

BRIGHTON CENTER

SMALL BUSINESS ASSISTANCE CENTER

The following courses are offered at the Brighton, Small Business Assistance Center at 1850 Egbert Street, Suite 140, Brighton Co. To register, please call 303-655-2150 or e-mail tsanchez@brightonedc.org. Registration includes light refreshments or boxed lunch and class materials.

THE RIGHT LEGAL STRUCTURE FOR YOUR BUSINESS

Thursday (1/5)	11am-1pm	\$25
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The pros and cons of different business formations are worth understanding. This class will help you make an informed decision about the right legal structure for your business be it: sole proprietorship, partnership, corporation, or Limited Liability Company (LLC). Learn the advantages and disadvantages of each, the tax requirements and how to file your business name during this informative class.

TAX PLANNING FOR SMALL BUSINESSES

Thursday (1/12)	11am-1pm	\$25
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Participants in this class will gain knowledge on financial and tax components as well as other areas of owning and running a business that might be unfamiliar to a new business owner.

GOVERNMENT TERMINOLOGY 101

Thursday (1/26)	11am-1pm	\$25
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Friday (5/25)	9-11am	\$25
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This class is designed to provide you with a general understanding of federal contracting terminology in order to equip you with the tools necessary to successfully do business with the government.

EMPLOYEE VS. CONTRACTOR

Thursday (1/26)	11am-1pm	\$25
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Sometimes it is easier for a small business to 1099 or contract out all or part of their workforce. This program will highlight the areas in which the US Department of Labor and state courts are seeing in this highly litigious time. The US DOL plans on auditing every business in the US over the next 3 years. It will focus mainly on the employee/contractor relationship, changes, and how it affects the small and medium business owner.

CREATING AN EFFECTIVE WEBSITE

Friday (1/27-2/24)	8:30-11am	\$225
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This class will help you create, complete, and be ready to launch an effective website for your business by the end of the course. This course will also give you an introduction to online marketing.

WHEN TO HIRE YOUR FIRST EMPLOYEE

Thursday (4/19)	11am-1pm	\$25
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In this class participants will: define the work your want the employee to complete; determine if you need to hire full time, part time, independent contractor or intern; calculate how much it costs; understand the payroll basics; write a job description; find best ways to conduct a job interview; learn how to evaluate job candidates; learn about creating a successful company culture; and learn about forms and paperwork needed to hire a new employee.

FINANCIAL MANAGEMENT THAT WILL CREATE A LEGACY FOR YOUR FAMILY

Thursday (2/2)	11am-1pm	\$25
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This class focuses on six areas of coverage, cash management process, managing your taxes, saving for retirement, and leaving a legacy.

QUICK BOOKS SERIES

For full course descriptions please call 303-655-2150 or e-mail tsanchez@brightonedc.org.

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Friday (1/13)	9-11am	\$50
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Friday (3/2)	9-11am	\$50
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QUICKBOOKS STEP 2: SETTING PREFERENCES

Friday (2/3)	9-11am	\$50
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Friday (3/30)	9-11am	\$50
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QUICKBOOKS STEP 3: ON MY OWN

Friday (4/27)	9-11am	\$50
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FBO - UNDERSTANDING AND USE AS A SMALL BUSINESS TOOL

Thursday (2/16)	11am-1pm	\$25
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This class gives an introduction and information that will teach small businesses the power of the FBO tool. Explains why it is used and how to tailor searches for primary NAICS, geographical area, etc.

FRANCHISING - IT'S ONLY ABOUT FRENCH FRIES RIGHT?

Thursday (2/16)	11am-1pm	\$25
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Think owning a franchise is only about fast food and french fries? Then you need to attend this informative and fun session to learn the facts! With many franchise investments starting under \$100K, you owe it to yourself to attend this session to see if a franchise could be the right option for you. Join Stacy Swift of FranNet Colorado to get all your franchise questions answered.

RETIREMENT INVESTMENT STRATEGIES- AVOID RETIRING FROM BUSINESS POOR

Thursday (3/1)	11am-1pm	\$25
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This class focuses on taxes, portfolio management, outliving retirement, and strategies and investment objectives.

SIMPLE SOLICITATION - HOW TO RESPOND TO A SOURCES SOUGHT

Friday (3/16)	11am-1pm	\$25
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This class will discuss a sources sought more in depth and why they benefit small businesses and how to read and respond to it appropriately.

LEADERSHIP DEVELOPMENT

Thursday (3/15)	11am-1pm	\$25
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The most important resource that an organization possesses is the people that comprise the organization. Developing the leadership abilities and attitudes of employees is vital to creating a successful business. Through succession mapping of the organization, small business owners identify the five kinds of leaders and potential leaders, and help to chart a plan for how to engage and develop those leaders into a dynamic and engaging leadership within small business.

CUSTOMER SERVICE ONE DAY BOOT CAMP

Thursday (5/10)	9am-3pm	\$25
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In this class we will discuss the basic principles of customer service, the four steps of an apology to a customer and as a group practice what was learned in different "real world" situations.

BRIGHTON CENTER

HUMAN RESOURCES DOCUMENTATION- How To

Thursday (5/17)	9am-3pm	\$25
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Whether you have one direct report or twenty, the responsibilities loom large and finding the time to follow sound management practices in everything you do as a supervisor can be challenging. Documentation of performance and conduct issues often feels like one of the most burdensome duties and unfortunately it is the one that usually gets put off the longest. If an employee is terminated and sues for wrongful termination, an employer will need the documentation as part of the legal defense. This interactive workshop will work with the small business owner and supervisor on how to document employee behavior in a legal, ethical and appropriate way.

CREATING INCOME FOR LIFE

Thursday (5/24)	11am-1pm	\$25
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In this class participants will learn how to create income for life using methods of the wealthy. This class focuses on fundamentals of annuities, taxes and inflation pertaining to annuities, 1035 exchange, and split annuity.

SIMPLE SOLICITATION SOLUTIONS: PART 1 & 2

Part 1	Thursday (4/12)	11am-1pm	\$25 (for the 2-part series)
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This class will demystify the complexity of a solicitation. We will break down a solicitation to its most simple form and talk about clauses, requirements and other criteria.

Part 2	Friday (4/13)	9-11am	\$25 (for the 2-part series)
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In this class the group will bring a solicitation to break down as a group and analyze its strengths and weaknesses and develop a proposal matrix.

COMPUTER SOFTWARE APPLICATIONS

For course descriptions please visit our registration website at wcicpd.frontrange.edu. The registration fee includes the course textbook.

INTRODUCTION TO PERSONAL COMPUTERS: LEVEL 1

COMP2030-400	R (2/16)	6-9pm	\$60
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INTRODUCTION TO PERSONAL COMPUTERS: LEVEL 2

COMP2031-400	R (2/23)	6-9pm	\$60
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WORKING WITH WINDOWS: LEVEL 1

COMP2032-400	R (3/1)	6-9pm	\$60
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WORKING WITH WINDOWS: LEVEL 2

COMP2033-400	R (3/8)	6-9pm	\$60
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ADVANCED PERSONAL COMPUTING: LEVEL 1

COMP2034-400	R (3/15)	6-9pm	\$60
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ADVANCED PERSONAL COMPUTING: LEVEL 2

COMP2035-400	R (3/29)	6-9pm	\$60
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WORD BEGINNING: LEVEL 1

COMP2036-400	R (4/5)	6-9pm	\$75
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WORD BEGINNING: LEVEL 2

COMP2037-400	R (4/12)	6-9pm	\$75
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EXCEL BEGINNING: LEVEL 1

COMP2038-400	R (4/19)	6-9pm	\$75
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EXCEL BEGINNING: LEVEL 2

COMP2039-400	R (4/26)	6-9pm	\$75
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ENGLISH AS A SECOND LANGUAGE

CONVERSATIONAL ESL

ENSL1020-400	T (2/14-3/13)	10am-12pm	\$65
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ENSL1020-401	T (3/27-4/24)	10am-12pm	\$65
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In this class you will improve your English conversational skills. The class welcomes all levels and will help you to be understood and help you understand others when in conversation. This class will help you in everyday situations including school, work, and social interactions. The registration fee DOES NOT include the course textbook. (Minimum class size is 10 and maximum is 25.)

GED PREPARATION at the BRIGHTON CENTER

If you have never completed high school and want to improve your chances for future success the GED is the next step for you. The GED program at the Brighton Center has the instructors, the staff, and the resources to help you prepare for the GED test. Our Intensive GED preparation course provides the guidance and individual instruction needed for success. Brighton Center classes are held two evenings per week for 12 weeks. Students will work closely with their instructor in creating a plan that will lead to successful completion of the GED exam. Prior to registering for the class, students need to attend one of our free orientation sessions (see orientation dates/times below). At orientation students will take a short assessment test, learn more about the GED program and have your questions answered. Please call 303-404-5465 for more information and to schedule an orientation.

GED PREPARATION

Orientation dates	T (1/10 or 1/17)	7-9pm	Free
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GEDP2001-400	T/R (1/24-4/17, skips 3/20 & 3/22)	7-9pm	\$130
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New students must attend an orientation session prior to registering for the class. Brighton Center orientation sessions for spring will be held on Tuesday Jan. 10 or Jan. 17 from 7-9pm (Minimum class size is 10 and maximum is 15.)

FOREIGN LANGUAGE & CULTURE

For a full course description please visit our website at wcicpd.frontrange.edu.

Classes are taught with an integrated approach that emphasizes oral proficiency but also focuses on reading and writing appropriate for everyday communication. The program is appropriate for those hoping to travel to a foreign country or simply wanting to be able to communicate in the target language. The registration fee DOES NOT include the course textbook.

SPANISH LEVEL I

LANG1091-400	R (2/16-4/26) skips 3/22	10am-12pm	\$169
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WESTMINSTER CAMPUS PROFESSIONAL DEVELOPMENT

FOREIGN LANGUAGE & CULTURE

ARABIC LANGUAGE I

LANG1014-0C1	S (1/21-5/5)	9am-1:45pm	\$610
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CONVERSATIONAL SPANISH II

LANG2007-0C1	M/W (1/18-5/7)	11:25am-12:40pm	\$380
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HORTICULTURE

INTRODUCTION TO HORTICULTURE

HRTC2001-0C1	M/W (1/18-5/7)	12-1:50pm	\$480
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HRTC2001-0C2	M/W (1/18-5/7)	6-7:50pm	\$480
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LANDSCAPE GRAPHICS STUDIO

HRTC2005-0C1	W (1/18-5/2)	12-3:40pm	\$380
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URBAN FARM MANAGEMENT

HRTC2043-0C1	M/W (1/18-5/2)	2-4:15pm	\$480
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PESTICIDE APPLICATOR (Hybrid Course)

HRTC2012-0C1	T (1/21-5/5)	(Saturday Lab TBD)	\$380
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COMBINED COURSE: NURSERY AND GARDEN CENTER MANAGEMENT

HRTC2044-0C1	R (1/19-5/3)	1-4pm	\$480
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ANNUALS, BULBS, AND GRASSES

HRTC2018-0C1	F (1/20-5/4)	9am-12pm	\$280
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HERBACEOUS PERENNIALS

HRTC2019-0C1	T/R (1/17-5/3)	6-8pm	\$480
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LANDSCAPE BIDDING AND ESTIMATING

HRTC2024-0C1	R (1/19-3/29)	1-3:15pm	\$280
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INTRODUCTION TO SOIL SCIENCE

HRTC2025-0C1	M/W (1/18-5/7)	3:45-6pm	\$480
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COMBINED COURSE: TURF GRASS MANAGEMENT/GOLF AND SPORTS TURF MANAGEMENT

HRTC2045-0C1	T/W/R (1/17-5/3)	6-8:10pm	\$710
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LANDSCAPE IRRIGATION DESIGN

HRTC2032-0C1	T (1/17-5/1)	3:35-5:50pm	\$380
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COMPUTER-AIDED DRAFTING

CNST1018-0C1	T/R (1/17-3/29)	8:30am-12:40pm	\$380
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INTERIOR DESIGN

INTRODUCTION TO INTERIOR DESIGN

INDS2020-0C1	T/R (1/17-5/3)	2:30-4:40pm	\$380
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PERSPECTIVES AND RENDERING TECHNIQUES

INDS2021-0C1	T/R (1/17-5/3)	4:45-6:30pm	\$380
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NON-CREDIT CLASS REGISTRATION

How to Register

Registering for FRCC's non-credit classes is fast and easy. No college application or pre-testing is required. Simply go online, call, fax, or mail your contact and payment information with your course selection. We take care of the rest! Classes are available on a first-come, first-served basis; therefore, payment is required at time of registration.

Who May Enroll?

Anyone over 18 years of age may enroll in any of our adult non-credit classes. Students who are under 18 may enroll in some classes with permission of the instructor and/or if a parent attends class with them. Front Range Community College does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Myra Pasco, Human Resources Director, 3645 West 112th Avenue, Westminster, CO 80031, 303-404-5473.

Refunds - Very Important!

Individuals who drop a class two business days prior to the class start date will receive a complete refund. **If you drop a class within 2 business days of the class start date, no refund will be provided.**

Cancellations

Classes not meeting minimum enrollment may be cancelled. Participants will be notified prior to the start of class. In our efforts to provide classes and limit cancellations, participants may be notified as late as a day prior to the start of class. **A full refund will be provided.**

Campus and Classroom Information

The classes in this schedule are offered at the Westminster and Boulder County campuses and the Brighton Center. The class location is listed at the top of each page.

You will receive a phone call 2 business days before the start of your class providing the classroom number and directions. Classroom information is not available until that time.

Four registration options are available

Online:

wccpd.frontrange.edu

Phone: 303-404-5465

Fax: 303-469-7143

Mail or walk-in:

FRCC - Continuing Education
3645 W. 112th Avenue - Box 6
Westminster, CO 80031

Name _____ Day Phone _____

E-mail Address _____ Evening Phone _____

Home Address _____

City _____ Zip Code _____

County _____ Date of Birth _____

Course #	Course Title	Start Date	Amount
1.			
2.			
3.			
			Total

Payment Method:

Payment Enclosed: (Please make check or money order payable to: FRCC)

Purchase order or other company authorization attached

  No.: _____ Exp. Date: _____

Signature: _____ Card Verification Code: _____

Code: _____