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eBAY

eBay 1 - The Basics of Selling
Kevin Boyd
Clear the closet. Get part-time income. Start an eBay business. Learn to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Discover “Tips, Tricks and the Traps” to avoid. Determine shipping costs, where to get FREE shipping supplies, print shipping labels from your home computer and get FREE home pickup. Optional eBooks available for purchase during class. Taught by multi-award winning eBay instructor and published author.

Wed, May 14, 6-9 p.m.  Littleton Campus
BUSB 1008S01-81206 $59

Thu, July 10, 6-9 p.m.  Littleton Campus
BUSB 1008S01-59181 $59

eBay 2 - Advanced Selling Strategies
Kevin Boyd
Learn the “secret strategies” that draw the most bids, maximize sales and beat your competition. Learn to find a profitable niche, what to sell, what to avoid and how to use drop shippers to minimize inventory costs. Includes eBay research, marketing and photography tips, eBay stores, plus FREE automation tools to streamline your eBay selling.

Thu, May 15, 6-9 p.m.  Littleton Campus
BUSB 1009S01-81207 $59

Sat, July 12, 9-12 p.m.  Littleton Campus
BUSB 1009S01-59182 $59

eBay 1&2 – eBay Combination Discount
Register for both eBay 1 - The Basics of Selling and eBay 2 - Advanced Selling Strategies at the same time and receive a discount!

Wed, May 14 and Thu, May 15, 6-9 p.m.  Littleton Campus
BUSB 1011S01-81481 $109

Thu, July 10, 6-9 p.m. and Sat, July 12, 9-12 p.m.  Littleton Campus
BUSB 1011M01-59183 $109

CREATE WEBSITE

Create a Website for Fun, Profit, and Business!
Kevin Boyd
No programming required! Discover easy-to-use design tools that can build your personal or business website in 60 minutes. Get traffic immediately using pay-per-click ads on Google, MSN, Yahoo! and Facebook. Get ranked by the three major search engines (SEO). Learn the dos and don’ts, tips and traps of website design. Discover Internet market research tools to determine what to sell, what to avoid, and how to create a money-generating affiliate website with no products required. Optional workbooks available for purchase during class.

Sat, May 17, 9-3 p.m.  Littleton Campus
BUSB 1079S01-81208 $99

BUSINESS SUCCESS

We need your help going green!
Provide your email address on your registration form as we move to paperless communication and still provide you with vital information about courses and services.

BUSINESS START-UP

Running a Home-based Business
David Laverty
Are you thinking of starting or have recently started a business in your home? Do you want to avoid the pitfalls that cause so many businesses to fail? Want to make sure that your personal assets are protected? Discover the pre-start up and start up steps to building your business on a firm foundation. Receive a Colorado Business Resource Guide and learn where to find reliable business information. Learn more about David’s work and background at www.markplace1.net.

Tue, July 22, 6:30-9:30 p.m.  Castle Rock Campus
BUSB 1025MC1-59184 $59, $5 material fee to instructor

Starting a Business in Colorado
David Laverty
Explore the pre-startup and startup steps to building your business on a firm foundation. Avoid the pitfalls that cause so many businesses to fail and protect your personal assets. Receive a Colorado Business Resource Guide and discover where to find reliable business information.

Tue, June 24, 6:30-9:30 p.m.  Littleton Campus
BUSB 1024M01-58057 $59, $5 material fee to instructor

ONLINE CLASSES

Fun! Fast! Convenient! Great Content! Get a Certificate!
Ask us how to try the first lesson of a course for FREE!
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JOB SPECIFIC

Secrets of the Caterer  ONLI 1001  $119
Wow, What a Great Event!  ONLI 1127  $119

START-UP

Start Your Own Small Business  ONLI 2082  $119
Start Your Own Arts and Crafts Business  ONLI 2106  $119
Start Your Own Gift Basket Business  ONLI 2204  $119
Start a Pet Sitting Business  ONLI 1173  $119
Start and Operate Your Own Home-Based Business ONLI 1005  $119
Start a Consulting Practice  ONLI 1066  $119
Small Business Marketing on a Shoestring  ONLI 1089  $119
Marketing Your Business on the Internet  ONLI 1132  $119
Creating a Successful Business Plan  ONLI 1131  $119
Managing Customer Service  ONLI 1170  $119

FINANCES FOR BUSINESS

Business Finance for Non Finance Personnel  ONLI 1246  $119
Introduction to Peachtree Accounting 2012  ONLI 1052  $119
Introduction to Crystal Reports 10  ONLI 1054  $119
Intermediate QuickBooks 2012  ONLI 1208  $119
Accounting Fundamentals  ONLI 1242  $119
Accounting Fundamentals II  ONLI 1243  $119
Introduction to QuickBooks 2012  ONLI 1245  $119
Introduction to Crystal Reports  ONLI 2212  $119
Introduction to QuickBooks 2011  ONLI 2216  $119
Performing Payroll in QuickBooks 2011  ONLI 2217  $119

BEST PRACTICES, PMP, PMI

Understanding the Human Resources Function  ONLI 1081  $119
Mastery of Business Fundamentals  ONLI 1082  $119
Purchasing Fundamentals  ONLI 1084  $119
Total Quality Fundamentals  ONLI 1181  $119
Six Sigma: Total Quality Application  ONLI 1182  $119
Introduction to Business Analysis  ONLI 1086  $119
Distribution and Logistics Management  ONLI 1087  $119
Supply Chain Management Fundamentals  ONLI 1088  $119
Fundamentals of Supervision and Management  ONLI 1078  $119
Fundamentals of Supervision and Management II  ONLI 1079  $119
Building Teams That Work  ONLI 1179  $119
PMP Certification Preparation 1  ONLI 2052  $129
PMP Certification Preparation 2  ONLI 2053  $129
Keys to Effective Communication  ONLI 1142  $119
High Speed Project Management  ONLI 1074  $119
Project Management Fundamentals  ONLI 1076  $119
Project Management Applications  ONLI 1077  $119
Leadership  ONLI 1016  $119

BUSINESS WRITING

Business and Marketing Writing  ONLI 1240  $119
Effective Business Writing  ONLI 1109  $119

E-BAY

Learn to Buy and Sell on eBay  ONLI 1007  $119

SALES

Professional Sales Skills  ONLI 1133  $119
Effective Selling  ONLI 1134  $119

ADMINISTRATIVE ASSISTANT

Administrative Assistant Fundamentals  ONLI 1080  $119
Administrative Assistant Applications  ONLI 1180  $119

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COMMUNICATIONS, INFORMATION, TECHNOLOGY

SOCIAL MEDIA

Social Media Basics: Success for the Absolute Newbie
Courtney Brewer
Discover how to connect with family and friends online, share photos and videos, read news, research products and services including coupons, and build personal and professional online networks. Learn how to set up a blog. Navigate and manage your profiles using a variety of social networks like: Pinterest, Facebook, Twitter, LinkedIn, YouTube, and Skype.

Tue, June 17-July 1, 6-8 p.m., 3 wks Littleton Campus
COMP 1030M01-58821 $99, $5 material fee to instructor

What’s All the Buzz about Pinterest?
Jessica Moots
Explore what Pinterest has to offer and learn all the Pinterest basics. Create an account, create boards, follow items of interest and learn how to pin. Prior computer experience and an email account required to create a Pinterest account.

Wed, June 18, 6-9 p.m. Littleton Campus
COMP 1034M01-59188 $49
Thu, Aug 12, 6-9 p.m. Castle Rock Campus
COMP 1034MC1-59189 $49

Create a Blog: For Fun and Profit!
Jessica Moots
Learn and explore the basics of blogging. Create a basic blog account adding themes, designs, graphics and content of your choice. Learn how to add posts, add followers and other items of interest. Prior computer experience and an email account required to create a blog.

Wed, July 2-9, 6-9 p.m., 2 wks Castle Rock Campus
COMP 1036MC1-59190 $69
Thu, Aug 14-21, 6-9 p.m., 2 wks Littleton Campus
COMP 1036M01-59191 $69

Discover Instagram!
Jessica Moots
Discover the latest in photo and video sharing using your smartphone using the Instagram app. Create an Instagram account, find and follow others. Learn how to edit photos and videos, tag and share with followers. Prior computer experience, an email account and smartphone required to create an Instagram account.

Wed, May 7, 6-9 p.m. Littleton Campus
COMP 1038SM01-81496 $49
Tue, July 22, 6-9 p.m. Castle Rock Campus
COMP 1038MC1-59192 $49
Tue, Aug 19, 6-9 p.m. Littleton Campus
COMP 1038SM01-59193 $49

TABLETS AND SMARTPHONES

Get the Most from Your Apple iOS Devices Hands-on
Steve Sande
Get the personal assistance you need! Through hands-on interaction with an Apple expert and author, discover the features of your mobile iPad, iPod touch, and iPhone devices. Explore: settings, browsers, email, and network connectivity; Apple apps, iLife and iWork apps suites; the App Store, buying apps, music, movies, books and TV shows; using an iOS device instead of a regular PC: photo and video fun, and more. No experience is necessary. Bring your tablet computer or smartphone. *Fee includes Steve’s book, “Talking to Siri: Learning the Language of Apple’s Intelligent Assistant (2nd edition)“.

Tue, June 17-July 15, 6-8 p.m., 5 wks Littleton Campus
COMP 1025SM01-58220 $109, $12 book fee* to instructor

MICROSOFT EXCEL

Introduction to Microsoft Excel 2013
Enter and edit information. Create and copy simple formulas and functions. Use Cut/Copy/Paste and Drag and Drop to duplicate or reorganize data. Apply borders, shading and other formats. Sort and graph your data. Prerequisite: Windows knowledge.

Fri, July 18, 9-4 p.m. Parker Campus
COMP 1007MPI-58605 $175, includes manual

Intermediate Microsoft Excel 2013
Work with multiple large workbooks. Enter a 3D formula. Learn about outlines, subtotals, tables, and lists. Apply names to ranges. Practice advanced graphing techniques. Prerequisite: Introduction to Excel or equivalent knowledge.

Fri, May 9, 9-4 p.m. Parker Campus
COMP 1008SPI-80526 $175, includes manual
Fri, July 25, 9-4 p.m. Parker Campus
COMP 1008MPI-58606 $175, includes manual

Advanced Microsoft Excel 2013
Create and use pivot tables and charts; lookup functions and multiple workbook techniques; create and edit macros and customize toolbars. Prerequisite: Intermediate Excel or equivalent knowledge.

Fri, May 16, 9-4 p.m. Parker Campus
COMP 1209SPI-80527 $175, includes manual
Fri, July 15-22, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1209M01-59001 $175, includes manual
Fri, Aug 1, 9-4 p.m. Parker Campus
COMP 1209MPI-58607 $175, includes manual

COMPUTER OVERVIEW

Computers for the Newbie
If you have no prior knowledge of computers or need extra time and assistance exploring the basic aspects and functions of a computer, understanding computer terminology, and using a mouse, this class is for you.

Mon, June 16-23, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1006M01-59191 $129, includes manual

Computer Basics
For those with some very basic knowledge of the computer, learn more and get comfortable. Explore computer terminology, major operating systems and applications, processor speeds, RAM, and understand hard drives and other topics. Practice keyboard and mouse skills and create a document.

Mon, June 30-July 7, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1001M01-59231 $129, includes manual

Windows 7
Still have Windows 7? Explore this operating system. Organize information on your computer and file management systems. Learn to log onto the computer, discover tools and programs, create files and folders.

Mon, May 5-12, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1002SM01-80521 $175, includes manual

PowerPoint
Introduction to Microsoft PowerPoint 2013
Create effective slideshows. Use views, help menu. Learn to add, delete, rearrange slides; change fonts, size, color. Use cut, copy, and paste; insert, resize, align, and connect objects; understand draw tool bar commands; insert pictures and formatting. Prerequisite: understanding of basic computer terminology, functions, and mouse usage.

Wed, June 18-25, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1015SM01-59229 $175, includes manual

For the most current information go to arapahoe.edu/communityed
WORD
Introduction to Microsoft Word 2013
Create, edit and save documents; explore cut, copy, paste and delete text word commands. Practice formatting and paragraph features, bullets and numbered lists; check grammar and spelling; and use the thesaurus. Prerequisite: Windows knowledge.

Wed, May 14-21, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1204S01-58613 $175, includes manual
Mon, July 14-21, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1204M01-58619 $175, includes manual

Intermediate Microsoft Word 2013
Explore styles, section breaks, and columns and how to format tables. Use graphics, draw and edit shapes, and create text boxes. Learn how to print out labels and envelopes. Prerequisite: Introduction to Word or equivalent knowledge.

Mon, July 28-Aug 4, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1205M01-58610 $175, includes manual

ACCESS
Beginning Microsoft Access 2013
Explore relational databases, work tables, create and maintain records, produce reports and use programming techniques that enhance Access applications. Prerequisite: Windows knowledge.

Fri, June 20, 9-4 p.m. Parker Campus
COMP 1210MPI-58611 $175, includes manual

Intermediate Microsoft Access 2013
Explore relational databases, related tables, complex queries, advanced form design, reports and print, charges, and pivot tables and charts. Prerequisite: Beginning Access or equivalent knowledge.

Fri, June 27, 9-4 p.m. Parker Campus
COMP 1211MPI-58613 $175, includes manual

Advanced Microsoft Access 2013
Practice querying with SQL, advanced queries, macros, advanced macros, importing, exporting, and linking and database management. Prerequisite: Intermediate Access or equivalent knowledge.

Fri, July 11, 9-4 p.m. Parker Campus
COMP 1212MPI-58614 $175, includes manual

ONLINE APPLICATION CLASSES
We offer all MS Office application classes for versions 2007-2010 online. Go to arapahoe.edu/communityed and follow the online links to ed2go.

ONLINE COMPUTER CLASSES
Fun! Fast! Convenient! Great Content! Get a Certificate! Ask us how to try the first lesson of a course for FREE!
All these courses are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links.

Keyboarding
ONLI 1022 $119
Introduction to PC Troubleshooting
ONLI 1214 $119
Introduction to Windows 7
ONLI 2214 $119

PROGRAMMING
Introduction to Programming
ONLI 1093 $119
Introduction to Linux
ONLI 1024 $119
Introduction to Visual Basic
ONLI 1026 $119
Introduction to Java Programming
ONLI 1042 $119
Intermediate Java Programming
ONLI 1213 $119
C# Programming for the Absolute Beginner
ONLI 1043 $119
Intermediate C# Programming
ONLI 1044 $119
C++ for the Absolute Beginner
ONLI 1226 $119
Introduction to Perl Programming
ONLI 1045 $119
Mac, iPhone, and iPad Programming
ONLI 1072 $119
Introduction to Visual Basic 2008
ONLI 1099 $119
Intermediate Visual Basic 2008
ONLI 1209 $119
Introduction to Python 2.5 Programming
ONLI 1197 $119
Introduction to Python 3 Programming
ONLI 1203 $119
Introduction to Ruby Programming
ONLI 2061 $119
Introduction to Ajax Programming
ONLI 2081 $119

OTHER
Introduction to CoreDRAW X5
ONLI 1034 $119
Introduction to Adobe Illustrator CS4
ONLI 1117 $119
Introduction to Adobe Acrobat X
ONLI 1174 $119
Introduction to Illustrator CS5
ONLI 2220 $119
Creating Mobile Apps with HTML 5
ONLI 2103 $119
Introduction to Networking
ONLI 1215 $119
Intermediate Networking
ONLI 1216 $119
Wireless Networking
ONLI 1217 $119
Introduction to PC Security
ONLI 1056 $119
Advanced PC Security
ONLI 1087 $119
Introduction to Google Analytics
ONLI 2083 $119
Introduction to Database Development
ONLI 1075 $119
Introduction to SQL
ONLI 1223 $119
Intermediate SQL
ONLI 1038 $119
Introduction to Oracle
ONLI 1224 $119
Intermediate Oracle
ONLI 1225 $119

CERTIFICATION PREP
CompTIA Security+ Certification Prep 2
ONLI 1250 $139
Advanced CompTIA A+ Certification Prep
ONLI 2046 $139
Basic Comp TIA A+ Certification Prep
ONLI 2047 $139
CompTIA Network+ Certification Prep
ONLI 2048 $139
CompTIA Security+ Certification Prep
ONLI 2049 $139
Intermediate CompTIA A+ Certification Prep
ONLI 2050 $139
PMP Certification Preparation 1
ONLI 2052 $129
PMP Certification Preparation 2
ONLI 2053 $129

PERSONAL DEVELOPMENT
RETIREMENT
Rewarding Retirement!
Designing Your Time, Fulfilling Your Life
Linda Sorrento
Prepare for the non-financial aspect of your retirement. Whether you are still years away or are counting the months, learn the steps to help you get ready and craft your unique plan. Align your values, interests, and gifts to achieve balance in this new phase of life. Explore tools and resources needed to start your transition immediately or when you are ready. Get ideas for what you will do.

Thu, May 8, 6-9 p.m. Littleton Campus
PERS 1080M01-58836 $59

Tue, Aug 12, 6-9 p.m. Littleton Campus
PERS 1080M01-58836 $59

See other retirement classes in the Personal Finance section of this schedule.

GENEALOGY AND HERITAGE
Genealogy 101: An Introduction to Finding your Roots
Bert Paredes
Discover effective techniques for researching your family tree. Explore the best collections of free online data and local resources. Discuss the US census, the right software, and other tools to help you organize and preserve your information. Connect with others who have the same research interests and can provide invaluable assistance in your searches.

Sat, May 10, 9-noon Littleton Campus
PERS 1057S01-80890 $59, $3 material fee to instructor

Sat, June 21, 9-noon Littleton Campus
PERS 1057M01-59002 $59, $3 material fee to instructor

German Genealogy
Bert Paredes
Learn the basics of tracing your German roots. Discuss the unique challenges of researching German records and how best to overcome them. Discover how to find and understand useful records and reference information without actually knowing German. An overview of the best online sources for German genealogy information will prepare you to succeed in your quest.

Sat, May 17, 9-noon Littleton Campus
PERS 1058S01-81464 $59, $3 material fee to instructor

Sat, July 26, 9-noon Littleton Campus
PERS 1058M01-59212 $59, $3 material fee to instructor

OTHER
Introduction to Programming
ONLI 1093 $119
Introduction to Linux
ONLI 1024 $119
Introduction to Visual Basic
ONLI 1026 $119
Introduction to Java Programming
ONLI 1042 $119
Intermediate Java Programming
ONLI 1213 $119
C# Programming for the Absolute Beginner
ONLI 1043 $119
Intermediate C# Programming
ONLI 1044 $119
C++ for the Absolute Beginner
ONLI 1226 $119
Introduction to Perl Programming
ONLI 1045 $119
Mac, iPhone, and iPad Programming
ONLI 1072 $119
Introduction to Visual Basic 2008
ONLI 1099 $119
Intermediate Visual Basic 2008
ONLI 1209 $119
Introduction to Python 2.5 Programming
ONLI 1197 $119
Introduction to Python 3 Programming
ONLI 1203 $119
Introduction to Ruby Programming
ONLI 2061 $119
Introduction to Ajax Programming
ONLI 2081 $119

Intermediate Networking
ONLI 1216 $119
Wireless Networking
ONLI 1217 $119
Introduction to PC Security
ONLI 1056 $119
Advanced PC Security
ONLI 1087 $119
Introduction to Google Analytics
ONLI 2083 $119
Introduction to Database Development
ONLI 1075 $119
Introduction to SQL
ONLI 1223 $119
Intermediate SQL
ONLI 1038 $119
Introduction to Oracle
ONLI 1224 $119
Intermediate Oracle
ONLI 1225 $119

CERTIFICATION PREP
CompTIA Security+ Certification Prep 2
ONLI 1250 $139
Advanced CompTIA A+ Certification Prep
ONLI 2046 $139
Basic Comp TIA A+ Certification Prep
ONLI 2047 $139
CompTIA Network+ Certification Prep
ONLI 2048 $139
CompTIA Security+ Certification Prep
ONLI 2049 $139
Intermediate CompTIA A+ Certification Prep
ONLI 2050 $139
PMP Certification Preparation 1
ONLI 2052 $129
PMP Certification Preparation 2
ONLI 2053 $129
EMOTIONAL FREEDOM TECHNIQUE (EFT)
Improve Well Being, Eliminate Fears, Forget Phobias
Vicki Nelson
The popularity of EFT (also called “tapping”) is spreading rapidly around the world. Learn EFT and be amazed at the changes in you. Stop rearranging your life around fears, phobias, past traumas, grief, unresolved physical issues and worry. Dissolve issues you’ve had your whole life. Kids use EFT to grow up free of mas, grief, unresolved physical issues and worry. Register a week prior to start to receive a free copy of the instructor’s e-book, The Key to Eliminating Stress Permanently.

Mon, May 5-12, 6:15-8:45 p.m., 2 wks Littleton Campus
PERS 1075M01-80888 $69, $5 material fee to instructor

Wed, July 16-23, 6:15-8:45 p.m., 2 wks Littleton Campus
PERS 1075M01-59213 $69, $5 material fee to instructor

ONLINE OPTIONS
Work at your own pace and still get help! Try an online writing class. Great information for a great value!

GENRES
Writing Young Adult Fiction
ONLI 1100 $119
Writing for Children
ONLI 1113 $119
The Craft of Magazine Writing
ONLI 1061 $119
Mystery Writing
ONLI 1114 $119
Introduction to Screenwriting
ONLI 1191 $119
Breaking into Sitcom Writing
ONLI 1194 $119
Travel Writing
ONLI 1118 $119
Write Your Life Story
ONLI 1115 $119
Writing and Selling Self-Help Books
ONLI 2205 $119
Write and Publish Your Nonfiction Book
ONLI 1029 $119

ESSENTIALS
Writing Essentials
ONLI 1055 $119
Grammar Refresher
ONLI 1060 $119
Writeriffic: Creativity Training
ONLI 1062 $119
For Writers
ONLI 1065 $119
Research Methods for Writers
ONLI 1066 $119
Fundamentals of Technical Writing
ONLI 1097 $119
Introduction to Journaling
ONLI 1110 $119
Beginning Writer’s Workshop
ONLI 1111 $119
Writeriffic 2: Advance Creative Training
ONLI 1112 $119
for Writers
ONLI 1119 $119
The Keys to Effective Editing
ONLI 1120 $119
Write Like a Pro
ONLI 1176 $119
A Writer’s Guide to Descriptive Settings
ONLI 1116 $119
Advanced Fiction Writing
ONLI 1029 $119
Beginner’s Guide to Getting Published
ONLI 1122 $119
Introduction to Internet Writing Markets
ONLI 1122 $119
Publish and Sell Your e-Books
ONLI 1202 $119

WRITING
GET PUBLISHED
Writing Children’s Books
Michael and Caroline Carroll
Dust off that story or idea you’ve been working on and bring it to the workshop for positive critique and polish. Come explore the adventure of writing and illustrating children’s books, from finding the right publisher to writing a good proposal. Receive a wide range of handouts!

Sat, June 21, 10-3 p.m. Littleton Campus
WRIT 1002M01-59225 $139
Sat, Aug 16, 10-3 p.m. Littleton Campus
WRIT 1002M02-59226 $139

Learn to illustrate children’s books. See the Drawing, Painting, and More section of this schedule.

How to be a Travel Writer: The Easy Way
Ron Stern
Stay in the best hotels, eat the finest foods, and experience VIP treatment - all for free! Learn inside information as a travel writer in this fast-track career. Use the Internet to explore free trips. Find the best sites for writers. Build a media contact list, obtain assignments, approach airlines for free airfare, conduct interviews, create a portfolio, take photos that sell, and more. *$25 optional book fee.

Tue, July 2, 7-9 p.m. Littleton Campus
TRVL 1008M01-58065 $49

The Gift of Class
There’s a better way to show you care! Keep us in mind for Mother’s Day, Father’s Day, birthdays, and anniversaries. Fuel your loved ones’ passion for learning with a gift certificate for a non-credit class in Community Education at Arapahoe Community College. Make someone’s day a little “brighter”!

We offer classes in computers and applications, art, personal finance and career focus, language, and many more! Find our schedule online at http://www.arapahoe.edu/communityed or call 303.797.5722.
PERSONAL FINANCE

RETIREE SUCCESS

Rewarding Retirement!
Designing Your Time, Fulfilling Your Life
Linda Sorrento
Prepare for the non-financial aspect of your retirement. Whether you are still years away or are counting the months, learn the steps to help you get ready and craft your unique plan. Align your values, interests, and gifts to achieve balance in this new phase of life. Explore tools and resources needed to start your transition immediately or when you are ready. Get ideas for what you will do.

Thu, May 8, 6-9 p.m.  Littleton Campus
PERS 1080S01-80893  $59

Retirement Planning Today
Todd Walker/Blaine Wiltshire
Live a “rich life.” Discover 5 strategies to manage investment risks, 11 ways to save money on this year’s taxes, important questions to ask before buying insurance coverage, how to invest in and take money out of your company’s retirement plan. Determine the savings you need to retire today or in the future. *Includes 235-page illustrated book.

Thu, May 8-15, 6:30-9:30 p.m., 2 wks  South High School
PERS 1032S01-80873  $59/individuals*
PERS 1032S96-80874  $59/couples*

Tue, May 13-20, 6:30-9:30 p.m., 2 wks  South High School
PERS 1032S02-80875  $59/individuals*
PERS 1032S97-80876  $59/couples*

STOCK MARKET

The Basics of Day Trading
Paul Thomas
You can supplement or replace current income. Consider trading and how neuroscience combined with the fundamentals of trading leads to success. Discuss principles of trading: price action, price patterns, moving averages, reversal patterns, and supply and demand. Understand the psychology of trading. Avoid conditions that lead to dysfunctional trading behaviors.

Thu, May 8-15, 6-9 p.m., 2 wks  Parker Campus
PERS 1115S01-80900  $179, $10 optional material fee to instructor

How an Ordinary Guy in Denver Beats the Stock Market
Dean Adams
Learn and immediately implement an extraordinarily simple and proven investment strategy. Reduce your mutual fund costs, and determine which financial instruments will instantly generate greater returns. Absolutely avoid market crashes and use results-based strategies to aid you in achieving your long-term financial goals. This class does not teach stock trading or promote any investment products.

Tue, May 6-13, 6-9 p.m., 2 wks  Littleton Campus
PERS 1021S02-81477  $59

SOCIAL SECURITY

Maximizing Your Social Security: Finding Your Best Strategy
Jim Guiffre
For most of us, Social Security is our only source of guaranteed income that we can count on for the rest of our lives. One in four baby boomers will live to age 90 and one in ten will live to 95. Planning your Social Security benefit has never been more important. Discover the options available to married couples, divorced individuals, and widows and widowers that result in higher monthly checks, maximum lifetime benefits and a more secure retirement. Maximize your Social Security benefit! Medicare Benefits will not be discussed.

Tue, May 13, 6:30-8:30 p.m.  Littleton Campus
PERS 1029S01-81468  $59/individuals, $3 material fee to instructor
PERS 1029S99-81469  $79/couples, $3 material fee to instructor

Tue, Aug 5, 6:30-8:30 p.m.  Littleton Campus
PERS 1029M01-59214  $59/individuals, $3 material fee to instructor
PERS 1029M99-59215  $79/couples, $3 material fee to instructor

COLLEGE FUNDING

How to Find College Financial Aid
Meghan Cave/Dave Aker
Get some help navigating the complicated maze of financing a college education. You’ll learn valuable information about college costs, the many types of financial aid available to help meet those costs, and how and when to apply. Discover a variety of strategies, tips and resources to assist you in saving for college, searching for scholarships and understanding how to maximize your eligibility for the various sources of financial aid.

Tue, May 6, 6-8:30 p.m.  Littleton Campus (Cave)
PERS 1001S01-80562  $49/individuals
PERS 1001S99-80563  $69/couples

Wed, June 25, 6-8:30 p.m.  Littleton Campus (Aker)
PERS 1001M01-58085  $49/individuals
PERS 1001M99-58086  $69/couples

GOT QUESTIONS?

Chat live Monday-Friday 9 a.m.-5 p.m.
Click on the Live Chat icon on our website
arapahoe.edu/communityed
or check out our FAQ section
(click on FAQs in left menu)

INVESTMENT PROPERTY

Fundamentals of Real Estate Investing:
You Can Profit in This Buyer’s Market
Jim Flint
Get 10% return on your money. Create wealth for retirement. Buy homes at foreclosure auctions. Own real estate with your IRA. Learn to buy HUDs and foreclosures, 1031 exchanges, and reverse exchanges. Get cash flow starting in one day. Take an analytical approach to investing.

Tue, July 15, 6-15:9-30 p.m.  Littleton Campus
PERS 1004M01-58080  $49/individuals, $20 material fee to instructor
PERS 1004M99-58081  $79/couples, $20 material fee to instructor

WILLS AND TRUSTS

Living Wills & Trusts: Protect Yourself
David Cook
Discover the difference between a Will, Living Will and a Living Trust. Discuss documents needed to admit a relative to a nursing home. Learn about estate taxes and probate. Answer questions about what you can do yourself and when and how much to pay a lawyer.

Wed, July 16, 6-8 p.m.  Littleton Campus
PERS 1033M01-58795  $59/individuals, $2 material fee to instructor
PERS 1033M99-58796  $79/couples, $2 material fee to instructor

Managing Your Rental Properties:
How to Avoid Trouble and Vacancies
Bill Cooper
Screen prospective tenants and keep the bad ones out. Be aware of the “dos and don’ts” when dealing with tenants. Have a pool of qualified service people. Review fair housing laws. Understand why a good lease is your best friend and keep your property rented. Discuss how inexpensive professional property management can be and eliminate landlord headaches.

Thu, July 17, 6-15:9-30 p.m.  Littleton Campus
PERS 1005M01-58082  $49, $20 material fee to instructor

ONLINE CLASSES

Fun! Fast! Convenient! Great Content! Get a Certificate! Ask us how to try the first lesson of a course for FREE! All these courses are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links.

MONEY MANAGEMENT

Keys to Successful Money Management  ONLI 11147  $119
Where Does All My Money Go?  ONLI 11148  $119
Personal Finance  ONLI 11149  $119
Protect Your Money, Credit, and Identity  ONLI 2201  $119

STOCKS AND MORE

S*Stocks, Bonds, and Investing: Oh My!  ONLI 11150  $119
The Analysis and Valuation of Stocks  ONLI 11151  $119
Introduction to Stock Options  ONLI 11152  $119

REAL ESTATE

Real Estate Investing  ONLI 2085  $119
Real Estate Investing II:  ONLI 2086  $119
Financing Your Property

*Stocks, Bonds, and Investing: Oh My! is for experienced investors only.
CAREER PLANNING

The Clues To Finding Your Best Job Ever! Find a Job Series.
If you are still looking for work or are “underemployed,” this series of classes will get you on the right track! Not getting responses to your resumes? Getting interviews but not getting job offers? Confused about the role of social media in the search? It’s easier than you think. Uncover the clues! One student in a previous class doubled her salary on the very next job she landed by applying these skills. Classes taught by Linda Sorrento.

Where Are the Jobs and How Do I Find Them?
Most jobs are “hidden.” Discover where you can find them—now! Accelerate your search with low and high-tech job search strategies with skills you already have! Social Media and LinkedIn (Connections and Groups) are powerful tools for your search. Create a LinkedIn profile or improve the one you already have. Bring your laptop if you have one or work on the one in class with coaching from the instructor.

Tue, July 15, 6-8 p.m. Littleton Campus
BUSI 2013M01-59011 $59

Clues to Your Resume Makeover
Have you been putting off revising your resume? Focus and get it done. Tailor it to represent you. Discover free online electronic portfolios and why this can give you an edge. Learn a simple technique that will save you time and impress the employer with a cover letter. Discover how to distribute your resume effectively. Bring a current resume if you have one (either print or electronic version) or you can start from scratch!

Tue, July 22, 6-8 p.m. Littleton Campus
BUSI 2014M01-59012 $59

Clues to Hitting a Homerun On Interviews and Follow-Up Strategies
Examine tough questions and how to answer them. Discuss and prepare for commonly used “behavioral” questions. Discover questions to ask and ones to avoid. Learn to handle one on one and group interviews. Explore the organization, prepare what to say, to do, and to wear. Present your best self. Follow-up is key and goes beyond thank you notes, both email and snail mail. Prepare for salary negotiations so you are not leaving money on the table. Didn’t get the job? Now what? Discover a simple technique not used by most applicants that works!

Wed, May 7, 6-8 p.m. Littleton Campus
BUSI 2015S01-58439 $59

Tue, July 29, 6-8 p.m. Littleton Campus
BUSI 2015M01-59013 $59

VOICE OVER

You’re On the Air: How to Really Make It in Voice-Overs!
Staff
Voice-overs are hot today and you don’t have to be an actor to get voice-over work. Discover exciting new ways to beat the competition. Turn voice-overs into a thriving full or part-time business! Step up to the mic and do some practice recording. Discuss the all-important ‘demo’ and how to have it produced.

Wed, June 11, 7-9 p.m. Littleton Campus
BUSI 1019M01-59186 $54

MEDIATION

Basic Mediation Certificate
Trish Elledge
Join the burgeoning field of professional mediation. With more courts ordering litigants to mediation, corporations implementing internal dispute resolution programs, and neighborhood associations realizing the long-term benefits of amicably resolved disputes between neighbors, is it any wonder that mediation is one of the fastest-growing professions across the country? Get the fundamental concepts, skills, and practice essential skills to add professional mediation to your skill set. It meets the voluntary training guideline set forth by the Colorado Council of Mediators and Mediation Organizations (CCM). Certificate of completion awarded upon successful completion of course.

Fri and Sat, June 6-7, 13-14, 9-5 p.m. Littleton Campus
and Sun, June 8 and 15, 10-3 p.m., 2 wks
BUSI 1001S01-81493 $450, $25 material fee to instructor

How to be a Travel Writer: The Easy Way
Ron Stern
Stay in the best hotels, eat the finest foods, and experience VIP treatment - all for free! Learn inside information as a travel writer in this fast-track career. Use the Internet to explore free trips. Find the best sites for writers. Build a media contact list, obtain assignments, approach airlines for free fare, conduct interviews, create a portfolio, take photos that sell, and more. *$25 optional book fee.

Wed, July 2, 7-9 p.m. Littleton Campus
TRVL 1008M01-58065 $49*

RN REFRESHER

Want to get back into nursing? The Refresher Program is designed for the RN who has been away from the nursing workforce and would like to update their nursing knowledge and review clinical skills in preparation for re-entry into active practice. These intensive courses are offered 2 times per year: spring and summer and are offered 2 times per year: spring and summer.

Call 303-734-3701 for more information or e-mail: workforce@arapahoe.edu
Visit our website: arapahoe.edu/workforce
Private Instrument and Voice Lessons

For all levels and abilities of aspiring musicians over age 8. Receive 10 half-hour private lessons over 10 weeks set up to meet your schedule. When registering, specify the string, woodwind, trumpet, or guitar instrument. Refunds will not be given for missed lessons. Lessons meet between April 7-June 13 as established between you and the instructor.

Private Piano
ARHU 1020S01-80511
Private Strings
ARHU 1021S01-80512
Private Woodwinds
ARHU 1022S01-80513
Private Brass
ARHU 1023S01-80514
Private Drums
ARHU 1024S01-80515
Private Voice
ARHU 1025S01-80516
Private Guitar
ARHU 1027S01-80517
Private Mandolin
ARHU 2010S01-80507
Littleton Campus $269

Instant Piano for Hopelessly Busy People

Karen Reinhold
You don’t need years of weekly lessons to learn piano. Discover enough to give you years of musical enjoyment. The traditional approach teaches note reading, while professional pianists use chords. Learn the chords to play any song, any style, any key. Perfect your technique at home, using an exclusive CD provided. It’s easy, fun, and musically correct. If you know the keyboard a little, (F-A-C-E, Every Good Boy Does Fine), you know enough to enroll. If not, a free pamphlet that explains the basics will be mailed to you upon request.

Sat, June 21, 9:30-12:30 p.m. Littleton Campus
ARHU 1007M01-59222 $89 includes $30 CD and book

DANCE

Beginners Country Western Variety for Couples

Have fun and enjoy the aerobic benefit of dancing! If you have no experience with Country Western dancing, learn the basics and tools for the Two-Step, Country Waltz, Triple-Step, Country Swing, Cotton-Eyed Joe, One-Step and the Electric Slide line dance.

Wed, June 4-25, 8-9:30 p.m., 4 wks Grandview Grange
ARCR 1001S01-81461 $55

Wed, July 23-Aug 13, 8-9:30 p.m., 4 wks Grandview Grange
ARCR 1001M01-59223 $55

Beginners Ballroom Variety for Couples

Beginners Ballroom Variety for Couples Ballroom is back! Big Band sound and Ballroom nightclubs are the rage. Come and learn the basics to ballroom dancing including Foxtrot, Waltz, Swing, Cha Cha, Rumba, and Tango. GREAT FUN in a comfortable atmosphere.

Tue, June 3-24, 8-9:30 p.m., 4 wks Grandview Grange
ARCR 1005S03-81462 $55

Tue, July 22-Aug 13, 8-9:30 p.m., 4 wks Grandview Grange
ARCR 1005M01-59224 $55

MOTORCYCLES

Courses will follow the Motorcycle Safety Foundation curriculum and are taught by instructors from ABATE of Colorado. For all motorcycle classes, helmets, full-fingered gloves, long-sleeved shirt, long pants, eye protection, as well as sturdy, over-the-ankle shoes are required for all riding sessions. Loaner helmets are available for use in the class. Pre-registration and prepayment are required. Courses meet on many weekends at Arapahoe Community College. Students who do not cancel within 48 business hours of the course will not receive a tuition refund or date transfer. For class schedule, availability and to register, visit www.abateofcolo.org or call ABATE at 303-789-3264.

Sat, June 21, 9:30-12:30 p.m. Littleton Campus
ARHU 1007M01-59222 $89 includes $30 CD and book

TRAVEL

How to be a Travel Writer: The Easy Way

Ron Stern
Stay in the best hotels, eat the finest foods, and experience VIP treatment - all for free! Learn inside information as a travel writer in this fast-track career. Use the Internet to explore free trips. Find the best sites for writers. Build a media contact list, obtain assignments, approach airlines for free airfare, conduct interviews, create a portfolio, take photos that sell, and more. $25 optional book fee.

Tue, July 2, 7-9 p.m. Littleton Campus
TRVL 1008M01-58065 $49

GED PREPARATION

EARN YOUR GED!

If you are 17 years of age or older, register for these preparation courses which are designed to help you improve skills to complete the GED exam. Take a free pre-GED test online at GED-computer.com and 4tests.com. Your scores will indicate whether you are ready to take the official test or if you should take a preparation class.

These classes prepare you for the new GED test which changed in January 2014 and is now offered online only. You may re-register and pay for these courses each term until you are ready to take the GED test. The course tuition does not include the official GED Test fee. More information about taking the test is available through the ACC Testing Center or by calling 303.797.5993.

*Books/Materials – Go to arapahoe.edu/communityed and follow the Supplies, Books, and Materials link to get book information.

Limited GED Course Scholarships are available based on financial need and offered on a first-come first-serve basis. Pick up the application form in A1215. Deadline for applying is May 16, 2014.

Mathematics and Science for GED

Shelly Stephens

Tue, June 17-Aug 12, 5:30-8 p.m., 9 wks Littleton Campus
GEDP 1001M01-59227 $139, plus book*

English and Social Studies for GED

Michael Austin
An individualized program of instruction focusing on the Language Arts, Grammar, Reading, and Social Studies sections of the exam. Register by June 9.

Mon, June 16-Aug 11, 8:30-11 a.m., 9 wks Littleton Campus
GEDP 1002M01-59228 $139, plus book*

GED Prep Online

These classes are conducted online. For more information go to arapahoe.edu/communityed and follow the online links to ed2go.

GED Test Prep Five Subjects ONLI 1237 $179
GED Test Prep Language Arts ONLI 1238 $139
GED Test Prep Math ONLI 1239 $139

Find us online!

https://www.facebook.com/communityEDACC
http://instagram.com/communityedacc
http://www.pinterest.com/communityedacc/
https://www.linkedin.com/groups?mostRecent=&gid=6631722&trk=my_groups-tile-flipgrp
**WELDING**

Welding for Art’s Sake: Beginning Welding
Cathy Hiatt/Diane Larson
Discover the tools and techniques to create welded art pieces. Learn basic metal fabrication using acetylene torch, plasma cutter and MIG welder. Explore varied finishing techniques using sand blaster, polishing/grinding equipment and heat coloration using oxy-acetylene torches. With one-on-one instruction and guidance, design and create a metal sculpture using various metal objects and scrap steel. *These classes are held at the Metal Shop, 3311 W. 71st Ave., Westminster.*

- Thu, May 15, 5-8 p.m. Metal Shop ARCR 1215M03-81242 $160, $30 material fee to instructor
- Sat, June 21, 11-2 p.m. Metal Shop ARCR 1215M01-59020 $160, $30 material fee to instructor
- Thu, June 26, 5-8 p.m. Metal Shop ARCR 1215M02-59021 $160, $30 material fee to instructor
- Thu, July 10, 5-8 p.m. Metal Shop ARCR 1215M03-59234 $160, $30 material fee to instructor
- Sat, July 19, 11-2 p.m. Metal Shop ARCR 1215M04-59235 $160, $30 material fee to instructor
- Sat, Aug 2, 11-2 p.m. Metal Shop ARCR 1215M05-59236 $160, $30 material fee to instructor
- Thu, Aug 7, 5-8 p.m. Metal Shop ARCR 1215M06-59237 $160, $30 material fee to instructor

Advanced Welding Workshop
Cathy Hiatt/Diane Larson
Continue your welding skills. Work as a team developing designs and creating a metal sculpture. Enjoy unlimited access to scrap metal, found metal objects and processed steel and the expertise and guidance of three instructors. Pre-requisite: Beginning Welding

- Sun, June 22, 11-3 p.m. Metal Shop ARCR 1216M01-59122 $200, $30 material fee to instructor
- Sun, July 20, 11-3 p.m. Metal Shop ARCR 1216M02-59194 $200, $30 material fee to instructor
- Sun, Aug 3, 11-3 p.m. Metal Shop ARCR 1216M03-59195 $200, $30 material fee to instructor

**WOODCARVING**

Beginning Woodcarving
Jack Bayman
Learn the steps of woodcarving! Carve wildlife such as birds, animals, fish, and more. Practice roughing out, reliefing, texturing, painting and mounting. Selection of wood and tools will be covered. Material fee varies depending on your project. Bring a drop cloth.

- Wed, June 18-Aug 6, 6:30-9 p.m., 8 wks Littleton Campus ARCR 1055M01-58227 $149, $20-$30 material fee to instructor

**DRAWING, PAINTING AND MORE**

**CALLIGRAPHY AND ILLUMINATIONS**

Beginning and Continuing Calligraphy
Evette Goldstein
Learn Chancery Italic Calligraphy. Discover the joy of self-expression through this beautiful ancient art form. *If you are left handed, the material fee will be $6 more. Notify the office upon registration in order that materials will be ordered in time for course start date.*

Thu, July 24-Aug 21, 6-8 p.m., 5 wks Littleton Campus ARCR 1104M01-58578 $99, $40 material fee to instructor*

Illuminations
Evette Goldstein
Learn this ancient art. Illuminations can be used to enhance quotes and poems written in calligraphy or as “stand alone” framed artwork. Basic calligraphy skills are helpful. Supply list found online.

Thu, May 15-June 12, 6-8 p.m., 5 wks Littleton Campus ARCR 1114S01-50837 $99

**PAINTING**

Plein Air Pastel Painting at Hudson Gardens
Joy Schultz
Come learn about composition, value, color and techniques of pastel while capturing the beautiful surroundings and atmosphere of Hudson Gardens. No experience necessary. Supply list found online. Bring a drop cloth.

Tue, June 24-July 22, 9:30-12:30 p.m., 5 wks Hudson Gardens ARCR 1098M01-59197 $139, plus materials

Beginning and Intermediate Oil Painting
Valorie Snyder
Learn about the various types of brushes, how to apply paint, painting techniques and color theory. Choose your subjects and complete assigned exercises and progress at your pace. Build on what you already know. Includes lectures, notes, demonstrations, and individual help. Note: This class requires the use of Gamsol Odorless Mineral Spirits (made by Gamblin Paints), rather than turpentine or other dangerous solvents. For a complete supply list, check Valorie’s blog at www.valoriesnyderart.blogspot.com.

Thu, June 26-July 31, 2-5 p.m., 6 wks Littleton Campus ARCR 1061M01-58225 $139, plus materials

Advanced Oil Painting
Valorie Snyder
For painters with a comfortable grasp of painting techniques, brushwork, and color mixing. Possible topics of focus include alla prima painting, painting faster, advanced color mixing, still life compositions, and old master approaches or opt to work on your own project. Note: This class requires the use of Gamsol Odorless Mineral Spirits (made by Gamblin Paints), rather than turpentine or other dangerous solvents. Bring supplies from your previous class, and we will add as needed. Check Valorie’s blog for last minute updates and supplies www.valoriesnyderart.blogspot.com

Tue, June 24-July 29, 6-9 p.m., 6 wks Littleton Campus ARCR 1205M01-58991 $139, plus materials

**DRAWING**

You Can Draw!
Brian Brennan
Learn to draw anything you see! Explore line, texture, tone, perspective, shape, shading and composition. Bring drawing paper, ruler, and any type of pencil and eraser to first class. More detailed supply list found online and will be discussed at first class.

Thu, June 19-July 24, 6:30-9 p.m., 6 wks Littleton Campus ARCR 1101M01-58223 $139, plus materials

Continuing Drawing
Brian Brennan
For those who have taken Brian’s You Can Draw! class or have some drawing experience. Continue to build your drawing skills. More detailed supply list found online and will be discussed at first class.

Tue, June 24-July 29, 6:30-9 p.m., 6 wks Littleton Campus ARCR 1103M01-59196 $139, plus materials

For the most current information go to arapahoe.edu/communityed • 9
PHOTOGRAPHY

BASIC
Beginning Digital Photography
Eli Vega/Bob Montgomery
Focus on aperture, shutter speed, depth of field, ISO and exposure. Discover composition principles to create better photographs. Bring camera and owner’s manual. Designed for 35MM and digital camera users new to photography. Camera must have an adjustable aperture and shutter speed.

Thu, May 22-Jun 5, 6-8:45 p.m., 3 wks
Littleton Campus
ARCR 1132M01-80373 $99, $3 material fee to instructor (Vega)

Mon, June 16-30, 6-8:45 p.m., 3 wks
Littleton Campus
ARCR 1132M01-58290 $99, $3 material fee to instructor (Montgomery)

Wed, July 16-30, 6-8:45 p.m., 3 wks
Littleton Campus
ARCR 1132M01-59216 $99, $3 material fee to instructor (Vega)

TRAVEL PHOTOGRAPHY
Secrets to Great Travel Photos
Ron Stern
Learn basic camera operations the pros use and practice techniques. Explore the techniques of framing, when to use fill flash, reflectors, and manual settings for more versatility. Discover natural lighting and discuss low-cost methods to create your own digital camera regardless of make and model.

Mon, Aug 4, 5-7 p.m.
Littleton Campus
ARCR 1151M01-58266 $49

ADOBE
Photoshop Elements Basics
Amy Folkestad
Learn to organize your images and to enhance and fix your digital photos. Bring your laptop (PC or Mac) preferably loaded with Elements 11 (or a minimum of version 9 or newer) image editing software. Organize and enhance digital photos. Bring images that you would like to use. Manage photos, practice editing tools, explore cover layers, create artistic affects, remove unwanted objects.

Tue, July 15-22, 6-9 p.m., 2 wks
Littleton Campus
ARCR 1145M01-58551 $109

Photoshop Elements II
Amy Folkestad
Expand your skills in Photoshop Elements. Improve lighting, color, distortion and sharpness. Practice levels, non-destructive layers, masks, blending, skin tone corrections and Photomerge. Explore collage, basic graphic design digital scrapbooking and bookmaking tips. Bring laptop (PC or Mac) with Elements software 11 (or a minimum of version 9 or newer), and images you want to improve. Photoshop Elements Basic class or equivalent understanding required.

Tue, July 29-Aug 5, 6-9 p.m., 2 wks
Littleton Campus
ARCR 1146M01-58552 $109

Photoshop Help Night
Amy Folkestad
Get help on a project, assistance organizing your photos, or receive additional review of material covered in Amy’s previous Photoshop classes. Small class size allows for individualized instruction. Bring your laptop with the files you are working with, as well as the Photoshop version you are working with (Elements or CS). Prerequisite: Photoshop courses, or equivalent level of understanding.

Tue, May 6, 6-9 p.m.
Littleton Campus
ARCR 1139S01-81487 $99

Photoshop CS5 or CS6
Amy Folkestad
Learn to utilize the full version of Photoshop. Explore file types, color profiles, workflow and organization tips, including the use of Bridge. Discover layers, effects (such as drop shadows, bevels, and artistic filters), the clone stamp, text options, color swatches, clipping masks, layer masks, how to group layers, actions, and other commonly used features of the program. Bring your laptop (PC or Mac), preferably loaded with CS5 or CS6.

Tue, May 13-Jun 3, 6-9 p.m., 4 wks
Littleton Campus
ARCR 1158S01-81487 $79

Tue, Aug 12-Sep 2, 6-9 p.m., 4 wks
Littleton Campus
ARCR 1158M01-59217 $79

Adobe Lightroom 3-5
Amy Folkestad
Learn the digital developing tricks of professionals by turning your computer into a digital darkroom using Lightroom 3-5, the preferred software of professional photographers. This program provides multiple intuitive ways to control the image quality of one single image or entire batches of images, as well as ways to keep a vast collection of images organized. Take this class for fun or use it as a way to expand or start a business. Bring your laptop (PC or Mac) to classes loaded with Lightroom 3-5 as well as images you can work with.

Tue, June 10-17, 6-9 p.m., 2 wks
Littleton Campus
ARCR 1144S01-80845 $109

Wed, Aug 6-13, 6-9 p.m., 2 wks
Littleton Campus
ARCR 1144M01-59218 $109

RIGHT BRAIN PHOTOGRAPHY
Right Brain Photography
Eli Vega
Discover technical know-how and creative aesthetics using left and right brain principles. Create the best photo images. Discover new methods from Eli’s models, concepts, and principles that form these paradigms while discussing images created from those paradigms/models.

Tue, June 17-Jul 1, 6-8:45 p.m., 3 wks
Littleton Campus
ARCR 1154M01-59221 $99, $3 material fee to instructor

WORKSHOP
Photography From the Heart: One-Day Workshop
Richard Steckel
Join award-winning photographer, Dr. Richard Steckel and see the world differently forever. Come away confident that your heart dictates what your eye tells you to photograph. Discover the five key categories of photography. Receive one hour of personal instruction after class and a copy of a Milestones Project book. Visit www.incommonimages.org.

Sat, June 28, 9-3 p.m.
Littleton Campus
ARCR 1092M01-59219 $99

Photo Safaris
Richard Steckel
Join award-winning photographer (www.incommonimages.org) and learn, share, reflect, and celebrate YOUR photographs. Alternative weeks will be class “photo safaris” to local events (e.g. Cherry Creek Farmers Market, Paris Street market, and Littleton Historical Museum). Participants will apply “photo storytelling” techniques learned in the classroom sessions. Photos will then be shared, analyzed, and appreciated by classmates. Use your own digital camera regardless of make and model. Receive 30 days of free “loving photo critique” and a free copy of a Milestones Project book.

Sat, July 12-Aug 16, 10-12:30 p.m., 6 wks
Littleton Campus
ARCR 1133M01-59220 $129, $20 material fee to instructor

ONLINE CLASSES
Fun! Fast! Convenient! Great Content! Get a Certificate! Ask us how to try the first lesson of a course for FREE! All these courses are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links.

BASIC
Discover Digital Photography
ONLI 1021 $119
Travel Photography for the Digital Photographer
ONLI 1070 $119
Secrets of Better Photography
ONLI 1248 $119
Introduction to Digital Scrapbooking
ONLI 2089 $119

ADOBE
Introduction to Photoshop CS4
ONLI 1030 $119
Intermediate Photoshop CS4
ONLI 1037 $119
Intermediate Photoshop CS5
ONLI 1040 $119
Photoshop Elements 10 for the Digital Photographer
ONLI 1068 $119
Photoshop Elements 10 for the Digital Photographer II
ONLI 1069 $119
Photoshop Elements 7 for the Digital Photographer
ONLI 1101 $119
Photoshop Elements 7 for the Digital Photographer II
ONLI 2065 $119
Introduction to Photoshop CS5
ONLI 2207 $119
Photoshop Elements 9 for the Digital Photographer
ONLI 2210 $119
Photoshop Elements 9 for the Digital Photographer II
ONLI 2221 $119
Photoshop CS6 for the Digital Photographer
ONLI 1198 $119
Introduction to Photoshop CS6
ONLI 1205 $119
Photoshop CS6 for the Digital Photographer
ONLI 1220 $119
Photoshop CS5 for the Digital Photographer
ONLI 2058 $119
Photoshop CS5 for the Digital Photographer II
ONLI 2059 $119
Intermediate Photoshop CS6
ONLI 2069 $119
BODY CARE

All-Natural Skin Care

Christina Blume

Create facial steams with herbs, cleansing grains and creams, masques (including alpha hydroxy), herbal toners, astringents, acne/blemish treatments, and creamy moisturizers. Learn to make a lip balm and a profoundly healing cream for damaged skin and premature wrinkling. Take home a handout, bag of steaming herbs, a 6 week supply of moisturizer and a pot of lip balm.

Sat, May 17, 9:30-11:30 a.m. Littleton Campus
WLNS 1006S01-80950 $44, $30 material fee to instructor

Easy Cold Process Soap Making

Christina Blume

Through demonstration, learn to make cold process soap. Homemade soap contains moisturizing glycerin and is free of harsh preservatives and other chemicals. Make your own soap for holiday gifts this year! Take home handout full of recipes, websites, and resources plus a bar of the handmade soap and a bottle of fragrance oil.

Wed, July 23, 6:30-8:30 p.m. Littleton Campus
WLNS 1009M01-59200 $44, $26 material fee to instructor

Herbal First Aid Kits for Hiking, Biking, and Camping

Christina Blume

Learn how to make herbal first aid kits for minor emergencies. Be prepared to take care of bumps, bruises, burns, stop bleeding, shock, etc. Make your kit as basic or comprehensive as you wish. Learn to make tinctures and salves. Take home an extensive handout, an eyewash packet, and wound salve, plus an herbal antibacterial tincture for internal and external use.

Wed, May 28, 6:30-8:30 p.m. Littleton Campus
WLNS 1016S01-81445 $44, $26 material fee to instructor

Making and Using Flower Essences

Christina Blume

Flower essences are a form of vibrational healing similar to homeopathy and acupuncture. They are practical and effective for our pets and children as well. There are no contraindications for flower essences, they can be used with any other form of treatment. Practice intuitive methods for choosing the flower essences that will best address your situation. Take home an extensive handout and a bottle each of all-purpose Trauma Remedy and the very popular Fear Remedy plus a personal pendulum.

Sat, July 12, 9-11 a.m. Littleton Campus
WLNS 1041M01-59201 $44, $26 material fee to instructor

HEALING TOUCH

Healing Touch with Reiki

Sandra Gourd

Discover ancient forms of healing including Reiki, Reconnective Healing, sound healing, and other simple methods. Receive the Oneness Blessing. Balance your energies and connect directly to the Universal life-force healing energies andaven physical, emotional, and spiritual body and mind into balance.

Thu, May 8-15, 6-9 p.m., 2 wks Littleton Campus
WLNS 1048S01-81446 $69, $20 material fee to instructor

HYPNOSIS

Stop Smoking with Hypnosis

Sandra Gourd

Learn safe and proven techniques of hypnosis. Become a non-smoker for the rest of your life. Erase the desire for tobacco completely. Feel better, breathe better and save money. Discover the tools to alleviate your emotional and physical cravings for tobacco. Take control without anxiety or weight gain.

Thu, June 19-26, 6-9 p.m., 2 wks Littleton Campus
WLNS 1017M01-58595 $69

CPR - SAVE A LIFE

CPR and AED

Focus on infant, child, adult CPR, rescue breathing, and choking. Discuss heart disease and strokes, and proper use of the AED. Includes digital manual and a two year certification upon successful completion for both portions through the American Safety and Health Institute. A non-health care provider class.

Sat, June 28, 8:30-12:30 p.m. Littleton Campus
WLNS 1053M01-59202 $79
Sat, July 12, 8:30-12:30 p.m. Castle Rock Campus
WLNS 1053M01-59203 $79

CPR, AED, and Basic First Aid

Focus on infant, child, and adult CPR, rescue breathing and choking. Develop basic first aid knowledge, skills, and confidence. Includes digital manual and a two year certification upon successful completion for both portions through the American Safety and Health Institute. A non-health care provider class. Lunch break not included.

Sat, July 19, 8:30-2:30 p.m. Littleton Campus
WLNS 1055M01-58506 $89

ONLINE

Luscious, Low-Fat, Lightning-Quick Meals

ONLI 1153 $119

Handling Medical Emergencies

ONLI 1155 $119

Introduction to Natural Health and Healing

ONLI 1156 $119

For the most current information go to arapahoe.edu/communityed
## CHINESE

### Beginning Mandarin Chinese II

**Holly Yang**  
Expand your Chinese vocabulary, sentence patterns and expressions. Learn to apply the Pin-Yin pronunciation systems to use the dictionary which will assist you to continue learning Chinese after this class. A continuation of Beginning Mandarin Chinese I which is a prerequisite or obtain permission of instructor.

**Wed, May 14-June 11, 6:30-8 p.m., 5 wks**  
Littleton Campus  
LANG 1064S01-81456  
$119

### Basic Conversational Italian

**Rita Gasbarro**  
Discover the Italian language and culture. Learn grammar and vocabulary skills for travel, art, and music.

**Tue, June 17-Aug 12, 6:30-8:30 p.m., 9 wks**  
Littleton Campus  
LANG 1080M01-58097  
$199, plus book

### Intermediate/Advanced English as a Second Language

**Bobbi Shupe**  
A combination level course if you have completed Beginning English as a Second Language or if you can speak and read English at the 4th grade level.

**Thu, June 19-Aug 7, 6-8:30 p.m., 8 wks**  
Littleton Campus  
LANG 1005M01-58102  
$179, plus book

## SPANISH

### Beginning Spanish I

**Maria Carrasco Stone / Enrique Rosado**  
Discover basic Spanish including common phrases and vocabulary that will enable you to communicate simply and clearly.

**Tue, June 17-July 15, 6-7:30 p.m., 5 wks**  
Littleton Campus  
LANG 1020M01-58087  
$119, $15 material fee to instructor

### Beginning Spanish II

**Maria Carrasco Stone / Enrique Rosado**  
Improve your skills learned in Beginning Spanish I which is a prerequisite or you may obtain permission of the instructor before enrolling.

**Tue, May 13-June 10, 6-7:30 p.m., 5 wks**  
Highlands Ranch H.S.  
LANG 1021SH1-80343  
$119, $15 material fee to instructor

### Intermediate Spanish I

**Maria Carrasco Stone**  
If you have studied Spanish previously, continue developing working vocabulary for travel, business, and pleasure. Prerequisite: Beginning Spanish I and II, or you may obtain the permission of the instructor.

**Mon, June 16-July 14, 6-8 p.m., 5 wks**  
Littleton Campus  
LANG 1022M01-58581  
$119, $20 material fee to instructor

### Italian

**Rita Gasbarro**  
Discover the Italian language and culture. Learn grammar and vocabulary skills for travel, art, and music.

**Tue, June 17-Aug 12, 6:30-8:30 p.m., 9 wks**  
Littleton Campus  
LANG 1080M01-58097  
$199, plus book

## French

### Intermediate Spanish I

**Maria Carrasco Stone**  
If you have studied Spanish previously, continue developing working vocabulary for travel, business, and pleasure. Prerequisite: Beginning Spanish I and II, or you may obtain the permission of the instructor.

**Mon, June 16-July 14, 6-8 p.m., 5 wks**  
Littleton Campus  
LANG 1022M01-58581  
$119, $20 material fee to instructor

## English

### Intermediate Spanish I

**Maria Carrasco Stone**  
If you have completed Beginning Spanish I which is a prerequisite or obtain permission of instructor.

**Tue, June 19-July 17, 6-8 p.m., 5 wks**  
Littleton Campus  
LANG 1020M02-58211  
$119, $20 material fee to instructor

### French Conversation

**Kerstin Schultz**  
Practice conversation skills for communicating while traveling to France or other French speaking countries. Learn phrases for shopping, reading menus and ordering food, understanding directions and more. Get the necessary tools to help you communicate with more confidence.

**Wed, June 18-Aug 13, 6:30-8:30 p.m., 9 wks**  
Littleton Campus  
LANG 1017M01-59210  
$199, plus book

### Writing for ESL

**ONLI 1105**  
Writing for ESL  
$119

**ONLI 1106**  
Grammar for ESL  
$119

**ONLI 2070**  
Easy English 1  
$119

**ONLI 2090**  
Easy English 2  
$119

**ONLI 2211**  
Easy English 3  
$119

## Japanese

### Conversational Japanese

**ONLI 2064**  
Conversational Japanese  
$119

## Chinese

### Mandarin Chinese

**ONLI 2234**  
Mandarin Chinese  
$99

### Job-Specific Spanish

Spanish for Healthcare  
ONLI 2225  $129*

Spanish for Banking  
ONLI 2226  $99

Spanish for Customer Service  
ONLI 2227  $99

Spanish for Real Estate  
ONLI 2228  $129*

Spanish for Law Enforcement  
ONLI 2229  $99

Spanish for 911 Dispatch  
ONLI 2230  $99

Spanish for EMS and Fire  
ONLI 2231  $99

Spanish for Teachers  
ONLI 2232  $129*

Spanish for Corrections  
ONLI 2233  $99

Spanish for Park Rangers  
ONLI 2238  $99

Spanish for 911 Dispatch  
ONLI 2230  $99

Spanish for EMS and Fire  
ONLI 2231  $99

Spanish for Teachers  
ONLI 2232  $129*

Spanish for Corrections  
ONLI 2233  $99

Spanish for Park Rangers  
ONLI 2238  $99

## Job-Specific Spanish

Spanish for Healthcare  
ONLI 2225  $129*

Spanish for Banking  
ONLI 2226  $99

Spanish for Customer Service  
ONLI 2227  $99

Spanish for Real Estate  
ONLI 2228  $129*

Spanish for Law Enforcement  
ONLI 2229  $99

Spanish for 911 Dispatch  
ONLI 2230  $99

Spanish for EMS and Fire  
ONLI 2231  $99

Spanish for Teachers  
ONLI 2232  $129*

Spanish for Corrections  
ONLI 2233  $99

Spanish for Park Rangers  
ONLI 2238  $99

## Online

Fun! Fast! Convenient! Great Content! Get a Certificate! Ask us how to try the first lesson of a course for FREE! All these courses are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links.

### English as a Second Language

**Writing for ESL**  
ONLI 1105  $119

**Grammer for ESL**  
ONLI 1106  $119

**Easy English 1**  
ONLI 2070  $119

**Easy English 2**  
ONLI 2090  $119

**Easy English 3**  
ONLI 2211  $119

### French

**Beginning Conversational French**  
ONLI 1236  $119

### Japanese

**Conversational Japanese**  
ONLI 2064  $119

### Chinese

**Mandarin Chinese**  
ONLI 2234  $99

### Other

**Dutch**  
ONLI 2236  $99

**Portuguese**  
ONLI 2239  $99

**German**  
ONLI 2249  $99

### Online Courses

- Spanish for 911 Dispatch  
- Spanish for EMS and Fire  
- Spanish for Teachers  
- Spanish for Corrections  
- Spanish for Park Rangers  
- German  
- Dutch  
- Portuguese

## Language and Culture

Create your community here!

- How to Start a Business in Colorado  
- Retirement Planning  
- You Can Draw, Weld, Paint, Crochet!  
- Photography  
- Social Media Basics  
- Creative Writing

Living Well and Learning More after 50!

Courses are designed especially for your life, your home, your work. Bring a friend or find others who are actively engaging themselves in learning.

### English as a Second Language

**Writing for ESL**  
ONLI 1105  $119

**Grammer for ESL**  
ONLI 1106  $119

**Easy English 1**  
ONLI 2070  $119

**Easy English 2**  
ONLI 2090  $119

**Easy English 3**  
ONLI 2211  $119

### Italian

**Instant Italian**  
ONLI 1175  $119

### Spanish

**Speed Spanish I**  
ONLI 1233  $119

**Speed Spanish II**  
ONLI 1234  $119

**Speed Spanish III**  
ONLI 1235  $119

**Spanish (Latin American)**  
ONLI 2237  $99

### French

**Beginning Conversational French**  
ONLI 1236  $119

### Japanese

**Conversational Japanese**  
ONLI 2064  $119

### Chinese

**Mandarin Chinese**  
ONLI 2234  $99

### Other

**Dutch**  
ONLI 2236  $99

**Portuguese**  
ONLI 2239  $99

**German**  
ONLI 2249  $99

### Job-Specific Spanish

Learn Spanish for your job. These classes are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links to Language Authority. Try a free demo! *Eligible for 2.0 CEUs

- Spanish for Healthcare  
- Spanish for Banking  
- Spanish for Customer Service  
- Spanish for Real Estate  
- Spanish for Law Enforcement  
- Spanish for 911 Dispatch  
- Spanish for EMS and Fire  
- Spanish for Teachers  
- Spanish for Corrections  
- Spanish for Park Rangers

Hundreds of other classes may also be of interest to you. Explore the schedule! No time to take a traditional classroom class? Then check out hundreds of online courses.
HOME AND GARDEN

FUN GARDENING CLASSES
Take any of these fun classes and take home a basket, container, or learn what grows in Colorado.

Mile High Magic: Plant What Grows in the Rocky Mountain Region
Crystal Oleskevich
Have you experienced frustration gardening in our wonderful climate with our not so wonderful soils? Learn the basics of gardening in the Denver area and the skills necessary to become an enthusiastic gardener. Discuss soils, amendments, appropriate plant material (perennials, annuals, shrubs, vines, trees) both native and non-native. Be prepared with materials and information to better equip you to enjoy successful gardening in the Rockies.

Thu, May 8, 6-9 p.m. The Hudson Gardens and Event Center
HRTC 1006M01-80488 $59

tue, June 17, 6-9 p.m. The Hudson Gardens and Event Center
HRTC 1006M01-59205 $59

FLORAL DESIGN CERTIFICATE
Earn a certificate in Floral Design Principles after you successfully complete the following series of courses or you may take classes individually. You will have one year from initial registration to complete the program. A minimum number of students is required for each class. Classes focus on fresh flower arranging and are taught by Crystal Oleskevich who owns her own floral business. Classes are scheduled at The Hudson Gardens and Event Center.

Introduction to Floral Design Principles
Explore how to put flowers together using proven design principles. Get tips on purchasing fresh flowers and caring for flowers from your garden. Discuss the right tools and their care to create beautiful designs in this demonstration class.

Tue, June 24, 6-9 p.m., The Hudson Gardens and Event Center
HRTC 1013M01-59206 $59

Concepts and Containers
Learn to create arrangements. Discuss styles including traditional, contemporary, oriental, funny, seasonal and special events. Explore color, focal point, pop, texture, volume and size. Make an arrangement to take home, container provided. *Registration deadline June 28 for July class.

Tue, July 1, 6-9 p.m. The Hudson Gardens and Event Center
HRTC 1033M01-59207 $59, $25 material fee to instructor

Creating Style, Shape and Color
Learn to utilize shape and color to create a stylish arrangement for any occasion. Bring your own favorite vase or container and make an arrangement to take home. *Registration deadline July 5 for July class.

Tue, July 8, 6-9 p.m. The Hudson Gardens and Event Center
HRTC 1034M01-59208 $59, $25 material fee to instructor

Arrangement Workshop and Critique
The culminating workshop brings your flower arranging skills together. Make an arrangement to take home. *Registration deadline July 12 for July class.

Tue, July 15, 6-9 p.m. The Hudson Gardens and Event Center
HRTC 1035M01-59209 $59, $25 material fee to instructor

ONLINE CLASSES

Fun! Fast! Convenient! Great Content!
Get a Certificate! Ask us how to try the first lesson of a course for FREE! All these courses are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links.

Start Your Own Edible Garden
ONLI 1047 $119

Growing Plants for Fun and Profit
ONLI 2062 $119

Introduction to Interior Design
ONLI 2203 $119

For the most current information go to arapahoe.edu/communityed
Fantasy Writing: Become a Creative Writer
Learn how to write with excitement. Use words to express your imagination. Review the basics of being a good author and start writing your own stories. Expand your vocabulary and learn to write with confidence.

Mon-Fri, July 7-11, 1-2:30 p.m. ACC North Building
YTHC 1204M01-59139 (grades 3-5) $79

Mon-Fri, July 7-11, 1-2:30 p.m. ACC North Building
YTHC 1204M02-58124 (grades 3-5) $79

Mon-Fri, August 4-8, 9-10:30 a.m. ACC North Building
YTHC 1204M03-59128 (grades 3-5) $79

Beginning Spanish I
Learn simple conversational phrases as well as the Spanish alphabet, colors, numbers and clothing, all through creative and fun ways to remember vocabulary.

Mon-Fri, July 7-11, 1-2:30 p.m. ACC North Building
YTHC 1151M01-59139 (grades 4-7) $79

Mon-Fri, July 21-25, 9-10:30 a.m. ACC North Building
YTHC 1205M02-58124 (grades 3-5) $79

Mon-Fri, July 28-Aug 1, 10:45-12:15 p.m. ACC North Building
YTHC 1015M01-59140 (grades 5-8) $79, $10 material fee to instructor

Canvas and Cookies
Discover a step-by-step process on how to paint two featured paintings on a canvas. Explore basic painting skills such as brush types and color mixing. Sessions last 1.5 hours. Enjoy a cookie at the end and have a wonderful art piece to be taken home. (Please clarify any food allergies when registering for the class)

Mon-Fri, June 23-27, 10:45-12:15 p.m. ACC North Building
YTHC 1019M01-59142 (grades 3-5) $79, $15 material fee to instructor

Mon-Fri, July 14-18, 10:45-12:15 p.m. ACC North Building
YTHC 1015M02-59141 (grades 5-8) $79, $10 material fee to instructor

Mon-Fri, August 4-8, 10:45-12:15 p.m. ACC North Building
YTHC 1170M03-59707 (grades 4-8) $79

Your Fingers, Your Words! Keyboarding Skills
Learn correct keyboarding skills using accuracy and speed. Have fun with games to type words before they pass by and stories from easy to difficult to type. Receive a printed paper showing your speed in words per minute.

Mon-Fri, June 23-27, 1-2:30 p.m. ACC North Building
YTHC 1170M01-58786 (grades 4-8) $79

Mon-Fri, July 14-18, 10:45-12:15 p.m. ACC North Building
YTHC 1170M02-58787 (grades 4-8) $79

Mon-Fri, August 4-8, 10:45-12:15 p.m. ACC North Building
YTHC 1170M03-59707 (grades 4-8) $79

Junior Engineer Academy: Build with Legos!
Let your imagination run wild with LEGOs. Build engineering designed projects such as boats, bridges, and more. Use special pieces to create a unique design. Explore the endless creative possibilities of the LEGO building and apply simple machine structures.

Mon-Fri, July 7-11, 9-10:30 a.m. ACC North Building
YTHC 1181M01-59022 (grades 4-6) $79

Mon-Fri, July 21-25, 1-2:30 p.m. ACC North Building
YTHC 1181M02-59023 (grades 4-6) $79

Mon-Fri, Aug 4-8, 9-10:30 a.m. ACC North Building
YTHC 1181M03-59171 (grades 4-6) $79

SECRET ACADEMY

Basic strategy and basic checkmates will be covered. Instructor has had 3 years of experience teaching and playing chess. Investigate what it takes to become a chess player. Discover how the pieces move, the object of the game, and rules of the game.

Mon-Fri, July 7-11, 1-2:30 p.m. ACC North Building
YTHC 1202M01-58211 (grades 3-12) $79

Mon-Fri, July 21-25, 1-2:30 p.m. ACC North Building
YTHC 1202M02-59133 (grades 3-12) $79

Mon-Fri, July 21-25, 1-2:30 p.m. ACC North Building
YTHC 1202M03-59134 (grades 3-12) $79

Mazzles
Solve unusual mazes and puzzles. A fun way to create brain teasers and share with your friends! You will design original mazes and puzzles plus board games based on your special interest.

Mon-Fri, June 23-27, 1-2:30 p.m. ACC North Building
YTHC 1015M01-59140 (grades 5-8) $79, $10 material fee to instructor

Mon-Fri, July 14-18, 1-2:30 p.m. ACC North Building
YTHC 1015M02-59141 (grades 5-8) $79, $10 material fee to instructor

It's Your Move! Beginning Chess
Investigate what it takes to become a chess player. Discover how the pieces move, the object of the game, and rules of the game. Basic strategy and basic checkmates will be covered. Instructor has been teaching chess for over 10 years and is a USCF-rated expert.

Mon-Fri, July 7-11, 1-2:30 p.m. ACC North Building
YTHC 1202M01-58211 (grades 3-12) $79

Mon-Fri, July 21-25, 1-2:30 p.m. ACC North Building
YTHC 1202M02-59133 (grades 3-12) $79

It's Your Move Again! Intermediate Chess
Continue to learn more chess strategies. Prerequisite: You must know the rules of chess (how the pieces move and the object of the game) or have taken Beginning Chess.

Mon-Fri, July 14-18, 1-2:30 p.m. ACC North Building
YTHC 1203M01-58122 (grades 3-12) $79

Mon-Fri, July 21-25, 2:45-4:15 p.m. ACC North Building
YTHC 1203M02-59134 (grades 3-12) $79

Your Fingers, Your Words! Keyboarding Skills
Learn correct keyboarding skills using accuracy and speed. Have fun with games to type words before they pass by and stories from easy to difficult to type. Receive a printed paper showing your speed in words per minute.

Mon-Fri, June 23-27, 1-2:30 p.m. ACC North Building
YTHC 1170M01-58786 (grades 4-8) $79

Mon-Fri, July 14-18, 10:45-12:15 p.m. ACC North Building
YTHC 1170M02-58787 (grades 4-8) $79

Mon-Fri, August 4-8, 10:45-12:15 p.m. ACC North Building
YTHC 1170M03-59707 (grades 4-8) $79

Math with LEGO
Build with LEGOs! Junior Engineer Academy: Build with Legos!

Mon-Fri, July 7-11, 1-2:30 p.m. ACC North Building
YTHC 1151M01-58510 (grades 4-7) $79

Mon-Fri, July 21-25, 1-2:30 p.m. ACC North Building
YTHC 1151M02-59129 (grades 4-7) $79

Mon-Fri, July 28-Aug 1, 10:45-12:15 p.m. ACC North Building
YTHC 1015M01-59139 (grades 4-7) $79

Mon-Fri, August 4-8, 10:45-12:15 p.m. ACC North Building
YTHC 1015M02-59140 (grades 4-7) $79

Mon-Fri, June 23-27, 10:45-12:15 p.m. ACC North Building
YTHC 1208M01-58943 (grades 3-5) $79

Mon-Fri, July 14-18, 10:45-12:15 p.m. ACC North Building
YTHC 1208M02-58128 (grades 3-5) $79

Mon-Fri, August 4-8, 10:45-12:15 p.m. ACC North Building
YTHC 1208M03-58969 (grades 3-5) $79
Career Discoveries!
Middle school is the perfect time to begin thinking about what interests you. Explore your skills, interests and future career plans. Look at ways you could gain employment during the summer and build a basic resume.

Mon-Fri, June 23-27, 9-10:30 a.m.  ACC North Building  YTHC 1042M01-59151 (grades 6-9)  $69
Mon-Fri, July 14-18, 10:45-12:15 p.m.  ACC North Building  YTHC 1042M02-59152 (grades 6-9)  $69

Fold’em and Hold’em
Learn the ancient Japanese art form – Origami. Explore the basic folds, shapes, simple models, and basic terminology. Develop small motor skill development while creating little creatures to take home.

Mon-Fri, July 14-18, 1-2:30 p.m.  ACC North Building  YTHC 1050M01-59153 (grades 5-8)  $69, $5 material fee to instructor

Bookworm Club: 2 Week Session
Join the club! Members choose a book the first day and be prepared to discuss the following days. Share great connections, perspectives and think about points of view as well. Thought provoking questions will be asked from the instructor to stimulate great conversation for book readers. This is a great opportunity to learn how to start your own book club!

Mon-Fri, July 28-Aug 8, 1-2:30 p.m., 2 wks  ACC North Building  YTHC 1054M02-59155 (grades 6-8)  $119, book purchase required

Made to Order Woodworking
Discover basic construction tools to assemble an interesting and useful wood project. Learn to follow instructions while having fun. Projects can include a wide variety of items; bird house, airplane, pirate ship bank, candy dispenser, and more!

Mon-Fri, June 28-Aug 1, 1-2:30 p.m.  ACC North Building  YTHC 1057M01-59156 (grades 6-8)  $79, $20 material fee to instructor
Mon-Fri, July 14-18, 1-2:30 p.m.  ACC North Building  YTHC 1057M02-59157 (grades 6-8)  $79, $20 material fee to instructor

GEAR UP FOR SCHOOL SUCCESS ACADEMY
A Mystery No More: Improve Study Skills
Ever felt you would have studied harder if you only knew how? Learn strategies in listening, note-taking, test-taking, time management and more. Take learning inventories to discover how you learn best. Leave the class feeling ready for the new school year.

Mon-Fri, June 23-27, 10:45-12:15 p.m.  ACC North Building  YTHC 1245M01-58168 (grades 6-8)  $159
Mon-Fri, July 7-18, 9-10:30 a.m., 2 wks  ACC North Building  YTHC 1246M01-58526 (grades 6-8)  $159
Mon-Fri, July 21-25, 1-2:30 p.m.  ACC North Building  YTHC 1247M01-58173 (grades 6-8)  $159
Mon-Fri, July 7-18, 1-2:15 p.m., 2 wks  ACC North Building  YTHC 1259M01-58171 (grades 6-8)  $159
Mon-Fri, July 7-18, 10:45–12:15 p.m. 2 wks  ACC North Building  YTHC 1259M02-58496 (grades 6-8)  $79
Mon-Fri, July 21-25, 1-2:30 p.m.  ACC North Building  YTHC 1259M01-58526 (grades 6-8)  $79
Mon-Fri, June 23-27, 10:45-12:15 p.m.  ACC North Building  YTHC 1259M01-58163 (grades 6-8)  $79
Mon-Fri, July 7-18, 1-2:15 p.m., 2 wks  ACC North Building  YTHC 1259M03-59124 (grades 6-8)  $79
Mon-Fri, July 7-18, 10:45-12:15 p.m. 2 wks  ACC North Building  YTHC 1259M02-58525 (grades 6-8)  $79
Mon-Fri, July 7-18, 10:45–12:15 p.m. 2 wks  ACC North Building  YTHC 1259M01-58168 (grades 6-8)  $159

Skills that work! Middle School Reading and Writing Skills
This comprehensive program is designed to help advance students’ reading and writing abilities. You will be immersed in reading, writing, listening, and speaking activities that will help you become skilled readers and writers.

Mon-Fri, July 7-18, 10:45–12:15 p.m. 2 wks  ACC North Building  YTHC 1245M01-58168 (grades 6-8)  $159

High Five Strategies for Middle School Success
Learn the skills and strategies necessary for success at the middle school level. You can improve your study skills and begin the school year with confidence. Learn practical strategies for organization, note-taking, testing, testing and planning. Based on the book, “Seven Habits of Highly Effective Teens” by Sean Covey, learn organization strategies that will not only benefit your studies, but also your life.

Mon-Fri, July 7-18, 1-2:15 p.m., 2 wks  ACC North Building  YTHC 1247M01-58173 (grades 6-8)  $159

Math Mastery for Middle School
Strengthen and reinforce basic math skills necessary for middle school success. Emphasis will be placed on attacking addition, subduing subtraction, mastering multiplication, defeating division, finishing fractions, and perfecting the point for decimals.

Mon-Fri, July 7-18, 9-10:30 a.m., 2 wks  ACC North Building  YTHC 1246M01-58526 (grades 6-8)  $159

Reading for Success
Frustrated with reading and unable to keep up with rest of the class? Experience a course that is great for ALL subjects. Improve your reading skills by reading independently from a novel of your choice. Develop a dialectical notebook and learn the techniques of how “Soaps” can improve your grades in all classes.

Mon-Fri, July 7-11, 10:45-12:15 p.m.  ACC North Building  YTHC 1259M01-58165 (grades 6-12)  $79, $3 material fee to instructor
Mon-Fri, July 14-18, 2:45-4:15 p.m.  ACC North Building  YTHC 1259M02-58525 (grades 6-12)  $79, $3 material fee to instructor
Mon-Fri, Aug 4-8, 10:45-12:15 p.m.  ACC North Building  YTHC 1259M03-59125 (grades 6-12)  $79, $3 material fee to instructor

So You Want to be a Millionaire! Manage Your Money
Are you a savvy shopper? Do you know how to manage your money? Test your money management skills and become an educated consumer who makes smart financial decisions. Explore how to create a budget. Discover how to invest money and how to use a credit card or ATM. Discuss saving for college and calculating expenses for buying and owning a car. Make your money work for you!

Mon-Fri, July 7-11, 1-2:30 p.m.  ACC North Building  YTHC 1085M01-58255 (grades 6-12)  $69
Mon-Fri, July 21-25, 2:45-4:15 p.m.  ACC North Building  YTHC 1085M02-58524 (grades 6-12)  $69

Made to Order Woodworking
Discover basic construction tools to assemble an interesting and useful wood project. Learn to follow instructions while having fun. Projects can include a wide variety of items; bird house, airplane, pirate ship bank, candy dispenser, and more!

Mon-Fri, June 23-27, 1-2:30 p.m.  ACC North Building  YTHC 1057M01-59156 (grades 6-8)  $79, $20 material fee to instructor
Mon-Fri, July 14-18, 1-2:30 p.m.  ACC North Building  YTHC 1057M02-59157 (grades 6-8)  $79, $20 material fee to instructor
Create Better Habits: Organize Your Life for Better Learning
Based on the book, "Seven Habits of Highly Effective Teens" by Sean Covey, learn organization strategies that will not only benefit your studies, but also your life. Explore some possibilities for improving your personal space to make room for more clear school goals. Improve your school work by organizing your thought patterns and structuring your work habits. Focus on simplifying your life and keeping your attention on what is really important.

Mon-Fri, June 23-27, 9-10:30 a.m.  ACC North Building
YTHC 1242M01-58166 (grades 6-12)  $89 includes workbook
Mon-Fri, July 21-25, 1-2:30 p.m.  ACC North Building
YTHC 1242M02-58167 (grades 6-12)  $89 includes workbook
Mon-Fri, Aug 4-8, 9-10:30 a.m.  ACC North Building
YTHC 1242M03-58910 (grades 6-12)  $89 includes workbook

ACT English Exam: Improve Your Scores
Prepare yourself for a successful ACT exam. Discover what areas of the verbal test battery which you need to improve your skills. Learn test taking techniques and how to control anxiety. Review grammar and comprehension to build your confidence. Fee includes workbook from National Association of Secondary School Principals. (grades 8-12 or younger with permission of instructor)

Mon-Fri, Aug 4-8, 1-2:30 p.m.  ACC North Building
YTHC 1254M01-58177 (grades 6-12)  $98, includes workbook

ACT Math Exam: Improve Your Scores
Prepare yourself for a successful ACT test score. Discover how this exam is structured. Complete and score actual problem types found on the test and develop math skills that will help you better prepare for taking this test. Fee includes a workbook from the National Association of Secondary School Principals. (grades 8-12 or younger with permission of instructor)

Mon-Fri, Aug 4-8, 10:45-12:15 p.m.  ACC North Building
YTHC 1256M01-58180 (grades 6-12)  $98, includes workbook

S.T.E.M. ACADEMY

Be a Math Master: Conquer Fractions, Decimals, Percents
Are fractions, decimals and percents driving you crazy?
Gain confidence with these everyday math skills. Review and learn arithmetic, conversion, and problem solving techniques. This is a good class to take before Pre-Algebra or as a math review.

Mon-Fri, June 23-27, 2:45-4:15 p.m.  ACC North Building
YTHC 1212M01-58156 (grades 6-8)  $79

The Einstein Way I: Pre-Algebra I
Get your math juices flowing and be ready for a new school year. Review and learn signed numbers, percents, fractions, order of operations and much more. Leave this class feeling successful and ready for next year's Pre-Algebra, Algebra-Saxon, or Algebra. This is a good class to take in conjunction with Pre-Algebra II.

Mon-Fri, July 7-11, 10:45-12:15 p.m.  ACC North Building
YTHC 1213M01-58158 (grades 6-8)  $79

Mon-Fri, July 28-Aug 1, 9-10:30 a.m.  ACC North Building
YTHC 1213M02-58971 (grades 6-8)  $79

The Einstein Way II: Pre-Algebra II
Feeling like you need more Pre-Algebra before you tackle Algebra next year? Introduce yourself to negative numbers, two-step equations, graphing and solving inequalities. Learn how to simplify polynomials and do factoring. This is a good class to take in conjunction with "Pre-Algebra I".

Mon-Fri, July 14-18, 1-2:30 p.m.  ACC North Building
YTHC 1214M01-58160 (grades 6-8)  $79

Be An Einstein! Pre Algebra I and II Combo
This is a general consolidated Pre Algebra I and II. Perfect class to gain more experience and practice using what you learned in previous classes. Get ready for a new school year and freshen up those math skills!

Mon-Friday, Aug 4-8, 10:45-12:15 p.m.  ACC North Building
YTHC 1145M01-59177 (grades 6-8)  $79

Algebra I
This is your review before Algebra II. Review inequalities, linear and quadratic equations, slopes, polynomials, expansion, functions and radicals. Bring a calculator (optional).

Mon-Fri, June 23-27, 1-2:30 p.m.  ACC North Building
YTHC 1258M01-58183 (grades 9-12)  $79

Design a Web Page Your Way
Create a web site that people will want to visit. Learn to use Flash and many free programs to enhance your site. Learn about colors, text tricks and more to make your website pop with dynamic animations, rollovers and other tricks that will give your website pizzazz. Bring a flash drive.

Mon-Fri, July 14-18, 9-10:30 a.m.  ACC North Building
YTHC 1081M01-59143 (grades 9-12)  $99

Mon-Fri, July 28-Aug 1, 2:45-4:15 p.m.  ACC North Building
YTHC 1081M02-58519 (grades 9-12)  $99

Apple iLife™ Exploration
Learn how to use amazing software on your Mac computer or iPad. Explore the basics of iPhoto, iMovie, and GarageBand. Learn to do amazing things with your photos, movies, music and presentations. This is a hands on program, Mac computer or iPad with iLife software required. Bring your device.

Mon-Fri, July 7-11, 9-10:30 a.m.  ACC North Building
YTHC 1224M01-59163 (grades 5-8)  $99

Mon-Fri, July 14-18, 9-10:30 a.m.  ACC North Building
YTHC 1224M02-59164 (grades 5-8)  $99

Manufacturing the Possibilities
Learn from company experts! Explore and understand how products are made from Colorado manufacturers such as FatBike Company, Tag Team Manufacturing, and Reata Engineering. Each day, see demonstrations and participate in hands-on projects like 3D printing, wood or metal assembly, design, prototype, tooling and production machining and assembly for aviation/aerospace. Discover the product development and manufacturing process. Discuss what careers might be in your future and how to get a good job.

Mon-Fri, July 21-25, 9-10:30 a.m.  ACC North Building
YTHC 1174M01-59180 (grades 6-8)  $99

Mechanics on the Move: Robotics I and II
Discover the world of robotics. Learn about the history and mechanics of a programmable robot. Discover how robotics is used in some of the most prominent industries of auto, space and more. Build your own robot which is a sound and touch sensitive robot meaning if it hits something or hears a loud sound it will turn and proceed forward. Brainstorm what the robots of the future will create. Bring: small needle nose pliers, Phillips screwdriver, and 2 AA batteries. Each week, a different robot is built.

Robotics I
Mon-Fri, June 23-27, 10:45-12:15 p.m.  ACC North Building
YTHC 1238M01-58161 (grades 6-8)  $129, includes robot

Mon-Fri, July 28-Aug 1, 10:45-12:15 p.m.  ACC North Building
YTHC 1238M02-58162 (grades 6-8)  $129, includes robot

Robotics II (new robot this week)
Mon-Fri, July 7-11, 10:45-12:15 p.m.  ACC North Building
YTHC 1172M01-59170 (grades 6-8)  $129, includes robot

Junior Engineer Academy: Build with Legos!
Let your imagination run wild with LEGOs. Build engineering designed projects such as boats, bridges, and more. Use special pieces to create a unique design. Explore the endless creative possibilities of the LEGO building and apply simple machine structures.

Mon-Fri, July 7-11, 9-10:30 a.m.  ACC North Building
YTHC 1181M01-59022 (grades 4-6)  $89

Mon-Fri, July 21-25, 1-2:30 p.m.  ACC North Building
YTHC 1181M02-59023 (grades 4-6)  $89

Mon-Fri, Aug 4-8, 9-10:30 a.m.  ACC North Building
YTHC 1181M03-59171 (grades 4-6)  $89
Video Game Concept Art

Attention artists and future game and movie designers! Apply your art to one of many fields in the video game industry! Learn advanced digital painting techniques using Photoshop, and bring your imagination into the digital world. Character design, storytelling, and concept art are all specialties within the game and movie industry that you will train for. Design and produce compelling art and apply it to your chosen context. No Photoshop experience required. General computer and drawing experience helpful. Bring sketch or drawing paper, pencils, pen and ruler. If available, bring two or three art pieces to use in class.

Mon-Fri, July 7-11, 1:30-4 p.m.  ACC North Building
YTHC 1079M01-59878 (grades 7-12)  $169

Mon-Fri, July 21-25, 1:30-4 p.m.  ACC North Building
YTHC 1079M02-59172 (grades 7-12)  $169

Sketch Up

SketchUp is a 3D and 2D drawing program, which may be used to create architectural, civil, and mechanical drawing. It is a fast and fun way to create drawings from the simplest to elaborate models of anything you can imagine.

Mon-Fri, July 7-11, 10:45-12:15 p.m.  ACC North Building
YTHC 1060M01-59159 (grades 6-8)  $99

Mon-Fri, July 14-18, 1-2:30 p.m.  ACC North Building
YTHC 1060M02-59160 (grades 9-12)  $99

Mon-Fri, July 28-Aug 1, 1-2:30 p.m.  ACC North Building
YTHC 1060M03-59161 (grades 6-8)  $99

Painting with Acrylics

Learn how to paint with acrylics. Explore important color theory concepts as you create various demonstrations. Why do the colors of modern 3-D animations burst out so radiantly? Come discover their relationships. Please bring the following supplies: pencils, eraser, pen and ruler. Basic acrylic colors red, green, blue, yellow, white, 1” flat brush. 5 canvas boards, about 9 X 12 inches size.

Mon-Fri, July 14-18, 10:45-12:15 p.m.  ACC North Building
YTHC 1059M01-59158 (grades 8-12)  $79

CULTURAL AND CREATIVE ARTS ACADEMY

Drawing for Comic Books and Manga Drawing

Discover storytelling conventions utilized by professional illustrators. Continue into advanced studies of comic book composition, perspective, movie storytelling, and figure drawing. Explore the rich Japanese art form of Manga/Anime and learn how to draw in the dynamic Anime/Manga style. Supplies to bring: pencil, 11”x14” drawing paper, pen and ruler. Note: Two time offerings: 1.5 hour class and 2.5 hours classes.

Mon-Fri, July 14-18, 1:30-4 p.m.  ACC North Building
YTHC 1250M01-58174 (grades 6-8)  $169

Mon-Fri, July 21-25, 10:45-12:15  ACC North Building
YTHC 1250M02-58983 (grades 9-12)  $79

Mon-Fri, July 28-Aug 1, 1:30-4 p.m.  ACC North Building
YTHC 1250M03-58984 (grades 6-8)  $169

Cartooning

Learn how your imagination comes alive with cartooning! Discover the methods of drawing behind cartooning and animation. Create your very own character as you discover how to convey shape and color, action, humor and style! Bring: drawing paper and pencils to class.

Mon-Fri, July 7-11, 9-10:30 a.m.  ACC North Building
YTHC 1218M01-58146 (grades 6-8)  $79

Mon-Fri, July 21-25, 9-10:30 a.m.  ACC North Building
YTHC 1218M02-58162 (grades 9-12)  $79

Painting with Watercolor

Discover watercolor techniques that provide control. Utilize profound color theory insights and master water as a medium. Supplies required: watercolor paper about 9”x12”, pencils, eraser, pen and ruler. Basic watercolor colors, 1/2” round brush.

Mon-Fri, July 28-Aug 1, 10:45-12:15 p.m.  ACC North Building
YTHC 1061M01-59166 (grades 8-12)  $79

Draw Like an Architect

Explore perspective drawing techniques for aspiring engineers, industrial designers, artists and more. Learn how to draw visually accurate renderings with proven perspective systems. Required supplies: a smooth drawing paper, mechanical pencils, pencil, pen and ruler. Compass optional. Longer 2 ruler optional.

Mon-Fri, July 14-18, 9-10:30 a.m.  ACC North Building
YTHC 1062M01-59167 (grades 9-12)  $79

Portrait/Still Life/Landscape Drawing

Learn how to draw by observation. Explore how to “record” any sight onto canvas. Discover how to produce realistic faces and capture a person’s likeness on paper. Required supplies: drawing paper 11X14, graphite pencils set, eraser and ruler.

Mon-Fri, July 7-11, 10:45-12:15 p.m.  ACC North Building
YTHC 1063M01-59168 (grades 9-12)  $79

Mon-Fri, July 28-Aug 1, 9-10:30 a.m.  ACC North Building
YTHC 1063M02-59169 (grades 9-12)  $79

IMPORTANT YOUTH COLLEGE INFORMATION

CONFIRMATIONS: Confirmations are not sent so please mark your calendars with course days/dates/times/place. However, if there is a change in your course status or a course is canceled, we will call you.

MATERIAL FEES: Some courses require a material fee which is payable to the instructor. This helps cover the cost of supplies, extra printing, insurance, or other items. The information on material fees is found next to each course. DO NOT INCLUDE MATERIAL FEE WITH YOUR PAYMENT TO THE COLLEGE!

EMERGENCY INFO/CONSENT FORM: This form is available online. Mail, fax, or drop off your signed Student Emergency Information and Consent Form attached to your Registration Form before your first course begins. If you phone in your registration, you must mail us the signed Student Emergency Information and Consent Form. We need to receive the form PRIOR to your child attending class. Otherwise, your child will not be able to participate. Forms are available at www.arapahoe.edu/communityed and click on the links to the Youth College program.

COURSE CANCELLATION/CHANGES: We reserve the right to cancel a course or change the date, time, and/or location. We will call you if a course has been canceled or if there is a course change. Courses may be canceled if there is insufficient enrollment, so please remember to register early. NEW THIS YEAR! We are now offering “Mosiac Edventures,” an overall skills enrichment class. This includes center based learning using a variety of content and learning experiences for your student should their class be cancelled and your student does not choose to enroll in another class.

DROPS AND REFUNDS: To drop a course and receive a refund less a $10 registration fee, call the Community Education Program Office, 303-797-5722 by noon the Wednesday before the class begins. Refunds will not be made after that time.

For a refund minus the $10 registration fee are:

Classes beginning July 7 must be notified by July 2
Classes beginning July 14 must be notified by July 9
Classes beginning July 21 must be notified by July 16
Classes beginning July 28 must be notified by July 23
Classes beginning Aug 4 must be notified by July 30

LUNCH BUNCH: Lunch Bunch offers noontime supervision for elementary-age kids staying on campus between morning and afternoon classes. The fee for this supervision is $15, and you furnish the lunch. You must register for this option if your child attends morning and afternoon classes.

Supervised Lunch - Bring Your Own Lunch
Mon-Fri, 12:15-12:45 pm, June 23-27..............YTHC 1275M06-58271
Mon-Fri, 12:15-12:45 pm, July 7-11.................YTHC 1275M01-58272
Mon-Fri, 12:15-12:45 pm, July 14-18.............YTHC 1275M02-58273
Mon-Fri, 12:15-12:45 pm, July 21-25.............YTHC 1275M03-58274
Mon-Fri, 12:15-12:45 pm, July 28-Aug 1.........YTHC 1275M04-58275
Mon-Fri, 12:15-12:45 pm, Aug 4-8..................YTHC 1275M05-58276
ACC Cafeteria or Outside...............................................................$15

CHILD DROP OFF AND PICK UP

For classes held Monday-Friday during the day on campus, you must check in with the on-site supervisor starting 15 minutes prior to the time the course begins. Student must be picked up within 15 minutes after the end of the course unless the student is registered for the Lunch Bunch program during the lunch hour. Otherwise, students will be brought to the Campus Police office located on the 2nd floor of the Main Building M2600 (303-797-5800) and may be picked up there. Check-in location is in the ACC North Building on the Littleton Campus. Please report directly to that site. The ACC North Building is a one-story building located just north of the Main Campus building. Parents are to accompany their child into the south doors on the east side of the North Building.

ROOM ASSIGNMENT: For classes held every day, Monday-Friday, room information will be available upon check-in at the North Building of the Littleton Campus.

VISITORS IN CLASSROOMS: We do not allow visitors in the classroom for safety reasons. Our staff members will be glad to help you or you may come directly to the Community Education Program Office, A1215.

For the most current information go to arapahoe.edu/communityed · 17
WHAT YOU NEED TO KNOW...

LOCATIONS
You can find maps of Arapahoe Community College facilities at www.arapahoe.edu by clicking on the About ACC link. You will also find detailed building maps showing classroom locations. To print a map to any of the following locations from the Internet, go to arapahoe.edu/communityed and then the link to location, maps, parking.

ACC LITTLETON CAMPUS
5900 South Santa Fe Drive, Littleton, 80120
Take Santa Fe, turn east on Church Avenue; or take Broadway to Littleton Boulevard, go west to Prince, go south on Prince to Church.

ACC PARKER CAMPUS
15653 Brookstone Drive, Parker, 80134 (Lincoln and Chambers)

ACC CASTLE ROCK CAMPUS
4700 Castleton Way, Suite 100, Castle Rock, CO 80109
(Founders Parkway and I-25)

ART & DESIGN CENTER
2400 West Alamo Street, Littleton, 80120
Littleton Boulevard to Prince, south on Prince. The center is on the SW corner of Prince and Alamo in Downtown Littleton.

CHURCH STREET BUILDING
2625 West Church Ave., Littleton, 80120
Directly north and across the street from the main campus on Church Avenue.

GRANDVIEW GRANGE
2280 East Noble Place, Centennial, 80121
(Near Arapahoe and University

HIGHLANDS RANCH HIGH SCHOOL
9375 Cresthill Lane, Highlands Ranch, 80130

SOUTH HIGH SCHOOL
1700 East Louisiana Avenue, Denver, 80210

SOUTH METRO DENVER CHAMBER OF COMMERCE
2154 East Commons Avenue Suite 342, Centennial 80122
Located within the Streets at SouthGlenn shopping center at the corner of University Blvd. and Arapahoe Road

THE HUDSON GARDENS & EVENT CENTER
6115 South Santa Fe Drive, Littleton 80120

SOMERSET TERRACE AT SOUTH GL (Near Arapahoe and Pearl Street)
5900 S. Santa Fe Drive, Littleton, CO, 80120 or submit your proposal through our web site at www.arapahoe.edu. Click on Community Education.

ACCOMMODATION
Reasonable accommodation will be provided upon request for people with disabilities. If you are a person with a disability who requires an accommodation to participate in the program, please notify the Community Education Program, 303.797.5722, a minimum of 30 days prior to the starting date of the course.

SELF-SUPPORTING PROGRAM
The Community Education Program at ACC receives no state tax monies. It is totally self-supported by your enrollment fees.

DRUG AND ALCOHOL PREVENTION PROGRAM
Information and policies are available on the Web site and in the ACC Student Affairs Office, Room M2820. ACC supports the efforts of local, state and federal governments in promoting a drug free America, pursuant to Public Law 101.

EQUAL OPPORTUNITY
ACC does not discriminate on the basis of race, sex, creed, color, age, national origin, sexual orientation, religion, veteran status or individual disability, in admission or access to, or treatment or employment in, its programs and activities. Inquiries concerning Title VI, Title IX, and Section 504 and the Americans With Disabilities Act may be referred to the Human Resource Office, 5900 S. Santa Fe Drive, Room CSB 1005, Littleton, CO, 80160, Phone 303.797.5724, or the Office for Civil Rights, U.S. Dept. of Education, 1961 Stout Street, Denver, CO, 80224.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT
ACC complies fully with FERPA, which affords students certain rights with respect to their education records, including protecting the privacy of, and insuring the right to inspect and review, the records. More information is available in the Office of Admissions and Records, Room M2470.

CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT
The Clery Act report is available on the ACC Web site or in the Campus Police Office, Room M2600. A list of sexual offenders in the area can be obtained through the Littleton Police Department.

WHO MAY ENROLL?
Anyone over 18 years of age may enroll in courses. High school graduation is NOT necessary. Students under the age of 18 may enroll in some courses with some restrictions and permission of the instructor prior to the start of a course unless noted otherwise. Younger students should refer to offerings in the Youth College section of the schedule. Any other exceptions are noted in the course description.

ROOMS
Room assignments for classes held at the ACC campus will be included with your parking permits. If there are any changes, we will contact you by phone or e-mail.

PARKING-LITTLETON AND PARKER CAMPUSES
Temporary parking permits are required to park in the ACC Littleton and Parker lots. A permit will be e-mailed to you, valid for the time you attend class. It is imperative that you display the temporary permit on your dashboard; otherwise you will be ticketed. If you do not receive a permit, park on the side streets around the campus. On the Littleton Campus, short-term parking is available on selected side streets around the College for either two or four-hour time limits. Make note of the time limit signs for these designated spots. Permits will not be required for these parking spaces; however, parking limits will be strictly enforced and you will receive a ticket if you are in violation.

RTD LIGHT RAIL
Light rail service is provided within 1 block from the Littleton Campus at the Littleton Downtown Station.

REGISTRATION TIPS
We do not pro-rate course tuition and/or fees for late registrations. We cannot guarantee enrollment in every course until your registration is processed. Some courses are limited in size, so we encourage you to register early.

CONFIRMATIONS
CONFIRMATIONS ARE NOT SENT SO PLEASE MARK YOUR CALENDARS WITH COURSE DAYS/DATES/TIMES/PLACE. However, if there is a change in your course status or a course is canceled, we will call you.

COURSE CANCELLATION
We reserve the right to cancel a course or change the date, time, and/or location. We will call you if a course has been canceled or if there is a course change. Courses may be canceled if there is insufficient enrollment, so please remember to register early.

REFUNDS
To drop a course which meets a minimum of three sessions and receive a refund less a $10 registration fee, call the Community Education Program Office, 303.797.5722 the day following the first session, except for computer courses which must be dropped 24 hours prior to scheduled date. ABSOLUTELY no refunds will be made after that time. To drop a course which meets two sessions or less and receive a refund less a $10 registration fee, call the Community Education Program Office, 303.797.5722 or the Office for Civil Rights, U.S. Dept. of Education, 1961 Stout Street, Denver, CO, 80224.

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COMMUNITY EDUCATION REGISTRATION  Summer 2014

Last Name                         First Name                                                             Middle
Address                                    Apt#           City                                   Zip
Email                                                                                       Primary  Phone #                          Secondary  Phone #
Female               Male                         Check he re if you are an au pair student
Birthdate (month/day/year)

TOTAL
TUITION
Sample: ARCR 1024S01-88888 Portrait/People Photography Sample  Apr 7 Sample $79

Promo/discount code #, if applicable

By Credit Card (Visa, MasterCard, Discover, American Express)
Card # ..........................................
Card issued to ..................................
Expiration date ________________________
Make checks payable to A.C.C.
Check # _________   $ ________

We do not accept cash payments

REMINDERS

Parking Permit and Location Information
For classes held on an ACC campus, we will e-mail the parking permit / location information a few days prior to class.
Go to arapahoe.edu/communityed or see opposite page for other class locations.

Textbook and Supply Information
Textbook and supply information can be found on our website arapahoe.edu/communityed. Click on Supplies, Books, Materials.
Summer is just around the corner! What will you do with your time? How about your kids? Hundreds of courses are offered in short formats to work with your vacation plans. How about an online class? You can sit in your yard or on a beach and still be connected to hundreds of online courses. Learn a new language, take an art class, enjoy a music lesson, or discover how to use Instagram or Pinterest. For the kids and grandkids, they can make a robot, build a web page, use a 3-D printer, improve their math skills, explore career options, make and manage money, and so much more. So, don’t be bored this summer. The whole family can get social and network here!

get social & network here

Summer is just around the corner! What will you do with your time? How about your kids? Hundreds of courses are offered in short formats to work with your vacation plans. How about an online class? You can sit in your yard or on a beach and still be connected to hundreds of online courses. Learn a new language, take an art class, enjoy a music lesson, or discover how to use Instagram or Pinterest. For the kids and grandkids, they can make a robot, build a web page, use a 3-D printer, improve their math skills, explore career options, make and manage money, and so much more. So, don’t be bored this summer. The whole family can get social and network here!

get social & network here

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get social & network here

For Adults
- Take a Photo Safari
- Learn to Make It in Voice-Overs
- Buy and Sell on e-Bay
- Save a Life with CPR
- Learn to use Photoshop

For Kids
- Investigate Crime Scenes
- Organize Your Life for Better Learning
- Explore Apple iLife
- Get help with Algebra
- Draw Like an Architect
- Turn the pages for more!
- Back Cover
- Fun Awaits You Here!