

2020 SUMMER CLASS SCHEDULE

Outreach & Workforce Development

Life
Enrichment
Registration
opens
Apr. 16



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

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

Check out our online instructor led courses

General Course Information

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 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.

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

For information call:

- Life Enrichment 307.778.1236
- Workforce Training/OSHA 307.778.4381
- Eastern Laramie County Outreach Center 307.245.3595
- Warren Air Force Base 307.773.2113
- Adult Education 307.637.2450

Accommodations

If you are in need of accommodations for the course you are registered for please contact us at least 2 business days prior to the start of class. For a Life Enrichment class call 778.1134, for Workforce and Professional Development 307.778.4381.

Nondiscrimination Statement

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

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

Errors and Cancellations

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

The college reserves the right to cancel any class. The decision to cancel is usually made two business days before the first class meeting, and every effort is made to notify registered students promptly. A full refund is processed automatically unless the student decides to transfer to another class or section of a canceled class. Registering at least two weeks before a class

begins helps avoid unnecessary cancellations. In order to ensure class enrollment, students should register with payment no later than two days prior to the start of a class. (Life Enrichment and Business Training will take enrollments up to the starting date of the course.) **Students who wish to drop a class must do so no later than two business days prior to the start of the class.**

Refunds	
Class cancellation	100%
Withdrawal 2 business days before class begins	100%
(These policies do not apply to the online ed2go classes.)	
Withdrawal after refund deadline	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). For details on enrolling in credit courses, please go to lccc.wy.edu/academics/schedule.
- The Life Enrichment office will notify (to the best of their ability) all students via email for course changes or cancellations.
- Anyone with an idea for a course is welcome to call Life Enrichment at 307.778.1236.
- Students are required to pre-register for their Life Enrichment class. Instructors are unable to accept registrations the day of class.
- Students must attend the section in which they are registered. Students may not attend an alternative section.
- Payment is required at time of registration.
- Please be aware that LCCC does not filter web content and, though they are under supervision, minors will have access to an open internet.
- Student’s must be at least 15 years of age or older, unless otherwise stated in class description, to register for a Life Enrichment class.

Policy on Children and Guests in Class

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

Emergency Closure

In the event of inclement weather or any other emergency closure, students are instructed to listen to Cheyenne radio and TV stations for information regarding the cancellation of classes. Tune to the local media outlets as early as 6 a.m. for information or visit: lccc.wy.edu or Channel 191.

Disclaimer

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

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LOCATION ABBREVIATIONS	
LCCC — 1400 E. College Drive, Cheyenne	
AB	Auto Body Building
AT	Auto Technology Building
BT	Business Technology
CCI	Center for Conferences & Institutes
HS	Health Sciences Building
PF	Pathfinder Building
RAC	Recreation & Athletics Complex

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

REGISTER STARTING APRIL 16
LCCC.WY.EDU/ENRICHMENT



SUMMER 2020
Youth Programs
@ LARAMIE COUNTY
COMMUNITY COLLEGE

Registration now open

June SEEK Classes	June 15-19
Camp Rock Out	June 22-26
Scientific Chef	June 22-26
Fit Kids Camp	June 29-July 2
July SEEK Classes	July 6-10
Into the Wild	July 13-16

For a full listing of classes go to
lccc.wy.edu/summer

A to Z
and Everything in Between

Auto: Driver’s Education

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 meets the basic requirements of the Wyoming Department of Transportation. REQUIREMENTS: (1) one parent must attend the first 1/2 hour of the first class (for those students under 18), (2) student must have their driving permit prior to registration (3) student must provide their own (insured) vehicle for the one-on-one driving portion of the class and (4) attendance is required at each class for certificate to be issued. Students who do not successfully complete the course may be eligible for additional instructional time for a fee. For more information on this program please see our website at lccc.wy.edu/lifeenrichment.

LIFE 1096.600	TTh	05:30PM-08:30PM	BT 103
	Sa	08:00AM-12:00PM	
Sessions: 9	\$313	06/09/20-06/27/20	Jim Wollack
LIFE 1096.601	TTh	05:30PM-08:30PM	BT 103
	Sa	08:00AM-12:00PM	
Sessions: 9	\$313	08/11/20-08/29/20	Jim Wollack

Canine: A-Paws-A-Tive Step Hands on Dog Training

This 1 day 4-hour class will combine classroom instruction and working hands on with your dog. It can be used as a refresher class or for beginners. The first 2 hours of class will be held WITHOUT dogs. We will cover dog behaviors, easiest training methods and best training equipment. Following our 1-hour lunch break we will begin working with our dogs. During this second half of class we will cover walking on a loose leash, one command sits, wait and stay, as well as come. Any age dog can attend providing they have had all their vaccinations. Please bring proof of vaccination to the first half of class.

LIFE 2004.600	Sa	10:30AM-03:30PM	RAC 133
Session: 1	\$53	07/11/20	Cathy Anderson

Electronics: Secrets to Great iPhone Photography

If you own an iPhone or Android, then you have a powerful tool for taking amazing photos. Why lug around expensive and heavy cameras when this device is capable of so many incredible functions? Learn nine picture taking secrets of your phone and the most useful apps. Discover how to properly compose and take beautiful panoramas and time lapse videos. Ron Stern is a well-known travel photojournalist who has traveled far and wide. He will share his secrets to taking terrific photos that others will actually want to see! \$15 materials fee due on the day of class.

LIFE 1761.600	Th	06:00PM-08:00PM	CCI 123
Session: 1	\$31	06/04/20	Ron Stern
LIFE 1761.601	T	06:00PM-08:00PM	CCI 123
Session: 1	\$31	08/04/20	Ron Stern

Electronics: Master Your DSLR Like a Pro

Do you own a digital camera but not sure how to use it? Have you ever wondered how professionals get those great travel shots that end up on postcards or magazines? In this class, you will learn basic camera operation including how and why to take your camera off automatic and the advantages of various modes, including manual. We will also dive into new techniques such as framing with a frame, when to use fill flash, taking pictures from reflections and creating foreground interest. Please bring your own DSLR camera. There will be time throughout the class to practice what you have learned. Ron is a published photographer whose pictures have appeared in the LA Times, Chicago Tribune and Baltimore Sun. There will be an optional \$12 booklet for purchase during class.

LIFE 1924.600	Sa	09:00AM-01:00PM	CCI 123
Session: 1	\$78	06/06/20	Ron Stern
LIFE 1924.601	Sa	09:00AM-01:00PM	CCI 123
Session: 1	\$78	08/01/20	Ron Stern

Electronics: Intro to Digital 3D Design

Students will learn the basics of digital 3D using a free application called Blender. Students will learn the foundations of 3D rendering including how to model, texture, rig and animate a 3D model for use in a variety of applications including: Art, Game Design, Architecture, Medical Imaging and 3D printing. Please bring a flash drive to save your work. Minimum age of 16. Ages 13-15 with parent registration.

LIFE 2002.600	TWTh	06:00PM-08:00PM	CCI 144
Sessions: 3	\$42	07/07/20-07/09/20	Ty Doak

Fly Cheap, Stay Cheap, Travel Cheap

Learn the secrets of traveling in grand style on a limited budget. Discover how to obtain great deals on airfares, accommodations, cruises, entertainment and creative lodging ideas, all for a fraction of the usual cost. Learn where to find the best websites to save you money, airline tips and secrets that can save you a bundle, zero dollar airline pricing “glitches,” ways to cruise exotic ports for weeks at the same price as a typical seven-day cruise and where to find Broadway tickets for half price, and how to stay in a country home or castle for free anywhere in the world. Ron Stern is a travel columnist and author. Optional materials fee of \$15 includes his companion book that offers an additional 100 sites beyond those covered in class.

LIFE 1641.600	W	06:00PM-08:00PM	CCI 123
Session: 1	\$42	06/03/20	Ron Stern
LIFE 1641.601	M	06:00PM-08:00PM	CCI 123
Session: 1	\$42	08/03/20	Ron Stern

Arts & Crafts

Learn to Chalk Paint Furniture

Prepare for Pinterest-worthy transformation. Bring a small piece of furniture (small table or chair) to class and marvel at the difference chalk/mineral paint can make. By learning the basic techniques of preparation, paint, and topcoat, you will be prepared for furniture makeovers. The cost of supplies is included in the price of the class.

LIFE 1980.600	Su	02:30PM-05:30PM	AT 128
Sessions: 1	\$63	06/14/20	Gracie Marske

Make a Porch Sign

Register with a friend for a fun project to get your porch ready for visitors. Make a beautiful “Welcome” freestanding sign. Supplies included in the cost of the class. Enjoy a Sunday afternoon of creativity!

LIFE 1997.600	Su	02:30PM-04:30PM	AT 128
Session: 1	\$63	07/19/20	Gracie Marske

Wet Felting

This is a class that anyone can do, even for those who consider themselves not to be artistic or crafty. Wool is an exciting and enjoyable medium to work with! You will learn to make a textile called “felt” and end up with a fabulous purse or small tote. Once you learn this wet felting technique, it will open doors to making all kinds of amazing wet felted projects. Wet felting does require some standing and use of hands and arms, so if you are limited in any of these activities, this may not be a suitable class. We will have a break for lunch so you may want to bring a sack lunch.

LIFE 1824.600	Sa	09:00AM-04:00PM	HS 210
Session: 1	\$103	08/01/20	Carolyn Bender

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

Dancing

Country/Ballroom Fusion Level 1

This class is designed for the student looking for a broad scope of social dancing instruction. From today's Top 40 pop to Big Band era, to 90's country, and everything in between, we will be dancing to all styles of music! You will learn the similarities and differences between country and ballroom versions of Two-Step, Waltz, Cha Cha, and Swing. Please add the following sentence where crossed off – Recreate direct basic steps and patterns to a variety of country and contemporary classics. Singles and couples of all dance abilities are welcome!

LIFE 1891.600 Su 03:00PM-04:30PM RAC 117
Sessions: 4 \$78 05/31/20-06/21/20 Michelle Ordes

Learn to Social Dance in a Hurry

If you don't have a lot of time, but need to learn to dance in a hurry, then this is the class for you! Fundamentals of movement, partnering, and musicality and rhythm will be your focus in this class. You will learn basic steps and patterns to a variety of music so that, by the end of four weeks, you will feel confident on almost any social dance floor. Singles and couples welcome!

LIFE 2001.600 Su 04:30PM-05:30PM RAC 117
Sessions: 4 \$68 05/31/20-06/21/20 Michelle Ordes

Country/Ballroom Fusion Level 2

A continuation of Country/Ballroom Fusion Level 1 classes. Learn more about Two-Step, Foxtrot, Waltz, Cha Cha, and East Coast Swing. Taking a Level 1 prior is preferred but not required. (Level 2 may also be taken in conjunction with Level 1). Singles and couples welcome.

LIFE 1766.600 F 06:30PM-08:00PM RAC 117
Sessions: 4 \$78 06/05/20-06/26/20 Michelle Ordes

Financial

Top 10 Most Common Estate Planning Mistakes

When it comes to estate planning, far too many Americans are woefully unprepared. We've identified some of the biggest and most common estate planning mistakes. Come learn from a Certified Financial Planner practitioner the "Top Ten" most frequent estate planning errors and how to avoid or fix them. Don't leave yourself or your loved ones at risk to things going awry. Estate planning can be confusing. This short workshop will remove the mystery in easy to understand language and with worksheets to take home.

LIFE 1957.600 WF 10:00AM-12:00PM CCI 123
Sessions: 2 \$20 06/24/20-06/26/20 Sandy Patrick
LIFE 1957.601 WF 10:00AM-12:00PM CCI 123
Sessions: 2 \$20 08/26/20-08/28/20 Sandy Patrick

Distributions from Retirement Accounts

You've saved for retirement but now, how to best withdraw the funds? Or maybe you don't need the additional income but you're forced to liquidate investments and pay additional taxes because of annual Required Minimum Distributions because of your age. Come learn from two CERTIFIED FINANCIAL PLANNER™ practitioners who will take the mystery out of the rules and make sure you are making the very best decisions for you. Plan to attend both sessions!

LIFE 1746.600 TTh 10:00AM-12:00PM CCI 124
Sessions: 2 \$20 7/14/20-7/16/20 Sandy Patrick

307.778.1236

Healthcare: Medicare – the A, B, C, D Basics

Are you eligible for Medicare or will be shortly? Are you married to someone who will be? This class will cover the following topics: 1) How and when do you sign up for Medicare 2) Do I need to sign up and what happens if I don't sign up. 3) What is the difference between the four different parts of Medicare. 4) Do I need a drug plan if I don't take drugs? 5) The reasons for a Medicare Supplement (Medigap) plan. 6) The difference between Medicare and Medicaid. All of these will be answered as well as many myths about Medicare will be dispelled.

LIFE 1995.600 M 06:30PM-08:30PM CCI 123
Session: 1 \$16 06/01/20 Charlie Simineo

Healthcare: Medicare Prescription Drug Plans

This class will discuss how Medicare covers prescription drugs under all four parts of Medicare and will provide answers to what drugs are covered under which part of Medicare. A majority of the time will be spent on Medicare Part D. There will be discussion about the penalties for not selecting a prescription drug plan. A portion of the class is spent on how to pick a prescription drug plan and when to do this. For maximum understanding it is recommended that you take the Medicare Basic class.

LIFE 1513.600 M 06:30PM-08:30PM CCI 123
Session: 1 \$16 06/15/20 Charlie Simineo

Healthcare: Overview of Medigap Insurance

What's the difference between a Medigap policy and a Supplemental Medicare policy? Do I need either one? When someone says you should buy a "Plan F" policy what does that mean? Is that really the best policy for you? How can I make an informed decision? Why should I care about the deductibles in Medicare Part A and Part B? What does that mean? All of these questions will be answered. The second hour of the class will be spent on long term care policies. We will define terms frequently used, the length of time long term care policies pay and how you know what they pay for. Additionally, we will find out where and when you should buy them. For maximum understanding it is recommended that you take the Medicare Basic class first.

LIFE 1297.600 M 06:30PM-08:30PM CCI 123
Session: 1 \$16 06/29/20 Charlie Simineo

Planning for Aging in Place: Growing Old with Grace

Aging well at home is possible if you plan ahead. If you want to keep living in your home and neighborhood rather than moving into an assisted living center or nursing home, come learn how to make an aging-in-place plan. We will cover: Preparing for the Unexpected; Safety & Security; Home Health Care Options and Long-Term Care Insurance; Accessible Construction or Home Modification; Innovative Technology; Downsizing and Right-Sizing; Transportation & Remaining Connected to the Community. There will be lots of handouts and time for questions.

LIFE 2000.600 TTh 10:00AM-12:00PM BT 112
Sessions: 2 \$20 06/09/20-06/11/20 Sandy Patrick
LIFE 2000.601 WF 10:00AM-12:00PM CCI 124
Sessions: 2 \$20 08/12/20-08/14/20 Sandy Patrick

Planning: Tax Planning for Seniors

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

LIFE 1432.600 TTh 10:00AM-11:30AM CCI 124
Sessions: 2 \$16 08/11/20-08/13/20 Afton Olsen

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

Fitness & Wellness

Yoga: Summer Yoga

Summers in Cheyenne are so beautiful! Why not enjoy them with a weekly outdoor yoga practice? This class will combine both energizing and restful practices to help work off and melt away the stresses of the day. Classes will be held outside in a lovely outdoor area with grass and trees that allows both sunny and shaded options, and we will have an indoor area available in case of any inclement weather. Suitable for all levels of yoga experience, from beginners to advanced, as instructor will have options to suit individuals' abilities and goals.

LIFE 1760.600 M 12:00PM-01:15PM AB 101
Sessions: 6 \$53 06/01/20-07/13/20 Audrey Bunten
No class June 29 - July 1.

LIFE 1760.601 T 05:30PM-06:45PM AB 101
Sessions: 6 \$53 06/02/20-07/14/20 Audrey Bunten
No class June 29 - July 1.

LIFE 1760.602 W 12:00PM-01:15PM AB 101
Sessions: 6 \$53 06/03/20-07/15/20 Audrey Bunten
No class June 29 - July 1.

LIFE 1760.603 M 12:00PM-01:15PM AB 101
Sessions: 7 \$61 07/20/20-08/31/20 Audrey Bunten

LIFE 1760.604 T 05:30PM-06:45PM AB 101
Sessions: 7 \$61 07/21/20-09/01/20 Audrey Bunten

LIFE 1760.605 W 12:00PM-01:15PM AB 101
Sessions: 6 \$53 07/29/20-09/02/20 Audrey Bunten

Meditation and Mindfulness

Meditation is a practice by which a person achieves a greater sense of awareness, wisdom, introspection, and relaxation. Research shows that meditation can reduce occupational burnout and personal stress, reduce feelings of anxiety and depression, support focus and attention, and increase memory capacity and aid in higher levels of self compassion. In this course, we will explore mindfulness and meditation while exploring different techniques of meditation to support you in developing or enhancing your own meditation practice. Weekly meetings will include group discussion, guided meditations, self reflection and occasional readings.

LIFE 1936.600 Th 12:00PM-01:00PM CCI 143
Sessions: 4 \$55 08/06/20-08/27/20 Betsy Collar

Foreign Language

Conversational French 1

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

LIFE 1839.600 W 05:30PM-06:45PM BT 112
Sessions: 10 \$129 06/03/20-08/12/20 Dennis Dicampoli
No class July 22.

Conversational Spanish 1

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

LIFE 1554.600 M 05:30PM-06:45PM BT 112
Sessions: 10 \$132 06/08/20-08/10/20 Dennis Dicampoli

Practical Italian 1

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

LIFE 1838.600 T 05:30PM-06:45PM BT 112
Sessions: 10 \$137 06/09/20-08/11/20 Dennis Dicampoli

Gardening

Gardening for Success in Wyoming

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

LIFE 1988.600 Sa 10:00AM-12:00PM PF 419
Session: 1 \$11 06/06/20 Catherine Wissner

Swimming

PADI Scuba I

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

LIFE 1853.600 ThF 05:30PM-08:30PM RAC 115
SaSu 03:00PM-07:00PM RAC 109/115
Sessions: 4 \$338 07/16/20-07/19/20 Jim Collins



Summer Swim League

The Youth Golden Eagle Swim Team is for swimmers ages 8 to 14 years who are at the intermediate or advanced level of swimming and have an interest in competing in swim meets. The skills swimmers will focus on are jump/dives from a swim block, wall turns on all strokes, streamlines, stroke techniques to avoid disqualifications, the importance of warm-up and cool downs and swim team etiquette. Meets will be held on Friday mornings from 9 am to 12 pm at various locations throughout Cheyenne. Meet dates to be determined and will be provided at first practice

LIFE 1969.600 TTh 04:30PM-06:30PM RAC 109
\$74 05/12/20-Mid July Vianney Silva Casillas

REGISTER ONLINE @ [LCCC.WY.EDU/ENRICHMENT](https://lccc.wy.edu/enrichment)

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 and email address. If a class requires additional software, book or materials, it will be listed in the online course description.

Lessons

Each lesson is posted on the Internet at 10 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 70 percent or better unless otherwise stated.

Registration and Orientation

1. Choose your course, the start date.
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.
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.

ONLINE LEARNING

Many of these classes have been approved for 1.5 hours of credit through the Professional Teaching Standards Board (PTSB). Please contact the board to see what specific classes are accepted for your specific teaching endorsement area. Not all classes may be accepted for all endorsements. Classes are also available to the general public.

- ◆ Certificate in Legal and Health Issues in Healthcare
- ◆ Creating a Classroom Web Site
- ◆ Creating Classroom Centers
- ◆ Creating the Inclusive Classroom: Strategies for Success
- ◆ Designing Effective Websites
- ◆ Differentiated Instruction in the Classroom
- ◆ Empowering Students with Disabilities
- ◆ Integrating Technology in the Classroom
- ◆ Intermediate Microsoft PowerPoint
- ◆ Ready, Set, Read
- ◆ Response to Intervention: Reading Strategies that Work
- ◆ SAT/ACT Prep 1 & 2 Course
- ◆ Singapore Math Number Sense & Computational Strategies
- ◆ Singapore Math Strategies: Model Drawing for Grades 1-6
- ◆ Solving Classroom Discipline Problems
- ◆ Survival Kit for New Teachers
- ◆ Teaching ESL/EFL (various topics)
- ◆ Teaching Grade K-3 and 4-6 (various topics)
- ◆ Teaching High School Students
- ◆ Teaching Preschool – A Year of Inspiring Lessons
- ◆ Teaching Smarter with SMARTBoards
- ◆ Teaching Students with Autism: Strategies for Success
- ◆ The Creative Classroom
- ◆ Working Successfully with Learning Disabled Students

LARAMIE COUNTY COMMUNITY COLLEGE
OUTREACH AND WORKFORCE

BUILD YOUR APPRENTICE PROGRAM

Plumbing, HVAC and more!



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



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TODAY!

307.778.4381

lccc.wy.edu/workforce/

Email: DKaelin@lccc.wy.edu

GRANT FUNDING
may be available.



NONCREDIT REGISTRATION INFORMATION

You may register for noncredit Workforce Development classes **online at lccc.wy.edu/workforce** or 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.

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

WORKFORCE TRAINING AT A GLANCE . . .

COURSE TITLE	SECTION CODE	DAY	DATE	TIME	LOCATION	COST	INSTRUCTOR	PAGE
COMPUTER TRAINING								
Adobe Acrobat XI Pro Basic	BTWD 0378.600	W	07/15/20	09:00AM-05:00PM	TC 103	\$99	Janice Cheever	
Adobe Illustrator CC 2019	BTWD 0644.600	TTh	08/11/20	06:00PM-08:00PM	TC 103	\$99	Rebecca Young	
Adobe InDesign CC Basic	BTWD 0583.600	TTh	07/07/20-07/16/20	06:00PM-08:00PM	TC 103	\$99	Rebecca Young	
Adobe Photoshop CC Part 1	BTWD 0643.600	TTh	06/16/20-06/25/20	06:00PM-08:00PM	TC 103	\$99	Rebecca Young	
MOS Access Online Certification	BTWD 0560.500		01/06/20-09/30/20		NET	\$249	Janice Cheever	
MOS Excel Online Certification	BTWD 0543.500		01/06/20-09/30/20		NET	\$249	Janice Cheever	
MOS Word Online Certification	BTWD 0554.500		01/06/20-09/30/20		NET	\$249	Janice Cheever	
MS Access 2016 Basic	BTWD 0603.600	W	06/17/20	09:00AM-05:00PM	TC 103	\$99	Janice Cheever	
MS Access 2016 Intermediate	BTWD 0605.600	W	07/01/20	09:00AM-05:00PM	TC 103	\$99	Janice Cheever	
MS Access 2016 Advanced	BTWD 0610.600	W	07/29/20	09:00AM-05:00PM	TC 103	\$99	Janice Cheever	
MS Excel 2016 Basic	BTWD 0601.600	Th	06/04/20	09:00AM-05:00PM	TC 103	\$99	Janice Cheever	
	BTWD 0601.601	W	06/24/20	09:00AM-05:00PM	TC 103	\$99	Janice Cheever	
MS Excel 2016 Intermediate	BTWD 0607.600	W	07/08/20	09:00AM-05:00PM	TC 103	\$99	Janice Cheever	
MS Excel 2016 Advanced	BTWD 0609.600	W	08/05/20	09:00AM-05:00PM	TC 103	\$99	Janice Cheever	
MS Word 2016 Basic	BTWD 0602.600	W	05/27/20	09:00AM-05:00PM	TC 103	\$99	Janice Cheever	
Tableau	BTWD 0642.600	W	08/12/20	09:00AM-05:00PM	TC 103	\$99	Janice Cheever	
CPR, FIRST AID AND EMERGENCY SERVICES								
BLS Renewal Course	EMTN 4014.600	Th	06/04/20	09:00AM-11:00AM	TC 123	\$50	Frances Phelps	
	EMTN 4014.601	Th	07/16/20	09:00AM-11:00AM	TC 123	\$50	Frances Phelps	
	EMTN 4014.602	Th	08/13/20	09:00AM-11:00AM	TC 123	\$50	Frances Phelps	
CPR and First Aid	EMTN 4010.600	F	05/29/20	09:00AM-04:00PM	TC 115	\$85	Lori Allgier-Demello	
	EMTN 4010.601	F	06/12/20	09:00AM-04:00PM	TC 115	\$85	Lori Allgier-Demello	
	EMTN 4010.602	F	06/26/20	09:00AM-04:00PM	TC 115	\$85	Lori Allgier-Demello	
	EMTN 4010.603	F	07/17/20	09:00AM-04:00PM	TC 115	\$85	Lori Allgier-Demello	
	EMTN 4010.604	F	07/31/20	09:00AM-04:00PM	TC 115	\$85	Lori Allgier-Demello	
	EMTN 4010.605	F	08/14/20	09:00AM-04:00PM	TC 115	\$85	Lori Allgier-Demello	
	EMTN 4010.600	F	08/28/20	09:00AM-04:00PM	TC 115	\$85	Lori Allgier-Demello	
CPR for Healthcare Providers	EMTN 4015.600	F	05/22/20	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
	EMTN 4015.601	F	06/05/20	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
	EMTN 4015.602	F	06/19/20	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
	EMTN 4015.603	F	07/10/20	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
	EMTN 4015.604	F	07/24/20	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
	EMTN 4015.605	F	08/07/20	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
	EMTN 4015.606	F	08/21/20	09:00AM-01:00PM	TC 115	\$55	Frances Phelps	
LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT								
Bridges Out of Poverty	BTWD 0305.600	Th	07/16/20	08:00AM-05:00PM	TC 112	\$139	Melissa Martin	
Communicating for Leadership	BTWD 0405.600	T	06/23/20	01:00PM-05:00PM	TC 112	\$139	Jennifer DeRouchey	
	BTWD 0405.601	Th	08/13/20	08:00AM-12:00PM	TC 112	\$139	Michelle Keehnen	
Customer Service	BTWD 0114.600	W	07/29/20	09:00AM-04:00PM	TC 112	\$139	Jennifer DeRouchey	
Driving Change	BTWD 0408.600	Th	08/06/20	01:00PM-05:00PM	TC 123	\$139	Melissa Martin	
Emotional Intelligence	BTWD 0217.600	T	06/30/20	08:00AM-05:00PM	TC 112	\$139	Rhonda Priest	
Good Grammar a Refresher Course	BTWD 0611.600	MW	06/22/20-06/24/20	01:00PM-05:00PM	TC 112	\$139	Michelle Keehnen	
Human Resources for Managers	BTWD 0139.600	Th	08/13/20	01:00PM-05:00PM	TC 112	\$139	Charlie Rando	
New Supervisor Training	BTWD 0563.600	T	07/28/20-07/28/20	08:00AM-05:00PM	TC 112	\$139	Michelle Keehnen	
Presentations Without Panic	BTWD 0612.600	T	06/02/20	09:00AM-04:00PM	TC 123	\$139	Jennifer DeRouchey	
Unconscious Bias	BTWD 0580.600	Th	06/04/20	01:00PM-05:00PM	TC 112	\$139	Melissa Martin	
Writing for the Workplace	BTWD 0539.600	MW	07/13/20-07/15/20	01:00PM-05:00PM	TC 112	\$139	Rhonda Priest	
OSHA, SAFETY AND REGULATORY								
OSHA 10-Hour General Industry	OSHA 0082.600	T W	06/23/20-06/24/20	08:00AM-05:00PM 08:00AM-02:00PM	TC 123	\$160	Jason Evans	
	OSHA 0082.601	T W	07/14/20-07/15/20	08:00AM-05:00PM 08:00AM-02:00PM	TC 123	\$160	Jason Evans	
OSHA 10-Hour General Industry	OSHA 0082.600	T W	09/29/20-09/30/20	08:00AM-05:00PM 08:00AM-12:00PM	TC 123	\$160	Jason Evans	
	OSHA 0082.601	T W	12/08/20-12/09/20	08:00AM-05:00PM 08:00AM-12:00PM	TC 123	\$160	Jason Evans	
OSHA 30 Hour General Industry	OSHA 0144.600	MTWTh	11/02/20-11/05/20	08:00AM-05:00PM	TC 123	\$465	Jason Evans	

DESCRIPTIONS

COMPUTER TRAINING

Adobe Acrobat XI Pro Basic

1.4 CEUs

This course teaches students fundamental concepts and terminology, as well as the basic features of Adobe Acrobat XI Pro. Students will learn how to create PDF documents, edit text, modify images, move pages, optimize file size, work with bookmarks, add links, manage security issues by using password encryption, digital signatures, and electronic signatures. Students will explore document review techniques, including the use of comments, markups, and shared reviews.

Adobe Illustrator CC 2019

0.8 CEUs

This course focuses on Adobe Illustrator CC 2019, the component within CC used to create “drawn” graphics, while enabling its users to integrate content from other domains (such as photo-oriented graphics and animation), which belong to Adobe Photoshop and other applications.

Adobe InDesign CC Basic

0.7 CEUs

Giving your documents a well-designed, professional look will put you a step ahead in the marketplace cluttered with all kinds of communications. Topics covered include paragraph and character styles that allow you to format pages of text uniformly, layout features that help you to build alternate size configurations of your document, and various panels that enable you to easily customize both text and graphics.

Adobe Photoshop CC Part 1

0.8 CEUs

This course focuses on some of the basic features of Photoshop so that the student can navigate the environment and use Photoshop tools to work with images. In addition, the orientation to Adobe Bridge and organization of files is covered.

MOS Excel Online Certification

2.4 CEUs

This is a self-paced, online MOS Excel 2016 Certification Training. The average student would complete this course in 6 weeks. It allows students to learn the skills necessary to pass the MOS Excel 2016 Certification exam. Students will utilize Step-By-Step activities and exercises demonstrating proficiency with Excel basics, using Excel’s Backstage, formatting cells & ranges, formatting and managing worksheets, working with data, formulas and functions, workbook security, charts and Pivot Tables and adding pictures and shapes. Course cost includes comprehensive textbook and certification testing voucher. Students will contact instructor for scheduling proctored testing time.

MOS Word Online Certification

0.7 CEUs

This is a self-paced, online MOS Word 2016 Certification Training. The average student will complete this course in 6 weeks. It allows students to learn the skills necessary to pass the MOS Word 2016 Certification exam. Students will utilize Step-By-Step activities and exercises demonstrating proficiency with Word basics, character and paragraph formatting, managing text flow, creating tables, working with themes, styles, backgrounds, quick parts, text boxes, illustrations, graphics, proofing tools, references, and mail merge. Course cost includes comprehensive textbook and certification testing voucher. Students will contact instructor for introductory meeting and scheduling of proctored testing time.

MOS Access Online Certification

2.4 CEUs

This is a self-paced, online MOS Access 2016 Certification Training. The average student will finish this course in 6 weeks. It allows students to learn the skills necessary to pass the MOS Access 2013 or 2016 Certification exam. Students will utilize Step-By-Step activities and exercises demonstrating proficiency with Access basics. Candidates will demonstrate their ability to use principle Access features to independently create custom, browser-based database applications. Tasks will include creating and managing a database, building tables, creating queries, creating forms and reports. Course cost includes comprehensive textbook and certification testing voucher. Students will contact instructor for scheduling proctored testing time.

MS Access 2016 Basic

1.4 CEUs

In this course, you will create and manage an Access 2016 database. You will: navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options. You will organize and manage data stored within Access tables. Use queries to join, sort, and filter data from different tables. Use forms to make it easier to view, access, and input data. Create and format custom reports.

MS Access 2016 Intermediate

1.4 CEUs

In this course, you will create and manage an Access 2016 database. You will: Design a relational database. Join tables to retrieve data from unrelated tables. Validate data entered into a database. Use advanced queries to manipulate your data. Organize a database for efficiency and performance, and to maintain data integrity. Customize reports to organize the displayed information and produce specific print layouts.

MS Access 2016 Advanced

1.4 CEUs

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

MS Excel 2016 Basic

1.4 CEUs

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. You will: get started with Microsoft Office Excel 2016; perform calculations; modify a worksheet; format a worksheet; print workbooks; and manage workbooks.

MS Excel 2016 Intermediate

1.4 CEUs

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. You will: Work with functions. Work with lists. Analyze data. Visualize data with charts. Use PivotTables and PivotCharts.

MS Excel 2016 Advanced

1.4 CEUs

Upon successful completion of this course, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality. You will: Work with multiple worksheets and workbooks. Use Lookup functions and formula auditing Share and protect workbooks. Automate workbook functionality. Create sparklines and map data. Forecast data.

MS Word 2016 Basic

1.4 CEUs

In this course, you will learn fundamental Word 2016 skills. You will: navigate and perform common tasks in Word such as opening, viewing, editing, saving, and printing documents, and configuring the application. You will format text and paragraphs; perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles; enhance lists by sorting, renumbering, and customizing list styles; create and format tables; insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art; format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout; use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Tableau

0.7 CEUs

Tableau helps people transform data into actionable insights. Explore with limitless visual analytics. Build dashboards and perform ad hoc analyses in just a few clicks. Share your work with anyone and make an impact on your business. From global enterprises to early-stage startups and small businesses, people everywhere use Tableau to see and understand their data.

REGISTER EARLY

REGISTER ONLINE @

lccc.wy.edu/workforce

CPR, FIRST AID AND EMERGENCY SERVICES

BLS Renewal Course 0.2 CEUs

The BLS Renewal Course is for current BLS providers who need to renew their BLS skills and BLS Provider course completion card. This video-based, Instructor-led course features accelerated content that is designed for learners with existing BLS knowledge, allowing for time efficiency while teaching both single-rescuer and team BLS skills for application in both in-facility and prehospital settings. This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. It includes adult, child, and infant rescue techniques. This course also teaches relief of choking.

CPR and First Aid 0.6 CEUs

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

CPR for Healthcare Providers 0.4 CEUs

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

LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT

Bridges Out of Poverty 0.8 CEUs

Bridges Out of Poverty represents a powerful tool for change. Based in part on Dr. Ruby Payne’s myth-shattering A Framework for Understanding Poverty, Bridges reaches out to the millions of service providers and businesses whose daily work connects them with the lives of people in poverty. Bridges training contains case studies, detailed analysis, helpful charts and exercises, and specific solutions you and your organization can implement right now to build skill sets for management to help guide employees.

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 courses in the Leadership Academy series.

Customer Service 0.3 CEUs

More than just telling staff to be nice, organizations need training that empowers employees to develop service delivery strategies to improve and transform the customer experience. This course focuses on techniques to manage challenging customers and situations, respond proactively to conflict, and create mistake-proof processes to avoid customer frustration.

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.

Emotional Intelligence 0 CEUs

Research has shown that emotional intelligence (EI) is more important to performance than ability and technical skill combined. But is EI a skill that can be developed in others? Absolutely! This session will provide resources to help you transform your workforce, helping them understand themselves and others in order to build rapport, lead change, handle conflict, and collaborate effectively.

Good Grammar a Refresher Course 0.8 CEUs

This class will help you improve your English grammar. It provides a no-nonsense instruction in grammar and punctuation. Topics include parts of speech, subject-verb agreement, and subjunctive mood. You’ll also learn to differentiate between the most commonly confused words like infer and imply, its and it’s, affect and effect, and many more. This class will allow you to practice what you learn to become a proficient writer and communicator.

Human Resources for Managers 0.4 CEUs

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

New Supervisor Training 0.4 CEUs

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

Presentations Without Panic 0.8 CEUs

For most people, the idea of making a presentation generates panic. In this workshop learn a step-by-step process that will help you turn that panic into poise. Learn how to identify your purpose, organize information for “flow,” and design memorable introductions and conclusions. Then understand how to analyze your audience and adapt your material accordingly, and get techniques for managing nervousness and developing your own style of delivery.

Unconscious Bias 0.4 CEUs

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

Writing for the Workplace 0.8 CEUs

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

SHRM

SHRM-CP | SHRM-SCP

RECERTIFICATION PROVIDER

2020

The following classes are approved for SHRM PDC's:

June 4 Unconscious Bias, 4 credits

July 16 Bridges out of Poverty, 8 credits

August 13 Human Resources for Managers, 4 credits

OSHA, SAFETY AND REGULATORY

OSHA 10-Hour General Industry 1 CEUs

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

OSHA 30 Hour General Industry 2.5 CEUs

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



Online Career Training Programs

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

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

Features:

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

Jump Start Your Career or Find a New One

Certified Bookkeeper \$1,995

The Certified Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification. 140 HRS

Certified Medical Administrative Assistant (CMAA) (Voucher Included) \$1,495

This program will train students to handle the increasing complexities of healthcare management and patient care in offices of physicians and other providers. 160 HRS

CPC Medical Billing and Coding (Voucher Included) \$2,695

This program with 60 HRS of medical terminology training, gives you a competitive edge in entering the healthcare field. 340 HRS

Grant Writing + Non-Profit Manage \$3,795

In this program, you will learn how to write a grant proposal, how to supervise employees, as well as the liabilities that non-profits encounter. 600 HRS

Graphic Design with Photoshop \$2,295

Students will develop graphic design skills while learning the gold standard in photo editing and design software. 200 HRS

Home Inspection Certification \$2,295

Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector. 200 HRS

Microsoft Access 2016 Certification Training (Vouchers Included) \$695

The Microsoft Access 2016 (MOS) training program prepares students for the Microsoft Office Specialist Certification Exam 77-730. 90 HRS

Microsoft Excel 2016 (with voucher) \$850

The Microsoft Excel 2016 (MOS) training program prepares students for the Microsoft Office Specialist Certification Exams 77-727 and 77-728. 70 HRS

Microsoft Project 2016 \$795

This program combines knowledge of project management scheduling disciplines with the use of the Microsoft Project 2016 software. 60 HRS

Microsoft SharePoint 2016 \$795

This SharePoint 2016 training program will provide you with the skills you need to work within and manage SharePoint sites. 80 HRS

NASM Certified Personal Trainer \$1,895

This program is a unique training that prepares for the NASM CPT exam, one of the most respected and in-demand certifications in the health and fitness industry. The NASM Performance Enhancement Specialization can give you the expertise to improve the flexibility, speed, agility and performance of both professional athletes and weekend warriors. 140 HRS

Press Operator: Hot Stamping \$1,495

This program focuses provides and intensive overview of skills necessary for hot stamping press work. Students will learn stamping, forming and automation skills to work as a press operator. 100 HRS

Press Operator: Cold Stamping \$1,495

In this program, students will learn the skills necessary for cold press operating along with the basics of advanced manufacturing. 100 HRS

Professional Bookkeeping with QuickBooks 2018 \$2,095

Prepare for a career in the high-demand field of bookkeeping and accounting as you master QuickBooks 2018—the leading financial software tool for small businesses. 120 HRS

Robotics Technician \$1,695

Robotics are being used more than ever in production jobs but are not foolproof machines. In this program, learn the skills necessary to become a robotics technician to help keep these machines running at optimum levels. 155 HRS

Technical Writing \$1,795

This program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You'll learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more. 80 HRS

Veterinary Assistant \$1,995

This program will prepare you to become a productive member of a veterinary team. 225 HRS

Welder Technician \$1,995

A welder technician is required to have a thorough understanding of how to properly and safely operate welding equipment and machinery and learn the basics of advanced manufacturing, in this program students will learn everything they need and more. 125 HRS

Visit us to enroll or learn more:

LARAMIE COUNTY COMMUNITY COLLEGE

lccc.wy.edu/onlineTraining



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- SYSTEM INTEGRATION
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\$3,299 per participant, all materials included

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(Group discounts available for agencies enrolling 2+ students)



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

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

**Career
Training**
OPPORTUNITIES
ARE AVAILABLE

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

ACES is located in the Career & Technical Building on the main LCCC campus. AE and ESL 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 Education (AE)

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

High School Equivalency Certificate (HSEC) Preparation

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

Adult Secondary Education (ASE)

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

English as a Second Language (ESL)

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

Career Readiness Certificate (CRC)

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

High School Equivalency Certificate (HSEC) Testing

Individuals can choose between two different tests for their HSEC.

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

**To register for classes or
for more information, call
307.637.2450.**

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.

Warren Air Force Base Summer 2020 Course

All students attending classes on WAFB must call 307.773.2113 at the time of registration for permission to access the base.

U.S. to 1865

3 credits

Students study a survey of United States history commencing with the America's prehistory, European background and first discoveries. Students follow the pattern of colonization and the development of American institutions throughout the colonial period and the early national experience to 1865. Students study the essentials of the United States Constitution in context of American history to 1865. Students also evaluate the Wyoming Constitution. Prerequisite: Completion of ENGL 0810 or equivalent placement test score.

HIST 1211.710 MW 05:30PM-08:10PM WAFB 841
06/01/20-07/24/20 Travis Beckwith

307.773.2113
lccc.wy.edu/military



LCCC Facilities & Events Office

307.778.1322

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, Clay Pathfinder Building or the Training Center. 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, RAC facilities or classrooms.

For more information about scheduling a facility at LCCC, visit lccc.wy.edu/about/facilities, or contact us:

Arlene Lester-Carlson, Manager • 307.778.1291 • ALester@lccc.wy.edu

Melissa Gallant, Assistant Manager • 307.778.1322 • MGallant@lccc.wy.edu

Bernadette Espinoza, Office Assistant and Accounting Technician • 307.778.1382 • BEspinoz@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.



Let us host your next event in Cheyenne!

- Conferences
- Meetings
- Trainings
- Banquets
- In-house catering
- AV systems & equipment



Eastern Laramie County Outreach Center

607 Elm Street • P.O. Box 580
Pine Bluffs, Wyoming 82082
307.245.3595
Pinebluffs@lccc.wy.edu

**REGISTER EARLY
@ 307.245.3595**

**For classes taught at the Eastern Laramie County Outreach Center
visit lccc.wy.edu/easternLaramieCounty**

ADULT EDUCATION

English As a Second Language Beginning

These classes are perfect for the beginning non-native speaker of English who wishes to reach their language goals such as understanding, speaking, reading and writing the English language. Classes will prepare the students for interacting with others in English in a day to day, work or preparing for employment environment.

ELCS 0001.750 M 05:00PM-07:00PM ELCC 1
Sessions: 8 06/01/20-07/24/20 Jerry Sanchez

English As a Second Language Advanced

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.

ELCS 0002.750 Th 05:00PM-07:00PM ELCC 2
Sessions: 8 06/01/20-07/24/20 Thomas Lear

HSEC Preparation

Instruction is provided to prepare students to take the HiSet or GED tests in order to get their High School Equivalency Certificate (HSEC). Classes include reading, writing, math, science and social studies. Students who are 16 or 17 years of age must complete age waiver requirements through ACES prior to taking the tests. Classes are noncredit.

ELCS 0410.750 T 05:00PM-08:00PM ELCC 1
Sessions: 8 06/01/20-07/24/20 Jerry Sanchez

LIFE ENRICHMENT

MS Excel 2016 Basic 0.7 CEUs

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. You will: get started with Microsoft Office Excel 2016; perform calculations; modify a worksheet; format a worksheet; print workbooks; and manage workbooks.

ELCS 0601.750 T 09:00AM-04:00PM ELCC 2
Session: 1 \$99 06/30/20 Janice Cheever

MS Word 2016 Basic 0.7 CEUs

In this course, you will learn fundamental Word 2016 skills. You will: navigate and perform common tasks in Word such as opening, viewing, editing, saving, and printing documents, and configuring the application. You will format text and paragraphs; perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles; enhance lists by sorting, renumbering, and customizing list styles; create and format tables; insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art; format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout; use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

ELCS 0602.750 T 09:00AM-04:00PM ELCC 2
Session: 1 \$99 06/09/20 Janice Cheever

**Register online @
lccc.wy.edu/enrichment**

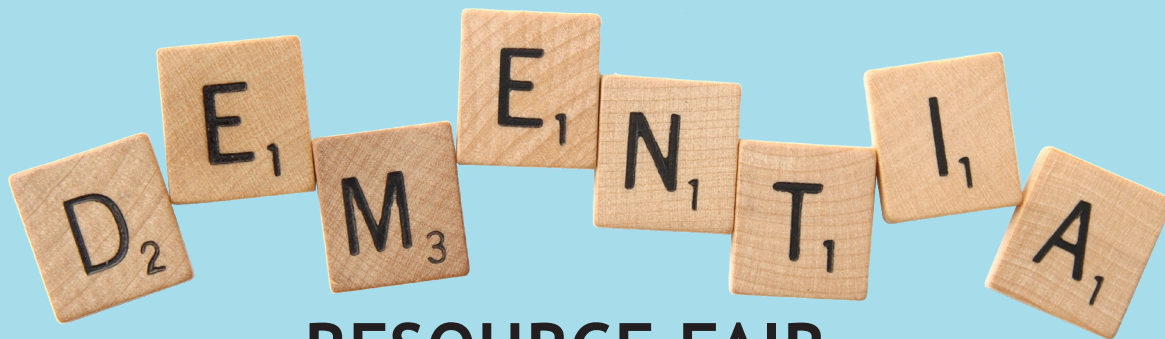
OTHER SERVICES OFFERED IN PINE BLUFFS:

- Customized Business Training
- High School Equivalency Certificate (HSEC) Preparation
- English as a Second Language (ESL) program
- Career and Job Readiness Coaching
- Placement Testing (McCann/ALEKS)
- Test Proctoring for LCCC & Other Institutions
- Computer Lab
- Meeting Rooms with Audio/Visual Capabilities

Please call 307.245.3595 or email Pinebluffs@lccc.wy.edu

307.245.3595

EASTERN LARAMIE COUNTY OUTREACH CENTER, PINE BLUFFS



RESOURCE FAIR

August 1, 2020 | 9 a.m.-3 p.m.

Center for Conferences and Institutes (CCI) 130

Cost: FREE

Join us for a day of learning about the newest changes in laws and resources available for those living with Dementia in Laramie County. All are welcome to attend this day-long event.

SAVE THE DATE • SAVE THE DATE • SAVE THE DATE

Intro to Culinary/Hospitality Career Exploration

Coming Fall 2020

- Each student will receive a basic set of culinary knives.
- Interviews with employers the last day of class.
- Industry expert guest speakers and instructors.

**For more information call
307.772.7351**



Grant funding available to qualified applicants.

lccc.wy.edu/wyomingWorksNoncredit



A.C.T. Now Career Training Coming Summer 2020

CompTIA Server+ Certification

- Knowledge and skills required to maintain, build, troubleshoot, secure, and support server hardware and software technologies

Certified Phlebotomy Technician

- Knowledge in technical and procedural aspects of basic phlebotomy, including collection of blood specimens and venipuncture.

Certified Production Technician

- The CPT program consists of five individual certificate assessments: Safety, Quality Practices & Measurement, Manufacturing Processes & Production, and Maintenance Awareness.

For more information call 307.772.7351

**Grant funding available
to qualified applicants.**

lccc.wy.edu/wyomingWorksNoncredit

