2022 FALL CLASS SCHEDULE

Outreach & Workforce Development

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

Lifelong Learning

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

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

For information call:
- Life Enrichment ................................. 307.778.1236
- Workforce Training/OSHA .................. 307.778.4381
- Eastern Laramie County Outreach Center 307.432.1678
- Adult Education ................................. 307.637.2450

Accommodations

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

Nondiscrimination Statement

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

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

Errors and Cancellations

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

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

Refunds

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

If campus closes due to COVID-19, in-person classes that cannot be held virtually will receive a prorated refund. This will not apply to any classes that can be held in a virtual format or online.
Up to date information on Campus COVID requirements can be found at lccc.wy.edu/virus-information.aspx

Guidelines

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

Policy on Children and Guests in Class

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

Emergency Closure

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

Disclaimer

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

The cost to print and mail one class schedule is 15 cents. We distribute three Outreach & Workforce Development schedules each year. These course schedules are recyclable, either to a friend or through your recycling service.
### LIFE ENRICHMENT CLASSES

**Mail To:** Laramie County Community College, CCI 109  
1400 E. College Drive, Cheyenne, WY 82007  
**Fax:** 307.778.1269  
**Ph:** 307.778.1236 or 307.778.1134

### WORKFORCE TRAINING

**Mail To:** Laramie County Community College, TC 117  
1400 E. College Drive, Cheyenne, WY 82007  
**Fax:** 307.432.1604  
**Ph:** 307.778.4381

<table>
<thead>
<tr>
<th>From: Student's Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>Email Address:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Class Name:</td>
<td>No.:</td>
</tr>
<tr>
<td>Class Name:</td>
<td>No.:</td>
</tr>
<tr>
<td>Class Name:</td>
<td>No.:</td>
</tr>
<tr>
<td>Class Name:</td>
<td>No.:</td>
</tr>
<tr>
<td>Class Name:</td>
<td>No.:</td>
</tr>
</tbody>
</table>

**Check # (If mailing with check):**  
(If sending fax, write MasterCard, Visa or Discover number and expiration date below.)

**MC / Visa / Discover #:**  
**V-Code:**  
**Expiration Date:**

**TOTAL:** $

Please use this form to fax or mail in your registration.  
**Fax Instructions:** You may fax your registration by completing the registration form and using your Visa, MasterCard or Discover number and expiration date.  
**Mailing Instructions:** If you choose to mail your registration, please mail the completed registration form with a check for the total amount of all classes you're requesting. Make your check payable to LCCC.  
**NOTE:** Your registration will be entered upon receipt. Unless you hear from us saying that the class is full, you can assume that you are in the class(es) you requested.

Register online @ lccc.wy.edu/enrichment

Gift Certificate

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

LCCC Life Enrichment  |  307.778.1236  |  lccc.wy.edu/workforce/lifeEnrichment
Visit the Life Enrichment website lccc.wy.edu/lifeEnrichment

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

Laramie County Community College
Kids’ College
**SEEK**
Summer Educational Experiences for Kids

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

---

**General Course Information**

- Inside front cover

**Registration Form**

- 1

**A to Z and Everything in Between**

- Driver’s Education ................................ 3
- Basic Pistol Class .................................... 3
- Gardening: What Went Right, What Went Wrong Gardening for Success .................. 3
- Immigration 101 in the Cowboy State ............. 3
- Family-Based Immigration Petitions ................. 3
- Mindfulness, Meditation and Mingling .............. 3
- Understanding Cultural Differences ................. 3
- Voiceovers & Audiobooks – Discovery & Intro to the Business ......................... 3

**Arts & Crafting**

- Basics of Drawing .................................. 3
- Jewelry and Metals Open Studio ..................... 4
- Learn the ABCs of Crochet .......................... 4
- Metalsmithing for the Hobbyist ...................... 4
- Painting Fundamentals ................................ 4
- Painting, Continued .................................... 4
- Pottery: Adult Pottery .................................. 4
- Pottery: Parent/Youth Pottery .......................... 4
- The Basics of Hand Pieced Quilting ............... 4

**Cooking**

- Healthy Asian Home Cooking ...................... 4
- Sushi Roll Out ......................................... 4

**Dog Training**

- Mind Your Manners .................................... 4
- Puppy ABCs & 123s ..................................... 4

**Equine**

- Barrel Horse Conditioning .......................... 5
- Mounted Tactics ........................................ 5

**Financial**

- How Tax Planning Changes Through Four Stages of Retirement ......................... 5
- Medicare Basics ........................................ 5
- Medigap and Long Term Care Insurance .......... 5
- Taking the Mystery Out of Hiring A Financial Planner ........................................... 5
- Understanding Medicare Drug Programs .......... 5
- Why and When Would I Need a Revocable Living Trust? .................................. 5
- Wyoming Probate 101 .................................. 5

**Photography**

- Beginner Photography Editing ....................... 6
- Digital Photography Basics .......................... 6
- Intermediate Photography Editing .................. 6

**Retirement**

- Discover Peace, Meaning and Fun in Your Retirement ........................................... 7
- Pre-Retirement Planning-Getting Ready .......... 7
- Understanding Retirement, the Secure Act and Your Estate Plan ....................... 7
- Savvy Planning for Turning 70: Understanding Retired Minimum Distributions ..... 7
- Savvy Social Security Planning ....................... 7

**Online Learning**

- Mastering Your Digital SLR Camera ................ 7
- Singapore Math: Number Sense and Computational Strategies ...................... 7
- Solving Classroom Discipline Problems .......... 7
- A to Z Grant Writing .................................... 7
- Homeschool with Success ............................. 7

---

**Location Abbreviations**

- LCCL — 1400 E. College Drive, Cheyenne
- BT — Business Technology
- CCI — Center for Conferences & Institutes
- CT — Career & Technical Building
- FA — Fine Arts
- LCSD — Laramie County Sheriff’s Department, 1910 Pioneer Ave.
- PF — Pathfinder Building
- TC — The Training Center
- ZOOM — Online Conference Application

---

**Save the Date**

June 12-16
July 10-14
2023
A to Z and Everything in Between

Driver’s Education
The driver’s education course is a program consisting of 30 classroom hours, six hours of in-car instruction (outside of classroom hours) and six hours of observation as set forth by the Wyoming State Department of Education. The course meets the basic requirements of the Wyoming Department of Transportation. REQUIREMENTS: (1) one parent must attend the first ½ hour to hour of the first class (for those students under 18); (2) student must have their driving permit prior to registration; (3) student must provide their own licensed and insured vehicle for the one-on-one driving portion of the class, and; (4) attendance is required at each class for the certificate to be issued. Students who do not successfully complete the course may be eligible for additional instruction time for a fee. For more information on this program please see our website at lccc.wy.edu/lifeEnrichment.

**LIFE 1096.601**

**TTh** 05:30PM-08:30PM  CCI 143  
**Sa** 08:00AM-12:00PM

Sessions: 9  
$313  
08/02/22-08/20/22  Dave Harris

**LIFE 1096.600**

**TTh** 05:30PM-08:30PM  CCI 143  
**Sa** 08:00AM-12:00PM

Sessions: 9  
$313  
10/04/22-10/22/22  Dave Harris

**LIFE 1096.601**

**TTh** 05:30PM-08:30PM  CCI 143  
**Sa** 08:00AM-12:00PM

Sessions: 9  
$313  
11/01/22-11/19/22  Dave Harris

Basic Pistol Class
This course is designed to assist students in the safety and basic use of handguns. Students will be trained in the selection, care, handling and storage of firearms. Safety, defensive procedures and the legal aspects of the use of handguns in self-defense in the state of Wyoming will also be presented. Double-action, center fire handguns are provided. Cost includes handgun use, targets and handout materials. Students will be required to provide their own ammunition (estimated cost is $100). Information on what ammunition to purchase will be discussed at the first class. Attendance is mandatory. Cosponsored by LCCC and the Sheriff’s Department, the class will be held at the Laramie County Sheriff’s Department, 1910 Pioneer Ave. No firearms shall be brought to the course. In order to participate in this course, class participants must pass a criminal background check run by the Sheriff’s Department prior to the start of the course. Students must be a legal resident of the United States and 21 years of age or older. NO MAIL IN PRE-REGISTRATIONS WILL BE ACCEPTED FOR THIS CLASS.

**LIFE 1523.600**

**Th** 06:30PM-09:45PM  LCSD LOBBY  
Sessions: 5  
$106  
09/08/22-10/06/22  Pat Lewis

**LIFE 1523.601**

**Th** 06:30PM-09:45PM  LCSD LOBBY  
Sessions: 5  
$106  
10/20/22-11/17/22  Pat Lewis

Gardening: What Went Right, What Went Wrong Gardening for Success
Gardening in Wyoming can be challenging. There are ways to make it work and be successful. Bring your questions and plant samples. We will cover why things didn’t work and how to correct the issue for the next growing season. I will cover basics of soil, irrigation, tree care, vegetable gardens, prairie care and more.

**LIFE 2072.600**

**T** 06:00PM-08:00PM  PF 305  
Session: 1  
$24  
09/06/22  Catherine Wissner

Immigration: Immigration 101 in the Cowboy State
Immigration plays a big role in Wyoming’s economy. People from around the world come to Wyoming to vacation, pursue higher education, work and/or live. Join us in this informative hour of learning how immigration impacts the Cowboy State and gain a deeper understanding of the US Immigration system. This class is a general overview of immigration law, for a deep-dive into specific immigration processes, please also consider our course on Family-based Immigration Petitions.

**LIFE 2059.600**

**T** 05:30PM-06:30PM  CCI 123  
Session: 1  
$11  
09/27/22  Christine Jordan

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

**LIFE 2061.600**

**W** 12:00PM-01:00PM  CCI 123  
Session: 1  
$11  
11/16/22  Christine Jordan

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

**LIFE 2063.600**

**T** 12:00PM-12:45PM  ZOOM  
Sessions: 4  
$56  
10/18/22-11/08/22  Betsy Collar

Understanding Cultural Differences
Even though we have differences, we are much alike. During this 3 hour class, we will discuss cultural differences within our community, touch on personal experiences during the civil rights movement of the 1960s and learn how to connect with each other. By developing this deeper understanding we can bring about unity within cultural understanding in our community. Light refreshments will be served.

**LIFE 2069.600**

**T** 06:00PM-07:30PM  CCI 124  
Sessions: 2  
$20  
10/11/22-10/18/22  Rev. Dr. Hilton McClendon

**LIFE 2069.601**

**T** 06:00PM-07:30PM  CCI 123  
Sessions: 2  
$20  
11/15/22-11/22/22  Rev. Dr. Hilton McClendon

Voiceovers & Audiobooks – Discovery & Intro to the Business
Discover the voiceover industry and learn about audiobooks. Judy Fossum, full time voice actor and owner of Judy Fossum VoiceOver LLC, based in Cheyenne will present a realistic view about the current voiceover industry. This three-session class via Zoom will answer the following questions: How do you get into the business? Where do you find work? What about marketing? People say “I’ve got a great voice, should I try voice acting? Equipment? These questions and more will be answered during the first class. The second class will give students a chance to be “on microphone” and to review and perform various scripts. NEW, the third class will include a guest speaker who will talk about audiobooks and will provide a chance to be “on mic” working on both fiction and non-fiction audiobooks.

**LIFE 2016.600**

**TWTh** 06:00PM-07:30PM  ZOOM  
Sessions: 3  
$82  
09/27/22-09/29/22  Judy Fossum Mathern

Arts & Crafting

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

**LIFE 2048.600**

**T** 06:00PM-08:00PM  TC 123  
Sessions: 13  
$140  
09/06/22-12/06/22  Pamela Hickman

No class Nov. 22

Visit the Life Enrichment website  
lccc.wy.edu/lifeEnrichment
LIFE ENRICHMENT IN CHEYENNE 307.778.1236

Jewelry and Metals Open Studio
The Open Studio allows students to use the equipment in the Metals Laboratory to create small artistic pieces in silver, copper, and brass (no iron or steel), enamel, repoussé and cut, grind, polish, and set semi-precious stones. The studio not only presents the opportunity to use equipment in a safe environment that the student may not have at home but to also interact with other artists in a synergetic manner. This is not primarily an instructional course; only limited assistance is available. Students are responsible for providing all the components for their projects and their consumable supplies. For instance, saw frames are available but saw blades are not provided. There will be an Equipment Review and a Safety Test students must pass before they will be cleared for the use of the equipment. Lab fees are included in the cost of the class.
LIFE 2046.600    W 04:30PM-08:00PM  FA 144
Sessions: 13  $99  09/07/22-12/07/22  John Heller
No class Nov. 23

Learn the ABCs of Crochet
Learn the basics of crocheting: identifying crochet language, learn to read a pattern and create a basic easy crochet project (granny square blanket, basic hat, or scarf). Come away with a sense of accomplishment and a basic project of your own. MATERIALS NEEDED: 1 – H (5.00 mm) hook. Practice yarn and an instruction manual will be provided. Yarn for in-class project and pattern selection will be discussed at the first class.
LIFE 1809.600    Sa 02:00PM-03:30PM  CCI 143
Sessions: 6  $104  09/10/22-10/15/22  Pamela Hickman
LIFE 1809.601    Sa 02:00PM-03:30PM  CCI 143
Sessions: 6  $104  10/29/22-12/10/22  Pamela Hickman

Metalsmithing for the Hobbyist
Metalsmithing for the Hobbyist is designed to prepare the student to practice basic metalsmithing techniques in the home studio. Several jewelry and sculpture projects will allow the student to develop basic skills using easy to acquire tools and materials. Topics will include materials, heat treatment and soldering, cold forging and forming, design and safety. Basic supplies will be provided. Project specific supplies are provided by the student and will be discussed the first night of class.
LIFE 2054.600    M 05:30PM-08:30PM  FA 144
Sessions: 11  $230  09/19/22-12/05/22  Noah O’Brien

Painting Fundamentals
Pull out your paints and get started on a journey of artistic expression. Topics will include the use of color, composition and balance to create informed pieces of art. Instruction will include hands-on demonstrations, guided observation, class discussion and critique. Acrylic paints are recommended for beginners; Oil paints permitted. A supply list will be provided at time of registration.
LIFE 2053.600    W 06:00PM-08:00PM  FA 129
Sessions: 8  $194  09/21/22-11/09/22  James Overstreet

Painting, Continued
Ready to Take your paintings to the next level? Dig deeper into content and practice, combining personal experience and creative thought into authentic subject matter. Students will be pushed to explore themes and deeper meaning, all while refining their foundational skills. Oil and acrylic mediums welcome.
LIFE 2073.600    Th 06:00PM-08:00PM  FA 129
Sessions: 8  $194  09/08/22-10/27/22  James Overstreet

Pottery: Adult Pottery
Come play in the mud and learn about how to build things out of clay. Learn the methods of shaping, glazing and firing. Exploration and imagination strongly encouraged. All clay, glaze, firing and tools provided. All levels welcome. Come play in the mud!
LIFE 1781.600    T 06:30PM-09:00PM  FA 126
Sessions: 10  $240  08/22/22-12/16/22  TJ Storer

Pottery: Parent/Youth Pottery
Enjoy an introduction to the creative side of clay, hand building and glazing with your child. Bring your imagination for weekly projects and family fun each evening. All clay, glaze, firing and tools provided. Cost includes one child. $50 for one additional sibling. Limit two children per adult.
LIFE 1778.600    T 05:00PM-06:00PM  FA 126
Sessions: 5  $133  09/06/22-10/04/22  TJ Storer

The Basics of Hand Pieced Quilting
Learn the process of hand piecing (English paper technique) and hand quilting through creating a sample quilt block. Students will learn how to create a pattern, cut and stitch the quilt pieces together. Following the piecing of the quilt front, the student will learn the process of how to actually quilt the quilt through the selection of backing material, placement of the backing, batting and quilt front together with a bastng stitch before placing the quilt in the quilting frame (hoop). Once in the frame, the student will learn how to complete the quilting process by sewing in a running stitch the front, batting and backing together. To finish off the quilt block, the student will learn how to bind the quilt block to finish their project.
LIFE 1960.600    Th 06:00PM-08:00PM  TC 123
Sessions: 13  $140  09/08/22-12/08/22  Pamela Hickman
No class Nov. 24

Cooking

Healthy Asian Home Cooking
Are you looking for new and exciting options for meals at home? Do you like Asian cuisine? Or do you just want to incorporate more delicious veggies in your diet? Then this fun, hands-on cooking class is for you! We will be making an all-time favorite Korean dish, and fresh veggie spring rolls. You can take it home after or eat lunch there. You don’t need to bring anything except your appetite and willingness to learn.
LIFE 2071.600    Sa 10:00AM-01:00PM  PF 417
Session: 1  $81  10/22/22  Booyong Kim

Sushi Roll Out
Do you love going out for sushi? Want to impress your friends and family with your homemade sushi rolling skills? By the end of this class you will be a sushi rolling pro! Due to health code reasons we will not be using raw fish in this class but we will be learning 4-5 different ways to roll sushi, and you will able to take your rolls home at the end of the day. This class includes all the ingredients and materials as well as a personal sushi kit to take home. Also, you will be able to take the sushi you made home to your family!
LIFE 2068.600    Sa 10:00AM-01:00PM  PF 417
Session: 1  $97  11/12/22  Booyong Kim

Dog Training

Mind Your Manners
This class is designed to teach you how to teach your dog. You will learn how to teach basic house manners such as “sit,” “down,” “stay,” and walking on a loose leash. We will work on problem behaviors and learn some fun tricks. Dogs six months or older are welcome. All dogs are required to be current on parvo, bordetella (kennel cough). Bring proof of vaccinations first class.
LIFE 1023.600    Sa 12:00PM-03:00PM  ZOOM
Sessions: 7  $135  10/22/22  Cathy Anderson
LIFE 1023.601    Sa 12:00PM-03:00PM  ZOOM
Sessions: 7  $135  11/05/22-12/17/22  Cathy Anderson

Puppy ABCs & 123s
Get your puppy started on the right paw. This class is designed to teach you how to teach your puppy basic house manners such as “sit,” “down,” “stay,” and jumping, mouthing and learning some fun tricks. Puppies 14 weeks to six months. All dogs are required to be current on vaccines including Rabies, parvo, and bordetella (kennel cough). Bring proof of vaccinations. No dogs needed at ZOOM orientation.
LIFE 1025.600    Sa 12:00PM-03:00PM  ZOOM
Sessions: 7  $135  11/05/22-12/17/22  Cathy Anderson
Equine

Barrel Horse Conditioning

The class will focus on exercises and drills to improve horsemanship skills in barrel racing. Riders will be able to work on the pattern with young horses and condition seasoned horses. Rider must provide their own horse. This is a course for intermediate riders and riders with knowledge of barrel racing. A class schedule will be handed out on the first day of class.

LIFE 2029.600  Su  08:00AM-10:00AM  Arena 100
Sessions: 11  $140  09/11/22-12/12/22  Becky Juschka

Mounted Tactics

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

LIFE 2019.600  Su  10:30AM-12:00PM  Arena 100
Sessions: 11  $140  09/11/22-12/12/22  Tom Houghton

Financial

Estate Planning – Which Will, Will I Need?

Do the varying types of “wills” that may be associated with an estate plan have you confused? Not all “wills” do the same thing, each serving a very distinct purpose. This class covers the basic distinguishing features among wills.

LIFE 2032.600  W  12:00PM-01:00PM  CCI 123
Sessions: 1  $11  11/02/22  John Fritz

How Tax Planning Changes Through Four Stages of Retirement

People often pay more in taxes than expected because a confusing system treats various income types differently and contains hidden taxes and penalties. Social Security and Medicare have “tax traps” and you need to plan for them. In retirement you must plan how and when you will use taxable, tax-deferred, and tax-free assets to manage your income and tax rates efficiently. You need a tax strategy to minimize taxes and maximize your retirement assets and income – this class will help you understand your options in easy to understand language. This class will benefit both retirees and pre-retirees.

LIFE 1977.600  TTh  07:00PM-08:30PM  CCI 123
Sessions: 2  $18  09/13/22-09/15/22  Sandy Patrick

LIFE 1977.601  WF  10:00AM-11:30AM  CCI 123
Sessions: 2  $18  10/19/22-10/21/22  Sandy Patrick

Medicare Basics

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

LIFE 1297.600  M  06:30PM-08:30PM  CCI 123
Session: 1  $17  11/28/22  Charlie Simineo

Medigap and Long Term Care Insurance

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

LIFE 1297.600  M  06:30PM-08:30PM  CCI 123
Session: 1  $17  11/28/22  Charlie Simineo

Understanding Medicare Drug Programs

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

LIFE 2028.600  W  10:00AM-11:30AM  CCI 123
Session: 1  $14  09/28/22  Sandy Patrick

LIFE 2028.601  W  07:00PM-08:30PM  CCI 123
Session: 1  $14  09/28/22  Sandy Patrick

LIFE 2028.602  Th  06:30PM-08:00PM  ZOOM
Session: 1  $14  12/01/22  Sandy Patrick

Wyoming Probate 101

Without a proper estate plan and titling of assets in place, probate or other unpleasant estate settling procedures may be inevitable. Join in an engaging overview of the probate process in Wyoming. Topics include what is probate, what happens in probate, asset titling, and probate alternatives.

LIFE 2034.600  TTh  12:00PM-01:00PM  CCI 123
Sessions: 2  $14  10/18/22-10/20/22  John Fritz

Beginning Fly Tying

Do you enjoy fly fishing and would like to make your own customized flies? In this introductory course, we will learn how to create flies that are effective in our regional waters. Topics include materials used in fly tying, basic techniques, where to find resources, and how to read fly tying recipes. We will be working over the lunch hour. Please be sure to bring your lunch. Supplies to create your flies are included in the cost of the class.

LIFE 2074.600  Sa  10:00AM-04:00PM  CCI 123
Sessions: 1  $56  09/17/22  Chris Rice
**Intermediate Fly Tying**
Bring your fly-tying skills to the next level. This intermediate course will focus on techniques of tying, and use of a rotary function vise and highlight various fly designs. All flies tied will be useful in our regional waters. We will be working over the lunch hour. Please be sure to bring your lunch. Supplies to create your flies are included in the cost of the class.

**LIFE 2075.600**  
Sa 10:00AM-04:00PM  
CCI 123  
Sessions: 1  
$34  
10/08/22  
Christopher Rice

**Rod Building**
Learn the principles of building and creating your rod. In this one-day course, we will create our own ice fishing rod. The principles you learn in this class can be applied to creating any type of rod you would like in the future. We will be working over the lunch hour. Please be sure to bring your lunch. Supplies to create your flies are included in the cost of the class.

**LIFE 2076.600**  
Sa 10:00AM-04:00PM  
CCI 123  
Sessions: 1  
$109  
11/19/22  
Christopher Rice

**Fitness**

**Tai Chi Push Hands Clinic**
“Do not allow your opponent’s force to work on your body. Rather, allow them to fall into emptiness.” The Taijiquan Classics The coveted skill in Tai Chi training is to acquire good Push Hands skills. This clinic is an introduction to Tai Chi’s hand skills and pushing exercises. Anyone interested may register and attend regardless of Tai Chi experience. Michele will lead you through four hand skills of Peng, Ji, Lu and An. Participants will have close contact with multiple training partners.

**LIFE 2065.600**  
Sa 10:00AM-11:00AM  
CCI 121  
Sessions: 2  
$34  
10/01/22-10/08/22  
Michele Schmidt

**LIFE 2065.601**  
Sa 10:00AM-11:00AM  
TC 112  
Sessions: 2  
$34  
12/03/22-12/10/22  
Michele Schmidt

**Tai Chi Workshop**
Participants must have previously trained with Michele in Tai Chi in order to take this workshop. We will explore principles and concepts more deeply, along with Push Hands skills. Students must feel comfortable maintaining physical contact with another participant.

**LIFE 2066.600**  
Sa 09:30AM-11:30AM  
CCI 121  
Session: 1  
$23  
09/10/22  
Michele Schmidt

**Taijiquan Self-Defense and Martial Arts Skills for Young People**
Designed for youth ages 8-11, students will learn basic Taijiquan (Tai Chi) skills and techniques. Taiji is an Ancient Chinese Internal Martial art, which uses the gentle way of defending oneself. Students will also learn a calming breathing exercise.

**LIFE 2067.600**  
TTh 04:30PM-05:30PM  
CCI 121  
Sessions: 6  
$56  
10/04/22-10/20/22  
Michele Schmidt

**LIFE 2067.601**  
TTh 04:30PM-05:30PM  
CCI 121  
Sessions: 6  
$56  
11/01/22-11/17/22  
Michele Schmidt

**Wu Style Tai Chi II**
Students will practice and study an empty hand form (TBA), and explore deeper understandings of each individual postures along with fundamental skills and push hands practice and qigong. Students must have a minimum of eight weeks training with Michele prior to registering for this class.

**LIFE 2064.600**  
TTh 10:00AM-11:00AM  
CCI 121  
Sessions: 12  
$105  
09/13/22-10/20/22  
Michele Schmidt

**LIFE 2064.601**  
TTh 10:00AM-11:00AM  
CCI 121  
Sessions: 12  
$105  
10/25/22-12/08/22  
Michele Schmidt

No class Nov. 22 or Nov. 24

---

**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  
$142  
09/07/22-11/09/22  
Dennis Dicampli

**Conversational Spanish 1**
Hola amigos! Hello friends! How would you like to begin an exciting journey into the world of Spanish language and culture? Your ability to speak, read, and write Spanish is a valuable and wonderful skill that allows you to travel to places you only dreamed of. Your job market will expand globally and you will be able to better communicate with the people of different cultures. Your goal is to develop a greater understanding and appreciation of the Spanish speaking world and of the culture around you. Includes textbook.

**LIFE 1554.600**  
M 05:30PM-06:45PM  
BT 112  
Sessions: 10  
$142  
09/12/22-11/14/22  
Dennis Dicampli

**Practical Italian 2**
Ciao di nuovo! Hello again! How would you like to further improve your Italian language proficiency? If so, this is the course for you! The aim of this course is to further develop your listening, reading, writing, and speaking skills through in-class communicative activities. This course will expose you to enhanced practical grammatical and vocabulary functions, as well as a review of Italian patterns you have previously studied! This Italian course will also explore contemporary Italian culture that will serve you well not only in-class, but also in the real world!

**LIFE 1998.600**  
T 07:00PM-08:30PM  
BT 112  
Sessions: 10  
$143  
09/06/22-11/08/22  
Dennis Dicampli

---

**Photography**

**Beginner Photography Editing**
You’ve taken lots of photos. But they didn’t turn out the way you hoped. You want to add, subtract, or replace certain aspects of your photos . . . in essence, edit them. In this course, you will learn the basics of photo editing, such as facial touching up, color and tint adjustments, sky replacement, and removal of unwanted objects using the healing brushes, clone stamp, and content aware tools along with layers and layer masks in Adobe Photoshop.

**LIFE 2060.600**  
SaSu 09:00AM-12:00PM  
FA 114  
Sessions: 4  
$172  
10/08/22-10/16/22  
J. O’Brien

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

**LIFE 2018.600**  
SaSu 09:00AM-12:00PM  
FA 114  
Sessions: 4  
$90  
09/10/22-09/18/22  
J. O’Brien

**Intermediate Photography Editing**
You’ve got your photos and you’ve edited them a little, but you want to do more. In this course, we will continue to explore the features of Adobe Photoshop, a professional-level raster graphics software. We will build upon the knowledge and usage of the selection and content-aware tools, healing brushes, clone stamp, layers, layer masks and adjustments, and a few other tools Photoshop has to offer to polish your work and take your photo editing to the next level. COMPLETION OF THE BEGINNER PHOTOGRAPHY EDITING WORKSHOP IS RECOMMENDED.

**LIFE 2044.600**  
SaSu 09:00AM-12:00PM  
FA 114  
Sessions: 6  
$255  
10/22/22-11/06/22  
J. O’Brien
Retirement

Discover Peace, Meaning and Fun in Your Retirement
What does retirement mean to you? This can be a difficult question for some to answer. Join us as we delve into how to plan your best retirement.
LIFE 2070.600 T 06:00PM-08:00PM CCI 124
Sessions: 5 $66 09/06/22-10/04/22 Brenda Crawford

Pre-Retirement Planning-Getting Ready
If you’re hoping to retire in the next 6 years, then this workshop is for you! Learn from a CERTIFIED FINANCIAL PLANNER who specializes in retirement planning. We’ll discuss: deciding when to retire; calculation of post-retirement income needs; tax consequences of withdrawing money from retirement plans; understanding pension options; sources of retirement income; when to take Social Security; investment strategies for retirement; estate planning pitfalls; taxation of Social Security and retirement income; and how to age in place and more.
LIFE 1221.600 TTh 07:00PM-08:30PM CCI 123
Sessions: 5 $27 10/11/22-10/13/22 Sandy Patrick

Understanding Retirement, the SECURE Act and Your Estate Plan
The SECURE Act (Setting Every Community Up for Retirement Enhancement Act) became effective January 1, 2020 and its enactment brought along some challenging decisions in terms of properly planning for retirement, your estate plan, and your beneficiaries. This course will benefit individuals who want to better understand how the SECURE Act eliminated the IRA “stretchout” in favor of the “10-Year Rule” and the importance of properly naming the correct beneficiary of these accounts.
LIFE 2062.600 W 12:00PM-01:30PM CCI 123
Session: 1 $14 10/26/22 Shaina Case
LIFE 2062.601 F 12:00PM-01:30PM CCI 123
Session: 1 $14 10/28/22 Shaina Case

Savvy Planning for Turning 70: Understanding Retired Minimum Distributions
If you’re turning 70 soon, this seminar is for you! Designed for those approaching that magic IRS age or just if you want to understand how annual Required Minimum Distributions (RMDs) work. We’ll cover how they are calculated and how to determine when you must begin taking funds from your tax-deferred retirement savings. We’ll discuss when it may save taxes to withdraw funds early and when it may make sense to delay withdrawals. We’ll consider taxation of Social Security; how Qualified Charitable Distributions (QCDs) work to save you taxes, and more — all in easy to understand language.
LIFE 1895.600 WF 10:00AM-11:30AM CCI 123
Sessions: 2 $18 09/21/22-09/23/22 Sandy Patrick
LIFE 1895.601 TTh 10:00AM-11:30AM ZOOM
Sessions: 2 $18 11/15/22-11/17/22 Sandy Patrick

Savvy Social Security Planning
Decisions on when to begin your Social Security benefits can have a tremendous impact on the total benefits you receive over your lifetime. Come and learn from two Certified Financial Planner practitioners: How much can you expect to receive; how to coordinate spousal benefits; and how to minimize taxes on Social Security. What are the 5 factors to consider when deciding when to apply? We’ll also cover when it makes sense to delay benefits and how to coordinate Social Security with your other retirement income. Come and learn what Baby Boomers need to know to maximize retirement income.
LIFE 1894.600 TTh 07:00PM-08:30PM CCI 123
Sessions: 2 $18 10/04/22-10/06/22 Sandy Patrick
LIFE 1894.601 TTh 06:30PM-08:00PM ZOOM
Sessions: 2 $18 11/08/22-11/10/22 Sandy Patrick

Online Learning

Mastering Your Digital SLR Camera
Take control of your digital SLR camera. In this course, you will break through the technology barrier and learn how to use your DSLR to take beautiful photos.
You will start out by learning about the many features and controls of your DSLR and look at the lenses you need for the kind of photography you enjoy. Next, you will learn about metering, exposure compensation, managing aperture, shutter speed, and ISO. You will find out how to use these features to get the right exposure for every shot. Then turn your attention to flash photography, managing camera controls, photo files, and even working in manual mode. With these skills, you will be able to take your photography to the next level.
By the end of this course, you will be a DSLR master and will be able to take the photos you’ve always dreamed of.
Cost: $89 Location: online ed2go.com/larcoco
Days and Times: start date is middle of each month, 6-week class

Singapore Math: Number Sense and Computational Strategies
Singaporean teachers make math purposeful, interesting, and relevant using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies. This course will introduce numerous strategies to create meaningful math lessons of your own.
You will be introduced to what Singapore Math is and how it has become such a powerful and highly regarded math curriculum. Then you discover how number sense and place value instruction are the basis for all Singapore Math. From there, you will learn a variety of computational strategies to make addition, subtraction, multiplication, and division a cinch. You won’t need a passport to discover the curriculum of the world’s math leader!
Cost: $99 Location: online ed2go.com/larcoco
Days and Times: start date is middle of each month, 6-week class

Solving Classroom Discipline Problems
Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken.
Cost: $99 Location: online ed2go.com/larcoco
Days and Times: start date is middle of each month, 6-week class

A to Z Grant Writing
A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step. In doing so, you will learn what grant funders look for in an application by reviewing pieces of your peers’ grant proposals to provide feedback. Additional features include six teachable moments videos and six choose your own adventure branching scenarios.
Cost: $99 Location: online ed2go.com/larcoco
Days and Times: start date is middle of each month, 6-week class

Homeschool with Success
Homeschooling can be a bit of a mystery if you’re new to the topic. In this course, you’ll start at the beginning, delving into the history of homeschooling and examining its status today in all 50 states. You’ll see how to find the laws and regulations that govern your community and you might be surprised to learn that homeschooling is legal and growing all around you. As you discover what you need to know to homeschool your children, you’ll also become familiar with the terminology the homeschool community uses.
Cost: $89 Location: Online ed2go.com/larcoco
Days and Times: start date is middle of each month, 6-week class

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

lccc.wy.edu/enrichment
Complete Your Continuing Education Hours ONLINE

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

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

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

Over 50 Continuing Education Certified Online Courses!

Ed2go.com/larcoco | 307.778.1236

Laramie County Community College

DRIVER SIMULATOR

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

Register @ lccc.wy.edu/Enrichment or 307.778.1236.
# Workforce Training at a Glance...

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>SECTION CODE</th>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>COST</th>
<th>INSTRUCTOR</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Applications Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe Acrobat Pro DC</td>
<td>BTWD 0503.600</td>
<td>T</td>
<td>12/20/22</td>
<td>09:00AM-04:00PM</td>
<td>FA 114</td>
<td>$129</td>
<td>Janice Cheever</td>
<td>10</td>
</tr>
<tr>
<td>Administrative Support Specialist</td>
<td>BTWD 0215.540</td>
<td>Th</td>
<td>10/06/22-11/17/22</td>
<td>08:00AM-12:00PM</td>
<td>TC 103</td>
<td>$2,200</td>
<td>Janice Cheever</td>
<td>10</td>
</tr>
<tr>
<td>Intro to SolidWorks</td>
<td>BTWD 0726.600</td>
<td>W</td>
<td>10/05/22-11/09/22</td>
<td>05:00PM-07:00PM</td>
<td>TC 103</td>
<td>$399</td>
<td>Chase Lesher</td>
<td>10</td>
</tr>
<tr>
<td>MS Access Advanced</td>
<td>BTWD 0610.600</td>
<td>W</td>
<td>12/14/22</td>
<td>09:00AM-04:00PM</td>
<td>TC 103</td>
<td>$129</td>
<td>Janice Cheever</td>
<td>10</td>
</tr>
<tr>
<td>MS Access Basic</td>
<td>BTWD 0603.600</td>
<td>W</td>
<td>10/05/22</td>
<td>09:00AM-04:00PM</td>
<td>TC 103</td>
<td>$129</td>
<td>Janice Cheever</td>
<td>10</td>
</tr>
<tr>
<td>MS Access Intermediate</td>
<td>BTWD 0605.600</td>
<td>W</td>
<td>11/09/22</td>
<td>09:00AM-04:00PM</td>
<td>TC 103</td>
<td>$129</td>
<td>Janice Cheever</td>
<td>10</td>
</tr>
<tr>
<td>MS Excel Advanced</td>
<td>BTWD 0609.600</td>
<td>W</td>
<td>12/07/22</td>
<td>09:00AM-04:00PM</td>
<td>TC 103</td>
<td>$129</td>
<td>Janice Cheever</td>
<td>10</td>
</tr>
<tr>
<td>MS Excel Basic</td>
<td>BTWD 0601.600</td>
<td>W</td>
<td>09/21/22</td>
<td>09:00AM-04:00PM</td>
<td>TC 103</td>
<td>$129</td>
<td>Janice Cheever</td>
<td>10</td>
</tr>
<tr>
<td>MS Excel Intermediate</td>
<td>BTWD 0607.600</td>
<td>W</td>
<td>11/02/22</td>
<td>09:00AM-04:00PM</td>
<td>TC 103</td>
<td>$129</td>
<td>Janice Cheever</td>
<td>11</td>
</tr>
<tr>
<td>MS Word Advanced</td>
<td>BTWD 0608.600</td>
<td>W</td>
<td>11/30/22</td>
<td>09:00AM-04:00PM</td>
<td>TC 103</td>
<td>$129</td>
<td>Janice Cheever</td>
<td>11</td>
</tr>
<tr>
<td>MS Word Basic</td>
<td>BTWD 0603.600</td>
<td>W</td>
<td>09/14/22</td>
<td>09:00AM-04:00PM</td>
<td>TC 103</td>
<td>$129</td>
<td>Janice Cheever</td>
<td>11</td>
</tr>
<tr>
<td>MS Word Intermediate</td>
<td>BTWD 0604.600</td>
<td>W</td>
<td>10/19/22</td>
<td>09:00AM-04:00PM</td>
<td>TC 103</td>
<td>$129</td>
<td>Janice Cheever</td>
<td>11</td>
</tr>
<tr>
<td>QuickBooks Desktop</td>
<td>BTWD 0108.600</td>
<td>W</td>
<td>10/25/22-10/26/22</td>
<td>09:00AM-10:00PM</td>
<td>TC 103</td>
<td>$258</td>
<td>Janice Cheever</td>
<td>11</td>
</tr>
<tr>
<td>QuickBooks Online Software</td>
<td>BTWD 0677.550</td>
<td>TW</td>
<td>09/27/22-09/28/22</td>
<td>09:00AM-01:00PM</td>
<td>ZOOM</td>
<td>$258</td>
<td>Janice Cheever</td>
<td>11</td>
</tr>
<tr>
<td>Smartsheet</td>
<td>BTWD 0674.600</td>
<td>W</td>
<td>09/07/22</td>
<td>09:00AM-12:00PM</td>
<td>TC 103</td>
<td>$79</td>
<td>Janice Cheever</td>
<td>11</td>
</tr>
<tr>
<td>CPR, First Aid and Emergency Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPR and First Aid</td>
<td>EMTN 4010.600</td>
<td>F</td>
<td>09/09/22</td>
<td>09:00AM-03:00PM</td>
<td>TC 115</td>
<td>$110</td>
<td>Jason Evans</td>
<td>11</td>
</tr>
<tr>
<td>CPR for Healthcare Providers</td>
<td>EMTN 4015.600</td>
<td>F</td>
<td>09/09/22</td>
<td>09:00AM-01:00PM</td>
<td>TC 115</td>
<td>$79</td>
<td>Frances Phelps</td>
<td>11</td>
</tr>
<tr>
<td>Leadership, Organizational and Professional Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adapting to Change</td>
<td>BTWD 0036.600</td>
<td>T</td>
<td>11/29/22</td>
<td>01:00PM-05:00PM</td>
<td>TC 112</td>
<td>$99</td>
<td>Melissa Martin</td>
<td>11</td>
</tr>
<tr>
<td>Becoming Your Own Best Advocate</td>
<td>BTWD 0510.600</td>
<td>T</td>
<td>10/25/22</td>
<td>08:00AM-12:00PM</td>
<td>TC 112</td>
<td>$99</td>
<td>Monica Puente</td>
<td>11</td>
</tr>
<tr>
<td>Better Business Writing</td>
<td>BTWD 0708.600</td>
<td>M</td>
<td>09/19/22</td>
<td>01:00PM-05:00PM</td>
<td>TC 112</td>
<td>$99</td>
<td>Rhonda Priest</td>
<td>11</td>
</tr>
<tr>
<td>Bridges Out of Poverty 4-HOUR</td>
<td>BTWD 0684.600</td>
<td>T</td>
<td>09/27/22</td>
<td>08:00AM-12:00PM</td>
<td>TC 112</td>
<td>$99</td>
<td>Melissa Martin</td>
<td>11</td>
</tr>
<tr>
<td>Civility in the Workplace</td>
<td>BTWD 0684.601</td>
<td>Th</td>
<td>12/02/22</td>
<td>01:00PM-05:00PM</td>
<td>TC 123</td>
<td>$99</td>
<td>Melissa Martin</td>
<td>11</td>
</tr>
<tr>
<td>Coaching to Move People Forward</td>
<td>BTWD 0681.600</td>
<td>T</td>
<td>10/04/22</td>
<td>01:00PM-05:00PM</td>
<td>TC 123</td>
<td>$99</td>
<td>Melissa Martin</td>
<td>11</td>
</tr>
<tr>
<td>Communicating for Leadership Success</td>
<td>BTWD 0405.600</td>
<td>T</td>
<td>10/04/22</td>
<td>08:00AM-12:00PM</td>
<td>TC 120</td>
<td>$99</td>
<td>Monica Puente</td>
<td>11</td>
</tr>
<tr>
<td>Critical Thinking Skills</td>
<td>BTWD 0670.600</td>
<td>Th</td>
<td>09/22/22</td>
<td>01:00PM-05:00PM</td>
<td>TC 123</td>
<td>$99</td>
<td>Melissa Martin</td>
<td>11</td>
</tr>
<tr>
<td>Crucial Conversations</td>
<td>BTWD 0477.600</td>
<td>TTh</td>
<td>11/15/22-11/17/22</td>
<td>08:00AM-05:00PM</td>
<td>TC 121</td>
<td>$399</td>
<td>Melissa Martin</td>
<td>12</td>
</tr>
<tr>
<td>De-Escalating Emotions</td>
<td>BTWD 0594.800</td>
<td>F</td>
<td>10/14/22</td>
<td>12:00PM-02:00PM</td>
<td>ZOOM</td>
<td>$49</td>
<td>Kate Debow</td>
<td>12</td>
</tr>
<tr>
<td>Driving Change</td>
<td>BTWD 0408.600</td>
<td>Th</td>
<td>09/08/22</td>
<td>08:00AM-12:00PM</td>
<td>TC 123</td>
<td>$99</td>
<td>Melissa Martin</td>
<td>12</td>
</tr>
<tr>
<td>Enhancing Customer Service</td>
<td>BTWD 0699.600</td>
<td>T</td>
<td>10/08/22</td>
<td>08:00AM-12:00PM</td>
<td>TC 112</td>
<td>$99</td>
<td>Monica Puente</td>
<td>12</td>
</tr>
<tr>
<td>Ethics in the Workplace</td>
<td>BTWD 0699.601</td>
<td>T</td>
<td>10/11/22</td>
<td>08:00AM-12:00PM</td>
<td>TC 112</td>
<td>$99</td>
<td>Monica Puente</td>
<td>12</td>
</tr>
<tr>
<td>Generations in the Workplace</td>
<td>BTWD 0136.600</td>
<td>Th</td>
<td>11/02/22</td>
<td>08:00AM-12:00PM</td>
<td>TC 112</td>
<td>$99</td>
<td>Melissa Martin</td>
<td>12</td>
</tr>
<tr>
<td>Good Grammar a Refresher Course</td>
<td>BTWD 0611.600</td>
<td>W</td>
<td>09/14/22</td>
<td>08:00AM-12:00PM</td>
<td>TC 120</td>
<td>$99</td>
<td>Monica Puente</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>BTWD 0611.601</td>
<td>T</td>
<td>11/15/22</td>
<td>01:00PM-05:00PM</td>
<td>TC 112</td>
<td>$99</td>
<td>Monica Puente</td>
<td>12</td>
</tr>
</tbody>
</table>
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.

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

**Administrative Support Specialist**
This hybrid course will prepare students for the globally recognized certifications in IC3-GS6 Digital Literacy certificate, Microsoft Office Specialist (MOS) Word Associate, MOS Excel Associate, MOS Outlook Associate, and Communication Skills for Business (CSB). Students will learn skills to become an indispensable member of an office team by providing high productivity and efficiency including soft skills training for workplace stability, dealing with conflict, time management, information and records management and travel and meeting coordination.

**Intro to SolidWorks**
This introductory level course introduces the fundamentals of Solidworks 3D CAD software for the creation of both parts and assemblies. It is intended for those working, or considering working in a 3D design environment, specifically manufacturing industries. The course focuses not only on the individual tools available in Solidworks, but also on the best approach to the use of these tools, so that the design progresses in a logical manner, leading to a robust, effective and efficient design process. Upon completion of this six-week course, and with sufficient practice, users should experience increased design productivity, improved design process reliability and a more logical approach to the design process.

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

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

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

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

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

**MS Word Advanced**

**MS Word Basic**
In this course, students will learn fundamental MS Word skills. Topics covered include navigating and performing common tasks in Word such as opening, viewing, editing, saving, printing documents, and configuring the application.
MS Word Intermediate
In this course, you will learn to create and modify complex documents and use tools that allow you to customize those documents. You will: Organize content using tables and charts. Customize formats using styles and themes. Insert content using quick parts. Use templates to automate document formatting. Control the flow of a document. Simplify and manage long documents. Use mail merge to create letters, envelopes, and labels.

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

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

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

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

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

LEADERSHIP, ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT
Adapting to Change
If people wince, stonewall, or rebel when a change in routine is mentioned, there is a solution. When employees can adapt quickly, the entire organization becomes faster, more flexible, and better able to answer the demands of an increasingly competitive marketplace. This course develops the confidence and skills needed to face change and welcome it as an opportunity to grow and learn.

Becoming Your Own Best Advocate
It is vital to self-advocate and create opportunities for yourself to earn promotions and achieve your goals. Learn to celebrate your strengths and minimize your weaknesses to become what you want to be and GO FOR IT!

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

Bridges Out of Poverty 4-HOUR
The effects of poverty are felt in our communities each day. This workshop introduces you to a comprehensive approach for understanding the dynamics that cause and maintain poverty from the individual to the systemic levels. Bridges Out of Poverty uses the lens of economic class and provides concrete tools and strategies for a community to prevent, reduce, and alleviate poverty.

Civility in the Workplace
Many organizations identify “respect” as a top value, but what does “respect” mean and why is it important? Examine the behaviors that contribute to a respectful workplace at the individual and organizational levels and recognize the importance of building an organizational culture that fosters respect.

Coaching to Move People Forward
Learn to initiate effective performance management discussions, provide meaningful feedback, and ongoing support to help employees reach their potential.

Communicating for Leadership Success
Solid communication skills are an essential leadership competency. This workshop will increase your ability to recognize situations that require leaders to communicate with their employees, understand the role of active listening, identify the best ways to convey your message, effectively communicate performance expectations, provide feedback, facilitate the learning processes, and implement strategies for communicating in times of change and uncertainty.

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

REGISTER ONLINE @ lccc.wy.edu/workforce

“Leadership and learning are indispensable to each other.” —John F. Kennedy
Crucial Conversations
Is a conversation that you are not holding keeping you from getting the results you desire? If so, you may be avoiding a crucial conversation; a discussion between two or more people where stakes are high, opinions vary, and emotions run strong. The Crucial Conversations experience provides you with a set of tools and skills to build alignment, agreement, and interpersonal communication within your team and organization.

De-Escalating Emotions
How do you respond to an emotionally triggered individual? Learn to recognize the early warning signs, use calming techniques, utilize proper body language, and control tone of voice to keep everyone safe during intense moments.

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

Enhancing Customer Service
Customer-centric organizations prioritize the customer’s experience, but it does not happen on its own. Develop your service delivery strategies to manage challenging customer situations, proactively respond to conflict, and create mistake-proof processes to minimize customer frustrations and build positive relationships.

Ethics in the Workplace
Identify and resolve typical ethical dilemmas by increasing your knowledge and dispel common myths about business ethics, describe the ideal ethical workplace, implement ethics guidelines and policies in your organization.

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

Good Grammar a Refresher Course
Revisit essential grammar and punctuation rules to improve your writing skills. In this no-nonsense workshop, you will learn how to avoid common grammar, punctuation, subject-verb agreement, and commonly confused word mistakes that impact your message and diminish your reputation.

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

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

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

Managing Time in a Digital World
What if the digital tools designed to increase productivity are impeding it instead? Learn about the physical and mental effects of limitless access to everything digital, its implications on productivity, and strategies to overcome time-blindness and procrastination.

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

Putting the Right People on the Bus
Hiring the right people is one of the most important tasks of a leader. Participants will explore the hiring process from the beginning and recognize the value of implementing competency-based interviewing, developing an interviewing process that attracts the right candidates, and selecting the appropriate employee.

Unconscious Bias
We all hold biases—our brains are naturally wired to establish patterns and associations between information to inform our decision-making. We expressly acknowledge some bias, while we are less perceptive of others. Learn how to surface biases to improve equity and objectivity. Understand how unconscious bias develops, the areas of the workplace where it can have a negative impact, and how to appropriately address situations where it is present.

Virtual Meeting Best Practices
Virtual meetings are the new normal. This two-hour course addresses the nuances of both leading and attending virtual meetings. Come ready to engage, share best practices, as well as learn tips on how to create connections and improve and productivity in a virtual environment.

Working Through Conflict
Differences in the workplace are inevitable, and learning to disagree without being disagreeable is a skill that promotes a work environment where taking risks, appreciating differences, and creatively solving problems exists. Participants will learn proven strategies that make this a reality.

Microsoft® Office Specialist (MOS) Certification Training
$349 Per Application (includes test voucher)
MOS certifications are industry-recognized credentials that validate proficiency in technical skills using software applications. The Microsoft® Office Specialist exams include Word, Word Expert, Excel, Excel Expert, Access, PowerPoint, and Outlook. Students work independently, self-paced, with instructor available as needed. Call 307.778.4381 or email dkaelin@lccc.wy.edu for more details.

Microsoft is a trademark of the Microsoft group of companies.
OSHA, SAFETY AND REGULATORY

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

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

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

OSHA 30 Hour Construction
This course covers thirty hours of training required by the Occupational Health and Safety Act (OSHA) necessary to obtain the 30-hour Construction Industry course completion card. The course covers topics pertaining to regulations covered by Standard 29 CFR 1926. The successful completion of this course will help meet the Construction Industry standards established by OSHA. Upon successful completion of the course, participants will receive an OSHA construction safety and health 30-hour course completion card from the Department of Labor.

OSHA, SAFETY AND REGULATORY

TECHNICAL TRAINING

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

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

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

LEADERSHIP WORKSHOPS

Outreach and Workforce

Laramie County Community College

Coaching to Move People Forward: 10/04/22
Communicating for Leadership Success: 10/04/22
De-Escalating Emotions: 10/14/22
Driving Change: 09/08/22
Human Resources for Managers: 10/12/22
Influencing Others: 12/01/22
Intentional Listening: 09/16/22
Putting the Right People on the Bus: 09/20/22
and more!

Register online:
lccc.wy.edu/workforce

Bringing Out the Best Leader in You!

307.778.4381
Classes offered:

- OSHA Construction and General Industry 10
- Confined Space
- Forklift
- OSHA Construction and General Industry 30

To register, contact Darlene Kaelin at 307.778.4381 or DKaelin@lccc.wy.edu.

Ongoing Open Enrollment Registration Manufacturing Classes

- Intro to SolidWorks
  10/5/22-11/9/22
  Wednesdays 5-7 p.m.

  Six Sigma Certifications
  - Lean Yellow Belt Training
  - Lean Green Belt Training
  *Offered in partnership with Manufacturing Works.

- Customized Manufacturing Online Classes
  Let us help design just what your organization needs!

For more information

Call 307.778.4381
or visit lccc.wy.edu/workforce

LCCC does not discriminate based upon any protected status.
Please see lccc.wy.edu/NDS
LARAMIE COUNTY COMMUNITY COLLEGE
Outreach and Workforce Development

Fall 2022 Career Training
August 2022

Certified Medical Assistant
Certified Pharmacy Technician

CALL 307.772.7351 OR EMAIL JMOYE@LCCC.WY.EDU FOR MORE INFORMATION
(PARTIAL FUNDING MAY BE AVAILABLE TO QUALIFIED APPLICANTS)

BECOME A CERTIFIED TOURISM AMBASSADOR

CALL 307.778.4381

MORE INFO AT CHEYENNE.ORG/CTA

ADMINISTRATIVE SUPPORT SPECIALIST

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

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

Individuals will learn and improve these soft skills areas to ensure that daily office operations are performed in a seamless and efficient manner:
- Workplace Stability
- Dealing with Conflict
- Time Management
- Organization and Detail–Sensitivity
- Information and Records Management
- Travel and Meeting Coordination
- Communication and Amiability

Fall, Spring and Summer Classes.

*Grant funding may be available to qualified students.

FOR MORE INFORMATION
307.772.7351
OR
JMOYE@LCCC.WY.EDU

lccw.edu/workforce/development
**Wyoming Department of Workforce Services**

**Business Training**

- **Grants for Existing Positions**
  $1,000-$5,000 per trainer for preferred industries
- **Grants for New Positions**
- **Pre-Hire Economic Development Grants**
- **Internship Grants**

Want to know more?
Please visit the Workforce Development Training Fund website at wyomingworkforce.org/businesses/wdtf/docs

---

**CDL Simulator**

Improve your commercial driving skills by practicing in a safe environment on a CDL simulator. The simulator includes modules for school buses, gooseneck trailers and fire trucks, and can be adapted to a variety of environments and weather conditions. Training registration fee includes a subject matter expert who gets you started and answers questions during practice.

Please call 307.778.4381 or email dkaelin@lccc.wy.edu for more details.
Online Career Training Programs

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

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

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

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

Prepare for Industry Certification Online!

Laramie County Community College

Administrative Professional with Microsoft Office 2016 Master
This program teaches the skills you need to become a successful administrative professional and prepares you to sit for the Microsoft Office 2016 Master Certification exams.

Administrative Professional with Microsoft Office Specialist 2016
This program teaches key skills for becoming an administrative professional and prepares you to sit for the Microsoft Office Specialist Certification exams.

CBCS Administrative Medical Specialist with Medical Billing and Coding
This nationally recognized program combines the Administrative Medical Specialist program with training in medical billing and coding and medical terminology to give you a competitive edge in the healthcare field.

CBCS Medical Billing and Coding
This nationally recognized program combines the Medically Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

CompTIA Certification Training: A+, Network+, Security+
This program provides a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

CompTIA A+ Certification Training
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, this program’s online platform makes training convenient and interactive.

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

OMCA Email Marketing Associate
Want to learn more about email marketing? Make the most of your company’s efforts and prepare for the OMCA certification exam.

OMCP Search Marketing Professional
Learn the scope of digital marketing and dive deep into Search Engine Optimization (SEO) techniques, while preparing to take the Online Marketing Certified Professional (OMCP) exam.

Paralegal
This program will prepare you for success in this growing career field. You’ll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more.

Pharmacy Technician
Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

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

www.careertraining.ed2go.com/laramieccc/
307.778.4381
Take your career to the next level by becoming a Certified Public Manager.

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

LARAMIE COUNTY COMMUNITY COLLEGE
Cheyenne | Laramie | Online

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

STARTS
October 2022

● CHANGE LEADERSHIP
● MANAGING WORK
● DEVELOPING SELF
● LEADING PEOPLE
● SYSTEM INTEGRATION
● PUBLIC SERVICE FOCUS
● PERSONAL & ORGANIZATIONAL INTEGRITY

$3,299 per participant, all materials included

Registration now open for 2022/2023 Wyoming Certified Public Manager Program Cohorts.
For more information visit lccc.wy.edu/CPM
(Group discounts available for agencies enrolling 2+ students)

Adult Career and Education System (ACES)

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

ACES is located in the Career & Technical Building on the main LCCC campus. Call for class times, to schedule orientation, or for additional information.

Adult Education (AE)

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

High School Equivalency Certificate (HSEC) Preparation

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

Adult Secondary Education (ASE)

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

English as a Second Language (ESL)

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

Career Readiness Certificate (CRC)

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

High School Equivalency Certificate (HSEC) Testing

Individuals can choose between two different tests for their HSEC.
• ACES offers the HiSET/schedule at hiset.ets.org
• The Exam Lab offers the GED/schedule at ged.org

TO REGISTER FOR CLASSES OR FOR MORE INFORMATION, CALL 307.637.2450
lccc.wy.edu/academics/services/adultEducation

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

GET CERTIFIED IN HIGH DEMAND CAREERS IN 2 WEEKS OR LESS.

Certified Fiber Optics Technician
October 2022

Certified Fiber Optics Specialist
October 2022

Certified Fiber Optics Splicing
October 2022

FOR MORE INFORMATION
307.772.7351
OR
JMOYE@LCCC.WY.EDU

GRANT FUNDING MAY BE AVAILABLE

CDL Training and Certification Testing
Improve your driving skills with LCCC’s CDL simulator.

First class starts January 10!
Daytime and evening classes offered

Call 307.778.4381 for more information!

LARAMIE COUNTY COMMUNITY COLLEGE
Cheyenne / Laramie / Online
LIFE ENRICHMENT

Zumba
Physically active class encouraging fitness and expression through dance with focus on Latin steps including: Cumbia, Reggaeton, Salsa, Dance Hall, Merengue and others. The dances use between 3-5 different steps which are repeated throughout the song which makes it easy to follow! A great workout where you Fitbit addicts will get between 5000-7000 steps in one hour! Calories are left in sparkling droplets on the floor, the most fun you will have slaying calories! All levels welcome.

| LIFE 8003.750 | MW | 05:30PM-06:30PM | ELCC GYM | Sessions: 7 | $22 | 09/07/22-09/28/22 | Lisa Williams |
| LIFE 8003.751 | MW | 05:30PM-06:30PM | ELCC GYM | Sessions: 9 | $22 | 10/03/22-10/31/22 | Lisa Williams |
| LIFE 8003.752 | MW | 05:30PM-08:30PM | ELCC GYM | Sessions: 7 | $22 | 11/02/22-11/28/22 | Lisa Williams |
| LIFE 8003.753 | MW | 05:30PM-08:30PM | ELCC GYM | Sessions: 6 | $22 | 12/05/22-12/21/22 | Lisa Williams |

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

| LIFE 8017.750 | F | 08:00AM-10:00AM | ELCC | Sessions: 1 | $22 | 09/09/22 | Paulette Dunnam |
| LIFE 8017.751 | F | 08:00AM-10:00AM | ELCC | Sessions: 1 | $22 | 10/07/22 | Paulette Dunnam |
| LIFE 8017.752 | F | 08:00AM-10:00AM | ELCC | Sessions: 1 | $22 | 11/04/22 | Paulette Dunnam |

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

| LIFE 2028.602 | Th | 06:30PM-08:00PM | ZOOM | Session: 1 | $14 | 12/01/22 | Sandy Patrick |

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

| LIFE 1894.601 | TTh | 06:30PM-08:00PM | ZOOM | Sessions: 2 | $18 | 11/08/22-11/10/22 | Sandy Patrick |

Check out Page 18 for Adult Education and ESL classes
Cultural & Community Enrichment Series

UPCOMING EVENTS

August 22 - September 16, 2022

ED & CAREN MURRAY ARTS SERIES
“Home Grown: Laramie County Artists Then and Now”
Featuring early and later works by artists who were born and raised in Laramie County.
September 1, 2022 | MURRAY ART SERIES PUBLIC RECEPTION & ARTISTS’ TALK

September 19 – 23, 2022

UNION PACIFIC BUSINESS & INDUSTRY SERIES
JASON BRUBAKER
Animator, cartoonist, graphic novelist, and founder & owner of Coffee Table Comics will join LCCC for a week of presentations, public talks, animated film presentations, and drawing workshops.

October 6, 2022

LITERARY CONNECTION
True crime author Ron Franscell and suspense novelist Christine Carbo will headline to discuss their writing, research, and their relationship with their readers.

November 15, 2022

GERALD & JESSE CHAMBERS SPEAKERS SERIES
TAYLER LASHARR presents Deer 139
As a part of Geographic Information Systems Day, Wyoming wildlife biologist Tayler LaSharr will present the documentary film Deer 139 and give a talk about how scientists are using geographic data obtained from migratory animals to understand environmental changes. Q&A and reception to follow.

For more details on these events, visit lccc.wy.edu/culturalseries
TRADES & TECH

Areas of Study
• Automotive
• Diesel
• Electrical
• Industrial Systems (HVAC, Plumbing, Facility Maintenance)
• Welding
• Wind Energy

Activities
• Skills-USA
• Future Tech
• Windsmith Club

— Scholarships Available! —

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

INFORMATION TECHNOLOGY

Areas of Study
• Cybersecurity
• Datacenter
• Network Administrator
• Virtualization
• Cloud Administration
• Telecommunications
• Data Analytics

Earn Industry Certifications in a number of courses

Activities
• NERDS
• Gaming Club

— Scholarships Available! —

Come tour!
Call/Email for more information:
307.772.7381/wamick@lccc.wy.edu
AG & EQUINE

Areas of Study
• Animal Science
• Ag Production
• Ag Business
• Equine Management
• Natural Resource Management

Teams Activities
• Livestock Judging
• Livestock Show Team
• Ranch Horse Team
• IHSA Western Equestrian Team
• IHSA Hunt Seat Equestrian Team
• Rodeo

— Scholarships Available! —

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

Laramie County Community College
Business & Accounting Pathway

ACCOUNTING SERVICES DEGREE
BECOME A CERTIFIED BOOKKEEPER
Students who complete an associate of applied science in accounting services will be prepared to sit for the Certified Bookkeepers (CB) credential. With this degree, students can find immediate placement in sustainable careers. These include bookkeeping, tax preparation, clerical accounting, or office manager positions.

WHY COMPLETE THE CERTIFIED BOOKKEEPER DESIGNATION?
• Enhanced status (list “CB” behind your name)
• More competitive in the job market
• Higher starting salary ($20+ average hourly wage)

FINANCIAL SERVICES DEGREE
BECOME A FINANCIAL SPECIALIST
Students who complete an associate of applied science in financial services are part of one of the fastest growing sectors in America. With a financial services degree you can build your career in banking, financial planning, or real estate.

WHY COMPLETE A DEGREE IN FINANCE?
• Enter the workplace, in a high-demand industry, after two years of study
• Participate in paid internships
• US Bureau of Labor Statistics estimates mean wage for finance in Wyoming as $73,170 per year

For more information contact Jeff Shmidl jshmidl@lccc.wy.edu or 307.778.1343
www.lccc.wy.edu
OTHER LCCC PROGRAMS

SPANISH IN WORKPLACE

CREDIT DIPLOMA

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

ENROLL TODAY!

GO TO: LCCC.WY.EDU/APPLY

THE LCCC MUSIC DEPARTMENT

JOIN. SING. PLAY.

offers many opportunities for ensemble performance! Ensembles are welcomed to any musician who knows how to sing or play an instrument ranging from 14-100+ years of age.

Enrollment is FREE, but also available for college credit. All rehearsals run from 6:30-8:20 p.m. beginning August 22. Classes have rolling admission and no preregistration is required! Simply join us in the Music Rehearsal Studio (Fine Arts 139).

CHEYENNE BRASS BAND
Every other Sunday with Nick Simons & Dr. Frank Cook

COLLEGIATE CHORALE
Mondays with Mrs. Bethany Smith-Jacobs

WIND ENSEMBLE
Tuesdays with Dr. Frank Cook

JAZZ ENSEMBLE
Wednesdays with Dr. Frank Cook

CHAMBER ORCHESTRA

For more information contact Dr. Cook | fcook@lccc.wy.edu | 307.778.1306
Whether you are planning a meeting for 10 or an event for 300 Laramie County Community College has a facility for you. Training, meeting, and event facilities located in the Clay Pathfinder building, the Center for Conference and Institutes, and the Training Center are available to rent.

As classes and college activities allow, the College Arena, the Surbrugg Prentice Auditorium (SPA), the Recreation & Athletics Complex (RAC) large gym, and other campus facilities may be rented by community organizations or individuals. The Surbrugg Prentice Auditorium (SPA) accommodates 400 in an auditorium setting. The SPA has a large performance stage, state-of-the-art lighting, sound, and audio-visual system.

Credit and noncredit classes and college activities take precedence over community rentals.

Let us host your next event in Cheyenne!

- Concerts
- Conferences
- Film Festivals
- Meetings
- Parties
- Plays
- Recitals
- Speakers Series
- Trainings
- Weddings

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

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

Melissa Gallant
307.778.1322 • mgallant@lccc.wy.edu

Bernadette Espinoza
307.778.1382 • bespinoz@lccc.wy.edu.
Laramie County Community College
1400 E. College Drive
Cheyenne, Wyoming 82007

LCCC Life Enrichment presents
Jordan & Israel
April 29 - May 13, 2023
Information session: Tuesday, August 16, 2022, 6 p.m., ZOOM
For more information or to RSVP 307.778.1236 | lifeEnrichment@lccc.wy.edu

Laramie County Community College
Outreach & Workforce Development
Customized Manufacturing Courses
$499 – Six Months Access to All Courses

E-Learning Course Topics:
• Automation
• Electrical
• Fluid Power
• Lean Manufacturing
• Machining
• Manufacturing
• Processes
• Materials
• Mechanical
• Quality Assurance
• Safety
• And Others!

Take as many or as few as you would like during your six month access.

Call 307.778.4381
Or visit lccc.wy.edu/workforce
For more information

Certified Medical Assistant
September 2022
Certified Pharmacy Technician
October 2022
Dental Assisting
August 2022
Microsoft Office Specialist Certifications
Ongoing

MEDICAL CAREER TRAINING
For more information
307.772.7351
or jmoye@lccc.wy.edu
*Grant funding may be available.