WHAT’S INSIDE

Business & Industry Safety Compliance Training

40-Hour HAZWOPER .......................... 1
8-Hour HAZWOPER Refresher ................. 1
BBP Only (Bloodborne Pathogens) ............ 2
Confined Space Awareness .................... 2
First Aid CPR/AED/BBP ....................... 2
OSHA 10-Hour, Construction .................... 2
OSHA 10-Hour, General Industry .............. 2
OSHA 10-Hour, General Industry-Winery Emphasis .... 2
OSHA 30-Hour, Construction .................... 2
Respirable Silica Awareness in Construction .... 2

Business & Leadership

Accomplish What You Say: Improve Communication in the Workplace . 3
Empowering & Engaging Employees ................ 3
Grammar Confidence ................................ 3
Grammar Artistry .................................. 3
Helping Employees Excel .......................... 3
Managing Yourself .................................. 3
People Management .................................. 4
Project Management Fundamentals Workshop .......... 4
Project Management Professional Exam Preparation Workshop . 4
Start Your Business .................................. 4
Start Your Non-Profit Business ....................... 4
Understanding and Preventing Harassment in the Workplace .... 4
What is Leadership ................................... 4

Computers & Office

Computer Fundamentals .......................... 5
Computers: Beyond the Fundamentals .......... 5
Microsoft Access: Beginning .................... 5
Microsoft Access: Intermediate .................. 5
Microsoft Excel: Beginning ...................... 5
Microsoft Excel: Intermediate .................... 5
Microsoft Excel: Advanced ....................... 5
Microsoft Publisher .................................. 6
Microsoft Word: Beginning ....................... 6

Business & Industry Safety Compliance Training

If you don’t see a class that works for your company, please contact WCCC at 970.255.2800 for additional dates or to customize a date for your company in Grand Junction or Montrose.

Instructor: ........................................ Pavelka

40-Hour HAZWOPER

This course is specifically designed for employees who work with hazardous materials or respond to hazardous spills as part of their work duties. This course examines proper health and safety procedures and personal protection during clean-up and emergency operations.

Fee: ........................ $849

OPTION

Date: ........................... October 18, 19, 20, 21, 22
Day: .............................. Monday, Tuesday, Wednesday, Thursday, Friday
Time: .......................... 8am-5pm

Class available by request. Please call 970.255.2800 to schedule.

8-Hour HAZWOPER Refresher

This course is for employees trained in hazardous waste operations or who are exposed or could potentially be exposed to hazardous substances or health hazards and are required to attend a yearly refresher course as mandated by OSHA 29 CFR 1910.120. Verification of an 8-hour, of 24-hour or 40-hour class required.

Fee: ........................ $150

OPTION

Date: ............................ September 20
Day: .............................. Monday
Time: .......................... 8am-5pm

OVER 400 POPULAR CLASSES FULLY ONLINE

ed2go ONLINE PROFESSIONAL AND PERSONAL ENRICHMENT

Complete any of these courses entirely from your home or office and at any time of the day or night.

WCCCs’s Community Education Center presents

CHECK OUT PAGE 20 FOR MORE INFORMATION.
coloradomesa.edu/cec

1 970.255.2800  coloradomesa.edu/cec  In-Person  Remote via Zoom  Fully Online
BBP Only (Bloodborne Pathogens)

One hour training, with certification cards issued on day of class upon completion. Medic First is internationally recognized and is equivalent to American Red Cross and American Heart Association.

Fee: $40

**OPTION 1**
- Date: September 8
- Day: Wednesday
- Time: 8-9am

**OPTION 2**
- Date: November 1
- Day: Monday
- Time: 8-9am

Confined Space Awareness

Participants will learn about applicable OSHA standards (29 CFR 1910 & 1926), responsibilities, key terminology, and identifying permit-required v. non-permit required spaces, personal protective equipment, physical and atmospheric hazards, air monitoring and permits. Certificate of Completion card will be awarded to participants who pass the written test.

Fee: $99

**OPTION**
- Date: November 16
- Day: Tuesday
- Time: 9-11am

First Aid/CPR/AED/BBP

One-day training, with certification cards issued upon completion of the class for First Aid/CPR/AED and BBP (Medic First). Medic First is internationally recognized and is equivalent to American Red Cross and American Heart Association programs.

Fee: $100

**OPTION 1**
- Date: September 8
- Day: Wednesday
- Time: 8am-1pm

**OPTION 2**
- Date: November 1
- Day: Monday
- Time: 8am-1pm

**OPTION 3**
- Date: December 16
- Day: Thursday
- Time: 8am-1pm

OSHA 10-Hour: General Industry

This 10-hour course provides an excellent introductory course for all employees working in general industry including oil and gas. It also provides an appropriate review for experienced managers and supervisors of OSHA regulations, including recent or upcoming changes. The course content meets the OSHA requirements and includes, but is not limited to, the following topics: OSHA Act, HAZCOM, PPE, general safety provisions (e.g., tools and working surfaces), health hazards, fall protection, fire prevention, electrical safety, plus other topics. Student manual included. An OSHA 10 completion card will be issued by OSHA after the successful completion of class activities.

Fee: $150

**OPTION**
- Date: December 14, 15
- Day: Tuesday
- Time: 8am-5pm (Tuesday), 8am-12pm (Wednesday)

OSHA 10-Hour: General Industry-Winery Emphasis

This 10-hour course is an excellent safety introduction for all employees working in the winery. It also provides an appropriate review for experienced managers and supervisors of OSHA regulations, including recent or upcoming changes. The course content meets the OSHA General Industry requirements and includes the following topics: OSHA Act, powered industrial trucks, ergonomic hazards/material handling, hazardous noise, confined spaces, chemical hazards/HAZCOM, PPE, general safety provisions (e.g., tools, hand injuries, and working surfaces), fire prevention, electrical safety, plus other topics. Student manual included. An OSHA 10 completion card will be issued by OSHA after the successful completion of class activities.

Class available by request. Please call 970.255.2800 to schedule.

OSHA 30-Hour: Construction

The 30-hour course applies to safety coordinators, management, team leaders and personnel who have responsibility for the safety of others and the company safety program. The course content meets the OSHA requirements and contains, but is not limited to, the following topics: OSHA Act and history, Focus Four, managing health and safety, powered industrial trucks, safety leadership, HAZCOM/GHS, PPE, recordkeeping, toxic and hazardous substances, excavations, stairways & ladders, fire prevention, emergency action plans, electrical safety, materials handling, excavation, hand and powered tools, and confined spaces. An OSHA 30 completion card will be issued by OSHA after the successful completion of class activities.

Fee: $499

**OPTION**
- Date: December 6, 7, 8, 9
- Day: Monday
- Time: 8am-5pm

Respirable Silica Awareness in Construction

This safety course discusses the basics of silica and respirable silica encountered during construction activities. It also identifies health hazards associated with exposure, discusses common construction tasks that resulted in exposure, and reviews control measures that can be implemented to protect workers from exposure including engineering controls, work practices, and respirators. In addition, you will learn about the new OSHA regulation concerning silica and respirable crystalline silica. The course content meets the OSHA requirements surrounding OSHA’s silica standard, (e.g., exposure limits, housekeeping, written exposure control plan, medical monitoring, training, and recordkeeping). Class materials and completion certificate provided.

Fee: $50

**OPTION**
- Date: October 25
- Day: Monday
- Time: 1-3pm
Empowering and Engaging Employees

What is Empowerment and Engagement? What is the cost of Poor Leadership? This course discusses those topics and how you can re-energize your company towards higher levels of performance. Learn how conditions such as absenteeism, disgruntled employees, low engagement, and turnover can literally bleed significant dollars from your bottom line. We’ll cover how to empower and engage employees, and why one-on-ones with employees drives performance up.

Instructor: Haggerty
Fee: $99

OPTION 1
Date: October 5
Day: Tuesday
Time: 1–5pm

OPTION 2
Date: October 7
Day: Thursday
Time: 9am–1pm

Managing Yourself

In today’s digital world, it is crucial to know yourself and your organization in order to effectively lead and deal with people. This course will explore ways to manage yourself in order to then manage/lead others. We will cover the Emotional Quotient Index as a means of self-evaluation, to work toward servant leadership. Other topics include taking ownership of your decisions, and the recognition of stressors and weaknesses and how to seek help from a team and/or leadership group.

Description continues on next page.

Grammar Confidence

Is it who or whom? Do I really need a comma there? These questions continue to vex and confound those who have not had the opportunity to understand how all of those rules and pieces go together. Fortunately, now there is a way to look at the big picture and see how it all fits together in a relatively simple way. Grammar is a mainstay of clear and professional writing. Even in casual situations, using words well makes a good impression on those who read your messages. You owe it to yourself to take a couple of weeks to examine this interesting subject and clarify your understanding, so that you can write with confidence.

Instructor: L. Devereux
Fee: $139
Workbook Fee: $15 (payable to the instructor on the first night of class)

OPTION
Date: October 18, 25, November 1, 8, 15, 22
Day: Mondays
Time: 7–9pm

Grammar Artistry

This class is the next step after Grammar Confidence. We will delve into how to use our knowledge of grammar to arrange our sentences and paragraphs for maximum meaning and effect. We will go into the nuances of effective writing and what role grammar has in aiding this process. We will continue using the workbook from Grammar Confidence.

Prerequisite: Grammar Confidence

Instructor: L. Devereux
Fee: $99

OPTION
Date: November 29, 30, December 6, 7, 13, 14
Day: Mondays, Tuesdays
Time: 7–9pm

Helping Employees Excel

Utilizing the book by Tom Rath & Jim Harter, Well Being: The Five Essential Elements, and Tim Haggerty’s presentation, Your Life is not My Fault, this class will help employees take control of their careers by accomplishing the following: Break the paradigm of blame and dependency within the workplace; Accept that Accountability and Responsibility must be embraced throughout the organization; Realize that self-help gimmicks leave us all wanting; Balance expectations both at work and at home.

Instructor: Haggerty
Fee: $99

OPTION 1
Date: October 19
Day: Tuesday
Time: 1–5pm

OPTION 2
Date: October 21
Day: Thursday
Time: 9am–1pm

See also: Computers & Office
See also our online classes for more options.

FALL 2021 CATALOG

THERE ARE FOUR EASY WAYS TO REGISTER FOR NON-CREDIT COMMUNITY EDUCATION COURSES:

1. coloradomesa.edu/cec
   Click on the blue “Register for Non-Credit Courses” button, pick the category and add classes.

2. 970.255.2800
3. cec@coloradomesa.edu
4. WCCC Community Education Center
   2508 Blichmann Avenue, Building B
   Grand Junction, CO 81505

BUSINESS & LEADERSHIP

See also: Computers & Office

Grammar Confidence

Is it who or whom? Do I really need a comma there? These questions continue to vex and confound those who have not had the opportunity to understand how all of those rules and pieces go together. Fortunately, now there is a way to look at the big picture and see how it all fits together in a relatively simple way. Grammar is a mainstay of clear and professional writing. Even in casual situations, using words well makes a good impression on those who read your messages. You owe it to yourself to take a couple of weeks to examine this interesting subject and clarify your understanding, so that you can write with confidence.

Instructor: L. Devereux
Fee: $139
Workbook Fee: $15 (payable to the instructor on the first night of class)

OPTION
Date: October 18, 25, November 1, 8, 15, 22
Day: Mondays
Time: 7–9pm

Grammar Artistry

This class is the next step after Grammar Confidence. We will delve into how to use our knowledge of grammar to arrange our sentences and paragraphs for maximum meaning and effect. We will go into the nuances of effective writing and what role grammar has in aiding this process. We will continue using the workbook from Grammar Confidence.

Prerequisite: Grammar Confidence

Instructor: L. Devereux
Fee: $99

OPTION
Date: November 29, 30, December 6, 7, 13, 14
Day: Mondays, Tuesdays
Time: 7–9pm

Helping Employees Excel

Utilizing the book by Tom Rath & Jim Harter, Well Being: The Five Essential Elements, and Tim Haggerty’s presentation, Your Life is not My Fault, this class will help employees take control of their careers by accomplishing the following: Break the paradigm of blame and dependency within the workplace; Accept that Accountability and Responsibility must be embraced throughout the organization; Realize that self-help gimmicks leave us all wanting; Balance expectations both at work and at home.

Instructor: Haggerty
Fee: $99

OPTION 1
Date: October 19
Day: Tuesday
Time: 1–5pm

OPTION 2
Date: October 21
Day: Thursday
Time: 9am–1pm

See also: Computers & Office
See also our online classes for more options.
People Management

Have you heard the phrase, "This would be such a great place to work if it weren't for the people"? At the end of the day, it is people you need to believe in you and your leadership. This class will discuss the curve that exists within any organization and on any team. Other topics include managerial loneliness; conflict resolution, evaluation processes, accountability processes and constructive feedback utilizing the F.A.C.E. Feedback Methodology (Frequent, Accurate, Consistent and Enhancing).

Instructor: .................................................. Haggerty
Fee: .................................................. $99

OPTION 1
Date: .................. November 2
Day: .................. Tuesday
Time: .................. 9am–1pm

OPTION 2
Date: .................. November 4
Day: .................. Thursday
Time: .................. 9am–1pm

Project Management Fundamentals Workshop

This one-day workshop is designed to develop knowledge and skills of the essential project management principles, tools and processes. Workshop participants will learn to use the standard, recognized tools of project management. Topics covered include: Project charter, scope & definition; work breakdown structure and task list; network diagram; bar (Gantt) chart; and key performance indicators. (PMPs will receive 6 PDUs)

Instructor: .................................................. Hymas, PMP
Fee: .................................................. $199 (includes workbook)

OPTION
Date: .................. December 1
Day: .................. Wednesday
Time: .................. 9am–5pm (1-hour break for lunch)

Project Management Professional Exam Preparation Workshop

The Project Management Professional (PMP®) Certification issued by the Project Management Institute (PMI®) is an internationally acclaimed professional credential which will open many doors for those who obtain it. This course is based upon project management principles approved by the PMI® found in the Project Management Body of Knowledge (PMBOK®). This course fulfills the PMI® training prerequisite outlined in the PMP® exam application. Students attending this course will be instructed in the project management process groups and knowledge areas necessary to pass the exam.

Custom dates can be arranged for your company with multiple students.

Instructor: .................................................. Hymas, PMP
Fee: .................................................. $1,500

Like us on Facebook for updated information, additional classes and more!

facebook.com/cecatwccc

FALL 2021 CATALOG

OPPORTUNITIES FOR LIFELONG LEARNING

Start Your Business

Students make a functional business start-up plan, including plans for financing, sales, marketing, management, operations, record keeping, purchasing and expansion — with just enough grounding in economics and accounting to keep things interesting. Turning the stressful and often complicated process into a fun activity, students are prepared to thrive in the competitive world of business.

Instructor: .................................................. Brachfeld
Fee: .................................................. $89

OPTION 1
Date: .................. September 18
Day: .................. Saturday
Time: .................. 1–4pm

OPTION 2
Date: .................. December 18
Day: .................. Saturday
Time: .................. 9am–12pm

Start Your Nonprofit Business

Students are guided through the unique elements of beginning and running a nonprofit business. From recruiting and keeping volunteers, donation fundraising, grant writing, applying for tax exemption, making a functional business plan, including enterprise plans, with training in business management, operations and record keeping - with just enough grounding in economics and accounting to keep things interesting. Turning the stressful and complicated process into a fun activity, students are prepared to thrive in the competitive world of business.

Instructor: .................................................. Brachfeld
Fee: .................................................. $89

OPTION 1
Date: .................. September 18
Day: .................. Saturday
Time: .................. 1–4pm

OPTION 2
Date: .................. December 18
Day: .................. Saturday
Time: .................. 9am–12pm

Understanding and Preventing Harassment in the Workplace

We all have a moral responsibility to help create and maintain a positive, safe work environment free from: discrimination, intimidation, bullying, sexual harassment and retaliation. Bad behavior rarely goes away by itself and, if left unchecked, may lead to more devastating consequences. This course covers general and advised harassment policies; harassment and workplace conduct utilizing interactive scenarios; expectations you should have in any work environment and what should be expected of you.

Instructor: .................................................. Haggerty
Fee: .................................................. $99

OPTION 1
Date: .................. November 30
Day: .................. Thursday
Time: .................. 1–5pm

OPTION 2
Date: .................. December 2
Day: .................. Thursday
Time: .................. 9am–1pm

What is Leadership?

The days of leading by command and control are gone. Today’s effective leaders practice servant leadership. What does an organization or business really need from its leaders? This course covers a myriad of issues in and around the subject of leadership, including the expectations a company should have of its employees, how many leaders should an organization have, and the accountability and responsibility of leaders.

Instructor: .................................................. Haggerty
Fee: .................................................. $99

OPTION 1
Date: .................. September 28
Day: .................. Tuesday
Time: .................. 1–5pm

OPTION 2
Date: .................. September 30
Day: .................. Thursday
Time: .................. 9am–1pm
**Computer Fundamentals**

If you have never turned on a computer or are struggling to make one work, this is the course for you. Enjoy yourself while you learn basic computer operation and terminology. This course teaches you how to use a mouse, create and store files, open programs and use email using Windows 10.

Materials needed: Students should bring a flash/USB drive to class and have a Microsoft account ready for learning how to use email.

Instructor: D. Devereux  
Fee: $99 (includes workbook)

**Computer: Beyond the Fundamentals**

This class will cover the basics for navigating and using the internet in a way that is accessible and reliable to even the most novice user. Together, we will discover how to use links, search engines, browser histories, bookmarks and more. We will also cover the major threats we face when online and separate the sensational myths of online dangers from the practical know-how you’ll need to protect your information.

Materials needed: Students should bring a flash/USB drive to class.

Instructor: D. Devereux  
Fee: $99 (includes workbook)

**Microsoft Excel: Beginning**

This course is for those interested in learning the basics of Access database solutions. You will learn how to create queries, forms and reports, lay out fields, set formats, and much more. Basic computer knowledge/ability is recommended.

Instructor: Shammo  
Fee: $109 (includes workbook)

**Microsoft Excel: Intermediate**

Covered in this course is importing and exporting data, advanced number formatting, above others with all the formatting features with tables, charts and more. Basic knowledge/ability of Microsoft Excel is recommended.

Instructor: Colbert  
Fee: $99 (includes workbook)

**Microsoft Excel: Advanced**

Covered in this course is importing and exporting data, advanced number formatting, working with ranges, creating basic macros, summarizing and analyzing data, and workgroup collaboration using Excel.

Instructor: Shammo  
Fee: $109 (includes workbook)
Microsoft Publisher

This course will introduce students to the world of Microsoft Publisher. Students will learn how to create their own print material, letterhead, logos, calendars, newsletters and reports. Microsoft's easy-to-learn publishing software is a great tool to help businesses and individuals save money by creating their own publications and flyers.

Instructor: Colbert
Fee: $109 (includes workbook)

OPTION
Date: November 4, 9, 11
Day: Thursdays, Tuesday
Time: 2:30–5pm

Microsoft Word: Beginning

This introductory hands-on class covers Word basics: creating, opening, closing and printing documents; formatting and editing text; working with paragraphs and pages, lists and tabs, borders and shading; and headers and footers using Word.

Instructor: Colbert
Fee: $109 (includes workbook)

OPTION
Date: November 1, 3, 8
Day: Mondays, Wednesday
Time: 2:30–5pm

WHERE ARE WE LOCATED?

BISHOP CAMPUS

Customized Corporate Training & Business Services

Western Colorado Community College offers custom and ongoing classes to help make businesses safer and more profitable. Our tailor-made training solutions can rapidly help increase employee performance and overall efficiency. Whether you are a small business venture or the community's largest employer, we'll work with you to create the best programs that could help you today. Some of our commonly requested offerings are:

LEAN Manufacturing
• LEAN Overview with Simulation
• LEAN application at your site such as Process Mapping, 5S Visual Workplace, Set-up Reduction, etc.

LEAN Office
• Geared toward creating an efficient office environment

New Supervisor Training Series
• Designed to help new supervisors learn about their new role and the challenges of being promoted and handling employee issues.

Leadership, Communicating and Team training such as
• Writing and verbal communication skills
• Handling conflict
• HR awareness and compliance
• Adapting and motivating through change

Computer Application Training such as
• Computer Fundamentals
• Excel
• Access
• PowerPoint
• Outlook
• Quickbooks
• Word
• Web Design (Word Press, Dreamweaver)
• Photoshop
• Facebook for Business

Safety and Compliance Training such as
• OSHA 10 and 30 General and Construction
• HAZWOPER 8, 24 and 40 Hour
• Accident Investigation
• First Aid CPR/AED/BBP
• Hazardous Materials for First Responders
• H2S awareness
• Commercial Driver's license training
• CMV and CDOT compliance training

Let us know how we can help you and your business in the Community Education Center by calling 970.255.2800 or emailing cec@coloradomesa.edu.

Conferences & Seminars

Let us help you host a conference in Grand Junction. Western Colorado Community College has wonderful facilities which we can coordinate for your own conference or seminar. Reserve a training room or computer lab for your upcoming meeting, training or workshop. Video conferencing, presentation equipment and catering is available.

ENROLL NOW

970.255.2800  coloradomesa.edu/cec  In-Person  Remote via Zoom  Fully Online