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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

8-Hour Hazardous Materials: First Responder Operations

This course is designed for all employees who are likely to witness or discover a
hazardous materials release and will be responsible for initiating the appropriate
response sequence.

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

OPTION 1
Date: ..................................... June 14
Day: .................................... Thursday
Time: ................................... 8am–5pm

OPTION 2
Date: ..................................... August 7
Day: .................................... Tuesday
Time: ................................... 8am–5pm

OPTION 3
Date: ..................................... September 13
Day: .................................... Thursday
Time: ................................... 8am–5pm

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, 24-hour or 40-hour class required.

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

OPTION 1
Date: ..................................... June 26
Day: .................................... Tuesday
Time: ................................... 8am–5pm

OPTION 2
Date: ..................................... August 9
Day: .................................... Thursday
Time: ................................... 8am–5pm

OPTION 3
Date: ..................................... September 18
Day: .................................... Tuesday
Time: ................................... 8am–5pm
**BBP Only (Blood Borne Pathogens)**

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

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**First Aid CPR/AED/BBP**

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

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**Confined Space Awareness**

Participants will learn about applicable OSHA standards (1910 & 1926), responsibilities, key terminology, 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.

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**H2S Awareness**

The two-hour awareness course meets the OSHA H2S requirements of 29 CFR 1910.1200 (Hazard Communication) and the American National Standards Institute standard Z390.1. This course is for employees who have the potential to come in contact with H2S. It provides information for recognizing H2S hazards, knowing the properties, physiological effects, detection methods, sources, controls and understanding emergency response actions.

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**OSHA 10-Hour: General Industry**

This ten-hour course provides an excellent introductory course for all employees working in general industry including oil and gas or construction. 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 the following topics: OSHA Act, HAZCOM, PPE, general safety provisions (e.g., tools and working surfaces), health hazards, fall protection, fire prevention, electrical safety and other topics.

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**OSHA 30-Hour: General Industry**

The 30-hour course applies to safety coordinators, management, team leads and personnel who have responsibility for the safety of others and the company safety program. The course content meets the OSHA requirements. It covers the following topics: OSHA Act and history, HAZCOM/GHS, PPE, recordkeeping, toxic and hazardous substances, powered industrial trucks, stairways and ladders, fire prevention plans, emergency action plans, electrical safety, materials handling, hand and power tools, confined spaces, safety and health program and other topics. An OSHA 30 completion card will be issued by OSHA after the conclusion of class activities. Class materials provided include a current copy of the OSHA General Industry Standard 29 CFR 1910.

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**Respirator Wearer**

This six-hour class meets OSHA requirements of 29 CFR 1910.132 & 134. This course is for workers who must wear respirators to perform their duties. It provides discussion on the following: overview of the regulation; wearer qualifications and responsibilities; proper use, cleaning and inspection; exposure limits; recognizing respiratory hazards; and types of respirators and their limitations. Does not include medical evaluations or fit testing. Students should bring their respirators to class.

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**SUMMER 2018 CATALOG NON-CREDIT COURSES**
Landing that Job: Employment Readiness Bootcamp

Do you have a brand new degree and no place to go? Or maybe you are thinking about looking for a new position. This workshop will take you through the basics of preparing a resume and cover letter, developing a job search strategy, and readying yourself for an interview. Students are encouraged to bring copies of their resume and/or cover letters.

Instructor: .......................................................... Barnett
Fee: .................................................................... $29

OPTION
Date: ............................................................. May 14, 16, 21
Day: ............................................................... Monday, Wednesday
Time: ............................................................ 5:30–7:30pm

Facebook for Business

This class is designed to provide participants with an introduction to the new, evolving world of social media tools and strategies of Facebook. We will explore the marketing potential in Facebook as well as the rules that go along with using Facebook in a business setting.

Instructor: .......................................................... Trujillo
Fee: .................................................................... $109

OPTION
Date: ............................................................. August 6, 8, 13, 15
Day: ............................................................... Monday, Wednesday
Time: ............................................................ 6–8pm

Adobe Dreamweaver: Basic Web Design

Learn how to lay out web pages and make simple website designs using Adobe Dreamweaver. Dreamweaver is a web page editor and website management application used by many professional web designers and developers. Topics will include the Dreamweaver screen/interface, website design and structure, styling web pages, understanding HTML, incorporating text and images, adding links, publishing a website to a host, and more. This class is designed to provide the basics in successfully building your own web pages from scratch.

Instructor: .......................................................... Gibson
Fee: .................................................................... $109

OPTION
Date: ............................................................. May 14, 16, 21
Day: ............................................................... Monday, Wednesday
Time: ............................................................ 5:30–7:30pm

Adobe Premiere: Video Editing Like a Pro

Get up to speed editing video in Adobe Premiere, one of the leading, professional-quality video editing softwares used around the world. Learn how to ingest video, basic editing techniques, simple video effects and how to output a finished edit as a file ready to be delivered to a client or streamed online.

Instructor: .......................................................... McConnell
Fee: .................................................................... $109

OPTION
Date: ............................................................. June 2, 9
Day: ............................................................... Saturday
Time: ............................................................ 9am–12pm
Basic Keyboarding

For people who have minimal (30 words per minute or less) or no keyboarding skills. This class introduces the touch method of keyboarding. There is an emphasis on learning the alphanumeric keyboard, proper technique, posture, ergonomics, and speed control.

Instructor: ............................................ Colbert
Fee: .......................................................... $59

OPTION
Date: ....................................................... May 17, 22, 24
Day: ....................................................... Thursday, Tuesday
Time: ...................................................... 6–8pm

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.

Instructor: .............................................. Agan
Fee: .......................................................... $69 (includes workbook)

OPTION
Date: ....................................................... July 12, 17, 19, 24, 26, 31
Day: ....................................................... Thursday, Tuesday
Time: ...................................................... 7:15–8:15pm

Computers Beyond the Fundamentals

Did you know the Internet has become so ubiquitous that there are lively debates about legally qualifying it as a utility, on par with electricity, transportation, and water? When viewed within the framework of the larger Internet, social media giants like Facebook may be well-trafficked, but they are only a fraction of the content available to be discovered. This lecture will cover the basics for navigating and using the Internet in a way that is accessible and relatable 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.

Instructor: .............................................. O’Neal
Fee: .......................................................... $69 (includes workbook)

OPTION
Date: ....................................................... May 16, 23, 30
Day: ....................................................... Wednesday
Time: ...................................................... 6–8pm

Facebook Basics

There are over 1.65 billion active Facebook users worldwide. Daily, 1.09 billion people log onto Facebook to share perspectives on culture, entertainment, science, politics, and current events. The impact is massive, but how much do you really know about how it works? In this course, you will learn how social media grew from an experiment by a Harvard university dropout to an international phenomenon, and how you can use it to find your friends, families and interests. We’ll demystify the definition and basics of “algorithms,” discuss what makes a good Facebook post, and the benefits and contrasts of a “personal page” versus a “business page.” Most of all, we will focus on seeing Facebook, not as an intimidating technological titan, but as an outlet where your creativity can thrive.

Instructor: .............................................. Agan
Fee: .......................................................... $89

Microsoft Access: 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: .......................................................... $99 (includes workbook)

OPTION
Date: ....................................................... May 31, June 5, 7
Day: ....................................................... Thursday, Tuesday
Time: ...................................................... 5:30–8pm

Microsoft Access: Intermediate

This course will take a look at creating and enforcing database relationships as well as a deeper examination of tables, queries, forms and reports. We will create advanced queries including parameter queries, find duplicates queries and find unmatched queries. More advanced formatting of reports and forms will be covered as well.

Instructor: .............................................. Shammo
Fee: .......................................................... $99 (includes workbook)

OPTION
Date: ....................................................... June 12, 14, 19
Day: ....................................................... Tuesday, Thursday
Time: ...................................................... 5:30–8pm

Microsoft Access: Advanced

This course will explore working with macros, and creating action queries such as a make table query, an update query, an append query, etc. We will also learn how to import and export data, create a menu system, and work with forms and reports. Finally, we will explore database tools and maintenance.

Instructor: .............................................. Shammo
Fee: .......................................................... $99 (includes workbook)

OPTION
Date: ....................................................... July 17, 19, 24
Day: ....................................................... Tuesday, Thursday
Time: ...................................................... 5:30–8pm

Microsoft Excel: Beginning

Currently, it’s hard to find or advance in a job without knowledge of spreadsheets. Home users will also find spreadsheets handy for everything from creating budgets to soccer schedules! Create, modify, format, and print worksheets, work with basic functions, and create simple calculation formulas using Excel.

Instructor: .............................................. Colbert
Fee: .......................................................... $99 (includes workbook)

REGISTER ONLINE: wccc.coloradomesa.edu/cec
Click on the blue “Register Online” button, pick the category and add classes.
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: $99 (includes workbook)

Microsoft Word: Intermediate

Learn to use Microsoft Word features beyond the introductory class, including mail merge, templates and macros, object linking and embedding, and online forms. Class is instructor-led in our computer lab where you'll be able to utilize and practice what you learn as you are learning it.

Instructor: Colbert
Fee: $99 (includes workbook)

Microsoft Excel: Intermediate

Create more advanced formulas and functions using absolute cell references and work with advanced formatting features using Excel. Learn how to make your reporting stand out above others with all the formatting features with tables, charts, and more.

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: $99 (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: $99 (includes workbook)

WordPress for Artists

Are you an artist, photographer or creative writer who wants to create online portfolios or blogs to showcase your work? WordPress is the perfect vehicle for you! It is estimated that almost 20% of the internet now runs on WordPress, and the software’s success is owed chiefly to its combination of power and ease of use. If you want to get your work out there in an attractive and relatively simple way, this class will show you how.

Instructor: McConnell
Fee: $109

WordPress: Customization

Part of the appeal of WordPress is that there are so many free and premium themes available with which you can get a new website up and running quickly. However, some people just weren’t made for “cookie cutters.” This class will show you how to adapt a theme to meet your (or your business’) unique needs. Included in this class will be advice on how to modify the visual styling of your WordPress site; how to create “custom post types,” which (among other uses) can help in the creation of a simple online store; and how to more effectively incorporate plugins to further extend the power of your WordPress website.

Instructor: McConnell
Fee: $109
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  wccc.coloradomesa.edu/cec