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Like us on Facebook for updates, additional classes and more!
facebook.com/cecatwccc

SUMMER 2020 CATALOG
NON-CREDIT COURSES
BUSINESS & INDUSTRY CLASSES

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 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 9
Day:  ......................  Tuesday
Time:  .....................  8am–5pm

OPTION 2
Date:  ....................  August 20
Day:  ...................... Thursday
Time:  .....................  8am–5pm

REGISTER NOW!
CLASSES START THE WEEK OF JUNE 1.
24-Hour HAZWOPER

This course is specifically designed for employees who work on a site that has hazardous materials or respond to hazardous spills in their work location. These personnel have limited exposure to hazardous substances, but may still participate in cleanup operations, operations involving hazardous waste at a facility, or controlled emergency response operations. The class is designed to instruct individuals on how to avoid, recognize and prevent hazards in the workplace. Course instruction includes case studies and group activities. The course content meets the requirements established by OSHA in 29 CFR 1910.120. Class manuals provided, including current Emergency Response Guide.

Fee: ................................................................. $499

OPTION
Date: ............................................................ July 20, 21, 22
Day: .............................................................. Monday, Tuesday, Wednesday
Time: ............................................................ 8am–5pm

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: ............................................................ July 1
Day: .............................................................. Wednesday
Time: ............................................................ 8–9am

OPTION 2
Date: ............................................................ August 13
Day: .............................................................. Thursday
Time: ............................................................ 8–9am

Confined Space Entry 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 1
Date: ............................................................ June 10
Day: .............................................................. Wednesday
Time: ............................................................ 8am–12pm

OPTION 2
Date: ............................................................ July 8
Day: .............................................................. Wednesday
Time: ............................................................ 8am–12pm

OPTION 3
Date: ............................................................ August 26
Day: .............................................................. Wednesday
Time: ............................................................ 8am–12pm

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 American Red Cross and American Heart Association programs.

Fee: ................................................................. $100

OPTION 1
Date: ............................................................ July 1
Day: .............................................................. Wednesday
Time: ............................................................ 8am–1pm

OPTION 2
Date: ............................................................ August 13
Day: .............................................................. Thursday
Time: ............................................................ 8am–1pm

OSHA 10-Hour, Construction

This 10-hour course provides an excellent introductory course for all employees working in construction industries. It also provides a safety review for experienced personnel 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, Focus Four (falls, electrocution, struck-by and caught-between), PPE, health hazards/hazardous materials in construction, hand and power tools, stairs and ladders, excavation and ergonomics plus other topics. An OSHA 10 completion card will be issued by OSHA after the conclusion of class activities.

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

OPTION
Date: ............................................................ July 6, 7
Day: .............................................................. Monday, Tuesday
Time: ............................................................ 8am–5pm (first day), 8am–12pm (second day)

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.

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

OPTION 1
Date: ............................................................ June 2, 3
Day: .............................................................. Tuesday, Wednesday
Time: ............................................................ 8am–5pm (first day), 8am–12pm (second day)

OPTION 2
Date: ............................................................ August 18, 19
Day: .............................................................. Tuesday, Wednesday
Time: ............................................................ 8am–5pm (first day), 8am–12pm (second day)

OSHA 30-Hour, Construction

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 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 plans, 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: ............................................................ July 13, 14, 15, 16
Day: .............................................................. Monday–Thursday
Time: ............................................................ 8am–5pm

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

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

2. 970.255.2800
   Kurtis Armstrong at cec@coloradomesa.edu

3. WCCC Community Education Center
   2508 Blichmann Avenue, Building B
   Grand Junction, CO 81505

4. wccc.coloradomesa.edu/cec
Respirable Silica Awareness in Construction

This safety course discusses the basics of silica and respirable silica encountered during construction activities, identifies health hazards associated with exposure, discusses common construction tasks that could result 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 contents of the new OSHA regulation concerning silica and respirable crystalline silica and the basic requirements surrounding OSHA’s new 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: ................................. July 7
Day: ................................. Tuesday
Time: ................................. 2–4pm

Facebook and Instagram Marketing for Small Business

Interested in learning more about marketing your product or service on Instagram and Facebook? This class will focus on navigating the tools needed to help boost your sales and online presence. The structure of the class will include group discussion, computer-based and hands-on learning.

Participants should have established Facebook and Instagram business profiles/pages before starting the class.

Instructor: ............................. K. Mahoney
Fee: .................................  $89

OPTION 1
Date: ................................. July 14, 21, 28
Day: ................................. Tuesdays
Time: ................................. 6–8pm

OPTION 2
Date: ................................. July 30
Day: ................................. Thursday
Time: ................................. 8am–12pm

Helping Employees Excel

Utilizing the book by Tom Rath and Jim Harter, Well Being: The Five Essential Elements, and Tim Haggerty’s presentation, Your Life is Not My Fault, this class will delve into how we can help employees take control of their careers and accomplish their goals. Topics covered include accountability, responsibility and work/home balance.

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

OPTION 1
Date: ................................. July 27
Day: ................................. Monday
Time: ................................. 1–5pm

OPTION 2
Date: ................................. August 3
Day: ................................. Monday
Time: ................................. 1–5pm

OPTION 1
Date: ................................. August 10
Day: ................................. Monday
Time: ................................. 1–5pm

OPTION 2
Date: ................................. August 13
Day: ................................. Thursday
Time: ................................. 8am–12pm

Managing Yourself

In today’s digital world, it is crucial to know yourself and your organization in order to effectively lead and interact with people. This course will explore ways to manage yourself in order to then manage/lead others. We will cover techniques of self-evaluation and learn to recognize and overcome stressors and weaknesses many business leaders experience.

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

OPTION 1
Date: ................................. August 10
Day: ................................. Monday
Time: ................................. 1–5pm

OPTION 2
Date: ................................. August 13
Day: ................................. Thursday
Time: ................................. 8am–12pm

People Management

Managers are much more effective when their employees believe in them and their leadership. This class will discuss current techniques to help you become an effective people manager. Learn techniques for conflict resolution, how to give constructive feedback, and an effective process for employee evaluations and accountability.

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

OPTION 1
Date: ................................. August 10
Day: ................................. Monday
Time: ................................. 1–5pm

OPTION 2
Date: ................................. August 13
Day: ................................. Thursday
Time: ................................. 8am–12pm
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; quid pro quo; harassment and workplace conduct utilizing interactive scenarios; and expectations you should have in any work environment, and what should be expected of you.

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

OPTION 1
Date: .............................. August 17
Day: .................................. Monday
Time: .................................. 1–3pm

OPTION 2
Date: .............................. August 20
Day: .................................. Thursday
Time: .................................. 9–11am

Start and Run Your Non-Profit

Want to start and run your own non-profit? With non-profits able to compete directly with for-profits, and provide many services and products for-profits cannot, and at greater efficiencies, it pays to understand how this frequently overlooked business strategy for organizations can be applied as you start and run your own small business. Students learn in-depth principles of administration, management and organization, marketing, and development.

Instructor: .............................. Michelson
Fee: ................................................................ $129

OPTION 1
Date: .............................. June 15, 16, 17, 18, 19
Day: .................................. Monday–Friday
Time: .................................. 5:30–7:30pm

OPTION 2
Date: .................................. July 11, 18, 25, August 1, 8
Day: .................................. Saturdays
Time: .................................. 1:30–3:30pm

Start and Run Your Non-Profit: Condensed Class

Want to start and run your own non-profit? With non-profits able to compete directly with for-profits, and provide many services and products for-profits cannot, and at greater efficiencies, it pays to understand how this frequently overlooked business strategy for organizations can be applied as you start and run your own small business. In a brief, overview format, this condensed class will cover the principles of administration, management and organization, marketing, and development.

Instructor: .............................. Michelson
Fee: ................................................................ $79

OPTION 1
Date: .............................. June 26
Day: .................................. Friday
Time: .................................. 5:30–8:30pm

OPTION 2
Date: .............................. August 22
Day: .................................. Saturday
Time: .................................. 9am–12pm

The Grant Writer’s Playbook: Managing the Grant Development Process

Learn how to successfully manage the grant development process and tricks of the trade. Techniques, strategies, and helpful hints are offered to beginner and intermediate grant writers, nonprofit leaders, and community members interested in grant writing. Topics covered include the stages of grant development; standard application contents review; how to vet an opportunity; planning, preparation, and organization techniques; rules of grant writing; tools to manage the process; tips on managing a grant development team; using facts and data; the Grant Writer’s Mindset, and more. No experience required to participate.

Instructor: .............................. Rehm-Clark
Fee: ................................................................ $79

OPTION 1
Date: .............................. June 10
Day: .................................. Wednesday
Time: .................................. 1–3pm

OPTION 2
Date: .............................. June 25
Day: .................................. Thursday
Time: .................................. 6–8pm

OPTION 3
Date: .................................. July 21
Day: .................................. Tuesday
Time: .................................. 6–8pm

Tullian Farming: For Ranchers and Gardeners

Ranches and small and urban farms can be more profitable by utilizing proper agricultural skills, and practical advice necessary for success, ranging from planting in bad weather to marketing specialty crops, and the preservation and tax advantages of surplus production.

Instructor: .............................. Michelson
Fee: ................................................................ $49

OPTION 1
Date: .............................. June 20
Day: .................................. Saturday
Time: .................................. 1:30–2:30pm

OPTION 2
Date: .............................. August 7
Day: .................................. Friday
Time: .................................. 6:30–7:30pm

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 the myriad issues in and around the subject of leadership, including the expectations a company should have of its employees, how many leaders an organization should have, and the accountability and responsibility of leaders.

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

OPTION 1
Date: .............................. August 24
Day: .................................. Monday
Time: .................................. 1–5pm

OPTION 2
Date: .............................. August 27
Day: .................................. Thursday
Time: .................................. 8am–12pm

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

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

REGISTER NOW!
CLASSES START THE WEEK OF
JUNE 1.
Computers & Office

See also: Business & Leadership, Graphic Design, Photography

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: ............................................................ $79

OPTION
Date: .................................................. June 9, 11, 16, 18, 23, 25, 30
Day: ...................................................... Tuesdays, Thursdays
Time: ................................................. 7:15-8:15pm

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: ............................................................ $129 (includes workbook)

OPTION
Date: .................................................. August 3, 4, 5, 6, 7
Day: ...................................................... Monday–Friday
Time: ................................................. 5–7pm

Computers: Beyond the Fundamentals

This class 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.

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

Instructor: ..................................................... D. Devereux
Fee: ............................................................ $129 (includes workbook)

OPTION
Date: .................................................. August 10, 11, 12, 13, 14
Day: ...................................................... Monday–Friday
Time: ................................................. 5–7pm

Google Basics

Would you like to learn more about the Google suite of apps for the workplace? Or are you interested in learning how to use the free Google apps for your own personal use?

This beginning level class will cover the use of several Google apps, including Google drive, calendar, docs, and gmail, as well as other apps.

Students should set up a Google account with a username and password before the beginning of class.

Instructor: ..................................................... K. Mahoney
Fee: ............................................................ $89

OPTION
Date: .................................................. July 13, 20, 27
Day: ...................................................... Mondays
Time: ................................................. 6-7:30pm

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. Basic knowledge/ability of Microsoft Access is recommended.

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

OPTION 1
Instructor: ..................................................... Colbert
Date: .................................................. June 2, 4, 9
Day: ...................................................... Tuesdays, Thursday
Time: ................................................. 5:30-8pm

OPTION 2
Instructor: ..................................................... Shammo
Date: .................................................. June 30, July 2, 7
Day: ...................................................... Tuesdays, 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.

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

OPTION 1
Instructor: ..................................................... Colbert
Date: .................................................. June 2, 4, 9
Day: ...................................................... Tuesdays, Thursday
Time: ................................................. 5:30-8pm

OPTION 2
Instructor: ..................................................... D. Devereux
Date: .................................................. June 8, 10, 15
Day: ...................................................... Mondays, Wednesday
Time: ................................................. 2:30-5pm

OPTION 3
Instructor: ..................................................... K. Mahoney
Date: .................................................. July 13, 20, 27
Day: ...................................................... Mondays, Wednesday
Time: ................................................. 2:30-5pm

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. Basic knowledge/ability of Microsoft Excel is recommended.

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

OPTION
Instructor: ..................................................... Colbert
Date: .................................................. July 28, 30, August 4
Day: ...................................................... Tuesdays, Thursday
Time: ................................................. 5:30-8pm

Like us on Facebook for updates, additional classes and more!

facebook.com/cecatwccc
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)

OPTION
Date: August 11, 13, 18
Day: Tuesdays, Thursday
Time: 5:30-8pm

Microsoft PowerPoint

This course will introduce students to Microsoft PowerPoint, a presentation software that helps you design, customize, edit and present a slideshow. Learn how to combine text, graphics and multi-media content to create professional presentations.

Instructor: Shammo
Fee: $99 (includes workbook)

OPTION
Date: June 16, 18, 23
Day: Tuesdays, Thursday
Time: 5:30-8pm

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)

OPTION
Date: June 8, 10, 15
Day: Mondays, Wednesday
Time: 5:30-8pm

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)

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

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**REGISTER NOW!**

**Classes start the week of June 1.**

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.