Do More this Summer • 2010

Registration begins May 3
Classes held June-August

ENDLESS OPTIONS
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• for your HOME
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EXPLORE!
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Writing

IMPROVE!
Small business
Investments

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TECHNOLOGY

Tablet PC, iPad, iPhone: I Don’t Know Which to Buy—Oh My!
Steve Sande
Do you know the difference between a netbook and a notebook? Not sure if it’s an iPad or an iPod that you want? Can’t figure out whether a digital camera or a camcorder is what will fill your needs? And how about all of the hype about iPhones, Droids, and Pixis? Even worse, it’s almost impossible to know what all of those acronyms mean -- what’s HDMI, and why should you care? Steve Sande is a self-professed gadget geek and an editor at The Unofficial Apple Weblog (TUAW.com). Discuss just about everything dealing with consumer electronics, and learn what’s the latest trend and what is just a passing fad. Steve will cover the spectrum of consumer electronics, from a GPS to Wii, and help you navigate the complex alphabet soup of acronyms that describe what’s going on in the fast-moving world of gadgetry.

Steve will provide demonstrations of many devices to illustrate the capabilities and limitations of today’s tech toys, and all you need to do is bring along a pad of paper for notes.

Thu, Aug 5, 6-9 p.m.  ACC Campus
BUSI 1080M01-58049  $44

WEB SITES

Get to the Top of Google
Jennifer Craft
As more people turn to the Web to look for the products, services, and information they need, it is vital that you have a Web site that can be easily found in the search engines. There is no need to pay for clicks or banner ads. Come to this fun basic class on search engine optimization (SEO) and learn how to get your Web site to the top of Google, Yahoo, and MSN.

Jennifer Craft has more than 25 years marketing experience and has spent 650 hours in the past year studying search engine optimization “best practices” techniques.

Tue, July 20, 6-8 p.m.  ACC Campus
BUSI 1075M01-58054  $49, $5 material fee to instructor

Pay-Per-Click 101
Jennifer Craft
In an attempt to drive more traffic to their websites, more and more small business owners are turning to pay-per-click (PPC) advertising. Discover whether this type of Internet marketing is right for your business, the basics of how PPC works, how to bring down your cost per click, and how to increase your conversion rates. You’ll also discover how to choose the right keywords to bid on, how to write ads that attract clicks, how to create effective landing pages, and more.

Tue, June 22, 6-8 p.m.  ACC Campus
BUSI 1076M01-58055  $49, $5 material fee to instructor

E-BAY

Successful Selling on eBay
Rich McGaughey
Ever thought about selling some of your “stuff” on eBay? Want to learn the necessary steps to get started? Discuss the steps to have an attractive successful E-Bay auction. Learn the importance of accurate descriptions and picture placement from someone who is very successful selling products on eBay. Basic mouse, keyboard and computer skills are needed to have a successful experience in this hands-on class. A flash drive or memory stick is encouraged.

Rich McGaughey is an accomplished eBay seller with over $10,000 in sales. Rich is an engaging instructor with 20 years of experience teaching adults in a variety of topics.

Thu, June 3-17, 6:30-8:45 p.m., 2 wks  ACC Campus
BUSI 1037M01-58050  $49

DATA SECURITY

Safe Computing for Home Users
Steve Sande
Did you know that 75% of Americans have an e-mail address and the average Internet user is online 3 hours per day? But 8% of our time online is spent dealing with spam and 88% of home computers have been infected by some kind of unwanted program.

Discover:
- The single biggest mistake home computer users make.
- The nine steps you should take to make your computer safe.
- How to make your wireless network secure in less than 15 minutes.
- Why hackers are interested in your home PC.
- Five simple tasks that can protect you from identity theft.
- What to do to keep track of your passwords and keep them away from others.
- How to tell if an e-mail message is authentic or a phishing attack.

Learn to defend your home computer against viruses, worms, Trojan horses, spam, and spyware. Discuss what to do if you think you have already been infected. Uncover the meaning of security terminology. Witness hacker tools in action.

Tue, May 11, 6-9 p.m.  ACC Campus
BUSI 1037S01-78636  $49

Tue, Aug 10, 6-9 p.m.  ACC Campus
BUSI 1037M01-58050  $49

SUCCESS

Dissolve the REAL Blocks to Your Success
Vicki Nelson
You have studied, read countless books, created goals and rock solid plans, networked and worked really hard. Yet you are still struggling to experience the success you want. Ready to get to the heart of the matter and finally clear out the REAL blocks that are tripping you up? Willpower won’t do it, as your own life experience has shown you. You are the key! Quit looking outside for the answer. Discover how to expose and permanently dissolve hidden blocks to success. Clear your goals from the inside-nothing can stop you from having success.

Wed, May 12-19, 6:15-8:45 p.m., 2 wks  ACC Campus
BUSI 1048S01-78635  $59

SMALL BUSINESS START-UP

Starting a Business in Colorado
David Laverty
Are you thinking of starting or have recently started a business, but aren’t really sure what you are doing? 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-startup and startup steps to building your business on a firm foundation. Receive a Colorado Business Resource Guide and learn where to find reliable business information.

Tue, June 22, 6:30-9:30 p.m.  ACC Campus
BUSI 1024M01-58057  $49, $5 material fee to instructor

WEB SITES

Get to the Top of Google
Jennifer Craft
As more people turn to the Web to look for the products, services, and information they need, it is vital that you have a Web site that can be easily found in the search engines. There is no need to pay for clicks or banner ads. Come to this fun basic class on search engine optimization (SEO) and learn how to get your Web site to the top of Google, Yahoo, and MSN.

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Tue, July 20, 6-8 p.m.  ACC Campus
BUSI 1075M01-58054  $49, $5 material fee to instructor

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Jennifer Craft
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Tue, June 22, 6-8 p.m.  ACC Campus
BUSI 1076M01-58055  $49, $5 material fee to instructor

Speaking

Get Over Your Fear of Public Speaking
Leanna Fredrich
According to a well-known survey 65% of us would rather die than speak in public. Many have tried to overcome their fear and have given up. But wait! There is hope. Discover a simple but powerful tool, Emotional Freedom Technique (EFT), a therapy that works on the mind through the body. Discover how to tap on various areas of your body while focusing on a fear-producing situation, such as speaking in public. By continuing the procedure while imagining the fearful situation, you will experience lower levels of anxiety. In most cases, the situation will no longer generate anxiety. Don’t suffer another minute! Discover what you need to be comfortable speaking “up front”.

Leanna Fredrich is a Life Coach and an Advanced EFT Practitioner. The whole focus of her business is to help people get past their fears and have the freedom to reach their full potential.

Tue, May 25, 6:30-8:30 p.m.  ACC Campus
BUSI 1041S01-78667  $44, $3 material fee to instructor

E-BAY

Successful Selling on eBay
Rich McGaughey
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Thu, June 3-17, 6-9 p.m., 3 wks  ACC Campus
BUSI 1008S01-78637  $69
How to Grow a Business with Twitter
Lori Osterberg
You can’t open up a magazine or watch a television show without someone mentioning Twitter. But what can you truly do once you are on Twitter? Though businesses around the world are discovering how to use Twitter to grow relationships and generate sales, many more are still wondering how it all works. If you find yourself in the latter category, join us for a hands-on class in which you’ll learn:
- How to set up your Twitter account
- Create a bio that will help you find followers
- Understand how to customize your Twitter page
- How to grow your followers – you’ll leave class with at least 25 followers
- Resources to help you use Twitter in your daily routine
- Learn Twitter language — what’s so important about retweets

Wed, May 12, 6-8:30 p.m.  ACC Campus
BUSI 1078S01-78633  $49

How to Use Social Networking to Boost Your Business
Lori Osterberg
What’s all the madness about MySpace and Facebook? These sites are not just for teens. Become familiar with and learn to use social networking to build your business quickly. Discover the top social networking sites, including MySpace and Facebook. Learn to build your profile, what information is important to include about yourself and your business, build your friends and connections. Discover ways to connect your blogs and Web sites to your social sites and use them for effective marketing. Traditional marketing may be a thing of the past when you discover how easy it is to network online.
Lori Osterberg has been marketing online since the mid 1990’s and has developed three companies that have relied on online marketing for their success. She has helped hundreds of small business owners develop an online presence locally and internationally and writes for a number of trade publications. She is a marketing columnist for the Denver Business Journal and is writing a book on social networking.

Tue, June 8, 6-8:30 p.m.  ACC Campus
BUSI 1060M01-58052  $49

FRANCHISE
Franchising 101: There’s More to Franchising than French Fries and Sub Sandwiches
Cindy Rayfield
In this class, we’ll discuss why many aspiring entrepreneurs choose a franchise business over starting their own business. More and more people are drawn to the idea of owning a franchise business because of the proven systems and the support that are at the heart of any good franchise concept. Is a franchise right for you too?
Find out:
- Why own a business
- Why own a franchise business
- Learn about the myths and realities surrounding franchising
- Get familiar with franchising terminology
- Understand the steps to finding the right franchise
- How to make a decision about the franchise you may want to purchase

Thu, July 22, 6:30-8:30 p.m.  ACC Campus
BUSI 1073M01-58053  $49, $5 material fee to instructor

www.arapahoe.edu  Click on Community Education • 3
INVESTMENT HELP

InvestAcademy: Financial Self Defense in an Age of Wall Street Excess

Andre Ratkai
Fed up with feeling like you’re the “bag holder” for Wall Street’s excesses? Take back control of your personal and retirement investments.
• do a better job of managing and organizing stock, mutual fund or 401(k) investments
• discover an objective way to judge an advisor’s advice
• stop feeling at risk in the stock market

Discover how to use a 7-factor scorecard that uses few key fundamental (“what to buy”) and technical (“when to buy”) factors that are available at libraries or on-line. Skills learned are repeatable, adapt to changing conditions, and make clear which securities to avoid or sell.

Andre Ratkai is a Chartered Financial Analyst (CFA), and was adjunct professor of Finance at the University of Denver from 1993 to 2008. He is president of a Denver fee-based money manager financial advisory group.

Tue, June 15-22, 6-9 p.m., 2 wks
ACC Campus
PERS 1048M01-58078 $99/individuals, $10 workbook fee to instructor
PERS 1048M99-58265 $119/couples, $20 workbook fee to instructor

Stop Losing Money in the Stock Market! Survive the Decline!

Dean Adams
Wall Street’s advice causes you to lose money. When the market goes down, you lose value and time. Look at your statements for the past ten years. Aside from your contributions, your portfolio has made virtually no money. You are not keeping up with inflation, so you are falling behind. Stop taking Wall Street’s advice and start learning how to achieve your investment goals. This class is not about investment theories; it’s about proven, actionable and repeatable strategies. Learn to protect your mutual fund or 401(k) investments
• do a better job of managing and organizing stock, mutual fund or 401(k) investments
• stop feeling at risk in the stock market

Dean Adams is a long time, individual investor/trader. He is NOT connected to the investment community in any way, but knows how to make money.

Tue, May 4-25, 6-8:30 p.m., 4 wks
ACC Campus
PERS 1114S01-78456 $69, $8 optional workbook fee to instructor

To “Roth”, Or Not To “Roth”, That Is The Question!

David Cichon, M.Ed, RFC, CEP and John R. Phillips, J.D., CFP™

Hurry! The time is short! For 2010 only, Congress has given you the opportunity to convert any or all of your IRAs to Roth IRAs irrespective of amount or income level. Plus, you can spread the tax obligation over two years. Should you do this? Why or Why Not? Learn the rules and how to analyze your situation to answer this timely question.

Thu, May 6, 6:30-8:30 p.m.
University Center at Chaparral
PERS 1043SPI-78679 $44

ELIMINATE DEBT

Living Debt-Free

Chris Howlett
Where does the money go every month? Why are your debts growing and your savings disappearing? Explore personal choices that affect your financial health and discover the financial tools you can use to control where your money goes each month. Understand your credit report, how to increase your scores, and what lowers your scores. Learn how eliminate debt as fast as possible. Find out how millionaires got there.

Thu, May 6, 6:30-9:30 p.m.
ACC Campus
PERS 1047S01-78453 $44, $10 material fee to instructor

INVESTMENT PROPERTY

How to Buy Residential Income Property: Take Advantage of This Buyer’s Market

Jim Flint
Learn how to buy homes at foreclosure sales, how much money is needed, and how to bid. Every week, Denver County alone has 700 homes scheduled to be sold. Find that diamond in the rough. Learn to get 15% or more on your money, 1031 Exchanges and Reverse Exchanges, and how to reduce your income taxes. Get cash flow starting day one. Discover an analytical approach to investing. Be your own boss and never get fired! Compare Denver’s market to three other hot markets. Learn to invest in cash flow mini-storage. An individual meeting with the instructor is included at a future date.

Tue, May 25, 6:15-9:30 p.m.
ACC Campus
PERS 1004S02-78470 $44/individuals, $20 material fee to instructor
PERS 1004S99-78471 $75/couples, $20 material fee to instructor

Thu, July 20, 6:15-9:30 p.m.
ACC Campus
PERS 1004M01-58080 $44/individuals, $20 material fee to instructor
PERS 1004M98-58081 $75/couples, $20 material fee to instructor

WILLS AND TRUSTS

Protect Your Family:
What you Need to Know about Living Wills and Trusts

David M. Cook, Esq.
What is the difference between a Will and a Living Will? Does everyone need a Living Trust? What documents are needed to admit a relative to a nursing home? Will my estate pay more taxes if it goes through probate? What documents can I do myself? How much should I pay a lawyer to do the others? Get answers to these questions and more!

Wed, June 23, 6-8 p.m.
ACC Campus
PERS 1033M01-58083 $49/individuals, $2 material fee to instructor
PERS 1033M99-58084 $69/couples, $2 material fee to instructor

COLLEGE FUNDING

How to Find College Financial Aid

John Manford
Find out the truth about beating the high costs of your child’s education. Discover almost unheard of strategies and tips that families are using to save thousands of dollars. Discuss how to double or triple your eligibility for financial aid: why some middle and upper-middle class parents pay close to nothing for their children’s education and how you can too; how to find scholarships, grants and low-interest loans that most other parents do not even know exist. Explore the common and costly mistakes people make when completing forms and the real reason why over 90% of parents fail to fill them out correctly and therefore receive less money. *$10 optional fee to instructor.

Thu, Aug 19, 6-8:30 p.m.
ACC Campus
PERS 1001M01-58085 $44/individuals*, $69/couples*
PERS 1001M98-58086 $69/individuals*, $69/couples*

INVESTMENT HELP

To “Roth”, Or Not To “Roth”, That Is The Question!

David Cichon, M.Ed, RFC, CEP and John R. Phillips, J.D., CFP™

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Thu, May 6, 6:30-8:30 p.m.
University Center at Chaparral
PERS 1043SPI-78679 $44
**CAREER FOCUS**

**VOICE OVER**

**You’re On the Air: How to Really Make it in Voice-Overs!**

*Sheryl Powers*

Voice-overs are hot today! You don’t have to be an actor to get voice-over work, but it certainly doesn’t hurt! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! Discover some exciting new ways to get around the competition and actually turn voice-overs into a thriving full or part-time business!

Sheryl Powers, has over 25 years of experience in the radio and voiceover business. As a DJ, talk show co-host, radio and TV voice-over artist (both locally and nationally), and radio sales and marketing specialist, she knows all sides of the business. Sheryl’s voice-over credits include Mattress Giant, American Gold and Silver Exchange (aired on Lifetime network), Funjet Vacations, Hearts on Fire Diamonds, Sunnyland Patio Furniture, Charlotte Gold and Diamond, Dalworth Clean, and many, many more. With all of her experience, and a tremendous knack for teaching and presenting in an entertaining and engaging way, Sheryl Powers is the kind of mentor that you want to have on your side in this challenging yet rewarding field of voice-overs.

*Wed, June 23, 7-9 p.m.  ACC Campus
BUSI 1019M01-58059  $49*

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**HOUSING FIELD**

**Explore the Disaster Housing Field**

*Peter Van de Sande*

Are you looking for a way to use your skills to help people in their time of need, as well as an opportunity to make money? If so you may want to consider becoming a disaster housing inspector. When the Federal Emergency Management Agency (FEMA) declares a federal disaster for Individual Assistance, Disaster Housing Inspectors are deployed to the area to inspect and record damages to homes and personal property. Find out what it takes to be a part of this field.

*Wed, May 5, 6:30-8 p.m.  ACC Campus
BUSI 1003S01-78556  $44*

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**VIRTUAL ASSISTANT**

**How to Become a Virtual Assistant**

*Cheryl Callighan*

Join in on one of the hottest careers! Discover the key elements of planning your Virtual Assistant practice designed to make you successful. Learn what services are hot, how to communicate with virtual clients, how to set up your practice and home office, recordkeeping/bookkeeping, and how to market your services to a global market.

Cheryl Callighan has her own successful virtual assistant company with clients from around the world.

*Wed, June 16-23, 6-9 p.m., 2 wks  ACC Campus
BUSI 1022M01-58063  $69, $10 book fee to instructor*

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**CAREER DIRECTIONS**

**I Need a New Job! Now What?**

*Concetta Palmieri*

Discover proven methods to find and get the job you want.

Discuss:
- best practices for resume writing-get the inside scoop from a recruiter’s perspective including the newest resume writing using effective CAR stories (Challenge, Action, Results)
- the job board and beyond – Customize your job search using hidden job market from networking tips, staff agencies, finding unadvertised positions, contract work
- how to interview effectively and confidently-Discover preparation tips, common interview questions, ideas for answering the tough questions and practice through role playing

Concetta is a Senior Staffing Specialist for one of the world’s oldest and most established staffing agencies.

*Wed, June 23, 6-9 p.m.  ACC Campus
BUSI 1063M01-58060  $44, $15 material fee to instructor*

**Career Change Success! What You Need to Know and Do**

*Robyn McKenry*

Want to know how to match your abilities, skills and interests to find a career that “fits” you? Personality types, personal and professional values, interests and skills will be assessed to help you make smarter career decisions. Self-knowledge is a powerful tool for any life change. This class is appropriate for individuals 18 years of age and older. *Course tuition includes assessment fees. *No class July 5

Robyn McKenry is a private career counselor, qualified in administering and analyzing MBTI (Myers-Briggs Type Indicator) and the Strong instruments. Robyn is also a business and management consultant, assisting her clients with resume reviews re-writes, and writing cover letters.

*Mon, June 14-July 19, 6-8:30 p.m., 5 wks  ACC Campus
BUSI 1036M01-58061  $179*

**Finding a Job After 50**

*Robyn McHenry*

If you have been laid off, or seeking a career change later in life, you are presented with some unique challenges in your job search. Get some practical tips and techniques to help you sell yourself to prospective employers and highlight your strengths as an older worker.

*Tue, June 15, 6-9 p.m.  ACC Campus
BUSI 1061M01-58062  $44, $5 material fee to instructor*
MEDIATION

Basic Mediation Certificate

Trish Elledge

Join the burgeoning field of professional mediation. With more and 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? This 40-hour course provides the fundamental concepts, skills, and practice essential for anyone interested in adding professional mediation to their 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.

Trish Elledge is a professional mediator, educator, facilitator, speaker, writer and entrepreneur. She is a mediator for and professionally mediated over 5,000 disputes, 70% of which have been high-conflict divorce cases.

Fri and Sat, June 4/5, 11/12, 9-5 p.m., Sun, June 6/13, 10-3 p.m.
ACC Campus
BUSI 1001S01-78560 $450, $25 material fee to instructor

INTERVIEWS

How to Ace Job Interviews

Janet Reese

Have you interviewed for a job lately? Interviews are more challenging than ever with greater competition for fewer jobs in a tight economy. Increase your odds of landing a job offer by honing your interviewing skills in this fun and interactive workshop. You’ll learn:

- Five frequently asked interview questions.
- How to craft and deliver your answers with impact.
- How to answer difficult questions using the bridging technique.
- Five C’s of effective communication.
- Body language, gestures and eye contact that support positive messages.
- What questions to ask them.

Bring a tablet and pen to class for writing exercises. You’ll have the opportunity to apply what you learn in a practice exercise.

Janet Reese, M.A., APR, is a communications specialist, speaker and author. Her business is Reese Communications www.RinPR.com. Janet has distilled the best of what she has learned from interviewing for staff and contract jobs in the Classroom

CAREER TRAINING ONLINE

Get career training FAST and CONVENIENTLY in your home or at work. Hundreds of classes are offered online to help you move up in your current career or get a new one. For more information go to www.arapahoe.edu, click on Community Education and follow the online links to our online education partners.

FOR TEACHERS

The following online courses are designed especially for teachers. Graduate credit can be acquired through a unique partnership with Ashland University and Madonna University and can also be used for local certificate renewal. For information about this unique program, go to our website at www.arapahoe.edu, click on Community Education and follow the online links.

Secrets of the Caterer
ONLI 1001 $109
How to Become a Veterinary Assistant
ONLI 1003 $109
Start and Operate Your Own Business
ONLI 1005 $109
Starting a Consulting Practice
ONLI 1006 $109
Learn to Buy and Sell on e-Bay
ONLI 1007 $109
Administrative Assistant Fundamentals
ONLI 1080 $109
Professional Sales Skills
ONLI 1133 $109
Administrative Assistant Applications
ONLI 1180 $109
Business and Marketing Writing
ONLI 1240 $109
Growing Plants for Fun and Profit
ONLI 2062 $109
Become an Optical Assistant
ONLI 2098 $109

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ONLI 1001 $109
How to Become a Veterinary Assistant
ONLI 1003 $109
Start and Operate Your Own Business
ONLI 1005 $109
Starting a Consulting Practice
ONLI 1006 $109
Learn to Buy and Sell on e-Bay
ONLI 1007 $109
Administrative Assistant Fundamentals
ONLI 1080 $109
Professional Sales Skills
ONLI 1133 $109
Administrative Assistant Applications
ONLI 1180 $109
Business and Marketing Writing
ONLI 1240 $109
Growing Plants for Fun and Profit
ONLI 2062 $109
Become an Optical Assistant
ONLI 2098 $109

CAREER SEARCH ONLINE

Resume Writing Workshop
ONLI 1123 $109
Listen to Your Heart and Success
ONLI 1171 $109
Will Follow
Making Age an Asset in Your Job Search
ONLI 2063 $109

FOR TEACHERS

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Creating K-12 Learning Materials
ONLI 1008 $109
Survival Kit for Teachers
ONLI 1009 $109
Ready, Set, Read!
ONLI 1010 $109
The Classroom Computer
ONLI 1011 $109
Using the Internet in the Classroom
ONLI 1012 $109
The Creative Classroom
ONLI 1013 $109
Powerpoint in the Classroom
ONLI 1014 $109
Get Assertive!
ONLI 1015 $109
Leadership
ONLI 1016 $109
Enhancing Language Development in Childhood
ONLI 1017 $109
Understanding Adolescents
ONLI 1018 $109
Guiding Kids on the Internet
ONLI 1019 $109
Creating a Classroom Web Site
ONLI 1108 $109
Introduction to Teaching ESL and EFL
ONLI 1186 $109
Teaching Math: Grades 4-6
ONLI 1187 $109
Solving Classroom Discipline Problems
ONLI 1228 $109
Reading Strategies That Work
ONLI 2067 $109
Microsoft PowerPoint 2007
ONLI 2068 $109
Easy Classroom Podcasting
ONLI 2069 $109

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 the free pre-GED test online at www.gedpractice.com or www.testprepreview.com. Your scores will indicate whether you are ready to take the official test or if you should take a preparation class.

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.

Mathematics and Science for GED

An individualized program of instruction focusing on the Mathematics and Science sections of the exam. You may register and pay each term for this course until you are ready to be successful on the GED exam. *Book information available at the first class.

Wed, June 16-Aug 11, 8:30-11 a.m., 9 wks
GEDP 1001M01-58117 $129, plus book*

Tue, June 15-Aug 10, 6-8:30 p.m. 9 wks
GEDP 1001M02-58118 $129, plus book*

English and Social Studies for GED

An individualized program of instruction focusing on the Language Arts, Grammar, Reading, and Social Studies sections of the exam. You may register and pay each term for this course until you are ready to be successful on the GED exam. *Book information available at the first class.**No class July 5.

Mon, June 14-Aug 16, 8:30-11 a.m., 9 wks
GEDP 1002M01-58119 $129, plus book*

Thu, June 17-Aug 12, 6-8:30 p.m., 9 wks
GEDP 1002M02-58120 $129, plus book*

GED Prep Online!

These classes are conducted online. For more information go to www.arapahoe.edu and click on the schedule of Community Education Courses and follow the online links to ed2go.

GED Test Prep Five Subjects
ONLI 1237 $139
GED Test Prep Language Arts
ONLI 1238 $109
GED Test Prep Math
ONLI 1239 $109

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 June 4, 2010.
WRITE FICTION

Fiction Writing
Chris Ransick

It’s fundamentally human: we tell stories to ourselves and friends as a way of making sense of our experience in the world. But some people are compelled to go beyond this; they simply cannot avoid writing, and making fiction becomes a way of telling stories on a larger stage. If you’re one of those people, join this intensive exploration of the techniques and craft of fiction writing. This workshop focuses on critical discussion of your creative work as you seek to learn how to run a live wire into your fiction and electrify the reader. Register 10 days before the class starts.

Tue/Thu, Aug 17-Dec 2, 1-2:15 p.m., 15 weeks ACC Main 4080 WRIT 1009F01-68009 $299, plus books from the ACC Bookstore

PUBLISHING

Publishing Your Writing
Josie Mills

Get Published. Target audiences and submit weekly for publication. Write query letters, a bio, and a book proposal if appropriate. Learn the ins and outs of contests and publishing online. Meet published authors and publishers. Many successes to date. Quote from a student: “I have done more in the weeks I have been in this class with getting published than I have in 15 years of writing.” Register 10 days before the class starts.

Wed, Aug 18-Dec 1, 1-3:30 p.m., 15 wks ACC Main 4770 WRIT1008F01-68003 $299

How To Get Your Book Published
Peter Davidson

Discover the three possible ways to get your book published – through traditional publishing, vanity publishing, or self-publishing. Potential advantages and disadvantages of each method are explored. Because of the difficulties of finding a traditional publisher, the high costs of vanity publishing, and the rising popularity of self-publishing, this seminar emphasizes the self-publishing process. Explore ways to get published whether writing a book of fiction or nonfiction, personal experience, family history, children’s picture book, religious materials, poetry, educational materials, or other works. Learn how to make an informed decision and how to proceed to get your book published.

Peter Davidson has authored twenty-four books published by McGraw-Hill Book Company, Perigee/Putnam Publishers, Hawthorn Press, Sweet Memories Publishing, and others and is a leading publishing industry consultant. Mr. Davidson has presented over 600 writer’s seminars and has appeared on over 85 radio and television programs nationwide. The trademark of Peter Davidson’s seminars is that they are practical.

Mon, June 14-28, 6:30-9 p.m., 3 wks ACC Campus WRIT 1008M01-58234 $79, $20 book fee to instructor

ENDLESS OPTIONS

- for your career
- for your home
- for your children

Do More this Summer

50+ Initiative

The time is right to redefine directions for your life. Check out these classes which are designed with you in mind-for personal or professional interests. Contact us to receive information about upcoming programs for the 50+ crowd.

- Retirement Planning Today
- Finding a Career After 50
- Living Wills and Trusts
- Travel Everywhere for Less
- Writing for Fun and Profit
- Taking the Fear Out of Retirement
- Stop Losing Money in the Stock Market
- Starting a Business in Colorado

Not time to take a traditional class? Then check out the hundreds of online courses we offer. Go to www.arapahoe.edu. Click on Community Education and then the online courses link.
MANAGE COLOR

Bits and Bytes of Color:
The Theory and Practice of Color Management
Doug Reese
Learn about light and color temperature, how color vision works, how men and women’s vision differs and secrets of your own vision. Discover the theory of color management and color spaces (sRGB, Adobe RGB, Lab and CIE XYZ); digital camera quirks; white balance; understanding bits, bytes, and pixels; ppi and dpi; profiling your monitor; and much more. The practical side of color management is demonstrated using Photoshop CS+ for color set up, soft proofing, inkjet printer set up and workflow. Bonus section on image sizing and sharpening. Leave with tips and tricks you can use right away! Designed for serious hobbyists to professional photographers. No cameras or laptops needed. Bring a flash drive with a JPEG image to share.

Doug Reese is a published photographer and Professional Engineer registered in Colorado. With over 30 years’ experience as a designer, consultant, and trainer in analog and digital video and imaging, he is dedicated to helping people understand digital photography and is known for his effective teaching style.

Sat, May 8, 9-4:30 p.m.  ACC Campus  ARCR 1149S03-78530 $69, $5 material fee to instructor

Sat, June 5 9-4:30 p.m.  ACC Campus  ARCR 1149S03-78530 $69, $5 material fee to instructor

DIGITAL PHOTO

Beginning Digital Photography
Staff
For the 35MM and digital camera user who is new to photography and whose camera has an adjustable aperture and shutter speed. Explore the basics of working with the camera and all of its modes. Focus on aperture, shutter speed, depth of field, ISO and exposure. Discover composition principles to create better photographs. Bring your camera and its owner’s manual.

Mon, June 14-28 6-9 p.m., 3 wks  ACC Campus  ARCR 1132S01-78535 $89, $5 material fee to instructor

TRAVEL PHOTOGRAPHY

Secrets to Great Travel Photos
Ron Stern
Well known travel photojournalist Ron Stern *(ronsterntravel.com)* will share the secrets you need to know to take great pictures. Whether you have a small point and shoot or an expensive SLR, learn how to look for and take the best possible shots. Begin inside where you will learn about basic camera operations and techniques the pros use. Then go outside to practice what you have learned. Bring your camera. Ron will help you see creatively, explore the techniques of framing, and when to use fill flash, reflectors, and using manual settings for more versatility. Discover how to use natural lighting for dramatic effect. He will also share some options for low-cost methods to create a full-color, hardcover photo book of your images.

Mon, Aug 16, 7-9 p.m.  ACC Campus  ARCR 1151M01-58266 $44

ONLINE CLASSES

Introduction to PhotoShop CS4  ONLI 1030 $109
Introduction to InDesign CS3  ONLI 1041 $109
Photoshop Elements 7 for the Digital Photographer  ONLI 2065 $109
Photographing Nature with Your Digital Camera  ONLI 2066 $109

More photography courses are listed online. For more information and other available courses go to www.arapahoe.edu, click on Community Education and follow the online links to ed2go.

DANCE

DANCE WITH DANCE-n-DJ, LCC.
These classes are held at the Grandview Grange which is located one block west of University off Arapahoe Road. Turn north on to Vine and go two blocks to Noble Place which is across from the South Suburban Ice Arena.

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. Free dance party after fourth lesson on a Friday at 9:30 p.m. Your instructors are Rita and Hrolf.

Tue, June 1-22, 8-9:30 p.m., 4 wks  Grandview Grange  ARCR 1005S03-78406 $55/couples

Intermediate Ballroom for Couples
If you have completed the Beginners Ballroom Variety Class or if you already have some dance experience, you may enhance your dance experience by adding more turns and variety. Free dance party after fourth lesson on Friday at 9:30 p.m. Instructors are Rita and Hrolf.

Rhumba:
Tue, June 1-22, 7-8 p.m., 4 wks  Grandview Grange  ARCR 1014S01-78409 $45/couples

Beginners Country Western Variety for Couples
Learn all the basic Country Western dance steps. Have fun and enjoy the aerobic benefit of dancing! This class is designed for those who have no experience with Country Western dancing. Come and 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. Free dance party after fourth lesson on Friday at 9:30 p.m. Your instructors are Rita and Hrolf.

Fri, June 4-25, 8-9:30 p.m., 4 wks  Grandview Grange  ARCR 1001S03-78412 $55/couples

Intermediate Country Western for Couples
If you have completed the Beginners Country Western class or if you already have some dance experience, you are ready for the next step to learning more turns and dance steps. Free dance party after fourth lesson on Friday at 9:30 p.m. Your instructors are Rita and Hrolf.

Triple 2-Step:
Fri, June 4-25, 7-8 p.m., 4 wks  Grandview Grange  ARCR 1018S01-78415 $45/couples
PIANO

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.

Karen Reinhold has taught the One Day Piano Workshop methods since 1997, which has been taken by over 100,000 students nationwide. The PBS program, “Play Piano in a Flash” uses these learning techniques.

Sat, June 19, 9:30-12:30 p.m.   ACC Campus
ARHU 1007M01-58105          $89 includes $30 CD and book

Play the Piano by Ear
Karen Reinhold
Contrary to popular belief, anyone can learn to play by ear. Discover the inside secrets professional piano players use but never reveal. Learn to pick tunes out of your head, take songs off the radio, and even transpose music. After watching a demonstration, you’ll be picking out tunes with both hands. Learn to find the starting note, recognize common chord patterns, changes and progressions, use the circle of fifths and more. Prerequisite: Instant Piano Class or working knowledge of major, minor and 7th chords.

Sat, June 19, 2-5 p.m.   ACC Campus
ARHU 1014M01-58106          $89 includes $30 CD and book

PRIVATE LESSONS

Private Instrument and Voice Lessons
For all levels and abilities for any aspiring musician over age 8. You will receive 10 half hour private lessons over 10 weeks. Lessons will be set up to meet your schedule with some flexibility. You will be contacted by the instructor to schedule your lessons. Instructors will explain the policy for any make-up sessions if permitted. Ten-week sessions will begin the week of June 14-August 20. When registering, please specify the string, woodwind, brass, or guitar instrument. Refunds will not be given for missed lessons.

Piano     ARHU 1020M01-58110
Strings   ARHU 1021M01-58111
Woodwinds ARHU 1022M01-58112
Brass     ARHU 1023M01-58113
Drums     ARHU 1024M01-58114
Voice     ARHU 1025M01-58115
Guitar (all types) ARHU 1027M01-58116
ACC TBA          $219

ORCHESTRA

ACC Orchestra
Rene Knetsch
Join the Arapahoe Community College orchestra. Class is for players age 12 to adult. You must have previous playing experience. Register 10 days prior to class start date.

Wed, Aug 18-Dec 1, 5-7 p.m., 15 wks   ACC Main 2900
ARHU 1008F01-68004         $129

VOCAL PERFORMANCE

ACC Vocal Ensemble
Mayumi Yotsunoto
Join the ACC Chamber Ensemble for those singers with previous experience. Register 10 days prior to class start date.

Thu, Aug 19-Dec 2, 5-7 p.m., 15 wks    ACC Main 1850
ARHU 1017F01-68005         $129

ACC Chorus
Ron Kientz
Join the Arapahoe Community College chorus no matter what your music ability is. Class is for adults. Register 10 days prior to class start date.

Mon, Aug 16-Dec 6, 7-9 p.m., 15 wks    ACC Main 2900
ARHU 1009F01-68006         $59

JAZZ

ACC Jazz Ensemble
Cecil Levis
Join the ACC Jazz Band. Class is for adults. You must have previous playing experience. Register 10 days prior to class start date.

Thu, Aug 19-Dec 2, 6-8 p.m., 15 wks    ACC Main 2900
ARHU 1002F01-68007         $129

Register online today!

www.arapahoe.edu  Click on Community Education
**PAINTING**

**Beginning and Intermediate Oil Painting**
Joy Snyder
If you have ever felt lost or frustrated in a painting class, you will find it very different here. Joy has developed a comprehensive curriculum, providing basic information frequently overlooked in many art classes. Learn about the various types of brushes, how to apply paint, painting techniques and color theory. Choose your subjects as you complete assigned exercises and progress at your own pace. If you have painted before, you can build on what you already know and explore information missed in previous art classes. The class includes lectures, notes, demonstrations, and individual help.

This class requires the use of non-toxic Turpenoid Natural, rather than turpentine or other dangerous solvents. A supply list is posted on the web site www.arapahoe.edu. Click on Community Education and then the Class Supply List link or check Joy’s blog at www.valoriesnyderart.blogspot.com.

**ARCR 1055M01-58227** $129, $20-$30 material fee to instructor

| Thu, June 10-July 15, 2-5 p.m., 6 wks | ACC Campus | $119 |
| Thu, June 10-July 15, 6-9 p.m., 6 wks | ACC Campus | $119 |

**Exploring Acrylics**
Joy Schultz
Explore mixing and layering colors, brushwork, various surfaces, and many possible techniques such as opaque, broken color, impasto, knife painting, texturing, tonal under painting, glazing, and wet on wet. Bring photos you have to work from. No experience necessary. A materials list is posted on the web site www.arapahoe.edu. Click on Community Education and then the Class Supply List link. Bring a drop cloth.

**ARCR 1061M02-58215**
**ARCR 1061M01-58216**

| Thu, June 24-July 29, 1:30-4:30 p.m., 6 wks | ACC Campus | $119 |
| Wed, July 21-Aug 18, 6:30-9:30 p.m. 6 wks | ACC Campus | $119 |

**Beginning Watercolor**
Joy Schultz
Learn the techniques used in watercolor painting: drawing, color wheel, mixing colors, types of papers, wet on wet, dry brush, spatter, negative painting, experimental scrapings, layered, etc. to give you a working knowledge of the medium. A materials list is posted on the web site www.arapahoe.edu. Click on Community Education and then the Class Supply List link. Bring a drop cloth.

**ARCR 1109M01-58217**
**ARCR 1109M02-58218**

| Wed, June 16-July 14, 6:30-9:30 p.m., 5 wks | ACC Campus | $119 |
| Tue, June 29-Aug 3, 1:30-4:30 p.m., 6 wks | ACC Campus | $119 |

**DRAWING**

**Fun Sketching: Live at the Platte River**
Joy Schultz
Continue to develop your skills of seeing, selecting, simplifying and interpreting expressively what is around you. While focusing on capturing line and value quickly and accurately, begin to explore texture and color with the introduction of pen and wash. Meet at ACC and walk over to the river. Please wear walking shoes and bring a very lightweight portable stool if desired. Beginners welcome. A materials list is posted on the web site www.arapahoe.edu. Click on Community Education and then the Class Supply List link.

**ARCR 1062S01-78587**

| Fri, May 28-June 18, 1:30-4 p.m., 4 weeks | ACC Campus | $99 |

**You Can Draw!**
Brian Brennan
Discover how to draw anything you see! This is a great class for beginners with little or no experience. Explore line, texture, tone as you learn how to draw observationally. Discover the secrets behind perspective, shape, shading and composition. Learn the techniques of “recording” images from your vision onto paper or canvas! Bring paper and 2B drawing pencil to the first class at which time a full materials list will be provided.

**ARCR 1101M01-58223**

| Thu, June 17-July 22, 6:30-9 p.m., 6 wks | ACC Campus | $119 |

**Visual Journaling**
Joy Schultz
Explore ideas and exercises to stir your creative juices and shake you out of your comfort zone. Observe, listen, collect, reflect upon, express, celebrate, and enrich your life using the vehicles of drawing and writing. Experiment with pencil, ink, paint, collage, and photographs. Bring a drop cloth. All levels welcome. A materials list is posted on the web site www.arapahoe.edu. Click on Community Education and then the Class Supply List link.

**ARCR 1067S01-78585**
**ARCR 1067S01-78586**

| Tue, June 8-22, 1:30-4:30 p.m. 3 wks | ACC Campus | $79 |
| Tue, Aug 10-17, 1:30-4:30 p.m. 2 wks | ACC Campus | $69 |

**Plein Air Pastel Painting**
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. A materials list is posted on the web site www.arapahoe.edu. Click on Community Education and then the Class Supply List link. Bring a drop cloth. *No class May 31 or July 5.

**ARCR 1098S01-78586**
**ARCR 1098S01-78585**

| Mon, May 17-June 14*, 9-noon, 4 wks | The Hudson Gardens & Events Center | $99 |
| Mon, June 21-Aug 2*, 9-noon, 6 wks | The Hudson Gardens & Events Center | $119 |

**WOOD CRAFTS**

**Beginning Wood Carving**
Jack Bayman
By carving wildlife such as birds, animals, fish, etc. learn the steps of woodcarving including roughing out, relieving, texturing, painting and mounting. Selection of wood and tools will be covered. Depending on your project, material fee will vary. Bring a drop cloth.

**ARCR 1055M01-58227**

| Wed, June 16-July 21, 6:30-9 p.m., 8 wks | The Hudson Gardens & Event Center | $129, $20-$30 material fee to instructor |

** Endless Options **
- for your career
- for your home
- for your children

**Do More this Summer**
ILLUMINATIONS

Advanced Calligraphy and Illuminations
Evette Goldstein

Learn the ancient art of Illuminations. You need not be an artist to learn the basics of Illumination. Illuminations can be used to enhance quotes and poems written in calligraphy or as “stand alone” framed art work. Basic calligraphy skills are helpful. Click on non-credit classes and then the Class Supply List link. Please bring all supplies the first night of class.

Wed, June 23-July 21, 6-8 p.m., 5 wks
ARCR 1114M01-58257

$79

GLASS BLOWING

The workshops are offered under the expert instruction of Agnes Sanchez. Please note that you must be 18 or older or receive permission from the instructor to enroll. Wear natural fiber clothing (cotton) that covers the body, closed shoes and sunglasses. Questions? Contact the instructor at 303.399.4066 or agnesofglass@gmail.com. All classes are held at Agnes of Glass Studio/Gallery, located at 2717 East 40th Ave, Denver. A map will be mailed to you.

Elite Glass Blowing In One Day: Experience It!

Immerse yourself in the fascinating and exciting art form of glass blowing. In this hands-on workshop, learn the fundamentals on health and safety in the studio, how to manipulate and work molten glass on a blow pipe and punty rod and use specific tools to create your own masterpieces to take home. You will receive individual guidance in making a paperweight and blown shot glass.

Sat, May 15, 11-5 p.m.
ARCR 1155M04-78602

$169, $90 material fee to instructor

Wed, July 7-14, 6:15-8:45 p.m., 2 wks
ACC Campus

$79

Friday Night Glass Blowing-Extended

The infinite uses of glass and fire have always been a fascination to people all over the world. This hands-on workshop offers the student the physical handling of the glass as well as gaining working knowledge of the principles behind glass blowing. Through the use of unique and proven teaching techniques, emphasis will be placed on increased working temperature, bubble set-up and teamwork. You will experience making solid free-form shapes and basic blown forms and color formation.

Fri, May 14-28, 5:30-9 p.m., 3 wks
ARCR 1157M02-58230

$300, $125 material fee to instructor

Thu, May 13-20, 6:15-8:45 p.m., 2 wks
ACC Campus

$59

LEARNING AND THE BRAIN

Brain Gym-Why Learning is Not All in Your Head!
Tami Hill

Brain Gym is a series of physical activities that enhance learning ability. They are easy and enjoyable and produce rapid and often dramatic improvement in concentration, reading, writing, memory, organizing, listening, physical coordination and more. These activities build neural pathways in the brain the way nature does-through movement. Discover why parents, students, teachers, athletes, seniors and business professionals use Brain Gym for a few minutes every day to enhance performance.

Wed, May 12, 6:30-9:30 p.m.
PERS 1023S01-78630

$49, $5 material fee to instructor

MARRIAGE

Preparing For Your Empty Nest Marriage: Now That the Kids are Leaving Home
Greg Thiel

Congratulations! Your last child has left, or is about ready to leave home. You look forward to enjoy time with the love of your life. Children take the focus for an extended period in a marriage; it can be more difficult than expected to regenerate the excitement of a couple-focused relationship. The stresses and busy activity of parenting can leave you feeling tired and distant from your mate. Discover ways to reconnect on a deeper level by using practical research based PREP and Active Relationships communication techniques.

Sat, June 19, 9-noon.
PERS 1035M01-58263

$49/individuals
PERS 1035M09-58264

$89/couples
HYPNOSIS

Stop Smoking with Hypnosis
Sandra Gourd
Now is the time to stop smoking! By using safe and proven techniques of hypnosis, you can become a non-smoker for the rest of your life. Erase the desire for tobacco completely from your mind. Feel better, breathe better and save money. Both classes include hypnosis sessions. The first class prepares you to successfully stop smoking for the rest of your life. Discover the tools you need to alleviate your emotional and physical cravings for tobacco and take back control, all without anxiety or weight gain. Bring a pillow and blanket to both classes.

Sandra Gourd is an NGH Certified Hypnotherapist focusing on self-improvement including HypnoBirthing, smoking cessation, weight loss, stress and pain management, academic and athletic improvement, and self-hypnosis. She is a Karuna/Reiki Master/Teacher, and recently began doing Reconnective Healing and The Reconnection.

Wed, June 16-23, 6-9 p.m., 2 wks
ACC Campus
WLNS 1017M01-580869
$69

New Ways of Healing: Explorations in Energies
Sandra Gourd
Learn a variety of ancient forms of healing that are natural and simple, including Reiki, Reconnective Healing, sound healing, and other simple energy healing methods. Receive the Oneness Blessing. These healing methods balance the energies in your body, allowing you to connect directly to the Universal life-force healing energies that are all around us. These energies work on all levels – the physical, mental, emotional, and spiritual – bringing the body and mind into balance and encourages self-healing. In addition to receiving the Reiki I attunement, discover how to use these energies to heal yourself and others.

Wed, June 30-July 7, 6-9 p.m., 2 wks
ACC Campus
WLNS 1048M01-58070
$69, $20 material fee to instructor

Hypnosis for Your Health
Karen Fox
Discover ways of using your mind to support your health and well-being. Hypnosis has many benefits including: faster recovery from surgery, better sleep, support for weight loss, insights for decision making, and confidence building. Learn to relax your mind and body and connect with your inner wisdom. Bring a list of your health and life issues, and get ideas for how to work on them using hypnosis. *Course fee includes a CD.

Karen Fox, Ph.D., CCHt, is a Whole Health and Transpersonal Hypnotherapist. She has over 30 years experience working with and teaching a variety of techniques for getting useful insights from the inner resources that are within each of us.

Wed, May 19, 6:30-8:30 p.m.
ACC Campus
WLNS 101SS01-78480
$44*

CPR - SAVE A LIFE!

Infant, Child, and Adult CPR
This is a non-health-care provider class. Learn how to save a life in an emergency cardiac problem or choking situation. Course costs include a manual and certification upon successful completion. Suitable for anyone 11 years old and older. Instructors are working firefighters/paramedics.

Sat, June 12, 8:30-12:30 p.m.
ACC Campus
WLNS 1053M01-58071
$69

CPR and First Aid
This combination CPR and First Aid course combines Community CPR, rescue breathing and choking with Basic First Aid. The Basic First Aid course teaches the student how to handle bleeding, falls, fractures, dislocations, shock, seizures, and environmental injuries. Upon completion of this 5 1/2 hour course, you will receive two completion cards valid for two years.

Sat, Aug 7, 8:30-2:30 p.m.
ACC Campus
WLNS 1055M01-58072
$79

YOGA

Hatha Yoga
Motion on Mainstreet Staff
Feeling a bit stiff and out of sorts? Having trouble touching your toes? Discover postures to improve flexibility and strength for an overall balanced body. The program can help with stress management as well as increase endurance and concentration. Each class includes breath work, warm-ups, yoga postures, and time for relaxation. *Motion on Mainstreet, 2329 West Main Street, Ste 107, Littleton.

Sat, June 19-Aug 7, 8:45-9:45 a.m., 8 wks
Motion on Mainstreet*
WLNS 1020M01-58074
$120

PILATES

Introduction to Pilates
Motion on Mainstreet Staff
Participate in mat and ball exercise based on Joseph H. Pilates’ 34 mat exercises. This class emphasizes postural control, correct use of the abdominals, stretching, breathing and core strengthening. Your instructors have been practicing for years and are among the elite of postural restoration, flexibility and fitness teachers. Wear loose, comfortable clothing. Some equipment will be available for purchase. *Motion on Mainstreet, 2329 West Main Street, Ste 107, Littleton.

Wed, June 16-Aug 4, 6-7 p.m., 8 wks
Motion on Mainstreet*
WLNS 1030M01-58075
$120

CORE FOCUS

Core Matters! Building the Abs for Health
Shawna Romero
Build and strengthen the core muscle to help create balance, improve posture and reduce injury. Get in shape now!

Thu, May 6-Jun 10, 1-2 p.m., 6 wks
ACC Fitness Center
WLNS 1025S01-78493
$99

PERSONAL IMAGE

Hairs to You!
Sunny Weber
Discover what the best hairstyle is for you based on your bone structure, complexion and your position in life. Explore ways to communicate with a stylist, technical terminology, and analysis of hair types, product chemistry, chemical services and more. Arrangements may be made for a free personal consultation and is included at a later date to be arranged with the instructor.

Wed, May 19, 7-9 p.m.
ACC Campus
WLNS 1028S01-78483
$44, $5 material fee to instructor

TAEKWON-DO

TaeKwon-Do for All Levels
Doug Arnold
TaeKwon-Do is a modern Korean martial art designed for all skill and experience levels. The class combines mental, philosophical, self-motivational, and aerobic training of unarmed combat for self-defense as well as health. Learn and practice the skilled application of bare hand and kicking techniques as well as blocks and dodges for the rapid destruction of a moving opponent. No matter what your ability, you will be challenged at your own physical and mental level. This is an on-going class where your individual improvement is the only goal. Take this class with your child, ages 8 and above.

Master Douglas Arnold, VII Degree Black Belt, trained under General Choi, the Grandmaster, founder and inventor of TaeKwon-Do, competed all across the United States, medaled in four world championships representing the U.S.A., teaches Rape Prevention Courses, has taught seminars and courses around the world, testified and promoted thousands of students, and black belts throughout the United States.

Tue/Thu, June 15-Aug 19, 7:10-8:40 p.m., 10 wks
ACC Fitness Center
WLNS 1065M01-58073
$119
BODY CARE

All Natural Skin Care
Christina Blume
Discover all you need to know about skin care from cleansing to moisturizing and protecting. Cleansing grains, facial steams and cleansers, masques that remove all debris from pores, toners and astringents, acne and blemish treatments, 2 moisturizers, one for daily use that contains far more nutrients and anti-oxidants for your skin than anything available commercially and one which is profoundly healing for damaged, or mature skin or prematurely aging skin/wrinkles, and lip balm. Do a 2 month experiment and see the difference in fine lines and wrinkles! Take home an extensive handout, facial steaming herbs, a 2 month supply of moisturizer and a pot of the lip balm. Your friends will all ask if they can purchase your handmade wonder cream!

Sat, May 8, 9:30-11:30 a.m.  ACC Campus
WLNS 1006S01-78495  $39, $30 material fee to instructor*

Easy Cold Process Soap Making
Christina Blume
During this demonstration class, discover how easy it is to make cold process soap in your kitchen! Homemade soap contains moisturizing glycerin and is free of the harsh preservatives and other chemicals found in commercial soaps that can be so drying and irritating to skin. Warning: soap making is addictive, but you’ll never lack for skin. Take home 1 large bar of soap, 2 ounces essential oil for your first batch of soap and a notebook with instructions, recipes and sources for all materials needed.

Tue, May 18, 6-8 p.m.  ACC Campus
WLNS 1006S01-78496  $39, $25 material fee to instructor*

WILLS AND TRUSTS

Living Wills and Trusts
David M. Cook
What is the difference between a Will and a Living Will? Does everyone need a Living Trust? What documents are needed to admit a relative to a nursing home? Will my estate pay more taxes if it goes through probate? What documents can I do myself? How much should I pay a lawyer to do the others? Get answers to these questions and more!

David M. Cook is an attorney.

Wed, June 23, 6-8 p.m.  ACC Campus
PERS 1033M01-58083  $49/individuals, $2 material fee to instructor
PERS 1033M99-58084  $69/couples, $2 material fee to instructor

Senior Water Exercise: Friday Only
Add another day to your weekly workouts.

Fri, July 9-Aug 6, 9-10 a.m., 6 wks  ACC Pool
SENR 1020M01-58244  $79, $15 material fee to instructor*

DRIVING

AARP Driver Safety Program
AARP Staff
This classroom course helps drivers, 50 years and older, refine existing skills and develop safe, defensive driving techniques. Pre-registration is required. You may be eligible for an automotive insurance discount by successfully completing this class.

Sat, July 24-31, 8:30-12:30 p.m., 2 wks  ACC Campus
SENR 1010M01-58244  $12/AARP member or $14/AARP non-member paid to instructor

Senior Water Exercise
Jump in! The water temperature is just right for helping eliminate those extra pounds and getting a good workout. In this fun and invigorating environment, increase your muscular strength and flexibility and improve your cardiovascular health and ability to balance using tools such as water dumbbells and noodles. Designed for most fitness levels and does not require the ability to swim. *No class May 31 or July 5

Mon/Wed, May 24-June 30*, 9-10 a.m., 6 wks  ACC Pool
SENR 1001M01-58237  $25
SENR 1001M02-58238  $25
SENR 1001M03-58239  $25
SENR 1001M04-58240  $25

Senior Water Exercise: Friday Only
Add another day to your weekly workouts.

Fri, July 9-Aug 13, 9-10 a.m., 6 wks  ACC Pool
SENR 1007M01-58241  $13
SENR 1007M02-58242  $13

Senior Water Class: Punch Card
For your convenience and if you enjoy the flexibility of attending Senior Water Exercise classes at various times because of scheduling conflicts, you can now purchase a punch card which entitles you to 20 one-hour class sessions of Senior Water Exercise during the designated time frames. Attend any of the times listed and the instructor will punch your card for you. THERE ARE NO REFUNDS ISSUED FOR TIMES NOT USED ON YOUR CARD. NON-USED TIME PUNCHES MAY NOT BE USED ANY OTHER TERM. ONLY A LIMITED NUMBER OF PUNCH CARDS ARE SOLD EACH SESSION.

May 24-Aug 13  ACC Pool
SENR 1005M01-58243  $40

LANGUAGE/TRAVEL

Beginning Spanish I for Seniors
Enrique Rosado
Learn basic sentence structure, practical vocabulary and pronunciation with an emphasis on speaking skills.

Fri, July 9-Aug 6, 9-10:30 a.m., 5 wks  ACC Campus
SENR 1020M01-58245  $79, $15 material fee to instructor

Get fit now by joining the ACC Fitness Center.
The Center features the Aerobic Circuit Training exercise program. The Center has over 100 pieces of high-tech exercise equipment and is staffed by highly trained professionals. You must attend a mandatory orientation.

Please call 303-797-5850 for more information.
GREEN THUMB WORKSHOPS

Vegetables and Herbs for Colorado
Michelle Cobb
What do you grow from seed and what do you buy as a plant? How do you protect your garden from rodents and such? How deep do you plant your tomatoes? What do you put in containers or in the ground? All of these questions will be answered and a few more to get you started on the right path to a successful vegetable and herb garden.

Thu, June 3, 6-9 p.m.
HRTC 1020M01-58204
$39

Mile High Magic:
Plant What Grows in the Rocky Mountain Region
Michelle Cobb
If you are a beginning gardener or novice who has experienced frustration gardening in our wonderful climate with our not so wonderful soils, this class is for you. 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, June 24, 6-9 p.m.
HRTC 1006M01-58202
$39

Create an Outdoor Living Space
Michelle Cobb
Learn to create your own outdoor living space or back yard escape using basic design principals. Get started with a limited budget and build a room that you can relax in and also entertain in. Increase your quality of life by staying home and vacationing in your own paradise. Learn about easy to grow plants, and how to get started building your own outdoor living room.

Thu, July 1, 6-9 p.m.
HRTC 1022M01-58203
$39, $5 material fee to instructor

Feng Shui in the Garden
Michelle Cobb
Learn about designing your outdoor living space that makes you and your visitors feel warm and welcome! Learn the principles of Feng Shui and how they apply to the garden, and how to use the Feng Shui map (Ba-gua) to design your garden and improve the energy and abundance.

Thu, May 20, 6-9 p.m.
HRTC 1027S01-78613
$39

Create a Moss Basket Garden
Staff
So how do they get the plants to drape and drizzle all over those baskets? Create a gorgeous hanging basket. Discover the how and why of moss basket planting and then plant one yourself to take home. Bring garden cutting knife or shears.

Thu, May 6, 6-9 p.m.
HRTC 1007S01-78614
$39, $20 material fee to instructor

Making Beautiful Container Gardens for Sun and Shade
Staff
Container gardens are no longer just a spike surrounded by petunias and vinca. Come see the many things you can do in a container. Yes, they can be filled with annual flowers, but you can also be adventurous and stick in some perennials or even vegetables and herbs. Get some ideas and then take a container home that you create. Bring garden cutting knife or shears, 14-16” container and potting soil.

Thu, May 13, 6-9 p.m.
HRTC 1008S01-78615
$39, $20 material fee to instructor

WINE IN THE GARDENS

International Chocolate and Wine Pairing
Julie Pech
International speaker and Colorado author Julie Pech (The Chocolate Therapist) hosts this unique pairings evening, beginning with a sampling of chocolates from five different countries. Discover how chocolate is made. Hone your chocolate connoisseur skills as you compare and contrast different flavors, nuances and textures of chocolate. Enjoy a custom chocolate and wine pairing. Four artisan wines from around the world are paired with specially selected chocolates infused with nuts, spices and berries-chosen for their ability to enhance the flavors of both the chocolate and the wine. Receive an information folder highlighting which chocolates were served and where to buy them. *Receive a “goodie” bag and bring home extra chocolates from the lavish collection offered. A copy of Julie’s book and a dark organic chocolate bar is also included.

Mon, May 17, 6:30-8 p.m.
CUIS 1007S02-78608
$39, $10 material fee to instructor*

Thu, June 17, 6:30-8 p.m.
CUIS 1007M01-58205
$39, $10 material fee to instructor*

Mon, July 19, 6:30-8 p.m.
CUIS 1007M02-58206
$39, $10 material fee to instructor*

Thu, Aug 19, 6:30-8 p.m.
CUIS 1007M03-58207
$39, $10 material fee to instructor*

CHOCOLATE

Chocolate and Tea Lover’s Paradise
Julie Pech
It’s a night out with your friend! Join international speaker and local author, Julie Pech, (The Chocolate Therapist) for a fun-filled evening of chocolate and tea. Learn how chocolate is made from bean to bar, which chocolates are best for health, and how to pair a variety of teas with infused chocolates. *Material fee includes Julie’s book, “The Chocolate Therapist™: A User’s Guide to the Extraordinary Health Benefits of Chocolate” and a gift bag with chocolate and tea samples.

Julie Pech entertains audiences at corporate luncheons, women’s and men’s groups, hospitals, fundraisers, and more! She has made numerous television appearances and more than 30 national radio guest appearances. Julie has been featured in dozens of magazines and newspapers, including cover stories and is a regular guest speaker for cruises.

Mon, June 28, 6:30-8:30 p.m.
CUIS 1003M01-58208
$39/individual, $12 material fee to instructor*

CUIS 1003M09-58209
$59/couples,$24 material fee to instructor*
FENG SHUI
Do-it-Yourself Feng Shui
Kathie Seedroff
What is Feng Shui? How does it work? If you move your sofa, can you win the lottery? Come learn…
• what feng shui is and what’s in it for you
• where your money corner is and how to get it working
• colors that get results (new career, fame and fortune, better sex life)
• building a power center to encourage abundance and success
• inexpensive and easy ways to create good feng shui

What to bring:
A floor plan of your home or office that includes all floors and attached garages. It can be hand-drawn or an appraisal or model home floor plan. A personal item, no larger than a breadbox. This can be a favorite or sentimental item or something that catches your eye as you head out the door to class. We’re going to identify its key elements and talk about how you can use it to set your intentions for change and results.

Kathie Seedroff, MAC, CPIA is a professional Feng Shui practitioner and de-clutter coach. She enjoys helping her clients get more of the life they want by moving the stuff they got.

Tue, June 22, 6-8:30 p.m.  ACC Campus
INDS 1005M01-58214  $44, $5 material fee payable to instructor

INTERIOR DECORATING
You Can Discover Design Basics
Sharon Breay, A.S.I.D./Barb Thacker
When you see a beautifully decorated room in a magazine, what makes it work? Why is it difficult to reproduce the same professional effect in your home? Discover and learn six design fundamentals to put into practice immediately. Sketch a room to scale in order to create the best floor plan. Discuss architectural elements, color theory, lighting, and furniture style compatibility. Working on a room in your home. Learn about today’s furniture styles and colors, accessorizing, floor planning and how to stretch your budget. *No class July 5.

Tue, May 18-June 1, 6-8:45 p.m., 3 wks  ACC Campus
INDS 1009S02-78619  $79, $15 material fee to instructor (Thacker)

Mon, June 14-July 12*, 6:30-8:30 p.m., 4 wks  ACC Campus
INDS 1009M01-58210  $79, $15 material fee to instructor (Breay)

GREEN TECHNOLOGIES
Check out these online training programs in the Green Industry. All coursework is completed online for your convenience. Go to www.arapahoe.edu, click on Community Education, and then follow the online courses link.

Certified Air Quality Manager ONLI 2240 $800
Certified Indoor Environmentalist ONLI 2241 $1,000
Weatherization Energy Auditor ONLI 2242 $695
Building/Home Energy Analyst ONLI 2243 $695

QUICK DECORATING FIXES
Save Money, Decorate Yourself, and Create Beautiful Walls and Furniture!
Bobbi Shupe
Get ready to paint and rejuvenate your home this summer and get the look of a professional decorator. Learn the basics of wall prep, priming, base coat painting and faux techniques. Practice the skills to decoratively transform walls, furniture, picture frames and even waste baskets. This is a hands-on class. Come prepared with your supplies and wear paint clothing. A supply list is posted on the web site www.arapahoe.edu. Click on Community Education, and then the class supply list link.

Bobbi Shupe is an award winning illustrator and owner of a decorative painting company for over 20 years. She is experienced in faux finish, murals and illustrative work. Learn more at www.BobbiShupe.com.

Wed/Thu, June 23/24, 6-9:30 p.m., 2 sessions  ACC Campus
INDS 1006M01-58211  $49, $15 material fee to instructor
ONLINE

Need flexibility and convenience to learn something you’ve been thinking about? Try one of our online classes.

With the exceptional curriculum provided by our partners, you can choose from over 200 courses to update your work skills, learn a language, work towards certification, or simply explore subjects of interest to you.

You must have Internet access, e-mail, and Internet Explorer or Netscape browser. Several courses may require you to download or purchase software. More information can be found on our website under each course listing.

Contact with the instructor can be made during the length of the course. Some courses have web-based instructional discussion areas designed to facilitate teacher-student and student-student interaction. Instructor and support staff are available to assist you with course related questions.

The registration process is easy. Make certain you complete your registration form with the appropriate course number as listed on the web site. Once your registration is processed through our office, you will go to the course web site and follow the log-in process which includes selecting a name and password.

General Enrichment and Professional Development:

Hundreds of exceptional online courses are available through our Ed2go partner. You can upgrade job skills, develop new skills, obtain non-degree graduate credit from one of two partnering universities, satisfy certificate renewal requirements, or just have fun through these unique learning opportunities. For more information, go to our website at www.arapahoe.edu, click on Community Education and follow the online links. Below is a list of Ed2go topic areas:

Course topic areas:
- Accounting
- Art, History, Psychology and Literature
- Basic Computer Literacy
- Business Administration
- Certification Prep
- Child Care and Parenting
- Computer Applications
- Courses for Teaching Professionals
- Database Management and Programming
- Digital Photography and Digital Video
- Entertainment Industry
- Grant Writing and Nonprofit Management
- Graphic Design
- Health Care, Nutrition and Fitness
- Languages
- Math, Philosophy, and Science
- PC Troubleshooting, Networking, and Security
- Personal Development
- Personal Enrichment
- Personal Finance and Wealth Building
- Sales and Marketing
- Start Your Own Business
- Test Prep
- The Internet
- Web and Computer Programming
- Web Graphics and Multimedia
- Web Page Design
- Writing and Publishing

For more information go to our website at www.arapahoe.edu. Click on Community Education and follow the online links.

Job Specific Spanish Courses:

MySpanishTeacher.com is an innovative online program designed to help professionals learn key phrases for working with the Spanish-speaking community. This unique, interactive audio-visual program has been designed to teach words and phrases specific to your job. For more information, go to our website at www.arapahoe.edu. Click on Community Education and follow the online links.

Current courses:
- Spanish for Healthcare
- Spanish for Banking
- Spanish for Corrections
- Spanish for Customer Service
- Spanish for Real Estate
- Spanish for Law Enforcement
- Spanish for 9/11 Dispatch
- Spanish for EMS and Fire
- Spanish for Teachers

“Go Green” Courses:

Get into the new field of Green! Through a partnership with ProTrain, LLC, acquire the knowledge and certification you will need to jump-start a career in the energy industry. For more information, go to our website at www.arapahoe.edu. Click on Community Education and follow the online links.

Current courses:
- Certified Air Quality Manager
- Certified Indoor Environmentalist (CIE)
- Weatherization Energy Auditor
- Building/Home Energy Analyst (HERS)
KEYBOARDING
Improve Your Keyboarding Skills!
Carolyn Perdue
Learn to use the computer keyboarding by touch. Practice how to type with correct fingering and proper techniques. Explore a variety of activities to develop typing speed and accuracy.

Wed, June 9-16, 6:30-9:30 p.m., 2 wks 
ACC Campus 
COMP 1005M01-58188 $84, includes manual
Wed, July 7-14, 6:30-9:30 p.m., 2 wks 
ACC Campus 
COMP 1005M02-58189 $84, includes manual

MICROSOFT WORD
Introduction to Microsoft Word 2007
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 XP knowledge.

Wed, June 23-30, 6:30-9:30 p.m., 2 wks 
ACC Campus 
COMP 1204M01-58193 $175, includes manual

Intermediate Microsoft Word 2007
Learn how to use 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.

Wed, July 21-28, 6:30-9:30 p.m., 2 wks 
ACC Campus 
COMP 1205M01-58194 $175, includes manual

MICROSOFT EXCEL
Introduction to Microsoft Excel 2007
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 XP knowledge.

ACC Campus, Littleton
Tue, June 29-July 6, 6:30-9:30 p.m., 2 wks 
COMP 1007M01-58195 $175, includes manual

University Center at Chaparral, Parker 
Thu, June 17, 9-4 p.m. 
COMP 1007MP1-58196 $175, includes manual

Intermediate Microsoft Excel 2007
Work with multiple and large workbooks. Learn how to 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.

ACC Campus, Littleton 
Tue, July 13-20, 6:30-9:30 p.m., 2 wks 
COMP 1008M01-58197 $175, includes manual

University Center at Chaparral, Parker 
Thu, June 24, 9-4 p.m. 
COMP 1008MP1-58198 $175, includes manual

Find e-Bay selling classes and Computer Security classes listed in the Business section of this schedule.

POWERPOINT
Introduction to Microsoft PowerPoint 2007
Have you ever wanted to learn how to create PowerPoint presentations that were useful and meaningful? Learn to: create new slideshows, use PowerPoint’s views and the Help Menu; add, delete, and rearrange slides; change font, font size, and color; use Cut, Copy, and Paste commands; insert, resize, align, and connect objects; understand Draw Tool Bar Commands; insert pictures and add formatting. Prerequisite: understanding of basic computer terminology, functions, and mouse usage.

Tue, June 1-8, 6:30-9:30 p.m., 2 wks 
ACC Campus 
COMP 1015S01-78571 $175, includes manual

Windows XP-Level 1
Learn about the Windows XP operating system, how to organize information on your computer and file management systems. Create files and folders, use WordPad, learn shortcut tips and more.

Tue, June 22, 6:30-9:30 p.m. 
ACC Campus 
COMP 1001M01-58191 $84, includes manual

Windows XP-Level 2
Learn about the Windows XP operating system, how to organize information on your computer and file management systems. Create files and folders, use WordPad, learn shortcut tips and more.

Tue, June 29, 6:30-9:30 p.m. 
ACC Campus 
COMP 1002M01-58192 $84, includes manual

Find e-Bay selling classes and Computer Security classes listed in the Business section of this schedule.

Check out Windows Vista and hundreds of other courses offered through our online program. Go to www.arapahoe.edu, select Community Education and follow the links to online courses.
### SPANISH

#### Beginning Spanish I

*Tina Bansch/Enrique Rosado*

An introduction to basic Spanish including common phrases and vocabulary that will enable you to communicate simply and clearly. *No class July 5 or 6 for Bansch.*

**Mon, June 21-July 26**, 7-9 p.m., 5 wks  
**ACC Campus**  
**LANG 1020M01-58087**  
$99, $10 material fee to instructor (Bansch)

**Tue, June 22-July 27**, 10-noon, 5 wks  
**ACC Campus**  
**LANG 1020M02-58088**  
$99, $10 material fee to instructor (Bansch)

**Tue, June 15-July 13**, 6-7:30 p.m., 5 wks  
**ACC Campus**  
**LANG 1020M03-58089**  
$99, $15 material fee to instructor (Rosado)

#### Beginning Spanish II

*Tina Bansch/Enrique Rosado*

This is a continuation of Beginning Spanish I which is a prerequisite or you may obtain permission of the instructor before enrolling.

**Mon, Aug 2-30**, 7-9 p.m., 5 wks  
**ACC Campus**  
**LANG 1021M01-58090**  
$99, $10 material fee to instructor (Bansch)

**Tue, Aug 3-Aug 31**, 10-noon, 5 wks  
**ACC Campus**  
**LANG 1021M02-58091**  
$99, $10 material fee to instructor (Bansch)

**Tue, June 20-Aug 17**, 6-7:30 p.m., 5 wks  
**ACC Campus**  
**LANG 1021M03-58092**  
$99, $15 material fee to instructor (Rosado)

#### Intermediate Spanish I

*Tina Bansch/Enrique Rosado*

A continuation of Spanish I and II. This is a refresher course if you have studied Spanish previously to further develop working vocabulary for travel, business, and pleasure. Prerequisite: Beginning Spanish I and II, or you may obtain the permission of the instructor. *No class July 7.*

**Tue, June 15-July 13**, 7-30 p.m., 5 wks  
**ACC Campus**  
**LANG 1022M01-58093**  
$99, $10 material fee to instructor (Bansch)

**Wed, June 23-July 28**, 7-9 p.m., 5 wks  
**ACC Campus**  
**LANG 1022M02-58094**  
$99, $10 material fee to instructor (Bansch)

#### Intermediate Spanish II

*Tina Bansch/Enrique Rosado*

This is a continuation of Intermediate Spanish I which is a prerequisite or you may obtain permission of the instructor.

**Tue, June 20-Aug 17**, 7-30 p.m., 5 wks  
**ACC Campus**  
**LANG 1023M01-58095**  
$99, $15 material fee to instructor (Rosado)

**Wed, Aug 4-Sept 1**, 7-9 p.m., 5 wks  
**ACC Campus**  
**LANG 1023M02-58096**  
$99, $10 material fee to instructor (Bansch)

### SPANISH FOR TRAVELING

#### CHECK-OUT OUR OCCUPATIONAL SPANISH ONLINE CLASSES.

- Spanish for Healthcare
- Spanish for Banking
- Spanish for Corrections
- Spanish for Customer Service
- Spanish for Real Estate
- Spanish for Law Enforcement
- Spanish for Teachers
- Spanish for 9/11 Dispatch
- Spanish for EMS and Fire

For more information go to www.arapahoe.edu and click on Community Education and follow the online links.

### ITALIAN

#### Beginning Italian I

*Rita Gasbarro*

This course is an introduction to the Italian language and culture. Learn grammar and vocabulary skills for art, music and travel.

**Tue, June 15-July 13**, 6-30-8:30 p.m., 5 wks  
**ACC Campus**  
**LANG 1080M01-58097**  
$99, plus book

#### Beginning Italian II

*Rita Gasbarro*

This is a continuation of Beginning Italian I which is a prerequisite or you may obtain permission of the instructor before enrolling.

**Tue, July 20-Aug 17**, 6-30-8:30 p.m., 5 wks  
**ACC Campus**  
**LANG 1081M01-58098**  
$99, plus book

### RUSSIAN

#### Basic Russian

*Victoria Martysh*

Basic reading, writing and conversational skills and vocabulary will be taught. Hints on how to survive and prosper in Russia are presented. *No class July 5.*

**Mon, June 14-Aug 23**, 6-7:30 p.m., 10 wks  
**ACC Campus**  
**LANG 1032M01-58099**  
$99, plus book*  

### FRENCH

#### Beginning French for Travelers

*Kees Janse-Kok*

Explore key phases after you learn to use everyday verbs and memorize some frequently used words. Practice simple questions, answer them, and expand on basic conversation. Pronunciation is your first concern as you learn to handle yourself in travel situations such as shopping, asking and understanding directions, reading menus and road signs, counting money, and using surface transportation. Occasional exercises to do at home will reinforce what you have learned. A written overview of each lesson is provided to help prepare for the next one. *No class July 5.*

**Mon, June 14-Aug 23**, 6-30-8:30 p.m., 10 wks  
**ACC Campus**  
**LANG 1017M01-58101**  
$199, $15 material fee to instructor

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### GOT QUESTIONS?

We’ve got answers!

Chat live Monday-Friday 8:30 a.m.-5 p.m.

Click on the Live Chat icon on our website at www.arapahoe.edu. Click on Community Education. Any time changes to Live Chat will be posted at that location.

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### ONLINE

These classes are conducted online. For more information go to www.arapahoe.edu and click on Community Education and follow the online links to ed2go.

- **Writing for ESL**: ONLI 1105  
  $109
- **Grammar for ESL**: ONLI 1106  
  $109
- **Instant Italian**: ONLI 1175  
  $109
- **Speed Spanish I**: ONLI 1233  
  $109
- **Speed Spanish II**: ONLI 1234  
  $109
- **Speed Spanish III**: ONLI 1235  
  $109
- **Beginning Conversational French**: ONLI 1236  
  $109
- **Conversational Japanese**: ONLI 2064  
  $109

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### GERMAN

#### Beginning German I

*Birgida Howell*

Immerse yourself in conversational German which emphasizes spoken language, simple vocabulary, and phrases for travelers and business people. Begin with the basics of the language and advance quickly to help you converse comfortably. *A book is required and information will be provided at the first class.*

**Mon, July 26-Aug 23**, 7-9 p.m., 5 wks  
**ACC Campus**  
**LANG 1010M01-58100**  
$99, $5 material fee to instructor*

### ENGLISH

#### Intermediate English as a Second Language

*Staff*

If you have completed Beginning English as a Second Language or if you can speak and read English at the 4th grade level, this is the appropriate class for you.

**Tue, June 15-Aug 10**, 6-8:30 p.m., 9 wks  
**ACC Campus**  
**LANG 1005M01-58102**  
$129, plus book

### AMERICAN SIGN LANGUAGE

#### Beginning ASL I

*Christopher Blatto*

Learn basic greetings and vocabulary in a fun way. Discover the hidden language that the ASL hearing-impaired people use through visual games, quizzes, and not using voice. Emphasis is on visual communication to enhance your awareness of the subtle facial expressions, classifiers, eye gazes, moods and more. *Required book, “A Basic Course in American Sign Language” by Tom Humphries and Carol Pedden.* *No class July 5.*

**Mon, June 14-July 19**, 6-8 p.m., 5 wks  
**ACC Campus**  
**LANG 1029M01-58103**  
$99, plus book*

#### Beginning ASL II

*Christopher Blatto*

This is a continuation of ASL I, which is a prerequisite for this course. Or you may obtain the permission of the instructor. *Same book as Beginning ASL I.*

**Mon, July 26-Aug 23**, 6-8 p.m., 5 wks  
**ACC Campus**  
**LANG 1030M01-58104**  
$99, plus book*

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RECREATION AND TRAVEL

SWIMMING
Beginning/Intermediate/Advanced Swim
Sophie Mahy
Learn basic and advanced swimming strokes as taught by the American Red Cross. There will be three nights when class is not held to be announced in class. Register 10 days before the class starts.
Tue/Thu, Aug 17-Dec 2, 6-6:50 p.m., 15 wks ACC Pool
RECR 1005F01-68008 $119

TRAVEL
Fly Cheap, Stay Cheap, Travel Cheap
Ron Stern
Did you miss the recently posted $295 round trip Denver to Moscow flight? If so, this class is for you. Find the lowest airfares, alternative cruises for less, frequent flyer tickets for less than $1, drive a new car for free, live for free room and board in exotic locations, get the lowest price deals on hotels, B&B’s and more. These and many other Internet bargains are all here in this exciting 2-hour class developed by travel expert, photojournalist and on-air host of Justsaygo.com television, Ron Stern. *Optional fee is Ron’s “Fly Cheap, Stay Cheap, Travel Cheap” booklet.
Thu, June 24 7-9 p.m. ACC Campus
TRVL 1007M01-58267 $44, $15 optional booklet fee *

FLY FISHING
Nymphs and Knots! The Fun of Fly Fishing
Alan Reyes
Get a jump-start on learning to Fly Fish before the summer season begins. Fly Fishing is a great sport and it can be learned easily if you know the challenges. Discuss equipment, simple knots to learn, casting, how to rig your line for catching fish, insect and trout behavior, and how to read the water and spot fish. Learn how to fish nymphs, dry flies and streamers. Use our equipment or bring your own. For beginners or if you want to spruce-up your skills. *The last class meets for 3 hours on Saturday morning at a river location.

Wed, June 2-9, 6-9 p.m. and June 12, 10-1 p.m. ACC Campus
RECR 1016M01-58269 $79, $7 material fee to instructor

GOLF
Beginning Golf
Tim Taylor
Get lots of personal attention in these small classes. Golf clubs are provided if needed. *First class meeting will be at ACC (in the middle of the main grass field along Santa Fe). Practice basic fundamentals including general club knowledge, what to consider when purchasing clubs, the basics of metal, woods, irons, putters, balls and other equipment. Learn proper grip, address alignment, posture, and the basic swing. The second class will be at Broken Tee golf course (formerly known as Englewood Golf Course) and will cover chipping, putting and full swing. The final class will also be at the Broken Tee Golf Course and will introduce walking/playing the Par 3 course and understanding proper etiquette and the basics of playing on a course (additional $5.00 fee for playing the Par 3 payable on that day). Wear loose clothing, tennis shoes or golf shoes with soft spikes.

Fri, May 14-28, 6-7:30 p.m., 3 wks Broken Tee Golf Course*
RECR 1035S01-78527 $79, $7 material fee to instructor

Fri, Aug 6-20, 6-30-8 p.m., 3 wks Broken Tee Golf Course*
RECR 1035S02-78542 $79, $7 material fee to instructor

CLIMBING
Indoor Climbing for Adults
Tim Taylor
Have you ever wanted to learn to rock climb? Get started in this indoor rock wall environment. Discover the basics of equipment, techniques and skills related to rock climbing on a “realistic rock wall” of 35 feet. Explore ropes, knots, belaying and other climbing techniques before you tackle the outside world.

Tue, June 8-22, 5:30-7 p.m., 3 wks Mountain Vista High School Gym
RECR 1035S01-78543 $89

MOTORCYCLES
These courses 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 the 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.

BASIC RIDER COURSE is a 15-hour course designed for the new rider. Begin with the most basic information on motorcycle controls and operation and continue to include modules on street strategies, obstacle avoidance and braking skills. Motorcycles are provided. The Basic Rider Course is mentally and physically demanding. Be prepared. Recent bicycle riding experience is assumed.

The Colorado Department of Motor Vehicles accepts successful completion of this class for the skills and written tests for your Motorcycle Endorsement. Proof of successful completion must be taken to the DMV to receive an endorsement. A valid Colorado driver’s license or instructional permit is required. Students under 18 years of age must have parent sign a liability waiver prior to the class. The State of Colorado requires individuals less than 18 years of age to hold a motorcycle instructional permit for one year prior to obtaining a full endorsement.

The EXPERIENCED RIDER COURSE is a 6 1/2 hour course, conducted on a Saturday from noon-6:30 p.m. and is designed for the licensed rider with a year or more road experience. The course is conducted on the participant’s own motorcycle. The Motorcycle Safety Foundation curriculum concentrates on those skills found lacking in the accident-involved rider. This is an accelerated course. Be prepared. You will be tested at the end of the course and can obtain your completion card for license endorsement. A valid motorcycle license is required for enrollment. Participants must provide current registration and proof of insurance. Your motorcycle must be in good running order, have a fresh and fully charged battery, good tires, and good working brakes. Bikes will be checked as well as a motorcycle endorsement and current insurance card. Without these items, you may not attend the class.

See our How to be a Travel Writer:
The Easy Way class located in the Career Section of this schedule.
ELEMENTARY GRADES

SCHOOL SUCCESS STRATEGIES

Improve Your Writing

Need help with those basic skills of writing? Study tried and true techniques to help you improve your writing. Develop skills to help you remember the rules of punctuation. Develop the writer in you and feel confident to start a successful school year.

Mon-Fri, July 12-16, 1-2:30 p.m.  ACC North Building YTHC 1210M01-58125 (grades 3-5)  $69

Improve Your Reading

Increase your reading skills and gain confidence to help you in your school work. Experience how reading can be fun as you grasp easy reading strategies. Use phonics as you improve your reading. Improve reading comprehension and discover hands-on fun as you get ready for the new school year.

Mon-Fri, June 21-25, 10:45-12:15 p.m.  ACC North Building YTHC 1211M01-58126 (grades 3-5)  $69

Chocolate Math 3-5

Expand your mathematical mind and enhance your taste buds as you solve challenging math problems and eat chocolate candy. Do card tricks, brainteasers, and logic puzzles while discovering how M&Ms and Hershey Chocolate Bars can expand your math capabilities. Bring: calculator (optional).

Mon-Fri, June 21-25, 1-2:30 p.m.  ACC North Building YTHC 1208M01-58127 (grades 3-5)  $69

Brain Games to Improve Learning

Take a closer look at the brain. Come investigate what makes us so smart! Use reading, math, writing, and science skills to come to some conclusion about how the brain helps you think and how that process works. Play and work through lots of fun games and activities. Sudoku anyone?

Mon-Fri, June 21-25, 2-4:15 p.m.  ACC North Building YTHC 1196M01-58129 (grades 3-5)  $69

More Creative Photography Images

Kathy Wucherpfennig

A continuation of Making Creative Photo Images. Discover more new activities, games, and practice with a digital camera. You should already know the basic operation of a camera. Bring a digital point and shoot camera and your manual if you have one.

Mon-Fri, July 19-23, 9-10:30 a.m.  ACC North Building YTHC 1223M01-58132 (grades 2-6)  $69, $12 material fee to instructor

Creative Kids

Kathy Wucherpfennig

Amaze yourself and others with how creative you can be! Through games, activities and projects, learn creative thinking techniques sure to inspire. Discover how to incorporate elements of design as you make a time capsule, create a frame, decorate a hat, paint images, and more. The instructor will photograph you and provide images for you to use in projects. Go home with photos, projects, and an idea booklet.

Mon-Fri, July 19-23, 10:45-12:15 p.m.  ACC North Building YTHC 1185M01-58133 (grades 2-6)  $69, $12 material fee to instructor

SCIENCE/ENGINEERING

Mad Science Engineering Academy

Do you love to build, design and fix things? Put on your engineer’s hat for this exciting week of science activities. We’ll build catapults, bridges and domes. On the last day, you will get to experiment with all you have learned and build your own creation.

Mon-Fri, July 12-16, 1-4 p.m.  ACC North Building YTHC 1183M01-58135 (ages 6-12)  $179

FZZ: “Fizz-ical” Phenomenon and Crazy Che-Mystery

Mad Science Staff

Take a walk on the wild side as we explore molecular madness, crazy chemistry and all kinds of radical reactions. Whip up potions, find out how different chemicals react when mixed together, and use your skills as a chemist to discover the answers to secrets you’ve always wondered about. Become a Mad Science detective and use your forensic skills to solve your own Mad Science Mystery.

Mon-Fri, July 19-23, 9-noon  ACC North Building YTHC 1186M01-58136 (ages 6-12)  $179

WRITING

Fun with 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 stories of your own. Expand your vocabulary and learn to write with confidence.

Mon-Fri, June 21-25, 9-10:30 a.m.  ACC North Building YTHC 1204M01-58123 (grades 3-5)  $69

Mon-Fri, July 19-23, 9-10:30 a.m.  ACC North Building YTHC 1204M02-58124 (grades 3-5)  $69

All children must complete an Emergency Information and Consent Form. Go to www.arapahoe.edu and click on Community Education and then Youth College.
MIDDLE SCHOOL GRADES

SCIENCE

The Science of Alternative Energy
What is all this “green stuff” anyway? Wind, sun, and water make great sources of energy! Explore the science of renewable energy, while conducting experiments that demonstrate such science concepts as hydropower, fuel cells, solar cells, solar power, alternative energy, and sustainable living.

Mon-Fri, Aug 2-6, 9-10:30 a.m.
YTHC 1180M01-58137 (grades 7-12) $99, includes most materials

AUTO CARE

Basic Auto Maintenance
ACC’s Automotive Technology Staff
Discover the basics of car maintenance and safety, especially if you have your license. Through hands-on activities in ACC’s state-of-the-art lab/shop, learn to jump start a car, install a new battery, change your oil and filter, change a flat tire, check spark plugs and what to do if your car breaks down. Perform some basic maintenance. Learn what it takes to get into high tech field of auto technicians.

Mon-Fri, July 12-16, 1-4 pm
YTHC 1236M01-58144 (grades 7-12) $159

DRAWING

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

Mon-Fri, July 12-16, 9-10:30 a.m.
YTHC 1225M01-58148 (grades 6-8) $69

Japanese Anime Drawing
Brian Brennan
Explore the rich Japanese art form of anime. Learn to draw characters and tell stories through comics. Class designed for youth 10-15 years of age.

Mon-Fri, July 12-16, 9-10:30 a.m.
YTHC 1225M01-58148 (grades 6-8) $69

COMPUTERS

Keyboarding
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. Even receive a printed paper showing your speed in words per minute.

Mon-Fri, June 21-25, 2:45-4:15 p.m.
YTHC 1215M01-58138 (grades 4-8) $79

Powering Up
YTHC 1264M01-58145 (grades 6-12) $69, $5 material fee to instructor

MUSIC

Youth Guitar I
Staff
For beginning students, learn guitar tuning, first position chords, basic strumming and picking patterns, guitar tablature, and different styles of playing songs. Bring your guitar.

Mon-Fri, July 12-16, 2:45-4:15 p.m.
YTHC 1264M01-58145 (grades 6-12) $69, $5 material fee to instructor

WEBPAGES

Design a Webpage
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 26-30, 10:45-12:15 p.m.
YTHC 1215M04-58141 (grades 6-12) $79

Creating Games with GameMaker™
Get introduced to the game design process and the software available that can be used to create your own computer games. Study examples of various game genres including platform, adventure, and maze games, and look at a range of games created with the GameMaker™ software. Design and develop your own computer games. Merge a variety of media to create a complete game that can be played by friends and posted on the Internet. Come prepared to design and develop a game.

Mon-Fri, Aug 2-6, 9-10:30 a.m.
YTHC 1082M01-58254 (grades 6-10) $99

FOREIGN LANGUAGE AND CULTURE

Beginning Japanese I
Kumi Tolbertson
Learn how to introduce yourself, numbers and basic greetings. Take a glimpse at Japanese culture by actually trying on Japanese traditional clothing. Explore Japanese phonetic alphabets, hiragana taught through fun games.

Mon-Fri, July 12-16, 10:45-12:15 p.m.
YTHC 1226M01-58140 (grades 4-8) $79

Beginning Japanese II
Kumi Tolbertson
This is a continuation of Beginning Japanese I. Enhance your vocabulary, sentence structure/grammar, and hiragana skill. Experience Japanese calligraphy with brushes and India ink and learn some simple kandi (Chinese characters). Katakana (another phonetic alphabet) will be introduced upon the completion of hiragana learning.

Mon-Fri, July 19-23, 10:45-12:15 p.m.
YTHC 1227M01-58150 (grades 6-12) $69, $15 textbook/CD fee to instructor (same materials as Japanese I)

MONEY MANAGEMENT

Dealing with Dollars: Learn to 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. Understand obtaining and maintaining good credit. Make your money work for you!

Mon-Fri, June 21-25, 1-2:30 p.m.
YTHC 1085M01-58255 (grades 6-12) $69

Endless Options
• your career
• your home
• your children

Do More this Summer

www.arapahoe.edu  Click on Community Education
GENERAL ENRICHMENT

Junior Police Academy
Littleton Police Department Staff
Discover the life of a police officer. Experience first-hand the training and skills needed to become a law enforcement officer. Focus each day on different aspects of the job such as self-defense and arrest control tactics, evidence and crime scene processing, SWAT (special weapons and tactics) team operations, firearm safety and simulator training. Try on the specialized equipment of the SWAT tactical team, collect shoe casts, and process fingerprints. On Friday, invite your family to a graduation ceremony to receive your awards patch and certificate.

Mon-Fri, June 21-25, 9-11 a.m.  ACC North Building
YTHC 1240M01-58151 (grades 6-7)  $69
Mon-Fri, June 21-25, 11:30-1:30 p.m.  ACC North Building
YTHC 1240M02-58152 (grades 8-9)  $69

Red Cross Babysitting
Getting ready to get a job and earn money in the field of babysitting? Learn what to do in an emergency, how to administer first aid, and what is needed to keep a child safe. Study the techniques of feeding, burping, changing a diaper, dressing, and carrying a baby. An introduction to rescue breathing and conscious choking for infants and children will also be covered. You must be 11 years old or older to take this class. Fee includes a Red Cross Babysitting Guide and certificate if you attend all classes.

Mon-Fri, July 12-16, 9-11 a.m.  ACC North Building
YTHC 1239M01-58153 (age 11 or older)  $79

Beginning Chess
James Hammersmith
Investigate what it takes to become a chess player. Discover how the pieces move, 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, June 21-25, 2:45-4:15 p.m.  ACC North Building
YTHC 1202M01-58121 (grades 3-12)  $69

Intermediate Chess
James Hammersmith
Continue to learn more chess strategies. Prerequisite: You must know the rules of chess (how the pieces move and object of the game) or have taken Beginning Chess.

Mon-Fri, July 12-16, 2:45-4:15 p.m.  ACC North Building
YTHC 1203M01-58122 (grades 3-12)  $69

ANIME

Japanese Anime Drawing
Brian Brennan
Explore the rich Japanese art form of anime. Learn to draw characters and tell stories through comics.

Mon-Fri, July 19-23, 9-10:30 a.m.  ACC North Building
YTHC 1277M01-58155 (grades 6-12)  $69

PHOTOGRAPHY

Beginning Photography
Are you having trouble getting your photos to turn out the way you want? Learn the basics about photography including film speed, types of light, camera angles and more. Make your interest in this creative medium a reality with the help of a photographer.

Mon-Fri, July 19-23, 9-10:30 a.m.  ACC North Building
YTHC 1271M01-58154 (grades 6-12)  $69, $8 material fee to the instructor

Intermediate Chess
James Hammersmith
Investigate what it takes to become a chess player. Discover how the pieces move, 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, June 21-25, 2:45-4:15 p.m.  ACC North Building
YTHC 1202M01-58121 (grades 3-12)  $69

Mon-Fri, July 12-16, 10:45-12:15 p.m.  ACC North Building
YTHC 1212M01-58156 (grades 6-8)  $69

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 confident 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, July 12-16, 10:45-12:15 p.m.  ACC North Building
YTHC 1212M01-58156 (grades 6-8)  $69

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 19-23, 1-2:30 p.m.  ACC North Building
YTHC 1213M01-58158 (grades 6-8)  $69

Mon-Fri, July 19-23, 1-2:30 p.m.  ACC North Building
YTHC 1213M02-58159 (grades 6-8)  $69

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 26-30, 10:45-12:15 p.m.  ACC North Building
YTHC 1214M01-58160 (grades 6-8)  $69

Mon-Fri, July 26-30, 10:45-12:15 p.m.  ACC North Building
YTHC 1214M02-58161 (grades 6-8)  $69

MATH

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, July 12-16, 10:45-12:15 p.m.  ACC North Building
YTHC 1212M01-58156 (grades 6-8)  $69

Mon-Fri, July 26-30, 2:45-4:15 p.m.  ACC North Building
YTHC 1212M02-58157 (grades 6-8)  $69

SCIENCE

Robotics
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 sound and touch sensitive 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 you build a different robot!

Mon-Fri, July 12-16, 2:45-4:15 p.m.  ACC North Building
YTHC 1238M01-58161 (grades 6-8)  $119, includes robot

Mon-Fri, July 26-30, 1-2:30 p.m.  ACC North Building
YTHC 1238M02-58162 (grades 6-8)  $119, includes robot

SCHOOL SUCCESS STRATEGIES

Improve Your 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, July 19-23, 2:45-4:15 p.m.,  ACC North Building
YTHC 1243M01-58163 (grades 6-8)  $69

Improve Your Writing Skills
Learn to communicate effectively through your written work. Sharpen your skills in writing essay questions, reports, and term papers. Develop expertise in grammar, sentence and paragraph construction. Clarify your thoughts and the organization of your page.

Mon-Fri, July 26-30, 9-10:30 a.m.  ACC North Building
YTHC 1244M01-58164 (grades 6-8)  $69

Improve Your Reading Skills
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 12-16, 2:45-4:15 p.m.  ACC North Building
YTHC 1259M01-58165 (grades 6-12)  $69, $3 material fee to instructor

Organize Your Life for Better Learning
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 for your success.

Mon-Fri, July 12-16, 9-10:30 a.m.  ACC North Building
YTHC 1242M01-58166 (grades 6-12)  $79 includes workbook
Mon-Fri, July 26-30, 1-2:30 p.m.  ACC North Building
YTHC 1242M02-58167 (grades 6-12)  $79 includes workbook
SKILL REINFORCEMENT
These courses are designed to help you earn credit, which must be approved by your school counselor, or to help you gain the skills needed to succeed in the next grade level.

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 12-23, 9-10:30 a.m., 2 wks  ACC North Bldg
YTHC 1245M01-58168 (grades 6-8)  $139

Mon-Fri, July 26-Aug 6, 1-2:30 p.m., 2 wks  ACC North Bldg
YTHC 1245M02-58169 (grades 6-8)  $139

Math Attack-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 12-23, 10:45-12:15 p.m., 2 wks  ACC North Bldg
YTHC 1246M01-58170 (grades 6-8)  $139

Mon-Fri, July 12-23, 9-10:30 a.m., 2 wks  ACC North Bldg
YTHC 1246M02-58171 (grades 6-8)  $139

Strategies for Middle School Success
Learn the skills and strategies necessary for success at the middle school level. Emphasis will be placed on attacking addition, subduing subtraction, mastering multiplication, defeating division, finishing fractions, and perfecting the point for decimals.

Mon-Fri, July 12-23, 10:45-12:15 p.m., 2 wks  ACC North Bldg
YTHC 1247M01-58173 (grades 6-8)  $139

Mon-Fri, July 26-Aug 6, 9-10:30 a.m., 2 wks  ACC North Bldg
YTHC 1247M02-58174 (grades 6-8)  $139

ART

Beginning Photography
Are you having trouble getting your photos to turn out the way you want? Learn the basics about photography including film speed, types of light, camera angles and more. Make your interest in this creative medium a reality with the help of a photographer.

Mon-Fri, July 19-23, 9-10:30 a.m.  ACC North Building
YTHC 1271M01-58150 (grades 6-12)  $69, $5 material fee to instructor

Mon-Fri, July 12-16, 10:45-12:15 p.m.  ACC North Building
YTHC 1275M01-58155 (grades 6-12)  $69

Japanese Anime Drawing
Brian Brennan
Explore the rich Japanese art form of anime. Learn to draw characters and tell stories through comics.

Mon-Fri, July 19-23, 9-10:30 a.m.  ACC North Building
YTHC 1277M01-58155 (grades 6-12)  $69

FOR HIGH SCHOOL

MUSIC

Youth Guitar I
In this beginning class, use easy chords to learn two Green Day songs, a Red Hot Chili Peppers song and a Weezer song. The last class will be a recital that will be open to family and friends.

Mon-Fri, July 12-16, 2:45-4:15 p.m.  ACC North Building
YTHC 1264M01-58145 (grades 6-12)  $69, $5 material fee to instructor

FOREIGN LANGUAGE

Beginning Japanese I
Kumi Tolbertson
Learn how to introduce yourself, numbers, and basic greetings. Take a glimpse at Japanese culture by actually trying on Japanese traditional clothing. Explore Japanese phonetic alphabets hiragana taught through fun games.

Mon-Fri, July 12-16, 10:45-12:15 p.m.  ACC North Building
YTHC 1226M01-58149 (grades 6-12)  $69, $15 textbook/CD fee to instructor

Beginning Japanese II
Kumi Tolbertson
This is a continuation of Beginning Japanese I. Enhance your vocabulary, sentence structure/grammar and hiragana skill. Experience Japanese calligraphy with brushes and India ink and learn some simple Kani (Chinese characters). Katakana (another phonetic alphabet) will be introduced upon the completion of hiragana learning.

Mon-Fri, July 19-23, 10:45-12:15 p.m.  ACC North Building
YTHC 1227M01-58150 (grades 6-12)  $69, $15 material fee to instructor (same materials as Japanese I)

LANGUAGE ARTS

Improve Your Writing Skills
Learn to communicate effectively through your written work. Sharpen your skills in writing essay questions, reports, and term papers. Develop expertise in grammar, sentence and paragraph construction. Clarify your thoughts and the organization of your page.

Mon-Fri, July 19-23, 1-2:30 p.m.  ACC North Building
YTHC 1253M01-58176 (grades 9-12)  $69

ACT English Exam: Improve Your Scores
Prepare yourself for a successful ACT exam. Discover the areas of the verbal test battery in 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 10-12, 9th grade honors English students)

Mon-Fri, July 12-16, 1-2:30 p.m.  ACC North Building
YTHC 1254M01-58177  $89, includes workbook

SAT Verbal Exam: Improve Your Scores
Take a thorough look at the SAT Verbal exam and learn skills that will benefit your scores on it. Discover your weaknesses in the verbal test battery and how to improve your chances for a good score. Learn how to understand analogies and enhance your reading comprehension. Take control of test related anxieties and learn some test taking techniques. Fee includes workbook from the National Association of Secondary School Principals.

(grades 10-12, 9th grade honors English students)

Mon-Fri, July 19-23, 1-2:30 p.m.  ACC North Building
YTHC 1255M01-58178  $89, includes workbook

Go online to get a complete summer planning agenda at www.arapahoe.edu and click on Community Education and then Youth College.
GENERAL ENRICHMENT

Beginning Chess
Investigate what it takes to become a chess player. Discover how the pieces move, 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, June 21-25, 2:45-4:15 p.m. ACC North Building
YTHC 1202M01-58121 (grades 3-12) $69

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

Mon-Fri, July 12-16, 2:45-4:15 p.m. ACC North Building
YTHC 1203M01-58122 (grades 3-12) $69

KEYBOARDING

Keyboarding
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. Even receive a printed paper showing your speed in words per minute.

Mon-Fri, July 12-16, 1-2:30 p.m. ACC North Building
YTHC 1215M01-58139 (grades 6-12) $79

Mon-Fri, July 26-30, 2:45-4:15 p.m. ACC North Building
YTHC 1215M04-58141 (grades 6-12) $79

POWERPOINT

Create PowerPoint Presentations
Learn to design a PowerPoint presentation. Instruction will include animation, inserting pictures from the web, transitions, and backdrops.

Mon-Fri, July 19-23, 2:45-4:15 p.m. ACC North Building
YTHC 1080M01-58142 (grades 6-12) $79

MATH

Success with Word Problems
Standardized tests such as the CSAP are requiring students to do more math word problems and explain their work. Gain confidence with strategies to attack different types of word problems. Themes will include computation, measurement, patterns, and basic algebra, geometry, and probability. Mental and calculator math will be emphasized. Bring: calculator (optional).

Mon-Fri, Aug 2-6, 2:45-4:15 p.m. ACC North Building
YTHC 1269M01-58179 (grades 9-12) $69, $3 material fee to instructor

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 10-12, 9th grade honors math students) Mon-Fri, July 12-16, 10:45-12:15 p.m. ACC North Building
YTHC 1256M01-58180 $89, includes workbook

SAT Math Exam: Improve Your Scores
The new math SAT is out. We will talk about the math strategies required to solve these new and more complicated problems. We will also be reviewing the math theory and concepts which you must know to be successful with this test. Fee includes workbook from the National Association of Secondary School Principals.

(grades 10-12, 9th grade honors math students) Mon-Fri, July 12-16, 10:45-12:15 p.m. ACC North Building
YTHC 1257M01-58181 $89, includes workbook

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

Mon-Fri, July 12-16, 9-10:30 a.m. ACC North Building
YTHC 1258M01-58182 (grades 9-12) $69

Mon-Fri, Aug 2-6, 9-10:30 a.m. ACC North Building
YTHC 1258M02-58183 (grades 9-12) $69

WEBPAGES

Design a Webpage
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 26-30, 1-2:30 p.m. ACC North Building
YTHC 1081M01-58143 (grades 6-12) $79

GAMES

Creating Games with GameMaker™
Get introduced to the game design process and the software available that can be used to create your own computer games. Study examples of various game genres including platform, adventure, and maze games, and look at a range of games created with the GameMakerTM software. Design and develop your own computer games. Merge a variety of media to create a complete game that can be played by friends and posted on the Internet. Come prepared to design and develop a game.

Mon-Fri, Aug 2-6, 2:30-4:15 p.m. ACC North Building
YTHC 1082M01-58254 (grades 6-10) $99

MONEY MANAGEMENT

Dealing with Dollars: Learn to 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. Understand obtaining and maintaining good credit. Make your money work for you! 1 week

Mon-Fri, June 21-25, 1-2:30 p.m. ACC North Building
YTHC 1085M01-58255 (grades 6-12) $69

CAREERS

What do You Want to Be When You Graduate?
Thousands of resources exist to help you pin-point your interests and abilities and to peak your curiosity about a career direction. Explore the possibilities of careers from health, engineering, teaching, liberal arts, and more. Take inventories and abilities and to peak your curiosity about a career direction. Explore the possibilities of careers from health, engineering, teaching, liberal arts, and more. Take inventories and abilities and to peak your curiosity about a career direction. Explore the possibilities of careers from health, engineering, teaching, liberal arts, and more. Take inventories and abilities and to peak your curiosity about a career direction. Explore the possibilities of careers from health, engineering, teaching, liberal arts, and more. Take inventories and abilities and to peak your curiosity about a career direction. Explore the possibilities of careers from health, engineering, teaching, liberal arts, and more. Take inventories and abilities and to peak your curiosity about a career direction. Explore the possibilities of careers from health, engineering, teaching, liberal arts, and more. Take inventories and abilities and to peak your curiosity about a career direction. Explore the possibilities of careers from health, engineering, teaching, liberal arts, and more. Take inventories and abilities and to peak your curiosity about a career direction.

Mon-Fri, July 26-30, 1-2:30 p.m. ACC North Building
YTHC 1175M01-58185 $99, includes assessment fees

SCIENCE

The Science of Alternative Energy
What is all this “green stuff” anyway? Wind, sun, and water make great sources of energy! Explore the science of renewable energy, while conducting experiments that demonstrate such science concepts as hydropower, fuel cells, solar cells, solar power, alternative energy, and sustainable living.

Mon-Fri, Aug 2-6, 9-10:30 a.m. ACC North Building
YTHC 1180M01-58137 (grades 7-12) $99, includes most materials
AUTO CARE
Basic Auto Maintenance
ACC’s Automotive Technology Staff
Discover the basics of car maintenance and safety, especially if you have your license. Through hands-on activities in ACC’s state-of-the-art lab/shop, learn to jump start a car, install a new battery, change your oil and filter, change a flat tire, check spark plugs and what to do if your car breaks down. Perform some basic maintenance. Learn what it takes to get into high tech field of auto technicians.
Mon-Fri, July 12-16, 1-2:30 p.m.  ACC North Building
YTHC 1236M01-58144 (grades 7-12)  $129

SCHOOL SUCCESS
Improve Your Reading Skills
Discover reading strategies that will help with high school reading assignments and improve reading speed and comprehension. These strategies include use of double entry note taking to facilitate true learning of material, vocabulary development, and the process of analytical reading required in high school literature classes.
Mon-Fri, July 12-16, 2:45-4:15 p.m.  ACC North Building
YTHC 1259M01-58165 (grades 6-12)  $69

Improve Your Study Skills
Ever felt you would have studied harder if you only knew how? Learn the importance of goal setting, time management, and organization. Acquire study tips on listening, note taking, memorization, and test taking. Come ready to improve your study strategies and remember to practice what you learn!
Mon-Fri, July 19-23, 9-10:30 a.m.  ACC North Building
YTHC 1260M01-58184 (grades 9-12)  $69

Organize Your Life for Better Learning
Using 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 for your success.
Mon-Fri, July 12-16, 9-10:30 a.m.  ACC North Building
YTHC 1242M01-58166 (grades 6-12)  $79, includes workbook
Mon-Fri, July 26-30, 1-2:30 p.m.  ACC North Building
YTHC 1242M02-58167 (grades 6-12)  $79, includes workbook

IMPORTANT YOUTH COLLEGE INFORMATION
REGISTRATION TIPS: Registration begins May 3. You are registered upon receipt of payment. We do not pro-rate course tuition and/or fees for late registrations. We cannot guarantee enrollment in every course until your registration is entered into our computer system. Most courses are limited in size. Register early. REGISTRATION ENDS AT NOON THE WEDNESDAY BEFORE THE COURSE BEGINS

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: 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. Click on Community Education and follow links to Youth College.

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.

DROPS AND REFUNDS: To drop a course that meets a minimum of three sessions and receive a refund less a $10 registration fee, call the Community Education Program Office, 303-797-5722 by noon the Wednesday before the course begins. Refunds will not be made after that time. Dates for a refund minus the $10 registration fee are:
Classes beginning June 21 must be notified by June 16
Classes beginning July 12 must be notified by July 7
Classes beginning July 19 must be notified by July 14
Classes beginning July 26 must be notified by July 21
Classes beginning August 2 must be notified by July 28

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 21-25  ACC Cafeteria or Outside  $15
Mon-Fri, 12:15-12:45 pm, July 12-16  YTHC 1275M01-58272  $15
Mon-Fri, 12:15-12:45 pm, July 19-23  YTHC 1275M02-58273  $15
Mon-Fri, 12:15-12:45 pm, July 26-30  YTHC 1275M04-58275  $15
Mon-Fri, 12:15-12:45 pm, August 2-6  YTHC 1275M05-58276  $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 their 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 North Building on the ACC 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 west side of the North Building.

ROOM ASSIGNMENT: For classes held everyday, Monday-Friday, room information will be available upon check-in at the North Building of the Main Campus. Courses scheduled at other locations or during the evenings or weekends will meet everyday at the location listed.

VISITORS IN CLASSROOMS: We do not allow visitors in the classes for safety reasons. Our staff members will be glad to help you or you may come directly to the Community Education Program Office, A1215.
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 www.arapahoe.edu and click on Community Education and then the link to locations.

ACC MAIN 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.

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 E Noble Place, Littleton (west of Arapahoe and University)

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

MOTION ON MAINSTREET
2329 West Main St., Ste 107, Littleton

SOUTH METRO DENVER CHAMBER OF COMMERCE
6840 South University Blvd, Centennial, CO 80122

MOUNTAIN VISTA HIGH SCHOOL
10585 Mountain Vista Ridge, Highlands, Ranch, CO 80126

THE HUDSON GARDENS & EVENT CENTER
6115 S. Santa Fe Drive, Littleton, 80120
Slightly southwest of the main campus

UNIVERSITY CENTER AT CHAPARRAL
15653 Brookstone Drive, Parker (Lincoln and Chambers)

TBA
To be announced. We will provide room information at a later date.

OTHER LOCATIONS
Addresses for other locations are indicated with the class information.

OFFICE HOURS
Our office hours are Monday through Friday 8 a.m.-5 p.m. However, you can contact us through voice mail and e-mail 24 hours per day. We will contact you during our office hours.

POLICIES/OTHER INFO

BOOKS AND MATERIALS
Some courses require a textbook. You may contact the ACC Bookstore at 303.797.5676 for more information. Generally, hours of operation are Monday-Tuesday 8:00 a.m.-6:00 p.m. and Wednesday-Friday 8:00 a.m.-5:00 p.m. The Bookstore is located on the first floor of the main campus building. 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. Information regarding material fees is included with the course description.

VISION/MISSION
The Community Education Program strives to develop and provide creative, innovative programs, courses, and services for lifelong learners to meet personal and professional goals.

TEACHERS NEEDED
The Community Education Program is looking for teachers in Arapahoe, Douglas, and southern Jefferson counties in certain languages, arts and crafts, and leisure activities. Send a cover letter, resume, and overview of the course you feel qualified to teach to Arapahoe Community College, Community Education Program, 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, 80204.

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 & 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 16 or 17 years of age may enroll in some courses with 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. SEE THE SPECIAL YOUTH COLLEGE PROGRAM INFORMATION FOR CHILDREN IN GRADES K-12.

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

PARKING-ACC MAIN CAMPUS
Parking permits are required to park in the ACC lots. A permit will be mailed to you, valid for the time you attend class. In some cases, permits will be distributed in the class. It is imperative that you display the permit on your dashboard; otherwise you will be ticketed. If you do not receive a permit, park on the side streets around the campus. Short-term parking is available on selected side streets around the College for either one 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 ACC Main Campus at the Littleton Downtown Station.

REGISTRATION TIPS
We do not pre-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 no later than 24 hours prior to the scheduled date. ABSOLUTELY no refunds will be made after the course has been held. Some courses have special refund policies. That information is included with the course description. REFUNDS WILL BE SENT IN THE FORM OF A CHECK FROM THE STATE OF COLORADO. IF YOU PAY BY A CHARGE CARD, DO NOT STOP PAYMENT IF WE CANCEL A CLASS. If a course is canceled by us, a full refund will be sent to you. ALL refunds will be made by check 1-2 weeks after the drop.
ON-LINE
It’s fast, secure, easy, and no waiting for phone calls to be returned when our office staff is busy!
Visit our Web site at www.arapahoe.edu. Click on the Community Education link. Follow the registration links. You will find a registration form in this section. You can fax in your form with a credit card payment to 303.797.2647 or you can use our secure Web site and e-mail your registration with credit card payment.

MAIL IN
Send the registration form, along with a check payable to Arapahoe Community College or your credit card number and expiration date. DO NOT SEND CASH. Mail to Community Education Program, 5900 S. Santa Fe Drive, Littleton, CO 80120.

FAX IN
For credit card registration only, complete the registration form and fax it to 303.797.2647. You may also fax us a question and we will answer your inquiry.

WALK IN
Visit our office, A1215 in the Annex Building, in the NE corner by the tennis courts. Monday-Friday, 8 a.m.-5 p.m. Register with check or credit card (Mastercard, VISA, or Discover). You may also leave your registration in the drop box on the Community Education Program office door anytime the college building is open, Monday-Sunday. We do not accept cash.

PHONE IN
For credit card registration only, call 303.797.5722 or 303.797.5608 Monday-Friday, 8 a.m.-5 p.m. If our line is busy, leave us a message. We will return your call as soon as possible, usually the same business day. We want to give you the same amount of time on the phone as we do our other customers, so please be patient. After 5 p.m., you may leave us a message on our 24-hour voice mail system. We will return your call the next business day.

RELAY COLORADO
Call the ACC TTY 1.800.659.2656

COLLEGE CLOSURE
Courses held at the public schools will follow public school closure postings. Courses at other locations will follow the College’s closing schedule. Call the snow hotline at 303.797.5700, extension SNOW (7669) for information. Additionally, listen to local radio and television stations.

SIGN ME UP! Registration begins May 3

REGISTRATION FORM M10

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>START</th>
<th>TUITION (exclude material fee)</th>
</tr>
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<tbody>
<tr>
<td>ARCR 1024</td>
<td>Portrait/People Photography</td>
<td>Nov 2</td>
<td>$69</td>
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</tbody>
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Check here if you are an au pair student _____
Check here if you are a CME member _____

By Credit Card (Visa, MasterCard, Discover, American Express)
Card # ________________________________
Name on Card __________________________
Expires _______________________________
Make checks payable to ACC
Check # _____ $ ________

TOTAL

WE DO NOT SEND CONFIRMATIONS
Arapahoe Community College
5900 South Santa Fe Drive, A1215
Littleton, Colorado 80120
Phone: 303.797.5722
Fax: 303.797.2647
www.arapahoe.edu (select Community Education)

YOUR OPINION COUNTS!
Let us know how we did and how we can do better.
Provide feedback about:
-----> the class
-----> the instructor
-----> the registration process
-----> the facility
-----> and share other thoughts or suggest a new class!

Go to our web site at www.arapahoe.edu. Click on Community Education and click on Your Opinion Counts Form. Complete it and email it back to us, drop it in the mail, or fax it.

Thanks! We want to hear from you.

GOT QUESTIONS?
We’ve got answers!
Chat live Monday-Friday 8:30 a.m.-5 p.m.
Click on the Live Chat icon on our website at www.arapahoe.edu. Click on Community Education. Any time changes to Live Chat will be posted at that location.
Welcome to a summer of endless options for children and adults. The summer explodes with choices for children in grades 3-12 for weeklong enrichment courses. Children and young adults can create computer games or explore Japanese Anime art. Perhaps strategies to succeed in school is another direction to explore or maybe investigate some careers including the Junior Police Academy. For adults, choices abound! Improve your business success or explore a new career. Maybe have fun taking an art or photography class. This summer is filled with options! Join us for some summer fun, right here, at Arapahoe Community College.

KIDS! GOT PLANS?
Join us this summer for some fun learning options

Improve
- Math
- Reading
- Writing

Discover
- Study habits
- Time management
- Test taking strategies

Explore
- Computer games
- Auto mechanics
- Art, music, and photography
and hundreds of more courses!

ADULTS!
Hundreds of options for you too!

Career
- Find a Job After 50
- Ace a Job Interview
- Start a Business in Colorado

Home
- Create an Outdoor Living Space
- Enjoy Wine and Chocolate Pairing
- Discover Feng Shui in the Garden
- Grow Vegetables and Herbs for Colorado

Do More this Summer • 2010

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Recycled Paper