

CORPORATE LEARNING DIVISION

Your premier training source for business growth and employee development

The **Corporate Learning Division** is the workforce training and development division of Arapahoe Community College (ACC). This division specializes in customized non-credit corporate training, computer applications training, interpersonal skills development, and technical training needed to upgrade skills, improve performance and increase organizational efficiency. We serve individuals and companies throughout the Denver Metro area and Colorado.

Our **expert facilitators** have corporate backgrounds and experience delivering training for many industries. Our **flexibility** enables us to deliver training according to *your schedule at your location or ours*. We focus on **customizing** training, which sets us apart from other training organizations. Our **cost-effective** training programs help maximize training dollars. We also help companies obtain federal and state **grant funded training dollars**.

We deliver **top-quality** training programs that are current with business issues and trends. **Delivery options** include facilitator-led, online and hybrid training.

Our workplace assessment services help employers target specific aptitudes, skills and mental abilities of applicants and current employees. After assessing the students, we will create training programs to strengthen skills.

Coaching is critical for training success and ensures the transfer of learning. Coaching, implemented at an organizational level, can deliver dramatic results and drive significant impact to the bottom line. Value-based organizations employ coaching to build alignment and develop current and future leaders – earning success and transfer of skills in the workplace.

Curriculum Development We can design, develop and deliver training programs for staff located anywhere in the country. Our most popular curriculum development solution is interactive DVD training to help duplicate your training throughout your organization. For more information, call 303-734-3701 or visit www.coloradotraining.com

NON-CREDIT COURSES COMMUNITY EDUCATION

The Non-Credit Community Education Program at Arapahoe Community College is a self-supporting program. Each year, approximately 8,000 students enroll in these ACC courses and programs. Hundreds of classes are offered each season (four terms per year). Many new courses are offered each term to meet the changing needs of the community.

Visit our Web site at www.arapahoe.edu. Click on Non-Credit Courses. You can register for classes online with a credit card or call 303.797.5722. The Non-Credit program is located in Room A1215 on the first floor of the Annex building near the tennis courts. Office hours are from 8 a.m.–5 p.m. Monday through Friday.

Broad topic areas include:

Arts and Crafts—Courses focusing on drawing, painting, photography and general crafts

Business—Courses designed for the small business entrepreneur

Career—Workshops, seminars and certificated programs designed to assist those in finding, changing or training for a career

Computer—Courses for the home computer user, in three- and six-hour formats using the latest software

Language and Culture—Courses for travelers, business interests or for pleasure, including English as a second language

Home and Garden—Workshops for inside and outside the home for the do-it-yourselfer

Health and Fitness—Courses promoting a healthy life using traditional and alternative methods

Leisure—Courses include sports and recreational activities, day excursions, genealogy, bridge, etc.

Money Matters—Courses to improve financial security

Music—Courses to develop musical interests and talents

Online—Courses in a variety of interest areas that can be completed online at home or work

Self-Development—A mixture of courses including writing, spirituality and other topics

Seniors—Courses specifically for people over 55, including Elderhostel

Youth College—Courses for children in grades K-12.

Course Formats Formats vary from 1-10 sessions per term depending on the course topic.

Course Locations Courses are held at the ACC Main Campus, Art and Design Center, Hudson Gardens and Events Center, Euclid Middle School, Highlands Ranch High School and numerous other locations including art studios and private businesses.

Course Instructors Over two hundred part-time Instructors teach in the program each term. Some have degrees in their respective subject areas. All are experts in their fields.

GED: General Education Development If you are planning to take the GED High School Equivalency exam, we will help you prepare. Classes are available to help acquire the knowledge you will need to have a sufficient score to pass the exam. You can register for non-credit classes that are held during the day and in the evening. You must be 17 years of age to take the GED test. For information about the GED test, contact the Testing Center at 303.797.5993. For more information about GED classes, call the Non-Credit Program office at 303.797.5722.