NET Staff

Career Readiness Certificate

Career Readiness Certificate is awarded to students who complete the Applied Mathematics, the Locating for Information, and the Reading for Information Work Keys Assessments at a level 3 or higher in each of the respective areas.

WKKY 0272.501 \$52.00 NET Staff

Register Early! 307.778.4381

**Nothing cancels a class quicker than
waiting until the last minute to register!**

SKILL IMPROVEMENT

Reading for Information Skills Building

Seven levels of reading for information are workplace skill builders designed for those whose jobs need effective reading ability.

WKKY 0192.500 \$50 NET Staff

Applied Mathematics Skills Building

There are seven levels of applied mathematics designed to help the employee to solve problems that arise in the workplace by applying mathematical skills. The materials present information related to mathematical operations, conversions, symbols, interpretation of graphic representation and practical calculations.

WKKY 0193.500 \$50 NET Staff

Applied Technology Skills Building

The six levels of applied technology cover one step at a time the basic principles and workplace applications of technological systems. The systems that are explored in the Applied Technology courses are thermodynamics, fluid dynamics, electricity and mechanics. The materials and activities relate to basic and complex tools, problem diagnosis and solution of malfunctions.

WKKY 0194.500 \$50 NET Staff

Locating Information Skills Building

There are six levels of locating information. The courses focus on basic reading skills and workplace vocabulary with a view to improving the employee's understanding of conventional symbols and visuals and of methods used to organize and represent information.

WKKY 0197.500 \$50 NET Staff

Observation Skills Building

Through six levels, observation presents techniques to help the employee be an efficient observer in any workplace situation. The combination of good listening habits and skillful observation is examined. The courses include frequent opportunities for practicing observation skills and techniques.

WKKY 0198.500 \$50 NET Staff

Writing Skills Building

There are five levels of writing emphasizing the skills necessary to communicate effectively with others in a variety of workplace situations. Writing activities are based on typical written communication in the workplace such as memos, letters, messages, reports, proposals, valuations, budgets and other forms of correspondence.

WKKY 0201.500 \$50 NET Staff

Listening Skills Building

The five levels of listening are concerned with the skills necessary to listen and communicate effectively with others in the workplace environment. The types of oral messages discussed include phone conversations, meeting discussions, orientation talks, specific instructions, proposals, evaluations and many other types of communication.

WKKY 0196.500 \$50 NET Staff

Teamwork Skills Building

Teamwork covers six levels emphasizing how to work effectively in groups. The activities include role playing and writing assignments that develop teamwork skills to the point that the employee can go into any workplace situation with confidence.

WKKY 0200.500 \$50 NET Staff

Register Today!

307.778.4381

Visit the Outreach & Workforce Development website
lccc.wy.edu/workforce

Take part in LCCC's
new program:

LEAD

Leadership Education and Development

Our fresh approach
to proven leadership skills
in 2014 features
new courses taught
by experienced leaders
including
Ken Oakes,
Jan Felton and
Charlie Rando.

Take one
training session
or experience the
entire series.



LARAMIE COUNTY
COMMUNITY COLLEGE

For more information or
to reserve your seat today, contact
Darlene Kaelin at 307.778.4381
or dkaelin@lccc.wy.edu.



Online Learning Anytime, Anywhere . . . Just a click away!



In partnership with Gatlin Education, LCCC offers a program that makes it easy for you to take high-quality, affordable Online Career Training Programs to prepare you to launch a new career or advance in an existing one, no matter where you're located.

Through well-crafted lessons, expert online instruction, and instructor and peer interaction, you will gain valuable knowledge at a time and place that is convenient for you. These programs provide the flexibility of studying at your own pace and enough structure and support to complete the course. They can be accessed 24/7 from anywhere with an Internet connection.

The Online Career Training Programs are available to start anytime and range from three to six months, with many offering an extension period if necessary. Many programs include an industry certification exam, and internship and externship opportunities are available for select programs. They are entirely Web-based, but expert instructors provide office hours and quick responses to any student questions.

LCCC is pleased to offer the following topics. Space limitation prevents the listing of all topics. For detailed course outlines and course demonstrations please visit www.gatlineducation.com. To learn more, call LCCC at 307.778.4381 or visit us online at lccc.wy.edu/workforce/onlineTraining.

HEALTHCARE AND FITNESS

Administrative Dental Assistant
(150 Hours) **Fee \$1,795**
This online program will teach you the essential administrative tasks for managing the business aspects of a dental practice.

Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology
(360 Hours) **Fee \$2,495**
The Medical Billing and Coding + Medical Terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

Medical Billing and Coding + Medical Terminology
(300 Hours) **Fee \$1,995**
This program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

ICD-10 Medical Coding: Preparation and Instruction for Implementation
(200 Hours) **Fee \$1,795**
Prepare for and implement the changes that ICD-10 will bring to the medical coding system.

Personal Fitness Trainer
(250 Hours) **Fee \$2,295**
Learn how to apply your client's health history, goals, and abilities, as well as integrating exercise science curriculum and practical training techniques, into a systematic model you can use to progress your clients through different training levels and phases.

Medical Transcription + Medical Terminology
(300 Hours) **Fee \$1,995**
Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

Veterinary Assistant
(170 Hours) **Fee \$1,995**
Prepare for a new career as a Veterinary Assistant as you learn how to care for animals and assist the veterinarian during examinations.

Clinical Dental Assistant
(240 Hours) **Fee \$1,995**
This program provides you with the skills you need to become a dental assistant. After you've completed this program, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

MEDIA AND DESIGN

Graphic Design with Photoshop CS5
(200 Hours) **Fee \$1,995**
Prepare for a career in graphic design by mastering Photoshop CS5, the world's most popular application for creating and editing graphic images. Photoshop CS5 software license is included in the program fee.

Residential Interior Designer
(120 Hours) **Fee \$1,995**
Prepare for a career as a residential interior designer by learning the basics of good design, getting familiar with design styles and movements, exploring the materials that interior designers use, and putting your knowledge to work as you create your own design concept for a family room.

IT AND SOFTWARE DEVELOPMENT

Comp TIA™ A+ Certification Training
(230 Hours) **Fee \$1,695**
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and this program makes training convenient and interactive.

Help Desk Analyst: Tier 1 Support Specialist
(120 Hours) **Fee \$1,495**
Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

Microsoft Office Specialist 2010
(380 Hours) **Fee \$1,995**
Prepare for certification in Microsoft Office Excel, Word, PowerPoint, Access, and Outlook. Gain the skills to use these programs like a pro.

AutoCad 3D
(80 Hours) **Fee \$1,695**
In this program, you'll get a thorough grounding in the fundamentals of 3D and explore the main features of AutoCAD's advanced 3D modeling workspace.

Webmaster
(150 Hours) **Fee \$1,995**
The Webmaster Online Training Program will teach you to design, develop, and maintain Websites.

SKILLED TRADES AND INDUSTRIAL

Oil Refinery Operations
(400 Hours) **Fee \$2,595**
Learn the skills you need to start work as an in-demand oil refinery operator.

Carpentry
(80 Hours) **Fee \$1,595**
Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects.

LCCC offers a variety of online courses! Visit lccc.wy.edu/workforce/onlineTraining to find the largest selection of self-study online courses available. Enroll anytime you like – study when you want!

ADELANTE 88

A PATHWAY TO SUCCESS

Adelante at Laramie County Community College trains parents to receive nationally recognized certifications at no cost!



The Adelante program provides parents, who meet low income guidelines, the resources necessary to achieve success!

- **Certified Nursing Assistant**
- **Pharmacy Technician**
- **Microsoft Office/Customer Service Specialist**
- **Industrial Technology**
- **Certified Clinical Medical Assistant**
- **Welding**

ELIGIBILITY TO APPLY

Applicants must be:

- a parent of at least one child (child must be at or below the age of 18)
- meet low income guidelines
- be a Wyoming Residents, and
- be ready, willing, and able to participate fully in a career training program.

CONTACT US

Program Subject to change.

Please call 307.432.1681 for the latest information.

Maria Gomez, Admissions Advisor
307.778.4331 or mgomez@lccc.wy.edu

Christie Goertel, Program Manager
307.432.1681 or cgoertel@lccc.wy.edu



LARAMIE COUNTY
COMMUNITY COLLEGE

Laramie County Community College

Workforce & Professional Development

CPR Training

**Healthcare
Provider CPR**

or

CPR First Aid

All courses follow the American Heart Association requirements and students receive a two-year certification.



LARAMIE COUNTY
COMMUNITY COLLEGE

For dates, times or additional information, call Patrick Currie at 307.778.1149.

lccc.wy.edu

CPR and First Aid

All ages CPR and Basic First Aid.

EMTN 4010.600	M	09:00AM-03:00PM
Session: 1	\$80	08/18/14
EMTN 4010.601	F	09:00AM-03:00PM
Session: 1	\$80	08/22/14
EMTN 4010.602	F	09:00AM-03:00PM
Session: 1	\$80	09/12/14
EMTN 4010.603	F	09:00AM-03:00PM
Session: 1	\$80	09/26/14
EMTN 4010.604	M	09:00AM-03:00PM
Session: 1	\$80	10/06/14
EMTN 4010.605	F	09:00AM-03:00PM
Session: 1	\$80	10/24/14
EMTN 4010.606	F	09:00AM-03:00PM
Session: 1	\$80	12/12/14

0.5 CEUs

TC 115
Hoover/Phelps
TC 115
Hoover/Phelps
TC 115
Hoover/Phelps
TC 115
Hoover/Phelps
TC 115
Hoover/Phelps
TC 115
Hoover/Phelps

CPR for Healthcare Providers

EMTN 4015.600	F	09:00AM-01:00PM
Session: 1	\$50	08/15/14
EMTN 4015.601	F	09:00AM-01:00PM
Session: 1	\$50	08/29/14
EMTN 4015.602	F	09:00AM-01:00PM
Session: 1	\$50	09/05/14
EMTN 4015.603	M	09:00AM-01:00PM
Session: 1	\$50	09/15/14
EMTN 4015.604	F	09:00AM-01:00PM
Session: 1	\$50	10/03/14
EMTN 4015.605	F	09:00AM-01:00PM
Session: 1	\$50	10/17/14
EMTN 4015.606	F	09:00AM-01:00PM
Session: 1	\$50	11/14/14
EMTN 4015.607	F	09:00AM-01:00PM
Session: 1	\$50	12/05/14
EMTN 4015.608	F	09:00AM-01:00PM
Session: 1	\$50	12/19/14

0.4 CEUs

TC 115
Hoover/Phelps
TC 115
Hoover/Phelps
TC 115
Hoover/Phelps
TC 115
Hoover/Phelps
TC 115
Hoover/Phelps
TC 115
Hoover/Phelps
TC 115
Hoover/Phelps

**CPR/FA available at the Eastern Laramie County campus as needed
call 307.778.1149**

Register Today!
307.778.4381



Beginning January 2014, Laramie County Community College will offer certification to become an Advanced Emergency Medical Technician. Students will learn to function as part of a comprehensive EMS response team and attain the skills to perform basic and advanced medical procedures. Some course content will be streamed live online to allow the student to attend a portion of the training course from home. Upon successful completion, students will sit for the National Registry of AEMT examination.

Advanced Emergency Medical Technician

Course Number: EMT 4006

Cost: \$800

Date and Time: Please call 307.778.1149

The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

LCCC Emergency Medical Services
307.778.1149

Patrick Currie, Program Manager
patrickcurrie@lccc.wy.edu

OSHA & Safety

at Laramie County Community College

LCCC offers a variety of safety, health and environmental courses, taught by industry experts.

Now there is a cost- and time-effective way to meet your OSHA and SafeLand training requirements. Skip the hassle and expense of Denver and train in Cheyenne instead!

CEUs are available for all classes.

OSHA



DANGER LEAD REMOVAL AUTHORIZED PERSONNEL ONLY



For the current schedule of upcoming courses visit our website.

lccc.wy.edu/workforce/development/OSHA

307.778.4381

LARAMIE COUNTY COMMUNITY COLLEGE Adult Career and Education System (ACES)

The Adult Career and Education System (ACES) provides day and evening classes in Adult Basic Education (ABE), High School Equivalency Certificate (HSEC) preparation, Adult Secondary Education (ASE), and English for Speakers of Other Languages (ESOL). 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 and Technical Building on the main LCCC campus. ABE and ESOL services are also provided at the Eastern Laramie County Outreach Center in Pine Bluffs. Call for class times, to schedule orientation or for additional information.

Adult Basic Education (ABE)

ABE 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 High School Equivalency Certificate (HSEC). Classes include reading, writing, math, science, social studies, and college and career transitions. Students who are 16 or 17 years of age must complete age waiver requirements through ACES prior to taking the tests.

Adult Secondary Education (ASE)

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

English for Speakers of Other Languages (ESOL)

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

Students have the opportunity to earn a Career Readiness Certificate (CRC) to demonstrate their skills and potential to employers.

HSEC Testing

Individuals can choose between two different tests for their **High School Equivalency Certificate (HSEC)**.

- ACES offers the HiSET™/schedule at hiset.ets.org
- The Exam Lab offers the GED® 2014 Test/schedule at ged.org

ACES/LCCC Campus

1400 East College Drive
Cheyenne, WY 82007
307.637.2450

lccc.wy.edu/academics/services/adultEducation

Eastern Laramie County Outreach Center

607 Elm Street
Pine Bluffs, WY 82082
307.245.3595

lccc.wy.edu/about/campuses/easternLaramieCounty

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.

Distance
Learning
Options
AVAILABLE



To schedule
New Student Orientation
or for more information,
call 307.637.2450.



Eastern Laramie County Outreach Center

607 Elm Street • P.O. Box 580

Pine Bluffs, Wyoming 82082

Phone: 307.245.3595

Fax: 307.245.3739

lccc.wy.edu/about/campuses/easternLaramieCounty

Email: sacheson@lccc.wy.edu

FIND IT HERE

Lifelong Learning at LCCC	39
LCCC-ELC Mission Statement	39
English for Speakers of Other Languages	39
Inglés Como Segundo Idioma	39
Young Farmer Program	39

COMMUNITY SERVICE

Ballet and Tap Combo Ages	40
Ballet/Tap Combo Age 5-6	40
Beginning Ballet, Tap and Jazz	40
Intermediate Jazz Ages 8-11	40
Quilting for Fun	41
Intermediate Ballet Age 9 & Up	41
Beginning Tap Ages 9 & Up	41
Intermediate Tap Ages 8-11	41
After School Crafts	41

CONTINUING EDUCATION

CPR	42
-----------	----

- English for Speakers of Other Languages •
- Adult Basic Education •
- HSEC Preparation Classes •
- Adult Secondary Education •

See Page 37 for class listings.

Call 307.245.3595 for more information.

CREDIT COURSE INFORMATION

Admission Policies	43
Registration Instructions	43
Disclaimer	43
Tuition and Fees	43
Deferred Tuition and Fee Payment Plan	43
Golden Age Privilege	43
Withdrawal	43
Refund Policy for Credit Courses	43
Auditing Courses	44
Bookstore	44

CREDIT CLASSES

Introduction to Criminal Justice	44
Criminal Law I.	44
Wyoming History	44
Pre-Calculus Algebra	44
General Psychology	44

ADULT STUDIES

Adult Studies	45
Adult Basic Education (ABE)	45
High School Equivalency Certificate (HSEC)	45
English for Speakers of Other Languages (ESOL)	45

Location Abbreviations

ELCC.	Eastern Laramie County Outreach Center
ELCC CR	Eastern Laramie County Outreach Center Computer Room
TBA.	To be announced

Lifelong Learning

Since its inception, Laramie County Community College has provided educational services to varied populations within its service area. A number of credit courses and noncredit continuing education courses are being offered during this semester in Eastern Laramie County. 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.

LCCC–ELC Mission Statement

The mission of the Eastern Laramie County Outreach Center is to meet the diverse educational needs of the people of eastern Laramie County, northeast Colorado and southwest Nebraska by offering academic transfer programs, career and occupational programs, developmental and basic skills instruction, adult and continuing education, public programming and student support services.

English for Speakers of Other Languages

Exact days, times and locations of English for Speakers of Other Languages (ESOL) classes will be announced.

Conversation competency is the main objective, with secondary emphasis on reading and writing skills. This class is designed to assist eligible noncitizens with the naturalization process, as well as help with the necessary application forms.

Information: 307.245.3595.

Inglés Como Segundo Idioma

El día, el lugar y la hora de las clases de inglés como segundo idioma (English for Speakers of Other Languages [ESOL]) se anunciarán.

El objetivo principal de las clases es la conversación en inglés, pero también se enseña a leer y a escribir en inglés. Estas clases están diseñadas para ayudar a todas las personas que no son ciudadanas, pero que son candidatos elegibles para obtener la ciudadanía norteamericana. En estas clases se les enseña todo lo necesario para obtener la ciudadanía norteamericana y cómo se deben completar las aplicaciones.

Información: 307.245.3595.

Young Farmer Program

The Young Farmer Program is for people of all ages who are engaged in or are becoming established in agriculture. The participants, usually employed full time in agriculture or agribusiness, satisfy their supplemental educational needs.

The Young Farmer Program serves the needs of people in agriculture at secondary and post-secondary levels. The program encourages individual, family and farm-related goal-setting by providing for achievement of those goals. A series of educational programs is offered.

For more information, call Ron Pulse at 307.778.1192.

CEUs AVAILABLE

Many professional organizations and businesses require or encourage their members and employees to earn continuing education units (CEUs) for advancement. A CEU is defined as "10 hours of participation in an organized continuing education, adult or extension experience under reasonable sponsorship, capable direction and qualified instruction."

CEUs are recognized nationally as a measure of substantive inservice education and training. However, the CEU should not be interpreted as a substitute for college credit.

Issuance of CEUs is based on a minimum of 80 percent attendance and/or a performance evaluation.

Participants in LCCC continuing education classes (those with a class number beginning with ELCE) may now be able to earn CEUs. Call 307.245.3595 for more information.

Customized Training

Local businesses have often used our customized training to teach and/or update employee skills. We can help your business meet its specific needs, from introductory to advanced levels, by designing and teaching customized training classes for your office. For more information, please call LCCC at 307.245.3595.

COMMUNITY SERVICE

Ballet and Tap Combo, Ages 2-4

This class will introduce your child to dance and music teaching them how to learn while reinforcing knowledge of colors, numbers, shapes and more. Dress Code: (Girls) Pink or black leotard, pink tights, black tap shoes and pink ballet slippers. No silk slippers. (Boys) Fitted white tee shirt, black jazz pants, bike shorts, or black tights, black ballet shoes and black tap shoes.

ELCS 8941.760	M	03:45PM-04:15PM	ELCC GYM
Sessions: 5	\$33	08/25/14-09/29/14	Christi Freeman
No class Sept. 1st (Labor Day)			

ELCS 8941.761	M	03:45PM-04:15PM	ELCC GYM
Sessions: 5	\$33	10/06/14-11/03/14	Christi Freeman

ELCS 8941.762	M	03:45PM-04:15PM	ELCC GYM
Sessions: 5	\$33	11/10/14-12/08/14	Christi Freeman

Ballet/Tap Combo Age 5-6

This class will continue to use dance and music as a tool to teach the young child. We will have fun moving while learning basic ballet and tap steps. Dress code: (Girls) Pink or black leotard, pink tights and pink ballet slippers. No silk slippers. (Boys) Fitted white tee shirt, black jazz pants, bike shorts or black tights, black ballet slippers, and black tap shoes.

ELCS 8924.760	M	04:20PM-05:20PM	ELCC GYM
Sessions: 5	\$33	08/25/14-09/29/14	Christi Freeman
No class Sept. 1st (Labor Day)			

ELCS 8924.761	M	04:20PM-05:20PM	ELCC GYM
Sessions: 5	\$33	10/06/14-11/03/14	Christi Freeman

ELCS 8924.762	M	04:20PM-05:20PM	ELCC GYM
Sessions: 5	\$33	11/10/14-12/08/14	Christi Freeman

Beginning Ballet, Tap and Jazz, Ages 6-8

In this class students will begin to understand the discipline and joy of ballet, tap and jazz. Children will begin to work on stretching, balancing, basic foot positions, arm movements, body alignment and jazz fundamentals. We will also begin to learn basic turns, leaps, and dance steps. In the tap part, children will learn basic tap steps and we will add these steps to music. Dress Code: (Girls) Pink or black leotard, pink tights and pink ballet slippers. No silk slippers. (Boys) Fitted white tee shirt, black jazz pants, bike shorts, or black tights, black ballet slippers, and black tap shoes.

ELCS 8952.760	M	05:30PM-06:45PM	ELCC GYM
Sessions: 5	\$33	08/25/14-09/29/14	Christi Freeman
No class Sept. 1 (Labor Day)			

ELCS 8952.761	M	05:30PM-06:45PM	ELCC GYM
Sessions: 5	\$33	10/06/14-11/03/14	Christi Freeman

ELCS 8952.762	M	05:30PM-06:45PM	ELCC GYM
Sessions: 5	\$33	11/10/14-12/08/14	Christi Freeman

Intermediate Jazz, Ages 8-11

Ballet training helps but is not a requirement. This class will use more upbeat music while the dancer works in a parallel position. Students will continue to work on beginning jazz steps while adding different arm and isolations. The class will also work on strength and flexibility. Dress Code: (Girls) Leotard and tights, bike shorts or leggings, tee shirt and jazz shoes. (Boys) Fitted white tee shirt, black jazz pants, bike shorts or black tights and black jazz shoes.

ELCS 8946.760	T	06:25PM-07:15PM	ELCC GYM
Sessions: 5	\$33	08/26/14-09/30/14	Christi Freeman
No class Sept. 2			

ELCS 8946.761	T	06:25PM-07:15PM	ELCC GYM
Sessions: 5	\$33	10/07/14-11/04/14	Christi Freeman

ELCS 8946.762	T	06:25PM-07:15PM	ELCC GYM
Sessions: 5	\$33	11/11/14-12/09/14	Christi Freeman

Quilting for Fun

Whether you are a beginner or an experienced quilter, come and join the fun as area quilters create unique and beautiful quilts that can be used as wall hangings, bed covers, gifts or donated for local benefits. This class is open to anyone who already quilts or would like to learn the art of quilting. This fun, rewarding class offers hand and machine quilting, quilt assembly, fellowship and volunteering for worthwhile causes. Please pre-register.

ELCS 8850.750	T	09:00AM-03:00PM	ELCC 3
Sessions: 16	\$4	08/26/14-12/09/14	Staff

Intermediate Ballet Age 9 & Up

Students will continue to work on technique, body alignment, and ballet fundamentals while beginning to learn more dance steps. This class will also focus on building strength, flexibility and musicality. Dress Code: (Girls) Pink or black leotard, pink tights and pink ballet slippers. No silk slippers. (Boys) Fitted white tee shirt, black jazz pants, bike shorts, or black tights and black ballet slippers.

ELCS 8947.760	T	03:30PM-04:25PM	ELCC GYM
Sessions: 5	\$33	08/26/14-09/30/14	Christi Freeman
No class on Sept. 2			

ELCS 8947.761	T	03:30PM-04:25PM	ELCC GYM
Sessions: 5	\$33	10/07/14-11/04/14	Christi Freeman

ELCS 8947.762	T	03:30PM-04:25PM	ELCC GYM
Sessions: 5	\$33	11/11/14-12/09/14	Christi Freeman

Beginning Tap Ages 9 & Up

Tap is a fun dance discipline that works on using our feet, body and props to expose different beats. In this class we will work on using our feet to practice basic tap steps. We will also practice using our ears to hear the beat and our feet to dance the beat. Dress Code: (Girls) Leotard and tights, bike shorts or black tights and black tap shoes. (Boys) Fitted white tee shirt, black jazz pants, bike shorts or black tights and black tap shoes.

ELCS 8948.760	T	04:35PM-05:20PM	ELCC GYM
Sessions: 5	\$33	08/26/14-09/30/14	Christi Freeman
No class Sept. 2			

ELCS 8948.761	T	04:35PM-05:20PM	ELCC GYM
Sessions: 5	\$33	10/07/14-11/04/14	Christi Freeman

ELCS 8948.762	T	04:35PM-05:20PM	ELCC GYM
Sessions: 5	\$33	11/11/14-12/09/14	Christi Freeman

Intermediate Tap Ages 8-11

Tap is a fun dance discipline that works on using our feet, body and props to expose different beats. In this class we will work on using our feet to practice basic tap steps. We will also practice using our ears to hear the beat and our feet to dance the beat. Dress Code: (Girls) Leotard and tights, bike shorts or black tights and black tap shoes. (Boys) Fitted white tee shirt, black jazz pants, bike shorts or black tights and black tap shoes.

ELCS 8945.760	T	05:25PM-06:15PM	ELCC GYM
Sessions: 5	\$33	08/26/14-09/30/14	Christi Freeman
No class Sept. 2nd			

ELCS 8945.761	T	05:25PM-06:15PM	ELCC GYM
Sessions: 5	\$33	10/07/14-11/04/14	Christi Freeman

ELCS 8945.762	T	05:25PM-06:15PM	ELCC GYM
Sessions: 5	\$33	11/11/14-12/09/14	Christi Freeman

After School Crafts

The craft theme for this class will be winter creations. Students will receive all of the materials and instructions to complete the project. In order to have sufficient materials on hand for the class, please pre-register one week in advance.

ELCS 8907.750	W	03:30PM-04:30PM	ELCC 3
Session: 1	\$5	09/17/14	Staff

ELCS 8907.751	W	03:30PM-04:30PM	ELCC 3
Session: 1	\$5	10/15/14	Staff

ELCS 8907.752	W	03:30PM-04:30PM	ELCC 3
Session: 1	\$5	11/12/14	Staff

CONTINUING EDUCATION

CPR

0.4

By the end of this American Heart Association short course you should be able to give CPR to an adult.

EMTN 4040.750	Sa	01:00PM-04:00PM	ELCC 1
Session: 1	\$40	09/13/14	Amy Long
EMTN 4040.751	Sa	01:00PM-04:00PM	ELCC 1
Session: 1	\$40	10/11/14	Amy Long
EMTN 4040.752	Sa	01:00PM-04:00PM	ELCC 1
Session: 1	\$40	11/08/14	Amy Long
EMTN 4040.753	Sa	01:00PM-04:00PM	ELCC 1
Session: 1	\$40	12/13/14	Amy Long

Register Today!

307.245.3595

Register early so your classes will not be canceled!

The Laramie County Community College campus in Pine Bluffs is now offering short computer classes to develop your skills both personally and professionally!

Call 307.245.3595 today for more information.



CREDIT COURSE INFORMATION

Admission Policies

Laramie County Community College will admit any individual, public, private or home school graduate, HSEC recipient, or anyone who in the judgment of the college can benefit from one of the college programs or courses.

Laramie County Community College does not discriminate on the basis of race, color, national origin, sex, age, religion, political affiliation, or disability in admission or access to, or treatment or employment in, its educational programs or activities.

Inquiries concerning Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act may be referred to LCCC Human Rights Officers: Peggie Kresl-Hotz, Director of Human Resources, Room 148, Administration Building, 307.778.1258, or James Cook, Vice President of Student Services, Room 117, Student Services Building, 307.778.1217. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204, or Equal Employment Opportunity Commission, 303 East 17th Avenue, Suite 510, Denver, CO 80203.

Registration Instructions

- Proper registration is the responsibility of the student.** Faculty advisers will assist students in the selection of their courses, but the ultimate responsibility for proper registration rests with the individual student. *Students should check their schedule forms to verify that credit hours, sections, etc. are correct.*
- An important change in the registration process now requires any student who has accumulated 15 or more credit hours to get his or her adviser's signature prior to registering.
- Veterans must phone the LCCC Veterans Affairs Office at 307.778.1112 in Cheyenne for verification of registration. Please note: The signature of an academic adviser is required on the registration card or phone-in bill. Also, if courses are to be substituted in a curriculum, a substitution form must be completed before receiving VA educational benefits.
- All financial obligations to LCCC must be met before course credit will be considered earned and transcripts issued.
- All LCCC students enrolled for credit classes are eligible to receive a picture student ID card. The initial ID card will be issued at no charge to the student. The ID card must be renewed each semester the student is enrolled for credit classes. Call 307.778.1212 in Cheyenne for information.

Disclaimer

This schedule of classes is not a contract and the college does not assume liability for errors in scheduling. Please call any errors to the attention of the LCCC-ELC Outreach office, 307.245.3595.

Tuition and Fees

Notice: The college catalog outlines the policy for residency status. Questions should be directed to the admissions coordinator or the vice president of Student Services. Errors made in tuition assessments due to residency status will be corrected during the application audit and will result in tuition adjustments.

Wyoming resident (1-11 credit hours)

Tuition.....	\$ 79 per credit hour/semester
Student fees	\$ 35 per credit hour/semester
Total	\$114 per credit hour/semester

Out-of-State (1-11 credit hours)

Tuition.....	\$237 per credit hour/semester
Student fees	\$ 35 per credit hour/semester
Total	\$272 per credit hour/semester

WUE (Western Undergraduate Exchange) (1-11 credit hours)

Tuition.....	\$118 per credit hour/semester
Student fees	\$ 35 per credit hour/semester
Total	\$153 per credit hour/semester

Note: Tuition and fees are subject to change. Please check the web site for current rates.

Western Undergraduate Exchange (WUE) is a program through which students in participating states may enroll in designated institutions and programs in other participating states at a special, reduced tuition level. Under the terms of this program, students can be admitted at a cost of 150 percent of resident tuition.

Participating in the Western Undergraduate Exchange are Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming. WUE rates are extended to Nebraska students by Wyoming community colleges.

LCCC will admit students from the above states to enter with the WUE designation. Proof of residence will be the same as currently in place for all LCCC students. Students from any participating state may enroll in any program at LCCC provided all other admission requirements are met.

Other Applicable Fees

Records Fee (nonrefundable) payable on application \$20

Credit by Examination Fee:

CLEP Subject Examination Fee (subject to change)	\$70
plus administrative fee to LCCC	\$20
Departmental Examination Fee (per credit hour) ...	\$25
DSST Subject Examination Fee	\$70
Initial Placement Test Fee	No charge
Retake Placement Test Fee	\$ 5
Transcript Fee	\$ 5
Graduation Fee (nonrefundable)	\$20
Cap and Gown Fee (estimated)	\$40
Course Fees.....	Vary according to course
Compressed Video Fee	
(for students at the remote receiving site)	\$20
Online Fee (per credit hour)	\$10
Telecourse Fee (per telecourse)	\$20
Books and Course Supplies (estimated per semester) ..	\$350

Deferred Tuition and Fee Payment Plan

Students may elect to pay their tuition and fees through the college's deferred payment plan. A student must be enrolled in six or more credit hours, **pay 50 percent of the tuition and fees due to the college** and pay a \$15 nonrefundable processing fee to participate in the plan. Once a student has met the qualifications to use the plan, the student will sign a promissory note for the balance due. For more information, call 307.778.1132.

The Golden Age Privilege

LCCC offers students 65 and older the privilege of enrolling in credit classes at a cost of \$10 per credit hour. However, other fees such as lab, records, etc. must be paid. A grade point average of 2.0 or higher must be maintained to enroll for credit classes.

Withdrawal

A student who wishes to withdraw from the college should follow the procedures for a schedule change after contacting his or her adviser.

NOTE: Students receiving financial aid should contact the Scholarship and Financial Aid office for more information.

For courses fewer than 15 weeks in length, the deadline for withdrawing is the midpoint of the course.

All course offerings are dependent upon sufficient enrollment and the availability of instructors. In some cases, the course content may vary slightly from the course description.

Refund Policy for Credit Courses

Tuition will be refunded based on a predetermined schedule. Students must submit a change of enrollment form to the college to officially withdraw from any course. **The effective date of change is the date the form is received by the college. For more information, call 307.778.1139.**

Auditing Courses

Students who wish to enroll in a course for informational purposes only may audit that course. Students may repeat an audited course later for credit by registering for the course and paying tuition and any applicable fees. The tuition and any fees for an audited course are the same as they would be if the course were taken for credit. The decision to audit a course should be made at registration; however, students may elect to change to audit if the following procedure is observed:

1. For a 15- to 16-week course, students may change a course from credit to audit at any time prior to the end of the ninth week of the semester by following the standard procedure for a schedule change.
2. For courses fewer than 15 weeks in length, including summer school, the deadline for changing from audit to credit is the midpoint of the course.
3. Students may only change a course from audit to credit prior to the final date on which a course may be added.

Any student enrolled in a course for audit should clarify the requirements with the instructor before enrolling or on the first day of class. If there are course requirements for which an audit student is unprepared or unwilling to meet, he or she may drop the course immediately subsequent to the first class period and receive a full tuition refund. An audit student who is not willing to meet the stated course requirements and does not drop the course immediately subsequent to the first class period may be withdrawn from the class at any time by the instructor for failing to meet stated requirements.

Bookstore

Visa and MasterCard are accepted. Please contact the LCCC Bookstore on the Cheyenne campus at 307.778.1114 for availability of books.

To find information on textbooks specific to your credit class go to lccc.textbooktech.com.

CREDIT CLASSES

Introduction to Criminal Justice

CRMJ 2120.750 TTh 06:00PM-08:30PM
08/26/14-10/16/14

3 Credits

ELCC 1

An overview course regarding the police function as it relates to the administration of justice in our complex society. For both the nonmajor and the criminal justice major. Prerequisites: Completion of DVST 0520 or ENGL 0520 and ENGL 0700 or ENGL 1001 (or equivalent placement test scores).

Criminal Law I

CRMJ 2210.750 TTh 06:00PM-08:30PM
10/21/14-12/11/14

3 Credits

ELCC 1

An introduction to criminal law as an institution and as a formal means of social control. Criminal law is viewed from the perspective of criminal justice, law, anthropology, sociology, and psychology. For both nonmajors and majors in law enforcement, corrections and prelaw. Prerequisite: Completion of CRMJ 2120 or consent of instructor.

Wyoming History

HIST 1251.750 W 06:00PM-08:30PM
08/27/14-12/09/14

3 Credits

ELCC 1

P.Taylor

A study of Wyoming's economic, political, constitutional, and social history from preterritorial days to the present. Students also gain an understanding of the constitutions of the United States and Wyoming. Prerequisite: Completion of ENGL 0700 or ENGL 1001 or placement into ENGL 1010, or concurrently enrolled in ENGL 1010.

Pre-Calculus Algebra

MATH 1400.750 TTh 06:00PM-08:45PM
08/26/14-12/09/14

4 Credits

ELCC 2

Weller

This course involves the study of elementary functions by numeric, graphic, and symbolic methods. Successful students acquire knowledge and develop skills to investigate linear, quadratic, polynomial, rational, exponential and logarithmic functions; solve equations by graphing; and understand and use function notation. Students receiving credit for MATH 1450 may not receive credit for this course. A specific calculator is required for this course. See a math instructor for acceptable models. Prerequisite: Completion of MATH 0930 (or equivalent placement test score).

General Psychology

PSYC 1000.750 M 06:00PM-09:00PM
08/25/14-12/08/14

3 Credits

ELCC 1

Darden

Students employ concepts in the field of psychology as they apply to: development of behavior; physiological mechanisms of behavior; perception; motivation and emotion; learning; intelligence; individuality and personality; and mental health. Prerequisite: Completion of or concurrent enrollment in ENGL 1010.

ADULT STUDIES

Noncredit literacy training, HSEC (High School Equivalency Certificate) preparation, Adult Basic Education, English for Speakers of Other Languages, preparation for United States citizenship and career skills training classes are offered through Laramie County Community College. Call 307.245.3595 for more information.

Adult Basic Education (ABE)

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

09:30AM-11:30AM	M	ELCC 1	Acheson
05:30PM-07:30PM	T		
06:00PM-08:00PM	W		

High School Equivalency Certificate (HSEC)

Individualized instruction is provided to help prepare students to complete the High School Equivalency Certificate (HSEC) tests. Classes offered include literature and the arts (reading), writing, math, science and social studies. Students who are 16 or 17 years old must complete requirements to get an age waiver prior to taking the tests.

09:30AM-11:30AM	M	ELCC 1	Acheson
05:30PM-07:30PM	T		
06:00PM-08:00PM	W		

English for Speakers of Other Languages (ESOL)

This program provides opportunities for students to reach their language goals of understanding, speaking and writing the English language. Students will become more integrated into society by learning about American culture and customs. Students may also prepare for the naturalization process to become United States citizens. The classes are designed for non-native speakers of English.

10:30AM-12:00PM	MW	ELCC 1	Acheson
-----------------	----	--------	---------

Adult Secondary Education (ASE)

ASE provides individualized 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 offered include reading, math and writing.

09:30AM-11:30AM	M	ELCC 1	Acheson
05:30PM-07:30PM	T		
06:00PM-08:00PM	W		



Eastern Laramie County Outreach Center has a computer lab available for public use.

Open lab hours are 10:30 a.m.-5:30 p.m., Monday through Thursday. Area residents may use the lab to write a letter, create a resume, design a brochure or even learn new computer skills. The computers in the lab run Windows XP and Microsoft Office 2003 and 2007.



GEAR UP & Pathways to Success –It’s about the STUDENTS!

*Serving income eligible seventh– through twelfth– grade students,
GEAR UP and Pathways to Success works to increase students’ academic skills,
help them graduate from high school and help them enroll in college.*

Parent Support

- Financial aid options
- FAFSA completion
- Parent workshops

College Preparation

- Concurrent Enrollment
- Career Pathways
- Career exploration
- ACT Preparation and SAT Preparation
- College visits
- College application and planning
- Scholarship searches

Academics

- Tutoring in all subjects
- Transitional Advising
- Life skills and leadership academies
- Free educational field trips to exciting locations!

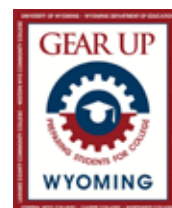
Don't worry about college . . . Get ready for it!

For more information: **Brenda Abbott**, Director, Center for Secondary Students
Rakhshi Hamid, GEAR UP Outreach Coordinator
Nicole Sackrider & Courtney Wenta, GEAR UP Assistant Coordinators

lccc.wy.edu/highschool



**LARAMIE COUNTY
COMMUNITY COLLEGE**



INDEX

A		
Academics	46	
Access	25, 26	
ACES/LCCC Campus	37	
A.C.T. Now!	iv	
ACT Preparation	46	
Adaptive Leadership	23	
Adelante	32	
Admission Policies	43	
Adult Basic Education (ABE)	45	
Adult Career and Education System (ACES)	37	
Adult Secondary Education (ASE)	37, 45	
Adult Studies	45	
Advanced Emergency Medical Tech.	35	
Aerobics, Water	8, 15	
Algebra, Pre-Calculus	44	
Alzheimer's Disease	13	
Applied Mathematics Assessment	28	
Applied Mathematics Skills Building	29	
Applied Technology Assessment	28	
Applied Technology Skills Building	29	
Arts & Crafts	4	
ASE	37	
Assessments	28	
Auditing Courses	44	
Automobile	9	
B		
Ballet	40, 41	
Ballroom Dancing	8	
Belly Dance Fitness	13	
Big Band	8	
Bookstore	1, 44	
Building Environment of Trust	23	
Bulbs	10	
Business and Professional	6	
C		
Campus Map	iii	
Cancellations	ii	
Career Exploration	46	
Career Pathways	46	
Career Readiness Certificate	28, 37	
Career Skills	37	
Career Training	iv	
Center for Secondary Students	46	
Centerpiece	4	
CEUs Available	39	
Children	7	
Clinical Medical Assistant	32	
Coaching for Peak Performance	24	
College Application	46	
College Planning	46	
College Preparation	46	
College Visits	46	
Communicating for Leadership	24	
Community Service	40	
Composting	10	
Computers	6, 25, 42	
Concurrent Enrollment	46	
Continuing Education	42	
Conversational Spanish	6	
Country Swing	8	
CPR	42	
CPR and First Aid	33, 34	
Crafts, After School	41	
Credit Course Information	1, 43, 44	
Criminal Justice	44	
Criminal Law	44	
Customer Service	32	
Customized Training	39	
Customized Workforce Training	20	
D		
Dance	8	
Dance Fitness	13	
Deferred Tuition and Fee Payment Plan	43	
Dementia	13	
Digital Photography	5, 17	
Disabilities, Students with	17	
Disclaimer	1, 43	
Dogs, Mind Your Manners	10	
Driver's Ed	9	
Driving Change	24	
E		
Eastern Laramie County Outreach Center	ii, 37, 38	
eBay	6	
Educational Field Trips	46	
ELC Mission Statement	39	
Emergency Closure	1	
Emergency Medical Technician	35	
Empowering Students with Disabilities	17	
English for Speakers of Other Languages (ESOL)	37, 39, 45	
Equal Opportunity for Participation	ii	
Equine	9	
Errors and Cancellations	ii	
ESOL	37	
Essential Interviewing Skills	23	
Excel	25, 26	
F		
Facilities & Events Scheduling	48	
FAFSA	46	
Felting Soap	4	
Fiber Optics	25	
Financial Aid	46	
First Aid	34	
Fitness	7, 13	
Floral Arrangement	4	
From A-Z	9	
G		
Gardening	10, 11, 12	
GEAR UP & Pathways to Success	46	
General Psychology	44	
Golden Age Privilege	43	
Guidelines	1	
H		
Harry Potter	7, 19	
Healthcare and Fitness	31	
Healthcare Provider CPR	33	
Health for Life	13	
Herbs	11	
High School Equivalency Certificate	37, 45	
History of Women/American West	44	
History, Wyoming	44	
Holiday Decor	4, 12	
Horseback, Fun and Games	9	
Houseplants	11	
HSEC	37	
HTML5	25	
HTML5, Creating Mobile Apps with 5	17	
Human Resource Functions	24	
Hydroponics	11	
I		
Indoor Gardening	11	
Industrial Technology	32	
Inglés Como Segundo Idioma	39	
Instructor-Facilitated Online Classes	16, 17	
Integrated Systems Technology	ii	
Interviewing Skills	23	
iProduct	6	
IT and Software Development	31	
J		
Jazz	40	
L		
Landscape	11	
Lawn and Garden, Maintenance	12	
LEAD	30	
Leadership Academies	46	
Leadership Acad Tier	22	
Leadership and Professional Development Classes	22	
Leadership Education and Development	30	
Life Enrichment	ii	
Lifelong Learning	ii, 39	
Life Skills	46	
Listening Assessment	28	
Listening Skills Building	29	
Locating Information Assessment	28	
Locating Information Skills Building	29	
Location Abbreviations Eastern Laramie County Outreach Center	38	
Location Abbreviations Life Enrichment	3	
Location Abbreviations Workforce and Professional Development	21	
M		
Map, Cheyenne Campus	iii	
Media and Design	31	
Medical Assistant	32	
Medicare	14	
Mental Health	13	
Microsoft Office	32	
Microsoft Word 2011 for Mac	17	
MOS Excel	25	
Motivating Others	23	
MS Access	25, 26	
MS Excel	26	
MS PowerPoint	27	
MS Windows	27	
MS Word	27	
N		
Noncredit	21	
Nursing Assistant	32	

O		R		Teaching Writing: Grades K-3. 17
Observation Assessment. 28		Reading for Info. Assessment. 28		Teamwork Assessment 28
Observation Skills Building. 29		Reading for Info. Skills Building. 29		Teamwork Skills Building 29
Online Learning 17, 31		Refunds 1, 21, 43		Tennis. 14
OSHA ii, 36		Registration, Credit and Noncredit ii		Thanksgiving Centerpiece. 4
P		Registration Information Outreach & Workforce Development 21		Transitional Advising. 46
Parent Support 46		Registration Instructions 43		Tuition and Fees 43
Pathways to Success 46		Resolving Conflict. 22		Tutoring. 46
Performance Problems, Managing. 22		S		Two-Step 8
Pets 10		SafeLand 36		W
Pharmacy Technician. 32		Safety 36		Water Workouts 8, 14, 15
Photography 5, 17		Sales Boot Camp. 22		Welding 32
Photoshop Elements 11 for the Digital Photographer. 17		SAT Preparation 46		Windows 27
Pistol Class, Basic 10		Scholarship Searches 46		Withdrawal 43
PowerPoint 27		Science Tour 7		Word. 27
Pre-Calculus Algebra 44		Self Defense. 10		Workforce & Professional Development. . ii
Prescription Drug Plans, Medicare 14		Seniors 13		Working As a Team. 24
Problem Solving 23		Sewing 5		WorkKeys Assessments and Skill Improvement 28
Professional Development 22		Skilled Trades and Industrial 31		Writing Assessment. 28
Project Management Essentials. 23		Skill Improvement 29		Writing Skills Building. 29
Psychology. 44		Spanish. 6		Wyoming History. 44
Puppy ABC's & 123's 10		Special Workshops 22		Y
Q		Sprinkler Design/Installation. 12		Young Farmer Program 39
Quickbooks 27		Swimming Lessons. 7		Z
Quilting 41		T		Zumba Gold. 13
		Tap Dance 40, 41		Zumba® Kids 7
		Teachers 18		

FACILITIES & EVENTS SCHEDULING AT LCCC

The Facilities & Events office provides low-cost facilities and equipment rentals to government agencies, private businesses, groups and individuals. Whether you're planning a meeting or event for 10 or nearly 300, you'll find the perfect setting at the Center for Conferences & Institutes or the Training Center Building. Our educational atmosphere is a pleasant change from the daily work environment. State-of-the-art audio/video equipment also is available for rent.

Other special facilities are available, as classes allow, such as the college arena, P.E. facilities or classrooms.

For More Information

For more information about scheduling a facility at LCCC,
you can visit our website at lccc.wy.edu/about/facilities, email or call us.

Arlene Lester
Program Manager
307.778.1291
alester@lccc.wy.edu

Melissa Gallant
Program Assistant
307.778.1322
mgallant@lccc.wy.edu

Kim Adams
Office Assistant and A/R Technician
307.778.1382
kadams@lccc.wy.edu

Credit and noncredit classes and other college activities take precedence over outside organizations.

**Sodexo Food Service has rights of first refusal at LCCC.
No other catering service or food vendor may operate on the LCCC campus.**

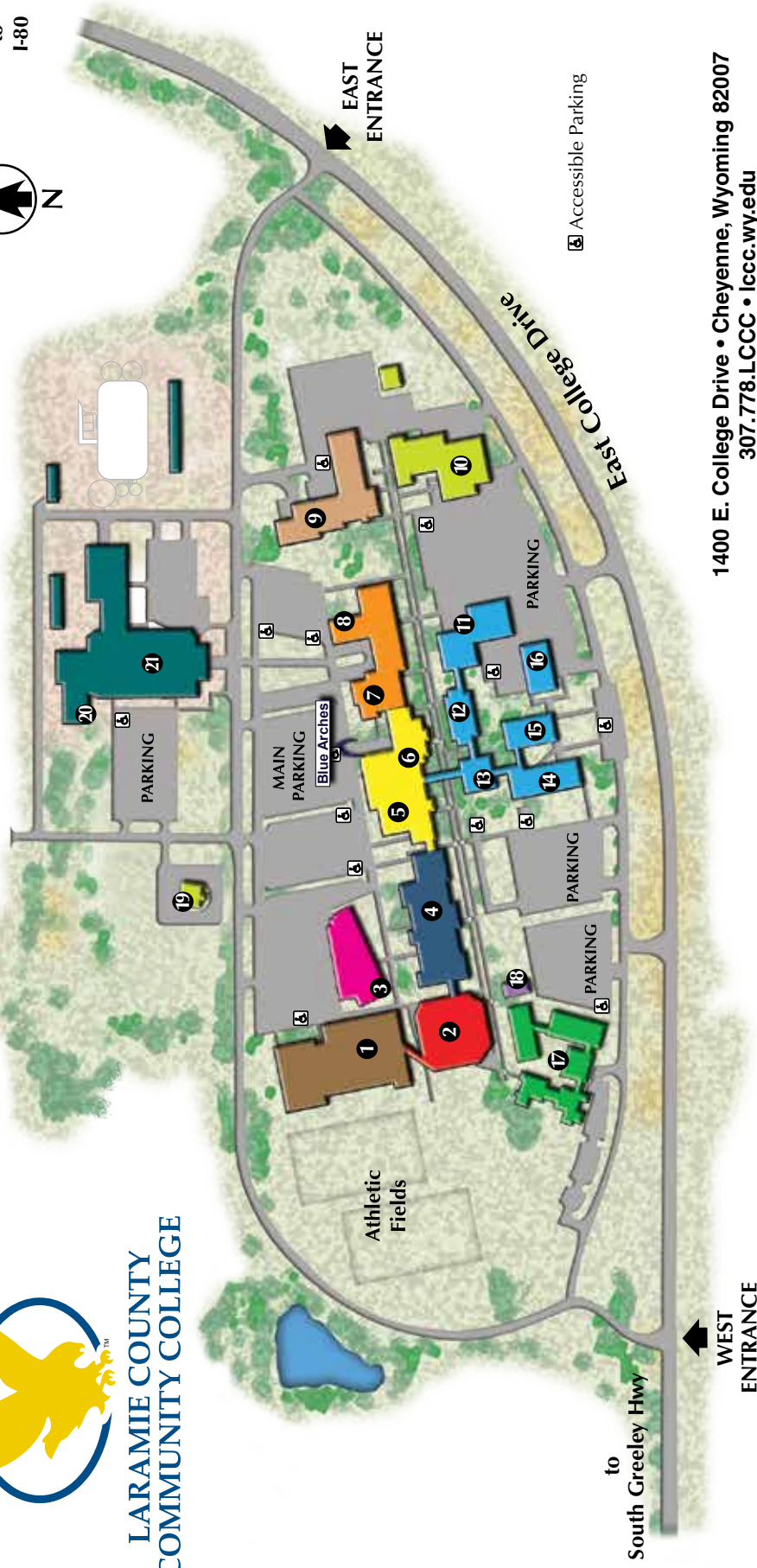




LARAMIE COUNTY COMMUNITY COLLEGE



to
I-80



Accessible Parking

1400 E. College Drive • Cheyenne, Wyoming 82007
307.778.LCCC • lccc.wy.edu

- | | | | |
|---|--|--|--|
| 15 Administration (AM)
Business Services
Human Resources
President's Office | 9 Career & Technical Building (CT)
ACES
Auto Body
Career & Technical Education Center
Integrated Systems Training Center
UW Outreach | 13 Education & Enrichment Center (EEC)
Disability Support Services
Exam Lab | 10 Plant Maintenance (PM)
Carpool
Mailroom |
| 20 Agriculture Building (AG) | 14 Center for Conferences & Institutes (CCI) | 4 Fine Arts Building (FA)
Esther and John Clay Art Gallery
LCCC Foundation | 17 Residence Halls (RHC) |
| 12 Andrikopoulos Business & Technology Building (B) | 19 Central Plant North | 3 Health Science (HS) | 2 Science Center (SC)
Dental Hygiene |
| 21 Arena | 6 College Community Center (CCC)
Advising
Bookstore
Counseling
Dining Hall | 5 Ludden Library (LIB) | 7 Student Services (SS)
Admissions
Campus Safety
Career Center |
| 8 Arp Building
Children's Discovery Center | | 18 Modular (MA)
High School Programs | The Training Center (TC) |
| 11 Auto Diesel (AD) | | 1 Physical Education (PE) | |



**LARAMIE COUNTY
COMMUNITY COLLEGE**
1400 E. College Drive
Cheyenne, Wyoming 82007

NON-PROFIT ORG.
U.S. POSTAGE
PAID
LCCC

POSTAL CUSTOMER

Laramie County Community College
A.C.T. Now!
Career training
most in six months or less



- Certified Medical Assistant
- Pharmacy Technician
- Dental Assistant
- Surgical Technology
- Process Technology
- Registered Nurse
- Radiography
- Health Information Technology & Management
- Medical Coding
- Professional Medical Billers
- Dental Hygiene
- Sonography

**Many classes available online
and in evenings**
Free training may be available



Are you unemployed, underemployed, a veteran...
Why wait? Contact us today!

307.772.7352 or jsteele@lccc.wy.edu
lccc.wy.edu/workforce/development/actnow

Made possible through a grant from the Wyoming Department of Workforce Services. The CFDA # is 17.268: This grant is federal funding through the U.S. Department of Labor Employment and Training Administration under contract from the Department of Workforce Services.

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