

SPRING
2026

CLASS SCHEDULE

REGISTER
FOR CLASSES
TODAY!



OUTREACH & WORKFORCE
DEVELOPMENT
@LCCC

LCCC.WY.EDU/WORKFORCE

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 307.432.1629
- 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. (Business Training will take enrollments up to the starting date of the course.) Students who wish to drop a class must do so no later than two business days prior to the start of the class.

Refunds

Class cancelled by LCCC 100%
Withdrawal 2 business days before class begins will be refunded minus a 6% processing fee.

 Icon indicates that class refund policies may differ.

Withdrawal after refund deadline No refund; payment required

Pro Rata Refund Policy - For programs state approved for VA payment, see Veterans Information Bulletin for program specifics, to include pro-rata refund requirements.

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 and Workforce 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 and Workforce classes. 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.
- All School of Outreach & Workforce Development students must adhere to the LCCC code of conduct, (www.lccc.wy.edu/life/handbook/index.aspx) while attending classes

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.



with
LCCC



Contact the Life Enrichment office for Zoom link,
lifeenrichment@lccc.wy.edu

TREASURES OF TURKEY
Trip Dates May 9-22, 2026

Contact Life Enrichment office for recording of travel presentation.
Seat Reduction Date: October 3, 2025

DISCOVER EXPLORING SCOTLAND & IRELAND
Trip Dates Aug. 16-28, 2026

Virtual travel presentation November 12, 2025, at 5:30pm via Zoom
Seat Reduction Date: February 17, 2026

ANTARCTICA: THE WHITE CONTINENT
Trip Dates Nov. 6-17, 2026

Virtual travel presentation November 19, 2025, at 5:30pm via Zoom
Seat Reduction Date: May 10, 2026

WONDERS OF THAILAND
Trip Dates Mar. 12-27, 2027

Virtual travel presentation March 11, 2026, at 5:30pm via Zoom
Seat Reduction Date: August 5, 2026

ALPINE LAKES & SCENIC TRAINS
Trip Date June 19-28, 2027

Virtual travel presentation June 10, 2026, at 5:30pm via Zoom
Seat Reduction Date: December 20, 2026

PORTUGAL OCTOBER 2027
Trip dates coming soon

Virtual travel presentation October 7, 2026, at 5:30pm via Zoom

FINLAND FEBRUARY 2028
Trip dates coming soon

Follow the QR code to the Life Enrichment website for more
information and sign up for our mailing list of travel brochures.

<input type="checkbox"/> LIFE ENRICHMENT CLASSES Mail To: Laramie County Community College, CCI 109 .1400 E. College Drive, Cheyenne, WY 82007			..Ph: 307.778.1236
<input type="checkbox"/> WORKFORCE TRAINING Mail To: Laramie County Community College, TC 117 .1400 E. College Drive, Cheyenne, WY 82007			..Ph: 307.778.4381
From: Student's Name:			Hm Ph:
Date of Birth:	Email Address:		Wk Ph:
Address:			Cell Ph:
City:	State:	ZIP:	
Class Name:	Class Start Date:	No.:	Class Cost: \$
Class Name:	Class Start Date:	No.:	Class Cost: \$
Class Name:	Class Start Date:	No.:	Class Cost: \$
Class Name:	Class Start Date:	No.:	Class Cost: \$
Class Name:	Class Start Date:	No.:	Class Cost: \$
Check # (If mailing with check) _____ (If sending fax, write MasterCard, Visa or Discover number and expiration date below.)			TOTAL: \$
MC / Visa / Discover #:		V-Code:	Expiration Date:
Signature:			
Please use this form to mail in your registration. 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.			

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Dog Training

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Canine Good Citizen and Trick Dog

Equine

Mounted Tactics.
Supervised Open Ride
Barrel Horse Conditioning
Ranch Horse Versatility Techniques

Finance

Building Your Retirement Income
Maximizing Your Social Security

Fitness

Fencing.
Pickleball for Beginners.
Pickleball - Advanced Beginner
Zumba
Guided Meditation to Guide You into the Spring

Healthcare

Medicare Basics.

Understanding Medicare Drug Programs
Medicare Advantage Plan, Long-term Care Insurance and Medigap.

Jewelry Making

Intro to Jewelry
Jewelry Studio
Class Coming Soon

Language

Practical Spanish
Practical Spanish 2
Practical Italian 1
Practical Italian 2

Music

Beginner Late Start Orchestra
Returner Late Start Orchestra

Technology

How to Convert a Computer to Linux
Start a Podcast Today
Podcast Workshop

EASTERN LARAMIE COUNTY OUTREACH CENTER

Dance Fitness 8

BUSINESS TRAINING

Computer Skills Training

Excel AI Assist
Excel Power Pivot
MS 365 Copilot AI Essentials
MS Excel PivotTables
Acrobat PRO
Google Workspace
Introduction to Power BI.
Introduction to AI
MS Excel Level 1.
MS Excel Level 2.
MS Excel Level 3.
Practical AI Workflows
QuickBooks Online Version.

Healthcare Careers

Certified Clinical Medical Assisting.

Healthcare Education

CPR for Healthcare Providers (BLS)
CPR First Aid (Heartsaver)

Leadership & Management Training

Change Management.
Addressing Poor Performance
Driving Change
Practical Project Management

Strategic Planning 101
Developing Others
Identify Your Leadership Voice.
Motivating Others.
New Supervisor Training
Sculpting the Leader in You.

Management Matters

Adaptive Leadership
A Great Start: Building an Onboarding Playbook for New Hires.
Discovering Your Leadership Style
Giving and Receiving Constructive Feedback.
Leading Inherited Underperformers to Success
Managing and Motivating Remote Teams.
Managing Yourself to Lead Others.
Masterful Delegation: Empowering Your Team to Succeed
Mastering the Art of Employee One-on-Ones
Strategies for Productive Meetings
The Art of Communicating Clear Expectations
The Art of Meaningful Recognition
The Ripple Effect of Internal Service Excellence
Unlocking Gen Z.
When Tempers Flare: A Manager's Guide to Conflict Resolution
Your Management Decision Filter

Professional & Workforce Development

Beating Burnout.
The Art of Influencing Others
Bridges Out of Poverty
Effective Presentation Skills
Navigating Difficult Conversations
Enhancing Communication
Navigating Beyond Conflict.
Building Resilience Through Rhythms ..
Business Writing the Write Way
Creating a Collaborative Culture
Creative Problem Solving
Introduction to Emotional Intelligence ..
Crucial Conversations.

Small Business Development

Technology Power Hour Series.
Canva for Business: Create Branded ..

Marketing Materials
Digital Marketing 101: Building A Simple Strategy
Intro to Social Media for Business
Marketing Your Business on a Budget ..
Newsletters for Your Business: From Setup to Send
Bookkeeping Power Hour Series.

Technical Training

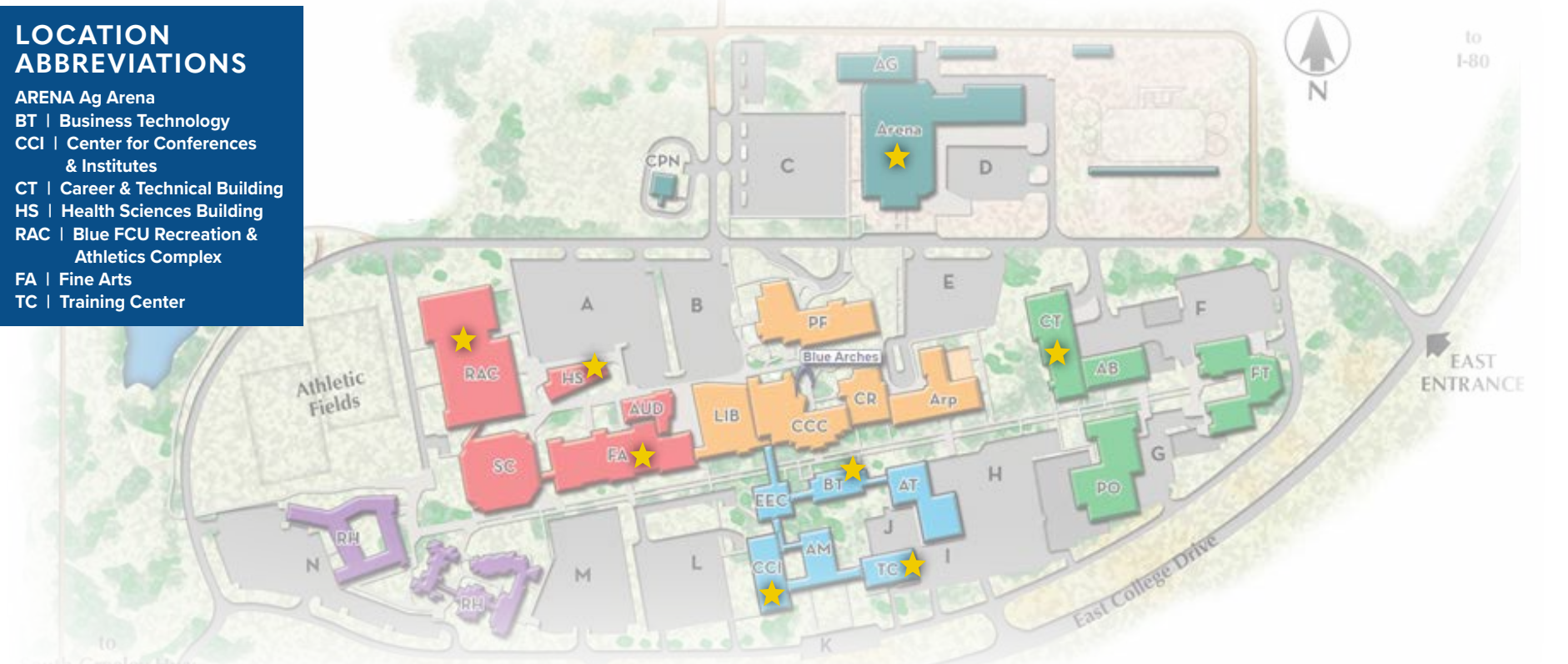
OSHA 10-Hour General Industry
CDL Entry Level Driver Training.
Weekend Welders.
ASSE Backflow Recertification
ASSE Backflow Certification
CDL Class A.

Workplace Wisdom

The Organized Office
Beyond the To-Do List: Strategies for Peak Productivity
Beyond Your Role: Master the Art of Managing Up
Connect & Collaborate: Building Your Network at Work
From Uncertainty to Opportunity: Embracing Change at Work.
Listen Up! The Power of Active Listening at Work.
Say It Simply: Clear & Confident Communication at Work
Take the Lead: Cultivating an ownership Mindset at Any Level
The EQ Advantage: Building Emotional Intelligence at Work.
The Growth-Oriented Feedback Advantage
Unplug & Recharge: Managing Stress and Preventing Burnout
Your Professional Brand: Building Your Reputation at Work
Calm in Action: Easy Exercises to Reduce Anxiety
The Next Step in Your Emotional Intelligence Strategies to Work Smarter Not Harder.

LOCATION ABBREVIATIONS

ARENA Ag Arena
BT | Business Technology
CCI | Center for Conferences & Institutes
CT | Career & Technical Building
HS | Health Sciences Building
RAC | Blue FCU Recreation & Athletics Complex
FA | Fine Arts
TC | Training Center



LIFE
ENRICHMENT

SCAN TO REGISTER ONLINE AT LCCC.WY.EDU/
LIFEENRICHMENT OR CALL 307.778.1236

A to Z + Everything in Between

Driver's Education

The driver's education course is accredited by the Wyoming Department of Education and meets the basic requirements to convert a driver's permit to a license by the Wyoming Department of Transportation. Communication regarding required waivers and scheduling will be sent to the email provided at registration. Attendance for all components of this program is required for a completion certificate to be issued. The course is broken into two segments: classroom instruction and driving evaluation/observation. Students who do not successfully complete the course may be eligible for additional instruction time for a fee.

Requirements for Completion:

1. 30 hours of Classroom Instruction:
- a. Students can enroll in the classroom instruction portion any time after their 14th birthday.

b. This course is appropriate for students preparing to take their permit exam or anyone who has their learner's permit.

c. This course covers topics such as state driving laws, driver readiness, vehicle operation, basic maintenance and much more.

d. A parent/legal guardian must attend the first ½ hour to hour of the first class (for those students under 18)

e. Optional simulator time is available for registered driver's education students and can be scheduled by contacting the Life Enrichment office.
2. Driving Evaluation/ Observation:
- a. 6 hours of driving evaluation can be completed once the student driver has their driving permit and has completed 25 of the required 50 DMV driving hours.

b. Proof of hour completion is provided by showing hours logged in the DMV Road Ready app.

c. Classroom instruction must be in progress or fully completed before a student can begin their driving evaluation time.

d. Students must provide their own licensed and insured vehicle for their in-car evaluation drives 6 hours of in-car observation are completed observing a fellow student driver.

e. The observation component can be completed at any time after a student has started their classroom session.

LIFE 1096.600	T, Th	5:30 PM-8:30 PM	
Sessions: 9	Sa	8 AM-12 PM	CCI 143
	\$313	2/3/2026-2/21/2026	Keith Tast
LIFE 1096.601	T, Th	5:30-8:30 PM	
Sessions: 9	Sa	8 AM-12 PM	CCI 143
	\$313	3/31/2026-4/18/2026	Keith Tast
LIFE 1096.602	T, Th	5:30 PM-8:30 PM	
Sessions: 9	Sa	8 AM-12 PM	CCI 143
	\$313	4/25/2026-5/16/2026	Keith Tast

ACCREDITED BY THE WYOMING
DEPARTMENT OF EDUCATION

DRIVERS ED
CLASSES

Classes Year Round!

REGISTRATION IS OPEN!
Scan the code to learn more or call 307.778.1236

Basic Pistol Class

This course is designed to assist students in the safety and basic use of handguns. Students will be trained in the selection, care, handling and storage of firearms. Safety, defensive procedures and the legal aspects of the use of handguns in self-defense in the state of Wyoming will also be presented. Double-action, center fire handguns are provided. Cost includes handgun use, targets and handout materials. Students will be required to provide their own ammunition (estimated cost is \$100). Information on what ammunition to purchase will be discussed at the first class. Attendance is mandatory on all class days. Students missing class days will be unable to continue with the course and will not receive a refund due to lack of attendance or outside the published course refund policy. Cosponsored by LCCC and the Sheriff's Office, the class will be held at the Laramie County Sheriff's Office, 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 Office prior to the start of the course. Students must be a law-abiding resident of the United States, 21 years of age or older and agree to adhere to the LCCC student code of conduct while attending class.

LIFE 1523.600	Th	6:30 PM-9:45 PM	LCSO Lobby
Sessions: 5	\$177	2/5/2026-3/5/2026	James Kassahn

Personal Protection in the Home

The goal of this course is to develop the students' basic knowledge, skills and attitude essential to the safe and efficient use of a handgun for protection of self and family. The course will also provide information on the law-abiding citizen's right to self-defense. Students must provide their own .38 caliber or larger (non-magnum) center-fire handguns and 200 rounds of ammunition. Ammunition must be factory-loaded, full metal jacket design (no reloads). Continued participation in this class will require a student to demonstrate safe handling skills and complete a shooting proficiency evaluation with his/her handgun during the first-class session. Students must present proof of participation (a signed certificate of completion) in either the LCCC/LCSO Basic Pistol Course or the NRA Basic Pistol Course on the first night of class. Any firearms brought to the course will be unloaded prior to entering the LCSO Building. Ammunition and firearms must be carried in separate containers. In order to participate in this course, participants must pass a criminal background check run by the Sheriff's Office. Students must be law-abiding residents of the United States, 21 years of age or older and agree to adhere to the LCCC student code of conduct while attending class.

LIFE 1039.600	Th	6:30 PM-9:45 PM	LCSO Lobby
Sessions: 6	\$128	3/19/2026-4/23/2026	James Kassahn

Guided Meditation to Guide You into the Spring

Winter energy is slow and sluggish. Then comes spring when everything blooms and the energy becomes more alive with excitement. Join us for 5 sessions of guided meditation to guide you into your best spring yet!

LIFE 2160.600 W 5:15 PM-6:15 PM CCI 123
Sessions: 5 \$131 3/4/2026-4/1/2026 Betsy Collar

Nativescaping

Nativescaping for Native Bees, Butterflies and Other Native Pollinators

If you are interested in improving habitat for native bees, butterflies and other native pollinators in your landscape then this class is for you! The class will focus on the needs of resident and migratory pollinator species in Laramie County. Participants will learn about the landscaping components that native pollinators need to survive and thrive including plant selection and habitat needs. This class is focused on native pollinator species and will not provide information on honey bee management.

LIFE 2165.600 Su 1 PM-2:30 PM CCI 121
\$19 4/12/2026 Nancy Loomis

Nativescaping: Incorporating Native Plants into Your Landscape

If you are interested in adding native plants to your landscape then this class is for you. No gardening experience required! The class will focus on how to get started with nativescaping in Laramie County including; site preparation options, plant selections that will meet your goals, where to source natives plants or seed and more. Participants will receive an annotated "source" handout.

LIFE 2166.600 Su 1 PM-2:30 PM CCI 121
\$19 3/15/2026 Nancy Loomis

Babysitting 101

This interactive course is designed to prepare young teens for safe and responsible babysitting. Students 12-15 years old will gain confidence and practical skills to care for children of all ages, with a special focus on infants and toddlers. Topics include safe feeding techniques for infants, proper diaper changing and hygiene, understanding child development stages, and simple first aid essentials every babysitter should know. Participants will also explore fun, age-appropriate activities for toddlers and preschoolers that encourage creativity and engagement. By the end of the class, students will be equipped with the knowledge and hands-on practice to provide dependable, nurturing care for children while building trust with parents.

LIFE 2167.600 T 9 AM-1 PM CCI 121
\$43 3/24/2026-3/24/2026 Morgan DiNoble
LIFE 2167.601 Th 11 AM-3 PM CCI 121
\$43 3/26/2026-3/26/2026 Morgan DiNoble

Home Alone

This empowering class helps children build the confidence and skills they need to stay safe when home alone. Students 9-12 years old will learn how to handle common situations such as answering the door or phone, preparing simple snacks, and following family safety rules. The course also covers basic first aid, what to do in an emergency, and how to recognize unsafe situations. With a focus on responsibility, problem-solving, and safety awareness, this class gives children the tools to make smart choices and feel prepared when spending time at home without adult supervision.

LIFE 2168.600 Sa 9 AM-12 PM CCI 121
\$43 5/9/2026-5/9/2026 Morgan DiNoble
LIFE 2168.601 Sa 9 AM-12 PM CCI 121
\$43 5/16/2026-5/16/2026 Morgan DiNoble

Finding the Core of Your Memoir

What's the real story you're trying to tell? A powerful memoir isn't a dump of memories, but a carefully sculpted story. This three-week course will help you transform your personal experiences into a compelling narrative. In this three-week workshop, we'll explore how to move beyond a simple record of what happened and discover the central themes, emotional heart, and narrative arc of your story. You'll gain the tools to turn your collection of memories into a powerful, purposeful narrative with a clear emotional and structural arc.

LIFE 2169.600 Th 6 PM-8 PM HS 103
Sessions: 3 \$236 2/5/2026-2/19/2026 Mary Billiter

Writing

Finding Your Flow: The Draft Accelerator

Stuck on your first draft? Can't seem to finish your fifth? This three-week workshop is for you, whether you're a "pantser," who writes by the seat of your pants, or a "plotter," who outlines everything. Through focused readings, guided writing exercises, and group feedback, we'll give you the tools to finish your work. Discover the structural fixes, character depth, or dialogue polish you need to get your manuscript across the finish line. We'll also workshop your writing, giving you the feedback and momentum you need to finish strong. This course will provide a clear path forward to pinpoint and fix what's not working. You'll leave this class with a deeper understanding of your plot, characters, and dialogue, and a solid plan to get your manuscript out of the draft pile and into the world.

LIFE 2170.600 Th 6 PM-8 PM HS 104
Sessions: 3 \$352 3/5/2026-3/19/2026 Mary Billiter

Arts + Crafts

Advanced Community Painting

Develop advanced painting and perceptual skills while exploring and expanding personal content, materials, and technical approaches. Learn how to generate a statement about your work through personal objectives and peer critique. Expand your oil and acrylic skills with the opportunity to apply skills and concepts of painting to other media.

LIFE 2156.600 F 9 AM-12 PM FA 130
Sessions: 14 \$250 1/23/2026-5/15/2026 Ron Medina

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 6:30 PM-9 PM FA 126
Sessions: 8 \$259 1/20/2026-3/10/2026 TJ Storer
LIFE 1781.601 T 6:30 PM-9 PM FA 126
Sessions: 8 \$259 3/24/2026-5/12/2026 TJ Storer

Learn the ABCs of Crochet

Learn the basics of crocheting: identifying crochet language, learn to read a pattern and complete an 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. Pattern selection and yarn for in-class project will be discussed at the first class.

LIFE 1809.600 Sa 2 PM-4 PM TC 123
Sessions: 7 \$128 2/7/2026-3/28/2026 Pamela Hickman
LIFE 1809.601 Sa 2 PM-4 PM TC 123
Sessions: 7 \$128 4/4/2026-5/16/2026 Pamela Hickman

The Basics of Hand Pieced Quilting

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

LIFE 1960.600 Th 6 PM-8 PM TC 123
Sessions: 14 \$139 2/12/2026-5/14/2026 Pamela Hickman



Scan the QR code
to register today!



Handmade Lace

Learn three different disciplines of lace making: Crocheting, Tatting and Knot Lace. Each is a decidedly different style to creating lace for clothing, doilies, shawls, table cloths, etc. During this 15 week class, students will master the techniques to accomplish the goal of three doilies - 1 for each discipline described. Supplies needed for class: Silver Metal Crochet Hooks #3, 8, & 10, One ball of #10 thread (white), One set of basic tatting needles size #3, 5 & 8, and one set of large eyed sharp tipped sewing needles.

LIFE 1994.600	W	6 PM-8 PM	TC 123
Sessions: 8	\$130	2/4/2026-3/25/2026	Pamela Hickman
LIFE 1994.601	W	6 PM-8 PM	TC 123
Sessions: 8	\$130	4/1/2026-5/20/2026	Pamela Hickman

Basics of Drawing

This is a fun class for those who always wanted to learn to draw! Students will learn basics in shape, form, light, placement, shading and terminology to create the illusion of 3-dimensional space on a 1-dimensional canvas. By the end of the course, students will have completed one composition showcasing the skills learned. A supply list will be provided at the time of registration.

LIFE 2048.600	T	6 PM-8 PM	TC 123
Sessions: 14	\$159	2/10/2026-5/12/2026	Pamela Hickman

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	Th	6 PM-8 PM	FA 130
Sessions: 8	\$236	2/12/2026-4/2/2026	James Overstreet

Continuing Painting

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	T	6 PM-8 PM	FA 130
Sessions: 8	\$236	2/10/2026-4/14/2026	James Overstreet

Felted Soap

This is a fun class that doesn't require any special skills! You will make a felted bar of soap using simple wet felting and needle felting techniques with wool to create an all-in-one soap and washcloth. Felted soap has many benefits over a separate bar of soap, washcloth or scrubby. Because felted soap is encased in a felted wool covering, the soap lasts longer, is easier to handle, wool has exfoliating properties and is naturally antimicrobial. It's a fun way to bring decorative flair in your bathroom or kitchen too! We will be working with water so bring a towel. Supplies are included however bring your favorite bar of soap.

LIFE 2164.600	Sa	10 AM-2 PM	HS 210
	\$55	2/28/2026	Carolyn Bender

Dog Training

Puppy ABCs & 123s

Get your puppy started off on the right paw. This class is designed to teach you how to teach your puppy basic house manners, such as “sit”, “down”, “stay”, and walking on a loose leash. We will work on problem behaviors, such as jumping & mouthing and learn some fun tricks. Puppies 14 weeks to 6 months. All dogs are required to be current on vaccines, Rabies (as soon as old enough) Parvo and Bordetella (kennel cough). Bring proof of vaccinations to first in-person class. **PLEASE NOTE the first scheduled class will be a 3-hour virtual orientation. A link will be sent to the email provided at registration.**

LIFE 1025.600	Sa	12 PM-3 PM	NET
		11 AM-12:30 PM	FT 104E
Sessions: 6	\$149	1/24/2026-3/7/2026	Cathy Anderson
LIFE 1025.602	Sa	12 PM-3 PM	NET
		11 AM-12:30 PM	FT 104E
Sessions: 6	\$149	3/21/2026-5/9/2026	Cathy Anderson

Mind Your Manners

This class is designed to teach you how to teach your dog. You will learn how to teach basic house manners such as "sit", "down", "stay", and walking on a loose leash. We will work on problem behaviors and learn some fun tricks. Dogs 6 months or older are welcome. All dogs are required to be current on vaccines, Rabies, Parvo and Bordetella (kennel cough). Bring proof of vaccinations to first in-person class. **PLEASE NOTE the first scheduled class will be a 3-hour virtual orientation. A link will be sent to the email provided at registration.**

LIFE 1023.600	Sa	12 PM-3 PM	NET
		12:45 PM-2:15 PM	FT 104E
Sessions: 6	\$149	1/24/2026-3/7/2026	Cathy Anderson
LIFE 1023.601	Sa	12 PM-3 PM	NET
		2:30 PM-3:30 PM	FT 104E
Sessions: 6	\$149	1/24/2026-3/7/2026	Cathy Anderson
LIFE 1023.602	Sa	12 PM-3 PM	NET
		12:45 PM-2:15 PM	FT 104E
Sessions: 6	\$149	3/21/2026-5/9/2026	Cathy Anderson

Canine Good Citizen and Trick Dog

Take your dog training to the next level! This class is the American Kennel Club (AKC)'s Canine Good Citizen® (CGC) Program in conjunction with the AKC Trick Dog Novice (TKN) class. You and your dog have the opportunity to earn two titles! CGC is a program designed to reward dogs who have good manners at home and in the community. You will learn and practice all ten steps required to pass the CGC test. Do you and your dog love to be the life of the party by showing off your arsenal of tricks? Then they might be perfectly primed to earn AKC Trick Dog titles! There are five AKC Trick Titles you and your dog can earn. This class focuses on TKN. All it takes is 5 Novice tricks (CGC + 5) to earn the Novice title. On the last day of class, we will do both tests. If you and your dog pass all ten steps and perform all 5 tricks, then you will qualify to request two titles from the AKC. Any breed or mixed breed can receive the CGC and TKN titles and your dog does not need to be registered with the AKC. There is no age limit to take this class. However, all dogs must have attended a local obedience class. Please bring dogs and proof of vaccine to the first class.

LIFE 2041.600	Sa	2:30 PM-3:30 PM	FT 104E
Sessions: 5	\$149	3/28/2026-5/2/2026	Cathy Anderson

Equine

Mounted Tactics

Join us for a fun filled class of formation riding. We will work on riding in formation, desensitization, and crowd management while on horseback. This class is intended for intermediate to advanced riders with your own horse and tack. 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. Classes will meet the published number of sessions during allotted dates. The instructor will provide class dates on the first day of class. Proof of vaccinations, either by vet note or proof of purchase, will be required on the first day of class.

LIFE 2019.600	Su	10:30 AM-12 PM	ARENA 100
Sessions: 10	\$165	2/1/2026-5/17/2026	Tom Houghton

Supervised Open Ride

Bring your horse and enjoy an open ride inside the LCCC Equestrian Arena. This course is designed for riders to independently work with their horse under supervision and with requested assistance and advice. Students must provide their own horse, be comfortable riding in a group setting, and be able to control their horse at all times. Students can ride either English or Western and horses must be a minimum of 4 years of age. If it is determined that the rider does not have the necessary horsemanship skills for this course or if the horse is not kept under control, the rider will not be able to continue in this course. All students under 18 must wear a riding helmet. Proof of vaccinations either by vet note or proof of purchase will be required at the first class. Class will meet the published number of times within published dates. A class schedule will be handed out on the first day of class.

LIFE 2020.600	Su	12:15 PM-2 PM	ARENA 100
Sessions: 10	\$165	2/1/2026-5/17/2026	Susan Benning

Barrel Horse Conditioning

This course offers a structured open-ride format designed for riders to exercise their horses, work on drills, and practice pattern work. It is ideal for conditioning young horses as well as maintaining the fitness and precision of seasoned horses. This class also welcomes riders from various performance backgrounds, provided they are comfortable working around drills/barrel pattern and open arena setting. Riders should have a solid understanding of arena etiquette and safe riding practices. Participants must provide their own horse. Any riders under the age of 18 must wear a helmet. Proof of current vaccinations, verified by a veterinarian's note or proof of purchase, is required on the first day of class. The class will meet the published number of times within the published dates. A detailed class schedule will be distributed during the first session.

LIFE 2029.600	Su	8 AM-10 AM	ARENA 100
Sessions: 10	\$165	2/1/2026-5/17/2026	Becky Juschka

Ranch Horse Versatility Techniques

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

LIFE 2078.600	Su	2:30 PM-4:30 PM	ARENA 100
Sessions: 10	\$239	1/25/2026-4/26/2026	Lanae McDonald

Finance

Building Your Retirement Income

With retirement within sight, now's the time to figure out how to turn your savings and investments into a paycheck - so you can live comfortably and achieve your goals. The challenge is easier said than done and comes alongside fears of spending too much and not having enough later, or the worry of denying yourself. In this class, we will discuss how to design your retirement income strategy to maximize income and minimize taxes. We will cover the basics of social security, investment management and how taxes may impact your plan. Jess Ryan is a CERTIFIED FINANCIAL PLANNER(TM). LIFE 1928.600 T,Th 5:30 PM-7 PM CCI 123 Sessions: 2 \$16 2/24/2026-2/26/2026 Jess Ryan

Maximizing Your Social Security

Social Security is an extremely complex pension system with numerous rules and nuances. It is not necessarily the job of the Social Security Administration to help you decide upon the best strategy for you and your family; they generally just do what you tell them without providing you with advice. This class will educate you on the potential benefits of deferring your Social Security and also provide claiming strategies for those of you who are married, divorced, or widowed. You'll also learn how to avoid costly mistakes and how to maximize your benefit. Jess Ryan is a CERTIFIED FINANCIAL PLANNER®. LIFE 2140.600 T 5:30 PM-7 PM CCI 123 Sessions: 12 \$12 3/10/2026-3/10/2026 Jess Ryan

Fitness

Fencing

Come one, come all to learn the sport of fencing. Apply knowledge of the rules, terminology, and skills for the sport of Fencing, particularly the foil. All equipment provided. The minimum age is 15. LIFE 2005.600 W 6 PM-8:30 PM RAC 126 Sessions: 16 \$137 1/21/2026-5/13/2026 Mark Rinne

Pickleball for Beginners

Introduction to pickleball for new players in a safe and positive environment. Course includes the basic rules of the game, terminology, safety, equipment, development of basic skills through drills, and game play. This class is great for students who have never played or have played for less than one year. LIFE 2126.600 Sa 9 AM-11 AM RAC 131 Sessions: 4 \$96 2/7/2026-2/28/2026 Susan Rocha LIFE 2126.601 Sa 9 AM-11 AM RAC 131 Sessions: 4 \$96 3/28/2026-4/18/2026 Susan Rocha LIFE 2126.602 Sa 9 AM-11 AM RAC 131 Sessions: 4 \$96 4/25/2026-5/16/2026 Susan Rocha

Pickleball - Advanced Beginner

This class is for the 2.5 (Beginner) to 3.5 (Intermediate) player who has played the game, has an understanding of the rules, and wants to improve their skills and learn more about strategy to enjoy the game even more. Class is a combination of drilling on specific skills and actual game play using those skills. LIFE 2163.600 M 6 PM-8 PM RAC 131 Sessions: 4 \$96 2/2/2026-3/2/2026 Susan Rocha LIFE 2163.601 M 6 PM-8 PM RAC 131 Sessions: 4 \$96 3/16/2026-4/6/2026 Susan Rocha

Zumba

Get ready to groove, sweat, and have fun with Zumba! This high-energy dance fitness class combines upbeat Latin music with easy-to-follow dance moves for a full-body workout. Whether you're a seasoned dancer or have two left feet, Zumba is for everyone-no dance experience required. Burn calories, improve your cardio, and tone muscles while enjoying the party atmosphere. LIFE 2141.600 T,Th 5:30 PM-6:30 PM RAC 126 Sessions: 10 \$61 2/3/2026-3/5/2026 Lisa Williams LIFE 2141.601 T,Th 5:30 PM-6:30 PM RAC 126 Sessions: 10 \$61 3/24/2026-4/23/2026 Lisa Williams

Healthcare

Medicare Basics

Join us for an informative session designed to help you understand the fundamentals of Medicare. Whether you're approaching eligibility or assisting a loved one, this seminar will cover key topics such as enrollment periods, coverage options, costs, and important deadlines. Our goal is to equip you with the knowledge you need to make confident healthcare decisions. LIFE 1415.600 M 6:30 PM-8:30 PM CCI 123 Sessions: 2 \$21 2/2/2026 Erin Leblanc

Understanding Medicare Drug Programs

Navigating Medicare prescription drug coverage can be confusing - but it doesn't have to be. This seminar will break down the essentials of Medicare Part D and other drug coverage options, including how plans work, how to compare costs, and what to watch for with formularies and coverage gaps (the "donut hole"). Learn how to choose a plan that fits your needs and budget and get tips for avoiding common pitfalls. A Q&A session will follow. LIFE 1970.600 M 6:30 PM-8:30 PM CCI 123 Sessions: 2 \$21 2/9/2026 Erin Leblanc

Medicare Advantage Plan, Long-term Care Insurance and Medigap

Understanding your healthcare coverage options is crucial to planning for the future. In this seminar, we'll explain the differences between Medicare Advantage Plans, Long-Term Care Insurance, and Medigap (Medicare Supplement Insurance). You'll learn how each type of coverage works, what benefits they offer, how they fit into overall healthcare planning, and what to consider when choosing the best option for your needs. We'll break down complex terms into clear, practical information to help you make confident, informed decisions. A Q&A session will follow the presentation. LIFE 2077.600 M 6:30 PM-8:30 PM CCI 123 Sessions: 2 \$21 2/23/2026 Erin Leblanc



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Jewelry Making

Intro to Jewelry

In this introductory course, students will learn how to design, cut, and polish a cabochon to create a unique piece of jewelry. This guided project will teach students how to safely operate the equipment in the metals lab and provide guidance on what tools to purchase for at-home projects. Each student must bring a pair of safety glasses. All other materials are provided. Students may need to retake this course to attain the necessary skill level for the Jewelry Studio.

LIFE 2135.600	T	5 PM-8 PM	FA 144
Sessions: 5	\$139	4/13/2026-4/27/2026	Dave Rowswell

Jewelry Studio

This open studio course is for experienced jewelers with advanced skills. This is not an instruction course and students who do not have the necessary skill level will be asked to transfer to the introductory course being offered later in the semester. Students are responsible for providing all components and consumables for their projects. A safety review and test must be passed before students will be cleared for the use of the equipment.

LIFE 2134.600	M,W	5 PM-8 PM	FA 144
Sessions: 15	\$158	1/26/2026-3/18/2026	Dave Rowswell

Fused Glass Jewelry

Get ready to unleash your creativity in this hands-on, fun-filled class where art meets science! Students will design and create their own unique piece of jewelry using fused glass techniques and dazzling dichroic glass. Through a mix of guided instruction and creative freedom, you'll learn how to cut, layer, and kiln-fire glass to produce vibrant, wearable art. Whether you're making a pendant, earrings, or a keychain, each creation is one-of-a-kind just like you. No prior experience needed, just bring your imagination and a willingness to explore the colorful world of glass fusing!

LIFE 2135.600	Sa	2 PM-5 PM	FA 144
Sessions: 2	\$146	5/2/2026-5/9/2026	Dave Rowswell

Music

Adult Orchestra – Beginner Players

Have you always wanted to play the violin, viola, or cello but never had the chance? Now's the time! In this welcoming beginner group, you'll learn the fundamentals of playing your instrument, reading music, and performing with others in a supportive environment. A basic understanding of how to read sheet music is helpful but not required—enthusiasm and curiosity are all you need. This class is also a great fit if you've taken a long break and want a gentle refresher before joining the returning players group.

LIFE 2129.600	M	6:30 PM- 7:30 PM	CCI 121
Sessions: 8	\$30	1/26/2026-3/23/2026	Aaron Bell
LIFE 2129.601	M	6:30 PM- 7:30 PM	CCI 121
Sessions: 8	\$30	3/30/2026-5/18/2026	Aaron Bell

Adult Orchestra – Returning Players

Have you played the violin, viola, or cello before but taken a break? This class is the perfect way to rediscover your love of music! Dust off your instrument and join a supportive group of adult musicians as you refresh your technique, rebuild confidence, and enjoy playing together again. Participants should have prior experience reading sheet music and basic proficiency on their instrument, as this class will focus on ensemble playing and musical expression. If the instructor feels you would benefit from additional review, you may be encouraged to transfer to the Beginner Players class for a better learning experience.

LIFE 2131.600	M	7 PM-8 PM	CCI 121
Sessions: 8	\$30	1/26/2026-3/23/2026	Aaron Bell
LIFE 2131.601	M	7 PM-8 PM	CCI 121
Sessions: 8	\$30	3/30/2026-5/18/2026	Aaron Bell

Technology

How to Convert a Computer to Linux

Do you have an old computer laying around? As long as it turns on, and has a USB port, you can make it new again. If you're looking to make the old new, need a great computer for college, or simply want to learn how to install Linux, this is your kind of class. This is not just talk, make sure you bring your computer, monitor, cables and a USB thumb drive to the class.

LIFE 2153.600	T	6 PM-8 PM	CCI 121
	\$50	3/24/2026	Toby Lyles

Start a Podcast Today

You have a message. You have something to say. Learn how to record and publish a new podcast. This is the overview of everything you'll need to know to start and run a new podcast. The class is taught by the host of the local entrepreneurial podcast Voices on the Wind, and longtime podcast producer. It will be harder to not start than to start after this one hour class. To make it easier, you'll also meet other locals who want to start a podcast. If you've ever thought a podcast would be fun, or perhaps good marketing for your business, this is the place for you.

LIFE 2161.600	Sa	10 AM-11 AM	CCI 121
	\$50	3/28/2026	Toby Lyles

Podcast Workshop

Get hands on experience starting a podcast. If you've taken the "Start a Podcast Today" class, or another podcasting course with Toby Lyles, you can join this class. Bring your notebooks, microphones, computers and anything else you'll need to start a podcast. We'll go through the steps to start an actual podcast in class. If you don't have equipment yet, there will be equipment in class to get you familiar with the process. Come get hand on experience in planning, recording and publishing a podcast today!

LIFE 2162.600	Sa	11:15 AM-4 PM	CCI 121
	\$189	3/28/2026	Toby Lyles





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Eastern Laramie County Outreach Center



Dance Fitness

Join us for a high-energy Dance Fitness class that combines the fun of dance with a full-body workout! This class is designed for all fitness levels and will use easy-to-follow moves inspired by a range of dance styles. Whether you're a seasoned dancer or new to the floor, this class will help you stay fit, feel energized, and have fun! Bring water, comfortable clothing, and get ready to dance your way to better health.

LIFE 8034.750	M	5:30 PM-6:30 PM	ELCC GYM
Sessions: 4	\$49	1/5/2026-2/9/2026	Donna Black
LIFE 8034.751	M	5:30 PM-6:30 PM	ELCC GYM
Sessions: 4	\$49	2/23/2026-3/23/2026	Donna Black
LIFE 8034.752	M	5:30 PM-6:30 PM	ELCC GYM
Sessions: 4	\$49	4/6/2026-5/4/2026	Donna Black

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Summer Educational Experience for Kids (SEEK) is a unique summer experience designed to challenge our young people. Its goal is to stimulate creativity through hands-on programs and activities in arts and sciences 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.

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DRIVER SIMULATOR

Do you have a new driver in your house? Would you like to try out their knowledge of Rules of the Road before they drive the streets? The driver simulator is an excellent choice for those who are new to driving or would just like more practice. Included with driver education class. Other times \$25 per one hour session.

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BUSINESS TRAINING

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Computer Skills Training

Excel AI Assist

Already fairly Excel savvy? It's time for the next era: leveraging AI tools to help you build, repair and upgrade your spreadsheets. In this 4-hour in-person class in our hands-on computer lab, learn how to use Copilot, ChatGPT and Gemini to both assist and teach you how to make your Excel and Google Sheets more powerful and productive. Learn to correctly prompt AI to build accurate and more complex formulas, tables, graphs and conditional formatting. Also, learn to oversee and audit the work your AI assistant performs, because it's not perfect...yet. Excel levels 1 through 3, PivotTables and PowerPivot courses are strongly recommended, but not required. The more you know about Excel, the better you can ensure AI tools work for, not against your worksheets.

BTCS 0107.600	Th	8 AM- 12 PM	TC 103
	\$119	2/26/2026	Michael Stephens
BTCS 0107.601	T	8 AM-12 PM	TC 103
	\$119	5/12/2026	Michael Stephens

Excel Power Pivot

Ready to "power-up" and perform more advanced data modeling and analytical capabilities beyond traditional PivotTables? This 4-hour in-person course offers comprehensive instruction in Excel's Power Pivot add-in. Conducted in our hands-on computer lab, you'll gain expertise in Power Pivot's mighty features for processing, transforming, and summarizing large datasets, including utilizing the Power Pivot Data Model. Key topics include navigating the Power Pivot interface, managing data relationships for dynamic reporting, creating calculated fields, columns, and KPIs, applying CUBE functions to access multidimensional database information, and an introduction to DAX date and time functions for advanced time-based calculations. Upon completion, you'll be more equipped to efficiently interpret complex data and deliver informative reports that support sound business decisions. Books provided. Prior completion of Excel Levels 1-3 and PivotTables are highly recommended to get the most out of this course, but not mandatory.

BTCS 0105.601	Th	8 AM-12 PM	TC 103
	\$119	5/7/2026	Michael Stephens

MS 365 Copilot AI Essentials

New to Microsoft 365 Copilot AI? This 4-hour, in-person class held in our hands-on computer lab provides an introduction to Copilot and its integration with Word, Excel, PowerPoint, Outlook, Teams and other apps. Learn how Copilot assists you with streamlining workflows, supporting communication and decision-making. You'll learn the difference between the basic version bundled with Office 365 and the advanced features of the additional cost version, Copilot Studio. Review practical use cases, learn techniques for crafting prompts, and practice using Copilot to summarize documents, generate content, analyze data, and automate tasks. Walk away with the confidence that you're ready to use Copilot to help you at work and home. No prerequisites.

BTCS 0115.600	T	8 AM-12 PM	TC 103
	\$119	2/10/2026	Michael Stephens

MS Excel PivotTables

Got data? ".sometimes it's hard to know where to start, especially when you have a lot of data." Microsoft PivotTables (PTs) are a legendary Excel feature. Have you ever used them to summarize, analyze, explore, and present your data? They're highly flexible and adjustable with a few mouse clicks. In this 4-hour in-person class, held in our hands-on computer lab, learn about

preparing raw data, creating PTs from multiple sources, summarizing, organizing, filtering and formatting PTs, followed by creating, manipulating and formatting their synchronized "sister" PivotCharts. Leave with skills to take your pile of data and feed it into PTs and PCs for useful data analysis. Books provided. While not required, completing Excel Levels 1-3 are recommended to get the most out of this course.

BTCS 0104.601	W	8 AM-12 PM	TC 103
	\$119	4/15/2026	Michael Stephens

Acrobat PRO

Ready to create, edit and turbo-charge PDFs with pro features? This comprehensive 7-hour in-person course, conducted in our hands-on computer lab, provides advanced training in Adobe Acrobat Professional. You'll develop proficiency in creating, editing, and combining PDFs; implementing advanced features such as bookmarks, links, buttons, multimedia elements, watermarks, comments, markup, shared reviews, interactive forms, digital signatures, security, conversions, and optimization. Course textbook is included. Must have access to an Acrobat Pro subscription, to use in class for learning activities.

BTCS 0130.600	W	9 AM-4 PM	TC 103
	\$179	5/13/2026	Michael Stephens

Google Workspace

Interested in using Google Workspace for personal or business tasks with little prior experience? This 7-hour in-person course covers the essentials of Google Workspace, highlighting differences between Free and Paid versions. You'll participate in hands-on computer lab sessions with the Free Edition's core apps Gmail, Chat, Meet, Docs, Sheets, Slides, Forms, Keep, and Sites. By course end, you'll be able to use Google Workspace for file creation, data organization, communication, and collaboration. Books are included. A Gmail account is required for practice activities.

BTCS 0125.600	Th	9 AM-4 PM	TC 103
	\$179	2/19/2026	Michael Stephens

Introduction to Power BI

Fairly handy with Excel, and ready to enhance your data analysis skills? This 7-hour in-person class, held in our hands-on computer lab, introduces Microsoft Power BI. It leverages familiarity with Excel while introducing advanced tools for data connection and visualization. Power BI offers functionalities exceeding those available in traditional spreadsheets, allowing for the creation of interactive reports and dashboards. Its visualization and reporting features support comprehensive exploration, analysis, and communication of business insights. Learn about connecting to various data sources, analyzing, cleaning, transforming, loading, visualizing, and reporting data using Power BI. Leave equipped to build your own real-time PBI dashboards. Books provided. While not required, completing Excel Levels 1-3, PivotTables, and Power Pivot are recommended to get the most out of this course.

BTCS 0106.600	T	9 AM-4 PM	TC 103
	\$179	3/10/2026	Michael Stephens

Introduction to AI

In this 6-hour, in-person course, you will get an in-depth overview of the expansive field of Artificial Intelligence (AI), covering its principal branches and a range of practical applications suitable for both your personal and professional contexts. You'll examine the benefits and challenges associated with AI, including considerations of ethics and security. The curriculum includes an introduction to various AI tools, such as ChatGPT, Gemini, Copilot, and others. In our computer lab setting, try hands-on exercises focused on Gen(erative) AI, explore real-world use cases that enhance productivity in work and home settings, and learn fundamental concepts of Prompt Engineering. Explore the future trajectory of AI, as we prepare for its inevitable, further integration into our daily work and home lives. No prior knowledge of AI is required.

BTCS 0110.600	Th	9 AM-4 PM	TC 103
	\$179	1/22/2026	Michael Stephens
BTCS 0110.601	T	9 AM-4 PM	TC 103
	\$179	5/5/2026	Michael Stephens

You've got questions. We've got answers.

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MS Excel Level 1 Rusty or new to Microsoft Excel?

In this 7-hour in-person class in our hands-on computer lab, learn to create and format worksheets that contain calculations with formulas and functions, including the importance of using proper reference types. Moving and copying data correctly, manipulating data, chart creation, and various other tips and tricks are also covered. Coursebooks, practice files used during class and dozens of additional test worksheets with solutions are also provided for further practice, or even as templates in your future builds. Gain the confidence to build, repair and upgrade spreadsheets. Participants leave this course with a new or increased love of Excel, a powerful and legendary data tool.

BTCS 0101.600	T	9 AM-4 PM	TC 103
	\$179	1/13/2026	Michael Stephens
BTCS 0101.601	Th	9 AM-4 PM	TC 103
	\$179	2/12/2026	Michael Stephens
BTCS 0101.602	T	9 AM-4 PM	TC 103
	\$179	3/17/2026	Michael Stephens
BTCS 0101.603	T	9 AM-4 PM	TC 103
	\$179	4/14/2026	Michael Stephens
BTCS 0101.604	T	9 AM-4 PM	TC 103
	\$179	5/19/2026	Michael Stephens

MS Excel Level 2

Feel comfortable with Excel basics but want to advance to an intermediate level? In this 7-hour in-person class in our hands-on computer lab, you'll learn advanced tools for analysis, organization and presentation of more complex data. Practice using more elaborate functions, creating ranges and tables, data validation, conditional formatting and advanced charts. A highlight is learning to wield the popular and powerful feature of PivotTables, a highly effective tool for dynamic data summarization. Coursebooks, practice files used during class and dozens of additional test worksheets with solutions are also provided for further practice, or even as templates in your future builds. Excel 1 is strongly recommended but not required.

BTCS 0102.600	Th	9 AM-4 PM	TC 103
	\$179	1/29/2026	Michael Stephens
BTCS 0102.601	Th	9 AM-4 PM	TC 103
	\$179	3/5/2026	Michael Stephens

MS Excel Level 3

Ready to scale the ladder to Excel Expert heights? In this 7-hour in-person class in our hands-on computer lab, you'll learn about Excel's most powerful and advanced tools for data analysis and presentation. Practice logical and lookup functions, more advanced formulas, arrays, auditing, error-trapping, and the much beloved date, time, text, and other functions. Learn about importing external data via Power Pivot, exporting data, What-If Analysis and automating repetitive tasks with macros. Coursebooks, practice files used during class and dozens of additional test worksheets with solutions are also provided for further practice, or even as templates in your future builds. Excel 1 and 2 are strongly recommended but not required.

BTCS 0103.600	Th	9 AM-4 PM	TC 103
	\$179	2/5/2026	Michael Stephens
BTCS 0103.601	Th	9 AM-4 PM	TC 103
	\$179	4/2/2026	Michael Stephens

Practical AI Workflows

Learn to work smarter and faster, by expanding your use of AI to apply workflows that automate complex tasks, decision-making processes, and reduce manual work to improve efficiency and productivity. Topics include workflows for sorting emails and customer forms, sentiment analysis, and generating replies and summaries. Participants will learn how to design and implement AI-driven workflows tailored to specific team requirements. The course consists of 8 hours of online, asynchronous instruction delivered in two-hour sessions over the course of 4 weeks. Completion of the "Intro to AI" course is recommended but not required.

BTCS 0120.500		NET
\$219	4/1/2026-4/30/2026	Trevor Swarm

QuickBooks Online Version

This class covers essential skills related to the latest version of Intuit's popular online bookkeeping program. Topics covered include customizing company-level settings, setting up customers, dealing with bank deposits, bank feeds,

and reconciliation processes for bank and credit card accounts.			
BTCS 0140.600	WTh	9 AM-4 PM	TC 103
	\$300	3/18/2026-3/19/2026	Bridgette White
BTCS 0140.601	Th	9 AM-4 PM	TC 103
	\$300	5/14/2026-5/15/2026	Bridgette White

Healthcare Careers

Certified Clinical Medical Assisting

Certified Clinical Medical Assistants perform administrative and certain clinical duties under the direction of a physician in a medical environment. This program focuses instruction on preparing patients for examination, treatment, and diagnostic testing; performing routine laboratory procedures; taking and recording vital signs and medical histories; administering medications as directed by a physician and understanding the cardiac life cycle. Other duties learned will be administrative duties such as scheduling appointments, maintaining medical records, and billing and coding information for insurance purposes. Students who successfully complete the classroom portion will continue to the 80-hour externship experience. Industry accepted background check, drug screening and proof of vaccinations are required for enrollment. Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. One certification exam attempt included in class price. Course schedule is tentative and a final schedule will be provided before the start of classes.

MEDAN 0428.540	M,W,F6 PM-9 PM
\$3,360	2/9/2026-6/10/2026

Externship dates to follow



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Healthcare Education

CPR for Healthcare Providers (BLS)

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).

HLEDN 0150.600	F	9 AM-12 PM	TC 115
	\$89	1/9/2026	Frannie Phelps
HLEDN 0150.601	F	9 AM-12 PM	TC 115
	\$89	1/23/2026	Frannie Phelps
HLEDN 0150.602	F	9 AM-12 PM	TC 115
	\$89	2/6/2026	Frannie Phelps
HLEDN 0150.603	F	9 AM-12 PM	TC 115
	\$89	2/20/2026	Frannie Phelps
HLEDN 0150.604	F	9 AM-12 PM	TC 115
	\$89	3/6/2026	Frannie Phelps
HLEDN 0150.605	F	9 AM-12 PM	TC 115
	\$89	3/27/2026	Frannie Phelps
HLEDN 0150.606	F	9 AM-12 PM	TC 115
	\$89	4/10/2026	Frannie Phelps
HLEDN 0150.607	F	9 AM-12 PM	TC 115
	\$89	4/24/2026	Frannie Phelps
HLEDN 0150.608	F	9 AM-12 PM	TC 115
	\$89	5/8/2026	Frannie Phelps

CPR First Aid (Heartsaver)

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).

HLEDN 0100.600	Th	6 PM-9 PM	TC 123
	\$110	1/15/2026	Bryant Bitner
HLEDN 0100.601	Th	6 PM-9 PM	TC 123
	\$110	1/29/2026	Bryant Bitner
HLEDN 0100.602	Th	6 PM-9 PM	TC 121
	\$110	2/12/2026	Bryant Bitner
HLEDN 0100.603	Th	6 PM-9 PM	TC 121
	\$110	2/26/2026	Bryant Bitner
HLEDN 0100.604	Th	6 PM-9 PM	TC 121
	\$110	3/12/2026	Bryant Bitner
HLEDN 0100.605	Th	6 PM-9 PM	TC 121
	\$110	4/16/2026	Bryant Bitner
HLEDN 0100.606	Th	6 PM-9 PM	TC 121
	\$110	4/30/2026	Bryant Bitner
HLEDN 0100.607	Th	6 PM-9 PM	TC 115
	\$110	5/14/2026	Bryant Bitner

Leadership & Management Training

Change Management

This 4-hour course will immerse managers and team leaders into the skill set needed to navigate changes in the workplace. Workplaces constantly shift whether we are expecting the changes or not. Participants will learn how to create a communication plan, navigating resistance, determining readiness and evaluating change outcomes.

BTLM 0124.600	Sa	8 AM-12 PM	TC 112
	\$119	4/18/2026	Charlotte Martinez

Addressing Poor Performance

No one likes dealing with performance issues, but this half-day workshop provides tools to help you successfully navigate that challenge. This workshop will help you recognize what makes performance problem discussions difficult for both the leader and employee, document and leverage performance data to make a solid case for improvement, use interaction skills to ensure successful problem discussions, and effectively address poor performance in a firm and consistent manner.

BTLM 0104.600	T	1 PM-5 PM	TC 123
	\$119	4/7/2026	Maryellen Tast

Driving Change

How you handle change can make or break your workplace. During this afternoon workshop, you'll learn how to effectively communicate the need for change, discover three steps that accelerate change implementation, learn to recognize resistance to change and how to respond to that resistance, and apply tips and techniques that encourage your team to commit to and participate in the change process.

BTLM 0105.600	T	1 PM-5 PM	TC 112
	\$119	2/17/2026	Maryellen Tast

Practical Project Management

Join our 4-hour intensive workshop that equips you with essential project management skills. This practical training session guides you through the project life cycle from start to finish. You will leave with practical tools and strategies that help ensure project success.

BTLM 0106.600	Th	1 PM-5 PM	TC 112
	\$119	1/22/2026	Maryellen Tast

Strategic Planning 101

Strategic planning is easier than you think! In this half-day workshop, you'll learn to recognize the difference between a strategic plan and other planning processes, be able to identify the situations in which a strategic plan is most useful and develop and implement strategies that will help you achieve long-term goals.

BTLM 0107.600	Th	1 PM-5 PM	TC 120
	\$119	5/14/2026	Maryellen Tast

Developing Others

Empower growth in the workplace by learning how to support meaningful personal development. In this hands-on workshop, you'll gain practical tools to collaborate with individuals in setting clear, attainable, and time-bound goals that drive professional success. Ideal for leaders, mentors, and managers committed to building high-performing teams through intentional development planning.

BTLM 0100.600	Th	9 AM-4 PM	TC 112
	\$179	1/29/2026	Monica Puente
BTLM 0100.601	Th	9 AM-4 PM	TC 112
	\$179	3/19/2026	Monica Puente

Identify Your Leadership Voice

Your leadership voice shapes how others respond to you-and how effectively you lead. This engaging workshop explores the impact of verbal and written communication on leadership outcomes. Through practical exercises and self-awareness strategies, you will learn to refine your voice to inspire, influence, and connect with purpose.

BTLM 0101.600	Th	9 AM-4 PM	TC 112
	\$179	2/12/2026	Monica Puente
BTLM 0101.601	Th	9 AM-4 PM	TC 112
	\$179	5/14/2026	Monica Puente

Motivating Others

Unlock the potential of your team by understanding what drives each individual. This workshop explores strategies for providing meaningful support, impactful coaching, and setting relevant goals-all while building trust and encouraging ownership. Learn how to engage across four generations in today's evolving workplace and lead with purpose.

BTLM 0123.600	T	9 AM-4 PM	TC 120
	\$179	4/7/2026	Monica Puente



Scan the QR code for more information or

CALL 307.778.4381

New Supervisor Training

Step confidently into your leadership role with this innovative, full-day workshop designed for new supervisors. Build essential skills in five key areas: promoting effective communication, guiding daily work, leading diverse teams, coaching employee performance, and investing in your own development. Leave equipped to lead with clarity, confidence, and impact.

BTLM 0102.600	T	8 AM-5 PM	TC 120
	\$239	3/3/2026	Monica Puente

Sculpting the Leader in You

Are you prepared to lead through disruption? This intensive workshop is designed to help you develop a leadership style that thrives in today's dynamic workplace. You will dive deep into practical strategies for influencing others, communicating with clarity, and building resilient teams. Leave with a powerful framework to motivate your people, navigate challenges, and enrich your capacity as a successful leader.

BTLM 0103.600	T	8 AM-5 PM	TC 120
	\$239	1/13/2026	Monica Puente
BTLM 0103.601	T	8 AM-5 PM	TC 112
	\$239	4/14/2026	Monica Puente

Management Matters

Adaptive Leadership

Adaptive leadership provides practical skills to team leaders and managers who want to better address challenges and changes in the workplace. This 60-min course will begin building the participants' knowledge on what adaptive leadership is, the principals of adaptive leadership, and applicable examples of applying this leadership style into your organization.

BTLM 0125.550	W	12 PM-1 PM	NET
	\$49	2/4/2026	Charlotte Martinez

A Great Start: Building an Onboarding Playbook for New Hires

Are your new hires getting off to a slow start? This 1-hour virtual workshop is for managers who want to create a seamless and effective onboarding experience. You'll discuss the key elements of a great onboarding process, learn how to set up new hires for success from day one, and use an onboarding checklist template to build a plan for your next new hire.

BTLM 0108.550	M	1 PM-2 PM	NET
	\$49	5/18/2026	Rhonda Priest

Discovering Your Leadership Style

Are you a professional who wants to lead more effectively? In this 1-hour virtual workshop, you'll explore what your leadership style is and why it matters, identify 8 common leadership styles, and use a self-assessment tool to see which one fits you best. You'll leave with a clear understanding of your personal leadership style and a simple action plan you can use to improve how you lead your team right away.

BTLM 0109.550	M	1 PM-2 PM	NET
	\$49	1/12/2026	Rhonda Priest

Giving and Receiving Constructive Feedback

Do you struggle with providing feedback that is both honest and helpful? This 1-hour virtual workshop is for managers who want to turn feedback into a tool for growth and development. Recognize the importance of a "feedback culture," learn a simple framework for delivering constructive criticism, and practice a feedback conversation to apply concepts to your own team. Leave with the confidence to have difficult conversations using a script template to prepare for your next feedback session.

BTLM 0110.550	M	1 PM-2 PM	NET
	\$49	4/6/2026	Rhonda Priest

Leading Inherited Underperformers to Success

Have you recently taken over a team with members who aren't meeting expectations? This 1-hour virtual workshop is for managers and leaders who have inherited underperforming team members and want to transform their performance. Understand common reasons for underperformance, learn a structured approach to assess and address performance gaps, and create an individualized action plan for one of your inherited team members, and leave eave with a clear strategy to initiate a performance improvement conversation.

BTLM 0111.550	M	1 PM-2 PM	NET
	\$49	3/2/2026	Rhonda Priest

Managing and Motivating Remote Teams

Are you struggling to maintain connection and productivity in a remote or hybrid environment? This 1-hour workshop addresses the challenges managers leading distributed teams face. Identify the unique challenges of remote leadership, learn strategies to build trust and accountability. and use a communication plan template to apply these concepts to your team. Leave prepared with a clear roadmap for keeping your remote team engaged, including a list of virtual icebreakers you can use in your next meeting to foster connection.

BTLM 0112.550	M	1 PM-2 PM	NET
	\$49	5/4/2026	Rhonda Priest

Managing Yourself to Lead Others

Do your emotions sometimes get the best of you in a stressful situation? This workshop is for managers who want to strengthen their emotional regulation. You will differentiate between the four components of emotional intelligence, acquire techniques for managing your own reactions, and use a self-reflection journal to apply concepts to a recent challenge. You'll leave with greater awareness of your emotional triggers and a breathing exercise you can use to stay calm under pressure.

BTLM 0113.550	M	1 PM-2 PM	NET
	\$49	5/11/2026	Rhonda Priest

Masterful Delegation: Empowering Your Team to Succeed

Do you feel overwhelmed because you're doing too much yourself? This 1-hour virtual workshop is for managers who want to free up their time and empower their team through effective delegation. You will discuss the common reasons managers fail to delegate, learn a delegation model that ensures clarity and success, and create a delegation plan to apply this to a task you're currently holding onto. You'll leave with more time to focus on strategic work and a delegation checklist you can use to confidently hand off responsibilities.

BTLM 0114.550	M	1 PM-2 PM	NET
	\$49	4/20/2026	Rhonda Priest

Mastering the Art of Employee One-on-Ones

Do your one-on-one meetings feel like a chore or a simple status update? Or do you wonder what a one-on-one meeting is? In this 1-hour virtual workshop is for managers and team leaders who want to transform their one-on-one conversations from transactional to truly impactful. Comprehend the profound value of regular, focused one-on-ones, incorporate practical techniques to improve conversations and build trust, and commit to holding regular meetings with your team members. Leave equipped with a clear plan to make your one-on-ones a powerful tool for growth and a customizable meeting agenda template you can use right away.

BTLM 0115.550	M	1 PM-2 PM	NET
	\$49	3/30/2026	Rhonda Priest

Strategies for Productive Meetings

Do you dread endless, unproductive meetings? This 1-hour virtual workshop is for working professionals who want to reclaim their time and make meetings matter. You'll discuss the staggering cost of bad meetings, identify the key reasons to meet (or not meet!), and use a meeting planning worksheet to apply a new framework to an upcoming meeting. You'll leave with a clear plan to transform your next meeting and a tangible agenda template you can use to ensure every future meeting is efficient and effective.

BTLM 0116.550	M	1 PM-2 PM	NET
	\$49	1/26/2026	Rhonda Priest

The Art of Communicating Clear Expectations

Do miscommunications and unfulfilled promises frustrate your team? This 1-hour virtual workshop is for working professionals who want to improve clarity and accountability. You will discover the importance of clearly defined expectations, learn a step-by-step process for communicating them effectively, and create an action plan to apply this framework to your own team. You'll leave with a tangible strategy for eliminating ambiguity and a conversation script you can use to set clear expectations in your next meeting.

BTLM 0117.550	M	1 PM-2 PM	NET
	\$49	2/9/2026	Rhonda Priest

The Art of Meaningful Recognition

Is your team feeling unappreciated and unmotivated? This session is for managers who want to boost morale and engagement through genuine recognition. Recognize why meaningful recognition is more powerful than money, learn to identify and implement various types of rewards, and employ a recognition plan tailored to your team's specific needs and preferences. Return to your workplace with a clear strategy for making every team member feel valued.

BTLM 0118.550	M	1 PM-2 PM	NET
	\$49	4/27/2026	Rhonda Priest

The Ripple Effect of Internal Service Excellence

Are you a professional seeking to improve collaboration and efficiency within your organization? This 1-hour virtual workshop is for you! We will discuss the importance of treating colleagues as internal customers, identify key indicators of exceptional internal service, and use a conversation guide to discuss service excellence with your team and internal partners. You will leave with a clear understanding of your role in the internal service chain and a tangible checklist you can use to assess and improve your interactions with colleagues.

BTLM 0119.600	M	1 PM-2 PM	NET
	\$49	2/2/2026	Rhonda Priest

Unlocking Gen Z

Do you find yourself puzzled by the communication styles and expectations of your youngest team members? This 1-hour virtual workshop is for supervisors and managers who want to bridge the generational divide with Gen Z. Learn the unique characteristics, values, and work habits of this generation, along with strategies to communicate and collaborate more effectively. Use an engagement plan to apply these insights to your own team. You'll leave with a clear understanding of what drives Gen Z and a conversation guide you can use to build trust and strengthen your working relationships.

BTLM 0120.550	M	1 PM-2 PM	NET
	\$49	3/16/2026	Rhonda Priest

When Tempers Flare: A Manager's Guide to Conflict Resolution

Are team conflicts derailing productivity and morale? Then, this 1-hour virtual workshop for you! We will discuss the common sources of conflict, utilize a step-by-step process for mediating disagreements, and introduce a resolution worksheet to apply these techniques to a real-world scenario. You will leave prepared with a clear roadmap for addressing conflict and a communication framework you can use to facilitate difficult conversations with conflicting parties.

BTLM 0121.550	M	1 PM-2 PM	NET
	\$49	4/13/2026	Rhonda Priest

Your Management Decision Filter

Do your daily decisions sometimes feel disconnected from your bigger goals? This 1-hour virtual workshop is for working professionals who want to make more impactful and aligned choices. We will examine the profound value of a personal "decision filter," create a custom filter that directly aligns with your primary professional and personal goals, and begin applying this filter daily to your decision-making. You will depart with a powerful tool for clarity and focus, and a habit-forming strategy you can use to consistently make choices that propel you towards your most important objectives.

BTLM 0122.550	M	1 PM-2 PM	NET
	\$49	2/23/2026	Rhonda Priest

Professional & Workforce Development

Beating Burnout

Designed to fit your schedule without adding stress, this session offers practical tools to recognize, prevent, and recover from burnout. Learn how to build physical, emotional, and mental reserves-and discover strategies to support both yourself and others in your network. Walk away with actionable insights to protect your well-being and boost resilience.

BTPD 0121.550	F	12 PM-1 PM	NET
	\$49	2/13/2026	Lisa Will

The Art of Influencing Others

Influence is a tool of the successful-being able to affect influence or win others to your way of thinking, demands respect and allows you the authority to affect outcomes. Learning how to demonstrate authenticity and integrity through your interactions with others and to how to have a strong sense of self-awareness lays the groundwork for mastering the art of influence.

BTPD 0104.600	T	1 PM-5 PM	TC 112
	\$119	2/10/2026	Melissa Martin
BTPD 0104.601	W	8 AM-12 PM	TC 112
	\$119	5/13/2026	Melissa Martin

Bridges Out of Poverty

The Bridges Out of Poverty workshop increases your understanding of individuals living in a poverty mindset. By analyzing the hidden rules, patterns of behavior and eleven resources, this course helps reduce judgment for best outcomes. Designed for organizations and businesses that interact with individuals in poverty.

BTPD 0100.600	W	8 AM-12 PM	TC 112
	\$119	1/28/2026	Melissa Martin
BTPD 0100.601	T	1 PM-5 PM	TC 112
	\$119	3/24/2026	Melissa Martin

Effective Presentation Skills

Presentations are a constant in business - in this session, you will learn how to craft and deliver a presentation that resonates with an audience. You will discover how to become more in-tune with your audience, tailor your message, and how to develop, organize and edit the content of your presentation with confidence to maximize effectiveness.

BTPD 0102.600	W	8 AM-12 PM	TC 120
	\$119	1/14/2026	Melissa Martin
BTPD 0102.601	T	1 PM-5 PM	TC 112
	\$119	3/31/2026	Melissa Martin

Navigating Difficult Conversations

Difficult conversations are inevitable in any workplace. Although you cannot avoid these types of conversations, you can learn how to handle them more effectively. Successful completion of this course will increase your ability to understand the nature of difficult conversations and how to handle them.

BTPD 0103.600	Th	1 PM-5 PM	TC 120
	\$119	3/12/2026	Melissa Martin

Enhancing Communication

Strong communication is the foundation of effective supervision. This interactive workshop equips new leaders with practical strategies for impactful verbal and written communication. Key focus areas include resolving conflict promptly, documenting performance, sharing recognition, and planning productive discussions-all essential for building trust and driving team success.

BTPD 0105.600	Th	8 AM-12 PM	TC 112
	\$119	2/26/2026	Monica Puente
BTPD 0105.601	T	8 AM-12 PM	TC 120
	\$119	5/5/2026	Monica Puente

Navigating Beyond Conflict

Conflict in the workplace is inevitable, but how it's navigated can change a negative conflict into something positive. During this 4-hour workshop, you will Identify the common causes and costs of conflict, recognize warning signs and take action to prevent situations from escalating, gain techniques to defuse strong emotions, keep the lines of communication open and build trust, and successfully plan and conduct conflict resolution discussions.

BTPD 0107.600	Th	1 PM-5 PM	TC 112
	\$119	3/12/2026	Maryellen Tast

Building Resilience Through Rhythms

Stress is inevitable-but how we respond makes all the difference. This workshop provides practical tools to manage daily challenges with calm and clarity. Learn how to strengthen your physical, emotional, and mental resilience through simple, sustainable rhythms that support well-being at work and at home. Walk away with strategies to adapt, recover, and thrive.

BTPD 0126.600	Th	8 AM-12 PM	TC 123
	\$119	5/14/2026	Lisa Will

Business Writing the Write Way

Clear, concise writing is essential at every level of the workplace. This practical workshop focuses on digital communication and equips you with tools to plan, organize, and improve your writing. Learn how to craft messages that engage your audience and achieve results-whether you're writing emails, reports, or internal updates.

BTPD 0123.600	W	8 AM-12 PM	TC 112
	\$119	3/25/2026	Lisa Will

Creating a Collaborative Culture

Build a team environment where creativity and productivity thrive. This workshop explores practical strategies for fostering collaboration, navigating interpersonal challenges, and understanding each team member's role in driving success. Experience what true collaboration feels like-and learn how to personally contribute to a culture of trust, innovation, and effectiveness.

BTPD 0120.600	W	8 AM-12 PM	TC 123
	\$119	1/28/2026	Lisa Will

Creative Problem Solving

Transform challenges into opportunities with a fresh approach to problem-solving. This interactive workshop helps you break free from routine thinking, identify the traits of effective problem-solvers, and develop creative strategies to tackle workplace issues with confidence. Learn to shift from panic to possibility-and inspire innovation in yourself and your team.

BTPD 0124.600	W	8 AM-12 PM	TC 123
	\$119	4/29/2026	Lisa Will

Introduction to Emotional Intelligence

Emotional intelligence (EI) is a key driver of professional success. In this expanded 6-hour workshop, you will explore all four core areas of EI-self-awareness, self-management, social awareness, and relationship management. Through engaging activities and reflection, you will gain a deeper understanding of your own emotional intelligence and learn strategies to connect, communicate, and lead more effectively.

BTPD 0122.600	M	9 AM-4 PM	TC 123
	\$179	2/23/2026	Lisa Will

Crucial Conversations

Based on the bestselling Crucial Conversations by Vital Smarts, this course teaches the practice and skills for having difficult conversations. In a two-day training, you will be able to apply the techniques to real-life situations to strengthen relationships and resolve intractable problems.

BTPD 0101.600	WTh	8 AM-5 PM	TC 112
	\$599	4/15/2026-4/16/2026	Melissa Martin

Small Business Development

Technology Power Hour Series

In this 5-part training, entrepreneurs and small business owners can learn how different programs and technologies can support their businesses. At the end of this series, business owners will have technology tools to support their business.

BTCS 0500.550	Th	12 PM-1 PM	
	\$95	4/2/2026-4/30/2026	Michael Stephens

Canva for Business: Create Branded Marketing Materials

Learn to use Canva to create marketing materials for your business. From social media graphics to business cards, this hands-on class will show you how to design professional-looking content-even if you're not a graphic designer.

BTBE 0202.600	T	9 AM-12 PM	CCI 144
	\$100	3/10/2026	Madeline Newman
BTBE 0202.601	Sa	9 AM-12 PM	TC 103
	\$100	3/14/2026	Madeline Newman

Digital Marketing 101: Building A Simple Strategy

Digital marketing can feel overwhelming - but it doesn't have to be. This class breaks it down into simple steps to help you build a clear, focused marketing plan. Learn how to reach your audience through the right mix of social media, email, and content-no experience required.

BTBE 0200.600	Sa	8 AM-12 PM	TC 112
	\$100	1/24/2026	Madeline Newman
BTBE 0200.601	W	8 AM-12 PM	TC 120
	\$100	1/28/2026	Madeline Newman

Intro to Social Media for Business

Want to grow your business through social media marketing but don't know where to start? This beginner-friendly course will walk you through the most popular platforms, what to post, how to plan content, and ways to connect with your audience online. Perfect for local businesses ready to boost their visibility.

BTBE 0201.600	T	8 AM-12 PM	TC 123
	\$100	2/17/2026	Madeline Newman
BTBE 0201.601	Sa	8 AM-12 PM	TC 112
	\$100	2/28/2026	Madeline Newman

Marketing Your Business on a Budget

This course will show you low-cost and free tools and strategies to promote your business. learn how to make the most of social media, email, word-of-mouth marketing, and more-while keeping your costs low and your impact high.

BTBE 0204.600	T	9 AM-12 PM	TC 112
	\$100	4/21/2026	Madeline Newman
BTBE 0204.601	Sa	9 AM-12 PM	TC 112
	\$100	4/25/2026	Madeline Newman

Newsletters for Your Business: From Setup to Send

Newsletters are one of the best ways to stay connected with customers and grow your business. In this class, you'll learn how to set up a free email marketing platform, design your first email, build your contact list, and send newsletters that people actually want to read.

BTBE 0203.600	W	9 AM-12 PM	TC 103
	\$100	3/25/2026	Madeline Newman
BTBE 0203.601	Sa	9 AM-12 PM	TC 103
	\$100	3/28/2026	Madeline Newman

Bookkeeping Power Hour Series


In this 5-part training, entrepreneurs and small business owners can learn bookkeeping best practices for business. By the end of this training, the business owner should be able to set up and use QuickBooks to complete necessary bookkeeping processes effectively and efficiently.

BTBE 0400.550	T,Th	12 PM-1 PM	NET
\$125		2/10/2026-2/24/2026	Bridgette White

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Technical Training

CDL Entry Level Driver Training

This is a standardized course that introduces students to the concepts of the Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) regulations. This course sets the baseline for training requirements for entry-level drivers and applies to those seeking to obtain a Class A or Class B CDL for the first time, upgrade an existing Class B CDL to a Class A CDL; or obtain a school bus (S), passenger (P), or hazardous materials (H) endorsement for the first time.

CMVN 1500.550			NET
	\$250	1/20/2026-2/13/2026	James Drudge
CMVN 1500.551			NET
	\$250	2/16/2026-3/13/2026	James Drudge
CMVN 1500.552			NET
	\$250	3/16/2026-4/10/2026	James Drudge
CMVN 1500.553			NET
	\$250	4/13/2026-5/8/2026	James Drudge

CDL Class A

This course prepares the student to take the state required CDL test. On and off highway terrains are utilized as well as late model tractors and loaded trailers, tankers, and high center point of gravity loads may be used in training. Simulation may also be used to replicate dangerous, expensive, or hard-to duplicate scenarios. Upon successful completion of this course, students will be prepared to take the DOT driving test/practical exam to be issued their commercial driver's license.

CMVN 1510.200	MTWThF	5 PM-9 PM	CT 101
	\$5,250	1/20/2026-3/13/2026	James Drudge
CMVN 1510.201	MTWThF	5 PM-9 PM	CT 101
	\$5,250	3/16/2026-5/8/2026	James Drudge
CMVN 1510.360	MTWThF	8 AM-4:30 PM	Laramie TBA
	\$5,250	1/20/2026-2/13/2026	James Drudge
CMVN 1510.361	MTWThF	8 AM-4:30 PM	Laramie TBA
	\$5,250	2/16/2026-3/13/2026	James Drudge
CMVN 1510.362	MTWThF	8 AM-4:30 PM	Laramie TBA
	\$5,250	3/16/2026-4/10/2026	James Drudge
CMVN 1510.363	MTWThF	8 AM-4:30 PM	Laramie TBA
	\$5,250	4/13/2026-5/8/2026	James Drudge
CMVN 1510.600	MTWThF	8 AM-4:30 PM	CT 101
	\$5,250	1/20/2026-2/13/2026	James Drudge
CMVN 1510.601	MTWThF	8 AM-4:30 PM	CT 101
	\$5,250	2/16/2026-3/13/2026	James Drudge
CMVN 1510.602	MTWThF	8 AM-4:30 PM	CT 101
	\$5,250	3/16/2026-4/10/2026	James Drudge
CMVN 1510.603	MTWThF	8 AM-4:30 PM	CT 101
	\$5,250	4/13/2026-5/8/2026	James Drudge

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 0082.600	T, W	12 PM-5:30 PM	TC 120
Sessions: 2	\$150	4/14/2026	Paul Bernier
		7 AM-12:30 PM	
		4/15/2026	

Weekend Welders

This open-shop welding workshop provides hands-on access to welding machines while covering the fundamentals of SMAW, GMAW, and GTAW. Whether you're a first-time welder looking to learn the basics or an experienced welder preparing for certification, we'll meet you at your skill level and help you achieve your goals. Must be at least 18 years-old to register.

WELDN 0100.600	Sa	7 AM-12 PM	FT 107
	\$260	1/3/2026	Chase Metzler
WELDN 0100.601	Sa	7 AM-12 PM	FT 107
	\$260	2/7/2026	Cory Morgan
WELDN 0100.602	Sa	7 AM-12 PM	FT 107
	\$260	3/7/2026	Matthew Nolan

Backflow

ASSE Initial Backflow Certification

This course is designed to prepare participants for the American Society of Sanitary Engineers (ASSE) Backflow Tester Certification Exam. It covers essential topics such as cross-connection theory, practical applications, and program implementation. Participants will also learn about hydraulic principles, test gauges, terminology, and the internal workings of backflow prevention assemblies. Hands-on training in a lab setting will provide participants with the experience needed to demonstrate their understanding of ASSE-approved assemblies and testing procedures to a certified ASSE proctor. To qualify for the exam, participants must document at least five years of experience in plumbing or a related field. The course fee includes all required books, materials, and exam/proctor fees. Additionally, this course offers Department of Environmental Quality contact hours applicable toward Water Operator Certification.

PLMB 4500.600	TWTh	8 AM-5 PM	CT 110
	\$1,199	Feb. 24, 25, 26 & Mar. 3, 4	David Strain

ASSE Backflow Recertification

Completing this re-certification class will renew a current ASSE certification for a three-year period. The course will review ASSE test procedures and will be followed by a 25 question written test and a proctored hands-on exam on the double check (ASSE1013) and reduced pressure principle (ASSE1015). Up to 8 DEQ contact hours will be available for this course. Completing the class and successful passing of the ASSE exam will allow recertification. Conversion of other agency certifications is possible with prior approval. Prior and current ASSE certification is required. Recertification must take place within 6 months of a current certification expiration date.

PLMB 4550.600	Th	8 AM-5 PM	CT 110
	\$899	4/9/2026	David Strain




CDL TRAINING @ LCCC


Our program consists of online theory training and behind the wheel hand-on training. A typical class A student can expect to complete their hand-on training in four weeks.



CALL 307.778.4381, EMAIL CDL@LCCC.WY.EDU OR SCAN THE QR CODE FOR MORE INFO



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Workplace Wisdom

The Organized Office

Small business owners and staff will dive into keeping an organized office; both in the physical office and digitally. We'll build on the basics of organization and apply our skills using free and low-cost software options. Participants will leave with a clear organizational goal and a 1st day action plan to begin reaching their goals.

BTPD 0128.550	Th	12 PM-1 PM	NET
	\$49	1/8/2026	Charlotte Martinez
BTPD 0128.551	T	12 PM-1 PM	NET
	\$49	2/3/2026	Charlotte Martinez

Beyond the To-Do List: Strategies for Peak Productivity

Do you feel overwhelmed by a never-ending to-do list? This focused,1-hour session is for individual contributors who want to take control of their time and boost their productivity. Recognize common time management pitfalls, apply the Eisenhower Matrix for prioritization, and use a time-blocking template to apply concepts to your own workflow. By the end, you will have a clear plan to focus on what matters most and a tangible strategy you can use to reduce daily distractions.

BTPD 0108.550	F	1 PM-2 PM	NET
	\$49	1/9/2026	Rhonda Priest

Beyond Your Role: Master the Art of Managing Up

Do you feel like your manager doesn't understand your workload or needs? This session is intended for individual contributors who want to build a more effective relationship with their manager. We will discuss what "managing up" really means and how to anticipate your manager's needs and communicate on your own. We will use a communication plan to apply these concepts to your relationship. Upon conclusion, you will leave with a clear strategy for becoming a trusted partner to your manager and a template for a proactive status report you can use immediately.

BTPD 0109.550	F	1 PM-2 PM	NET
	\$49	5/15/2026	Rhonda Priest

Connect & Collaborate: Building Your Network at Work

Do you want to build stronger working relationships with colleagues and managers? This 1-hour virtual workshop is for individual contributors who want to expand their internal network and improve collaboration. Recognize the value of building trust and rapport, identify key stakeholders, and create a relationship map to apply these concepts to your own workplace. Proceed with a clear plan to connect with colleagues and a list of conversation starters you can use to build rapport.

BTPD 0110.550	F	1 PM-2 PM	NET
	\$49	4/10/2026	Rhonda Priest

From Uncertainty to Opportunity: Embracing Change at Work

Are you feeling anxious or stressed about upcoming changes at your organization? If so, you are not alone! In this 1-hour virtual workshop, individual contributors will learn how to better navigate organizational change beginning with the emotional cycle of change. You will learn strategies to manage your reaction and create an easy-to-use personal action plan to apply these concepts to your current situation. You will log off with a sense of control over your response to change and a checklist of questions you can use to get the information you need to move forward.

BTPD 0111.550	F	1 PM-2 PM	NET
	\$49	2/27/2026	Rhonda Priest

Listen Up! The Power of Active Listening at Work

Do you want to build stronger relationships and understand others better? This 1-hour virtual workshop is for individual contributors who want to enhance their communication skills by focusing on active listening. Understand the difference between hearing and listening, learn techniques to truly understand your colleagues' perspectives, and use a listening skills checklist to apply these concepts to your daily interactions. You will increase awareness of your listening habits and a be armed with a set of questions to confirm understanding and build rapport.

BTPD 0112.550	F	1 PM-2 PM	NET
	\$49	3/27/2026	Rhonda Priest

Say It Simply: Clear & Confident Communication at Work

Do your messages sometimes get lost in translation? This 1-hour virtual workshop is for individual contributors who want to improve their workplace communication. First, we will discuss the importance of adapting your communication style. Next, learn how to structure emails and presentations for clarity, and use a communication framework to apply these skills to a real-world scenario. Upon completion, you will have the confidence to communicate your ideas effectively and a reusable worksheet you can use to write more concise and impactful emails.

BTPD 0113.550	F	1 PM-2 PM	NET
	\$49	2/6/2026	Rhonda Priest

Take the Lead: Cultivating an Ownership Mindset at Any Level

Want to stand out and be seen as a leader, regardless of your title? This workshop is designed for the individual contributors who want to develop a greater sense of ownership and initiative. First, we will discuss the difference between a task-oriented and an ownership mindset. Next, learn how to anticipate problems and propose solutions using a problem-solving worksheet. Finally, you will leave with the skills and tools to demonstrate more initiative and a framework for thinking like a leader.

BTPD 0114.550	F	1 PM-2 PM	NET
	\$49	5/8/2026	Rhonda Priest

The EQ Advantage: Building Emotional Intelligence at Work

Do your emotions ever get in the way of a productive day? This 1-hour virtual workshop is for individual contributors who want to strengthen their emotional intelligence to better navigate workplace challenges. We will discuss how emotions impact performance, adopt techniques to manage stress and stay calm under pressure, and use a self-reflection exercise to apply these concepts to your own daily experiences. You will leave with greater self-awareness and a simple tool you can use to respond to difficult situations more thoughtfully.

BTPD 0115.550	F	1 PM-2 PM	NET
	\$49	3/13/2026	Rhonda Priest

The Growth-Oriented Feedback Advantage

Do you get nervous when it's time to give or receive feedback? You are not alone! This 1-hour virtual workshop is for individual contributors who want to master this essential skill. You will discuss the value of a feedback culture, utilize a simple model for giving constructive feedback, and use a feedback preparation template to apply these concepts to a real-world scenario. Upon conclusion, you will leave with the confidence to both give and receive feedback effectively, including a script you can use to have a more productive conversation.

BTPD 0116.550	F	1 PM-2 PM	NET
	\$49	5/29/2026	Rhonda Priest

Unplug & Recharge: Managing Stress and Preventing Burnout

Do you feel stretched thin and on the verge of burnout? This 1-hour virtual workshop is for individuals who want to build a more sustainable relationship with their work. The session begins with a discussion about the signs of burnout and its root causes, introduces practical strategies for setting boundaries and managing stress, and includes a personal well-being plan to apply concepts to your own life. At the end, you will have concrete techniques to reduce stress and a checklist for self-care you can use to recharge.

BTPD 0117.550 F 1 PM-2 PM NET
\$49 4/24/2026 Rhonda Priest

Your Professional Brand: Building Your Reputation at Work

Want to stand out and be recognized for your unique value? This 1-hour virtual workshop is for individual contributors who want to intentionally build their professional reputation. Contemplate what a personal brand is and why it matters, learn how to identify your unique skills and strengths, and use a personal branding worksheet to apply concepts to your career goals. When the workshop concludes, you will have a clear statement of your professional value and a checklist for how to consistently demonstrate your strengths.

BTPD 0118.550 F 1 PM-2 PM NET
\$49 1/23/2026 Rhonda Priest

Calm in Action: Easy Exercises to Reduce Anxiety

In just one hour, discover simple, science-backed techniques to reset your nervous system and reclaim your calm-anytime, anywhere. This virtual, instructor-led workshop teaches practical breathing and counting exercises designed to reduce anxiety, improve focus, and bring you into the present moment. No equipment, no experience needed-just real tools to help you show up as your best self.

BTPD 0125.550 W 12 PM-1 PM
\$49 5/6/2026 Lisa Will

The Next Step in Your Emotional Intelligence

Ready to go beyond self-awareness? This engaging session builds on foundational emotional intelligence concepts and introduces the vital skill of other-awareness. Learn practical strategies to deepen your emotional insight, strengthen relationships, and lead with greater empathy and impact in today's dynamic workplace.


BTPD 0119.550 F 12 PM-1 PM
\$49 1/9/2026 Lisa Will

BTPD 0119.551 F 12 PM-1 PM
\$49 4/17/2026 Lisa Will

Strategies to Work Smarter Not Harder

Feeling overwhelmed by endless to-do lists? This practical session introduces research-backed strategies to help you take control of your time. Learn how to prioritize effectively, reduce stress, and make the most of your day-without adding to your workload.

BTPD 0127.550 F 12 PM-1 PM
\$49 3/6/2026 Lisa Will



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While college classes and activities are our top priority, we welcome community organizations and individuals to take advantage of our exceptional spaces. Whether it's a performance, a personal celebration, or a professional gathering, LCCC is ready to make your event unforgettable!



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

Stacey Rorabaugh | 307.778.1382 • srorabaugh@lccc.wy.edu

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For more information contact Michael Lange | mlange@lccc.wy.edu | 307.778.1120



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säje Feb. 9, 2026 7 p.m. LCCC Surbrugg Prentice Auditorium

Brought to you by ANB Bank Performing Arts Series

säje is not just a group—it's a movement in harmony.

säje (rhymes with “beige”) is a double GRAMMY®-nominated vocal supergroup featuring Sara Gazarek, Amanda Taylor, Johnaye Kendrick, and Erin Bentlage. United by friendship and artistic vision, these acclaimed vocalists blend original compositions, jazz standards, and inventive covers into a rich, genre-defying sound. Their debut album earned critical acclaim and chart success. säje's music celebrates harmony, curiosity, and heartfelt expression.



Opera On Tap - Wyoming Apr. 9, 2026 6 p.m. LCCC Talon's Table (Dining Hall)

Almost All Of... Le Nozze Di Figaro

Join us for an unforgettable evening of music, laughter, and dining as Opera on Tap - Wyoming presents a delightfully condensed version of Mozart's beloved opera, The Marriage of Figaro.

“Almost All Of... Le Nozze Di Figaro” brings the brilliance of Mozart's full-length masterpiece into a lively and accessible 90-minute performance.

Dinner and non-alcoholic beverages included.
Cash bar available for an additional fee.

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Seat Reduction Date:
August 5, 2026