

ANTICIPATING WHAT YOU NEED!



PROFESSIONAL AND CAREER DEVELOPMENT AND PERSONAL ENRICHMENT



- Better math and grammar skills
- More money through wise investing
- Fulfilling career and job advancement options
- Stronger confidence to use your apps
- New opportunities to express yourself

Get What You Need!

COMMUNITY EDUCATION AT
ARAPAHOE COMMUNITY COLLEGE
OFFICE: 5900 S. Santa Fe Dr. PO Box 9002,
Littleton, CO 80160-9002
PHONE: 303.797.5722
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PROFESSIONAL AND CAREER PROGRAMS

ESSENTIAL BASIC SKILLS

■ GED PREPARATION

If you are 17 years of age or older, register for these preparation classes which are designed to help you improve skills to complete the online GED exam. Take a free pre-GED test online. 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 official GED test. The class tuition does not include the official GED Test fee. More information about taking the test is available through the ACC Testing Center or by calling 303.797.5993.

*Books/Materials – Go to arapahoe.edu/wcp and follow the Supplies, Books, and Materials link to get the required book and supply information. It is highly recommended that students purchase the TI-30XS calculator that is permitted for use during the official GED test.

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 September 1, 2017.

Mathematics and Science for GED

Shelly Stephens

An individualized program of instruction focusing on the Mathematics and Science sections of the exam. Bring a calculator.

*Register by Sept 11.

Mon, Sept 18-Nov 13*, 8:30-11 a.m., 9 wks *Littleton Campus*
GEDP 1001F01- 68010 \$159, plus book*

Tue, Sept 19-Nov 14*, 6-8:30 p.m., 9 wks *Littleton Campus*
GEDP 1001F02- 68207 \$159, plus book*

English and Social Studies for GED

Lori Dubetz/Karyl Chalfin

An individualized program of instruction focusing on the Language Arts, Grammar, Reading, and Social Studies sections of the exam. *Register by Sept 11.

Wed, Sept 20-Nov 15*, 8:30-11 a.m., 9 wks *Littleton Campus*
GEDP 1002F01-68012 \$159, plus book*

Thu, Sept 21-Nov 16*, 6-8:30 p.m., 9 wks *Littleton Campus*
GEDP 1002F02- 68208 \$159, plus book*

GED Prep Online

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

GED Test Prep Five Subjects ONLI 1237 \$179
GED Test Prep Math ONLI 1239 \$139

AU PAIR EDUCATION

If you are an Au Pair and need of education hours, ACC offers several courses which may be of interest to you. Contact our office for more information at 303.797.5722.

■ MATH REFRESHER

Math Refresher Boot Camp

Staff

Have your math skills grown rusty? Are you anxious about getting a good score on a specific math test? Do you want to help a family member with math? Become more competent in basic arithmetic operations, fractions, decimals, percents, problem solving and test taking skills. Refresh or learn basic algebra and geometry. Reduce your anxiety and become gain confidence with math. You can do it!

Wed, Oct 4-25, 6:30-8:30 p.m., 4 wks
PERS 1045F01-68014

Littleton Campus
\$129

Online Math Classes

All these courses are conducted online.

For more information, go to arapahoe.edu/wcp and follow the online links.

Introduction to Algebra ONLI 1067 \$119
Math Refresher ONLI 1146 \$119
Medical Math ONLI 2215 \$119

■ WRITING

Introduction to Creative Writing

Andrea Mason

Focus on developing your own unique voice through explorations of three genres: poetry, fiction, creative non-fiction. In-class writing exercises will complement at-home reading and short assignments, to be workshopped weekly in small groups and with the larger class. Students will learn the art of the written and oral critique in addition to developing a body of work as a foundation for later courses. Contact Andrea Mason for information: andrea.mason@arapahoe.edu or (303)797-5857. *No classes Sept 4 or Thanksgiving week.

Mon/Wed, Aug 21-Dec 6*, 1-2:15 p.m., 16 wks *Littleton Campus*
WRIT 2004F01-68016 \$299, plus book

Creative Writing Essentials

Karyl Chalfin

Take those musings, meanderings, scribbled pages, and ideas that float in your head and create a lasting treasure. Discuss plot, character development, dialogue, description, scene, transition, and point of view. Fine tune writing skills and get feedback to help you grow in a pressure-free environment. Explore writing and see with a writer's eyes. Share ideas, gain confidence, and experiment with fiction, poetry, nonfiction and whatever else sparks your interest.

Mon, Sept 18-Oct 23, 6:30-8:30 p.m., 6 wks *Littleton Campus*
WRIT 1010F01-68015 \$199

Writing Skills and Grammar Refresher

Karyl Chalfin

Are you in need of a refresher for college or to write that report or business letter? Whatever your goals, a grasp of effective writing skills and English grammar is important for writing or speaking. Gain confidence to produce clean, grammatically correct work and to speak correctly whether with an individual or for a group. Discuss and practice English grammar basics such as sentence structure and punctuation. Write for clarity and for your audience. Practice what you learn through online, at home, and in-class exercises.

Wed, Oct 4-25, 6-8:30 p.m., 4 wks
WRIT 1019F01-68018

Littleton Campus
\$149, plus book

Call for Poets

Kathryn Winograd

No matter your preferred writing genre, take it to a new level through the craft of poetry. W.H. Auden said, "A poet is, before anything else, a person who is passionately in love with language." The musician Bob Dylan said, "I love like a poet and I'll die like a poet." Is that you? Are you ready to live the life of a poet? To explore how dreams, snippets of songs, doodles in a journal, and a highway sign can become poetry? To discover how poetry is the root of all good writing? Explore the art and craft of what is free, formal, and experimental in poetry through writing exercises and discussions. Work toward the creation of a personal poetry chapbook. The instructor, Kathryn Winograd, is a Colorado Book Award winter in Poetry who has taught creative writing for the past 30 years. *No class Thanksgiving week.

Tue, Sept 5-Dec 12, 5:30-8:15 p.m., 15 wks *Littleton Campus*
WRIT 2005F01-68019 \$199, plus books

Introduction to Creative Writing – An Online Course

Monica Fuglei

Focus on the Great Books. This Introduction to Creative Writing course provides the opportunity to learn the basics of creative writing that apply to all genres: fiction, poetry, nonfiction, and drama. Learn how to create powerful voice and style in your writing, dynamic characters, vivid settings, language infused with imagery and concrete, sensory language. Try your hand at writing short fiction and flash nonfiction, poetry and the ten-minute play. This class will involve you in reading and technique discussions as well as peer critiques in an online platform. Contact Monica Fuglei for information: Monica.Fuglei@arapahoe.edu or (303) 797-5826.

Online only, Aug 21-Dec 12, 16 wks *Littleton Campus*
WRIT 2004F02- 68017 \$299, plus book

Travel Writing Online

Learn how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles and books. Discover the writing styles and methods needed to sell material in today's competitive market (including the how-to's of technical aspects of lead paragraphs, descriptive passages and the uses of interviews, quotes and facts). By the end of the course, you'll have the ability to write for the travel market.

This is a 6-week, 24 hour online class which begins the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the Career and Professional Programs links. Cost is \$119 for 24 hours of instruction.



CERTIFICATE

Technical Writing Certificate Online

This program is geared towards anyone seeking professional career training in technical writing. Within the program, you will learn research methods, audience considerations, various writing styles, drafting and revision techniques, working in a collaborative environment, and more. Explore a variety of media and formats. You will learn about the different writing standards for websites, emails, proposals, and technical instructions. All textbooks and materials are included with the cost of the program. Learn job hunting and resume writing skills to help you find gainful employment, in addition to creating your professional writing portfolio with samples of work created throughout the program.

This 80 hour program is entirely online and is completed at your own pace. When you register, you receive six (6) months to complete this program. For more information, to register and pay, go to arapahoe.edu/wcp and follow the Career and Professional Programs links. Cost is \$1,795.



Other Online Writing Options

Work at your own pace and still get help! Try an online writing class. These classes provide good and relevant information for your writing career or hobby and at a great value.

Genres

<i>Writing Young Adult Fiction</i>	<i>ONLI 1100</i>	<i>\$119</i>
<i>Writing for Children</i>	<i>ONLI 1113</i>	<i>\$119</i>
<i>The Craft of Magazine Writing</i>	<i>ONLI 1061</i>	<i>\$119</i>
<i>Mystery Writing</i>	<i>ONLI 1114</i>	<i>\$119</i>
<i>Introduction to Screenwriting</i>	<i>ONLI 1191</i>	<i>\$119</i>
<i>Write Your Life Story</i>	<i>ONLI 1115</i>	<i>\$119</i>
<i>Write and Publish Your Nonfiction Book</i>	<i>ONLI 1029</i>	<i>\$119</i>

Essentials and Publishing

<i>Writing Essentials</i>	<i>ONLI 1055</i>	<i>\$119</i>
<i>Grammar Refresher</i>	<i>ONLI 1060</i>	<i>\$119</i>
<i>Writeriffic: Creativity Training For Writers</i>	<i>ONLI 1062</i>	<i>\$119</i>
<i>Research Methods for Writers</i>	<i>ONLI 1065</i>	<i>\$119</i>
<i>Fundamentals of Technical Writing</i>	<i>ONLI 1066</i>	<i>\$119</i>
<i>Introduction to Journaling</i>	<i>ONLI 1097</i>	<i>\$119</i>
<i>Beginning Writer's Workshop</i>	<i>ONLI 1110</i>	<i>\$119</i>
<i>The Keys to Effective Editing</i>	<i>ONLI 1112</i>	<i>\$119</i>
<i>Write Like a Pro</i>	<i>ONLI 1119</i>	<i>\$119</i>
<i>Advanced Fiction Writing</i>	<i>ONLI 1176</i>	<i>\$119</i>
<i>Beginner's Guide to Getting Published</i>	<i>ONLI 1116</i>	<i>\$119</i>
<i>Introduction to Internet Writing Markets</i>	<i>ONLI 1122</i>	<i>\$119</i>
<i>Publish and Sell Your e-books</i>	<i>ONLI 1202</i>	<i>\$119</i>

GENERAL PROFESSIONAL PROGRAMS

MEDIATION

Becoming a Professional Mediator

Trish Elledge

Calling all coaches, trainers, speakers, entrepreneurs, counselors, consultants, career re-inventors and retirees! Learn about the burgeoning field of professional mediation, how it can serve as a valuable skill set to incorporate into your career path and life. Gain a thorough introduction to the mediation world and learn what it really takes to become a successful six-figure mediator, what a day in the life of a professional mediator is like, the pros and cons of the field, job opportunities, training requirements, training resources, and more.

Mon, Sept 18, 6:30-8:30 p.m.
BUSI 1032F01-68020

Littleton Campus
\$49, \$5 material fee to instructor



CERTIFICATE

Basic Mediation Certificate Program

Trish Elledge

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

Fri and Sat, Oct 6-7 and Oct 13-14, 9 a.m.-5 p.m. and Sun, Oct 8 and 15, 10 a.m.-3 p.m., 2 wks *Littleton Campus*
BUSI 1001F01-68021 *\$599, \$25 material fee to instructor*

EVENT MANAGEMENT

CERTIFICATE

Certified Event Manager

Become a Certified Event Manager or Event Specialist! Designed for working adults, take this fast track evening program which is approved by the Colorado Festival and Events Association. The program meets once per week for 26 weeks. Additional lab hours at events will be required.

Topics include:

- Operations and Logistics
- Volunteer and Staff Management
- Introduction of Event Marketing
- Budgeting and Sponsorships
- Planning for non-profits
- Wedding planning
- Concerts, festivals, and other large scale events
- Meeting planning
- Careers in event planning

Pre-requisite: You must possess knowledge of basic PC applications such as Microsoft Word, Excel, and PowerPoint. Have access to a computer during the program which is necessary for classroom readings, discussions, and assignments. Tuition: \$2,599

Call 303-797-5722 for more information or e-mail: workforce@arapahoe.edu. You can visit our website: arapahoe.edu/wcp.

GENERAL BUSINESS

Entrepreneurs in Colorado! How to Get Started

Are you an entrepreneur? Explore the pre-startup and startup steps to build your business on a firm foundation. Avoid the pitfalls that cause so many businesses to fail and protect your personal assets. Receive a Colorado Business Resource Guide and discover where to find reliable business information.

Wed, Oct 4, 6:30-9:30 p.m. *Littleton Campus*
BUSI 1024F01-68056 *\$59, \$5 material fee to instructor*

Make a Difference as a Social Entrepreneur

Learn the ways entrepreneurs are contributing to making a difference in the world through their company or non-profit. Business can be about more than profit. Leading entrepreneurial companies recognize their ability to achieve social goals and earn money at the same time.

Wed, Oct 18, 6:30-9:30 p.m. *Littleton Campus*
BUSI 1005F01-68057 *\$59, \$5 material fee to instructor*

Online Options

<i>Start Your Own Small Business</i>	<i>ONLI 2082</i>	<i>\$119</i>
<i>Start and Operate Your Own Home-Based Business</i>	<i>ONLI 1005</i>	<i>\$119</i>
<i>Start a Consulting Practice</i>	<i>ONLI 1006</i>	<i>\$119</i>
<i>Small Business Marketing on a Shoestring</i>	<i>ONLI 1089</i>	<i>\$119</i>
<i>Marketing Your Business on the Internet</i>	<i>ONLI 1132</i>	<i>\$119</i>
<i>Creating a Successful Business Plan</i>	<i>ONLI 1131</i>	<i>\$119</i>
<i>Mastery of Business Fundamentals</i>	<i>ONLI 1082</i>	<i>\$119</i>
<i>Purchasing Fundamentals</i>	<i>ONLI 1084</i>	<i>\$119</i>
<i>Introduction to Business Analysis</i>	<i>ONLI 1086</i>	<i>\$119</i>



MANAGEMENT

Fundamentals of Supervision and Management

Patricia Adesso

If you have recently been promoted to a supervisory position or want to learn how to become a more effective manager, this class will help you be successful in that role by learning the language of management. Learn the skills required to delegate responsibility and motivate your employees, and explore how to influence and direct other people's performance. Finally, learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

This course is preapproved for professional development units through PMI and has been reviewed by a project management professional (PMP) to ensure that it meets PMI's expectations for professional development in project management.

This is a 6-week, 24 instructional hours, online class which begins the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links. Cost is \$119.

Project Management Online

These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links.

<i>Total Quality Fundamentals</i>	ONLI 1181	\$119
<i>Six Sigma: Total Quality Application</i>	ONLI 1182	\$119
<i>Distribution and Logistics Management</i>	ONLI 1087	\$119
<i>Supply Chain Management Fundamentals</i>	ONLI 1088	\$119
<i>PMP Certification Preparation 1</i>	ONLI 2052	\$129
<i>PMP Certification Preparation 2</i>	ONLI 2053	\$129
<i>High Speed Project Management</i>	ONLI 1074	\$119
<i>Project Management Fundamentals</i>	ONLI 1076	\$119
<i>Project Management Applications</i>	ONLI 1077	\$119



FLORAL AND GARDEN CERTIFICATE

Floral Design Certificate

Earn a certificate in Floral Design Principles after you successfully complete the following series of courses, or you may take classes individually. Classes focus on fresh flower arranging and are taught by Crystal Oleskevich, who owns her own floral business.

Special notes about the certificate:

You have one year from initial registration to complete the program and a minimum number of students is required for each class. Your instructor will submit documentation for certification once you've complete all four of the required courses. Certificates are issued by Arapahoe Community College.

Introduction to Floral Design Principles Demonstration

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

Wed, Oct 4, 6-9 p.m. **Littleton Campus**
HRTC 1013F01- 68038 **\$69**

Concepts and Containers

Learn to create arrangements. Discuss styles including traditional, contemporary, oriental, funky, seasonal and special events. Explore color, focal point, pop, texture, volume and size. Make an arrangement to take home, container provided. *Registration deadline Oct 4.

Wed, Oct 11, 6-9 p.m. **Littleton Campus**
HRTC 1033F01-68039 **\$69, \$25 material fee to instructor**

Creating Style, Shape and Color

Learn to utilize shape and color to create a stylish arrangement for any occasion. Bring your own favorite vase or container and make an arrangement to take home. *Registration deadline Oct 11.

Wed, Oct 18, 6-9 p.m. **Littleton Campus**
HRTC 1034F01- 68040 **\$69, \$25 material fee to instructor**

Arrangement Workshop and Critique

The culminating workshop brings your flower arranging skills together. Make an arrangement to take home. *Registration deadline Oct 18.

Wed Oct 25 6-9 p.m. **Littleton Campus**
HRTC 1035F01- 68041 **\$69, \$25 material fee to instructor**

Plant Business

Growing Plants for Fun and Profit

Michael and Linda Harlan

Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product.

This is a 6-week online class which begins the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links. Cost is \$119 for 24 hours of instruction.



SALES AND MARKETING CERTIFICATE

Social Media & Marketing Certificate

Successfully complete all three classes and receive a Social Media Marketing Certificate. If you are not interested in the certificate and would like to take only one or two of the classes that is also available. These classes are eligible for CEU credits.

How to Use Social Networking to Boost Your Business

Carrie Gottschalk

What's all the madness about Facebook and Twitter? These sites offer a lot more than telling people what you had for lunch. Become familiar with and learn how to use social networking to build your business quickly. Discover the top social networking sites, including Facebook, Twitter, LinkedIn and YouTube. Learn how 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 websites 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.

Wed, Nov 1, 6-9 p.m. **Littleton Campus**
BUSI 1060F01- 68082 **\$79, \$5 material fee to instructor**



Facebook Your Way to Business Success

Carrie Gottschalk

Thousands of people are joining Facebook every day not just to find old friends, but to build their businesses too. With over 400 million accounts within the Facebook community, this isn't an opportunity that can be ignored. Whether you have a local service business, or a business that can have clients anywhere in the world, you'll find Facebook an attractive tool to add to your marketing plans. Be successful using this tool and get personal assistance.

Wed, Nov 8, 6-9 p.m. **Littleton Campus**
BUSI 1077F01- 68052 **\$79, \$5 material fee to instructor**

Introduction to Facebook Advertising: Secrets to Boost Your Likes and Views

Carrie Gottschalk

You must pay to play! Facebook has changed the way the News Feed works for users. Facebook's organic is declining rapidly. Advertising has become an essential part of a social media marketing strategy, and knowing how to properly advertise on Facebook has become key to a business's success. Explore the types of advertising, how and when to use each type of ad, how to identify a target audience and how to set up and create an ad on Facebook.

Wed, Nov 15, 6-9 p.m. **Littleton Campus**
BUSI 1076F01- 68053 **\$79, \$5 material fee to instructor**

Online Options

These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links.

<i>Managing Customer Service</i>	ONLI 1170	\$119
<i>Professional Sales Skills</i>	ONLI 1133	\$119
<i>Effective Selling</i>	ONLI 1134	\$119
<i>Business and Marketing Writing</i>	ONLI 1240	\$119
<i>Effective Business Writing</i>	ONLI 1109	\$119



EQUINE

Horse Ownership 101: Is it Right for You?



Provides a basic understanding about horse ownership if you plan to purchase a horse. Discuss important considerations before you say "yes". Topics for discussion include:

- understanding what is required to be a horse owner
- matching horse and rider
- housing considerations for your horse
- contacting a vet for the "vet check"
- asking the right questions of the horses owner before you buy
- determining the body score of a horse
- costs of horse ownership

Tue, Sept 12, 7:45-9:15 p.m. Littleton Campus
HRSM 2041F01-68022 \$49

Basic Horsemanship: How to Train and Care for Your Horse



Designed for the novice horse owner. Explore what you need to know to be successful with your horse. Discuss the fundamentals of horse ownership, learn to care for the horse, and create a training program that meets your needs and the well-being needs of the horse. Topics covered include:

- General horse care
- Vet care
- Wound management
- Brand inspection, emergency safety, trailers
- Hoof care
- Nutrition
- Tack and riding styles
- Behavior and conformation
- Training groundwork, round pen and arena work
- Activities and career opportunities dealing with horses

Tue, Sept 19-Dec 12, 7:45-9:15 p.m., 13 wks
HRSM 2042F01-68023 Littleton Campus
\$179

Equine Internships

Gain professional experience in equine training and management through internships in the equine industry. Instructor approves placements and works closely with intern and sponsor. This program is not part of the certificate program but you may enroll if you want to participate in more hands-on experience within the equine industry. Days and times scheduled with the instructor. September 6-December 12.

HRSM1009F01- 68031 20 hours a week \$499
HRSM1009F02- 68032 30 hours a week \$599
HRSM1009F03- 68033 40 hours a week \$699

CERTIFICATE

Equine Training and Management Certificate Program

Gain academic, technical, and professional skills while learning to establish safe, trusting, and responsive relationships with horses. Based on your interests, courses may be taken individually or as a series culminating in a non-credit professional certificate.

Damian Ficca, the lead instructor, is a Denver native who has worked horses throughout the western United States. He is one of a select group of individuals who specialize in traditional western training, with roots in the Spanish California and Nevada horse training methods.

All classes held on the Littleton Campus unless noted otherwise.

Teaching Methods for Horse Training and Riding Instruction I

Learn how to create confident riders and horses using the Spanish, California and Nevada training methods including building confidence between horse and rider, using the senses and instincts of the horse for training, and creating communication between horse and handler to help ensure safe handling. Class also includes lab sessions to be determined outside of classroom lectures. *Class starts on a Wednesday

Mon/Wed, Sept 6-Oct 23, 6-7:30 p.m., 7 wks Littleton Campus*
HRSM1012F01-68025 \$199, plus book

Arena Training Teaching Methods Level I

This practicum course will cover basic concepts of arena etiquette, arena safety, supervision of individual riders and groups, and lunging, ground driving and riding in the arena. Class also includes lab sessions to be determined outside of classroom lectures. *Class starts on a Wednesday.

Mon/Wed, Sept 6-Oct 23, 7:45-9:15 p.m., 7 wks Littleton Campus*
HRSM1011F01-68026 \$199, plus book

Teaching Methods for Horse Training and Riding Instruction II

Students will learn classroom and arena training strategies and safety techniques. They will create lessons plans, practice both classroom and arena teaching, develop research skills, and testing methods Pre-Requisite: Teaching Methods for Horse Training and Riding Instruction I. Class also includes lab sessions to be determined outside of classroom lectures. *Class starts on a Wednesday.

Mon/Wed, Oct 25-Dec 11, 6-7:30 p.m., 7 wks Littleton Campus*
HRSM2012F01-68027 \$199, plus book

Arena Training Teaching Methods Level II

A continuation of Arena Training Teaching Methods this course will review designs for horse shows, competitions, basic course design, and the use of cavalletti systems. Students will design their competitions and participate in them. Class also includes lab sessions to be determined outside of classroom lectures. Pre-requisite: Arena Training Teaching Methods Level I. *Class starts on a Wednesday.

Mon/Wed, Oct 25-Dec 11, 7:45-9:15 p.m., 7 wks Littleton Campus*
HRSM2011F01-68028 \$199, plus book

Horse Training and Horsemanship Lab

Gain hands-on practice in the skills and methods for ground handling babies, yearlings and older horses; green broke training; retraining and finishing horses. Students must complete an average of 10 hours of lab work and 4 hours of independent study weekly. *Days and times scheduled with the instructor. Sessions held at barns throughout the region.

Sept 6-Dec 11 Locations arranged with instructor*
HRSM1010F01- 68029 \$399

Equine Special Topics

Presentations and guest speakers on a variety of topics related to horsemanship, horse training, health care, hoof care, nutrition, and management will be offered. Course covers seasonal as well as timely topics.

Tue, Sept 12-Dec 12, 6-7:30 p.m., 14 wks Littleton Campus*
HRSM1002F01- 68030 \$199

FREE Info Session • Equine Open House

Learn about the program and talk with the instructor. Refreshments provided. Reservations required by calling 303.797.5722 or register online at arapahoe.edu/equine. Follow the link.

Thursday, August 9, 6-7 p.m. at the Littleton Campus



COMPUTER APPLICATIONS

CERTIFICATE

Microsoft Office

Microsoft Excel Training Certificate

Successfully complete all three classes and receive a Microsoft Excel Training Certificate and receive 1.8 CEUs. Classes may also be taken individually if you do not wish to obtain the certificate.

Introduction to Microsoft Excel 2016

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

Wed, Sept 6-13, 6:30-9:30 p.m., 2 wks *Littleton Campus*
COMP 1007F02- 68043 *\$179, includes manual*

Fri, Sept 22, 9 a.m.-4 p.m. *Littleton Campus*
COMP 1007F01- 68042 *\$179, includes manual*

Fri, Nov 3, 9 a.m.-4 p.m. *Parker Campus*
COMP 1007FP1- 68044 *\$179, includes manual*

Intermediate Microsoft Excel 2016

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

Wed, Sept 20-27, 6:30-9:30 p.m., 2 wks *Littleton Campus*
COMP 1008F02- 68046 *\$179, includes manual*

Fri, Sept 29, 9 a.m.-4 p.m. *Littleton Campus*
COMP 1008F01- 68045 *\$179, includes manual*

Fri, Nov 10, 9 a.m.-4 p.m. *Parker Campus*
COMP 1008FP1- 68050 *\$179, includes manual*

Advanced Microsoft Excel 2016

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

Wed, Oct 4-11, 6:30-9:30 p.m., 2 wks *Littleton Campus*
COMP 1009F02-68049 *\$179, includes manual*

Fri, Oct 6, 9 a.m.-4 p.m. *Littleton Campus*
COMP 1009F01- 68048 *\$179, includes manual*

Fri, Nov 17, 9 a.m.-4 p.m. *Parker Campus*
COMP 1009FP1- 68047 *\$179, includes manual*

Microsoft SharePoint 2016

If you are a new or an existing SharePoint user, this program will provide you with the skills you need to work within and manage SharePoint sites. Explore SharePoint versions, layouts, and navigation, list and library views. Manage sites and page content, including wiki pages. Explore forms libraries, creating InfoPath forms, and managing site columns and content types. Discover SharePoint integration with Office applications, managing SharePoint site permissions, and participating in user communities.

This is an 80 hour online program completed at your own pace. For more information, to register and pay, go to arapahoe.edu/wcp and follow the career and professional program links. When you register, you receive six (6) months to complete this program. Cost is \$795.

Online Options

These are 6-week, 24 hours of instruction, online classes which begin the 2nd Wednesday of every month. For more information, and to register and pay, go to arapahoe.edu/wcp and follow the career and professional program links. These classes are \$129.

Introduction to Microsoft Word

Master the basics of the word processor PC Magazine ranked as one of the “strongest and most intelligent programs ever written.” By the time you’re done with the step-by-step lessons and hands-on activities in this course, you’ll be able to use Word confidently at home or on the job. 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.

Intermediate Microsoft Word

Explore styles, section breaks, and columns and how to format tables. Use graphics, draw and edit shapes, and create text boxes. Learn how to print out labels, form letters, creating indexes, and envelopes. Learn to insert different types of graphics in a document including digital photographs from your own camera, clip art images provided by Microsoft, and different types of charts such as bar, line, or pie charts. Prerequisite: Introduction to Word or equivalent knowledge.

Introduction to Microsoft Access

Take control of your data! In this course, you’ll learn how to harness the power of Microsoft Access to organize, store, edit, manage, and report on hundreds of thousands of records. Start with the basics of database concepts and structure. Build and customize tables to store data. Learn about relational databases, and see how you can use them to build forms, generate reports, and search for data with queries across thousands of records in hundreds of tables—often with just a few clicks of your mouse! Discover how to use macros to automate repetitive tasks and increase your efficiency.

Intermediate Microsoft Access

Take your skills to the next level. Build an entire database project from scratch. Track customer and order information. Using action queries, add and update key fields that allow you to build relationships among the tables. Master the steps for building complex yet easy-to-use forms to manage table data. Build crosstab and summary queries so you can access information quickly and easily. Examine how to build reports using conditional formatting to highlight key data points, and explore Visual Basic, a powerful programming language that allows you to automate simple and complex tasks. Build a navigation form to make it easy for your users to find what they need.



WORDPRESS

CERTIFICATE

WordPress Web Design Certificate

Obtain a Basic WordPress Web Design Certificate by successfully completing these 4 hands-on classes. Classes are small for individualized attention and must be completed this term. There are no class substitutions to receive a series certificate. Classes may also be taken individually if you do not wish to obtain the certificate.

Website Fundamentals for WordPress

This is the first class in the series for a certificate in WordPress Web Design. Learn the differences between programs such as Dreamweaver and WordPress and get a general overview of web design, and blogging vs websites. Learn how to set up your own domain name. Understand the differences between desktop vs mobile layout and much more.

Wed, Sept 20, 6-9 p.m. *Littleton Campus*
COMP 1059F01-68034 *\$69*

WordPress I

WordPress is a content management system associated most often with blogs but is gaining reputation for designing dynamic websites. Explore the file architecture and the WordPress Dashboard. Understand how to set up WordPress on your own Domain or set up a WordPress account. Learn WordPress settings starting at square one.

Wed, Sept 27-Oct 4, 6-9 p.m., 2 wks *Littleton Campus*
COMP 1045F01- 68035 *\$99, plus book*

WordPress II

A continuation of WordPress I, you will practice themes as well as managing and formatting pages and posts. Includes a basic introduction to HTML, PHP and Cascading Style sheets.

Wed, Oct 11-25, 6-9 p.m. 3 wks *Littleton Campus*
COMP 1046F01-68036 *\$109, plus book*

WordPress III

A continuation of WordPress II, practice working with WordPress plug-ins, widgets, working with media files and managing menus. Discuss website security, RSS, and web optimization as well as managing and maintaining your website.

Wed, Nov 1-15, 6-9 p.m., 3 wks *Littleton Campus*
COMP 1047F01- 68037 *\$109, plus book*



■ ESSENTIAL COMPUTER SKILLS

Computer Basics for Laptop and Desktop Devices

Jon Rager

Take this is you who have little or no experience with personal computers and want to learn the basics. Explore the main components of a typical computer system and the basic elements of the Windows interface. Navigate in Windows Explorer, organize files and folders, search for items on a computer, and personalize Windows. Learn to use an Internet browser and explore tips for routine maintenance. Computers provided.

Tue/Thu, Oct 10/12, 6-9 p.m., 2 sessions Littleton Campus
COMP 1001F01- 68058 \$119, includes manual

Tue/Thu, Nov 14/16, 6-9 p.m., 2 sessions Parker Campus
COMP 1001FP1- 68059 \$119, includes manual

Explore Windows Hands-on

Bring your own Windows devices or use ours (Windows 10) and explore this operating system. Organize and navigate through information on your device and learn about the file management system. Learn how to log on and discover tools and programs installed as well as helpful ones to consider. Discuss how to keep your device secure with Access Control and Defender and how to troubleshoot potential issues.

Fri, Oct 6-13, 2-5 p.m., 2 wks Littleton Campus
COMP 1012F01 -68060 \$179, includes manual

Get the Most from Your Apple iOS Devices Hands-on

Steve Sande

Get the personal assistance you need! Through hands-on interaction with an Apple expert and author, discover the features of your mobile iPad, iPod touch, and iPhone devices. Explore: settings, browsers, email, and network connectivity; Apple apps, iLife and iWork apps suites; the App Store, buying apps, music, movies, books and TV shows; using an iOS device instead of a regular PC; photo and video fun, and more. No experience is necessary. Bring your tablet computer or smartphone.

Thu, Sept 28-Oct 26, 6-8 p.m., 5 wks Littleton Campus
COMP 1025F01- 68066 \$119

Understanding and Using the Cloud

Get the most out of your computer and learn basic computer concepts and understand how to control programs. Get an understanding of how to manage files both on your computer and using cloud storage and understand cloud computing. Learn the basics of searching the web and emailing with attachments. Understand how to keep your computer secure and basic troubleshooting tips.

Fri, Oct 20-27 2-5 p.m., 2 wks Littleton Campus
COMP 1054F01- 68061 \$129, plus book

Find us online!



Get the Most from Your Android Devices Hands-on

Jon Rager

Bring your device (tablet, smartphone) and get the assistance you need to use your electronic tool to the fullest! Learn to navigate your device, discover the world of apps for navigation, entertainment, work productivity, photography, and more. Explore security and safety features to keep your data safe. Learn to network your device and even talk to your computer.

Tue/Thu, Sept 5-14, 6-8 p.m., 2 wks Littleton Campus
COMP 1040F01- 68062 \$109

Tue/Thu, Oct 10-26, 6-8 p.m., 2 wks Parker Campus
COMP 1040FP1- 68063 \$109

Tue/Thu, Dec 5-14, 6-8 p.m., 2 wks Littleton Campus
COMP 1040F02- 68065 \$109



Online Options

These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month.

For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links:

<i>Keyboarding</i>	<i>ONLI 1022</i>	<i>\$119</i>
<i>Introduction to PC Troubleshooting</i>	<i>ONLI 1214</i>	<i>\$119</i>
<i>Introduction to Windows 8</i>	<i>ONLI 1177</i>	<i>\$119</i>
<i>Introduction to Windows 10</i>	<i>ONLI 2029</i>	<i>\$119</i>

■ SEO

CERTIFICATE

SEO is a crucial part of marketing skills set and can multiply your reach to customers. SEO helps people find your website, increases your brand, improves your sales, and impacts the heart of your business – your customers! Get the skills to help your business succeed or earn the skills to help you be a valuable employee to the business CEO.

SEO 101 Overview – Part 1 of the 3-part SEO Certificate

Google uses more than 200 parameters to decide which websites get to the top of the search engine ranking. In this fun and engaging class on search engine optimization (SEO), you'll learn about the basic components of SEO, including: keyword research, optimized content, metatags, links building, and more. You'll also find out how to use different metrics to track your "before and after" SEO results.

Fri, Sept 15, 9 a.m. – noon Littleton Campus
COMP 1027F01-68069 \$69

Thu, Nov 2, 6-9 p.m. Littleton Campus
COMP 1027F02-68070 \$69

SEO Writing – Part 2 of the 3-part SEO Certificate

Creating website content that's appealing to visitors and search engines is an art and a science. In this fun and engaging class, you'll learn how to plan and organize a page, how to write for SEO, how to line-edit for SEO, and how to get your work approved by different stakeholders. You'll also learn how to perform in-depth keyword research and how to choose high-impact pages to optimize.

Fri, Sept 22, 9 a.m. – noon Littleton Campus
COMP 1028F01-68071 \$69

Thu, Nov 9, 6-9 p.m. Littleton Campus
COMP 1028F02-68072 \$69

Advanced SEO – Part 3 SEO Certificate

In this advanced SEO class, you'll learn how to assess the SEO health and performance of a website, how to perform a competitive assessment for SEO, and how to build links into a website. You'll also learn how to bid on SEO projects, how to get SEO clients, and how to launch your own websites that can generate income.

Pre-requisite: This SEO class is geared toward people who have taken the SEO 101 Overview class and/or the SEO Writing class, or who have a basic understanding of SEO.

Fri, Sept 29, 9 a.m. – noon Littleton Campus
COMP 1029F01-68073 \$69

Thu, Nov 16, 6-9 p.m. Littleton Campus
COMP 1029F02-68074 \$69



SEO Networking and Learning Lab

Ask the Expert! SEO Learning Lab

SEO is ever-changing, and it's no easy task to get a website to the top of Google. If you want to learn the latest SEO tips and techniques, get answers to specific SEO questions, and network with other people who are interested in SEO, come to this fun, interactive monthly SEO Learning Lab. Register early as seating is limited.

Pre-requisite: To participate in the SEO Learning Lab, you need to have attended one of the SEO classes at ACC or have a basic knowledge of SEO. It's recommended (but not required) that you bring your own laptop to the SEO Learning Lab.

Thu, Oct 12, 6-8:30 p.m. Littleton Campus
COMP 1030F01-68075 \$59

Wed, Nov 15, 6-8:30 p.m. Littleton Campus
COMP 1030F02-68076 \$59

PROGRAMMING

CERTIFICATE



Become a Java Programmer Certificate

Roger Sakowski

If you're ready to learn Java, this training program is the perfect place to start. Taking an introductory approach, this Java training course covers most Java syntax elements, concentrating on fundamental and universally useful elements, while providing an overview of many more advanced elements. Learn to write useful Java classes, applying Object-Oriented concepts such as inheritance, and create Java programs that work with these classes. Early in the course, the concept of objects is introduced so that later concepts can be discussed from the perspective of object orientation. This course prepares you for entry into the job market as an entry-level Java programmer or allows you to continue your education by learning other programming languages.

This 100 hour program is entirely online and is completed at your own pace. When you register, you receive six (6) months to complete this program. Cost is \$955.

CERTIFICATE



Oracle SQL and PL/SQL Developer Certificate

The Oracle SQL Developer program teaches you how to use SQL to build applications or generate business reports and helps you master SQL using an Oracle database. You will also learn PL/SQL extension language to write sophisticated queries against an Oracle database. This program prepares you to enter the job market as an entry-level Oracle SQL Developer or take on more responsibility within your current career.

This 120 hour program is entirely online and is completed at your own pace. When you register, you receive twelve (12) months to complete this program. Cost is \$995

Other Online Programming Training Options

These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links.



<i>Introduction to Programming</i>	<i>ONLI 1093</i>	<i>\$119</i>
<i>Introduction to Visual Basic</i>	<i>ONLI 1026</i>	<i>\$119</i>
<i>Introduction to Java Programming</i>	<i>ONLI 1042</i>	<i>\$119</i>
<i>Intermediate Java Programming</i>	<i>ONLI 1213</i>	<i>\$119</i>
<i>C# Programming</i>	<i>ONLI 1043</i>	<i>\$119</i>
<i>Intermediate C# Programming</i>	<i>ONLI 1044</i>	<i>\$119</i>
<i>Introduction to C++</i>	<i>ONLI 1226</i>	<i>\$119</i>
<i>Introduction to Python 2.5 Programming</i>	<i>ONLI 1197</i>	<i>\$119</i>
<i>Introduction to Python 3 Programming</i>	<i>ONLI 1203</i>	<i>\$119</i>

WEB DEVELOPMENT

Web Site Saavy: 10 Ways to Make Your Website Work For You

Jennifer Croft

Your website can be one of the most powerful marketing tools for your business or organization. Come to this fun, engaging class and learn how to make your website work for you. Whether you're planning to develop a new website or need to give your existing website a makeover, you'll benefit from the latest website tips and strategies. You'll learn how to create great content and design, how to get to the top of Google, how to boost lead generation and sales, and much more!

Thu, Sept 14, 6-8:30 p.m.
COMP 1026F01-68067

Littleton Campus
\$69

Wed, Nov 1, 6-8:30 p.m.
COMP 1026F02-68068

Littleton Campus
\$69



GAMING AND APP DEVELOPMENT

CERTIFICATE



Android App Developer Certificate

Discover the basics and move on to advanced concepts in Android app development. You will acquire the necessary skillsets and experience for professional Android application development by building six top-trending applications during the course.

This 25 hour program helps prepare you to sit for the Associate Android Developer (AAD) Exam conducted by Google. When you register, you receive six (6) months to complete this program. The exam fee is not included with this program. Cost is \$495.

CERTIFICATE



Video Game Design and Developer Certificate

The Video Game Design and Development Online Training Program is the place to start if you're seeking a professional career as a video game designer and developer. This program is also well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor.

To enroll in this program, you need to have a reasonable familiarity with computers and a background in high school-level mathematics is strongly recommended. No prior game or graphics programming experience are necessary. The Video Game Design and Development program is for you if you seek a professional career as a game developer. It's also well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor.

This 500 hour program is entirely online and is completed at your own pace. When you register, you receive twelve (12) months to complete this program. Cost is \$1,995.

CERTIFICATE



Mobile and Desktop Web Developer Certificate

Expand your career possibilities by learning Web Development. Build dynamic websites, and play a key role in increasing client-interaction for any company or business. Create your own websites and work with clients, or improve existing websites to increase their functionality and make them more complex or user-friendly. Learn the latest in-demand technologies for developing websites for both mobile and desktop devices, and gain versatility as a professional web developer.

You will master basic HTML (the core technology behind traditional websites), learn CSS for designing pages, and discover how to make your pages more dynamic with JavaScript. In addition, you will learn the fundamentals of PHP, SQL, XML, Ajax, HTML5, putting you on the cutting edge of web development. Explore mobile-specific components of web development such as jQuery and mobile web design. Once you successfully complete this program, you will be prepared to enter a job market where Web Developers are in high demand and earn rewarding salaries.

This 460 hour program is entirely online and is completed at your own pace. When you register, you receive twelve (12) months to complete this program. Cost is \$2,995.

Other Online Options

This 6-week, 24 instructional hours online class begins the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the career and professional programs links.

Creating Mobile Apps with HTML 5

ONLI 2103 \$119



■ CAREER FOCUS

Voice-Overs: NOW is YOUR Time!

You've heard Wendy Shapero on TV! Now hear Wendy live as she illustrates how YOU could actually begin using your speaking voice for commercials, films and videos! Most people go about it the wrong way. Wendy will show you a unique, outside of the box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for!

Sat, Sept 30, 10:30 a.m.-12:30 p.m. Littleton Campus
BUSI 1019F01- 68081 \$54

Build Your Desired Future – Midlife Milestones Program



Midlife Milestones is a personal and professional development program designed for individuals who are in the middle of their life journey and want to build upon their experience in order to shape and prepare for their desired future. This program provides an opportunity to develop and sharpen the skills needed to navigate successfully in today's world as well as designated time and space for personal reflection, renewal and planning.

Key Takeaways

- Meet new people and build your resource network
- Develop a personal success plan
- Create your "elevator" speech
- Take time to focus on the best of you
- Develop your work-based and technology skills
- Build your professional image

The program qualifies for 3 CEUs. The registration deadline is Friday, August 18.

Fri, Aug 25, 6-8 p.m. and Sat, Aug 26, Littleton Campus
Sep 9, Oct 7, Nov 4, 8:30 a.m. – 4:30 p.m.
MNGT 2001F01-59898 \$595, includes books, materials
and meals



Your First Step to a New Career

Lynette Reiling

"Career Transitions have two essential parts. The first part is internal where you reflect and do self-assessment. The second part is where you test things out in the real world." Marci Alboher, Encore Career Author

Whether you are considering a transition to a new career or position, opening a business, or thinking about what might be next for you in retirement this class is for you. In this active and engaging class you will complete and discuss self-assessment exercises and learn about the transition process so you can navigate it consciously. This class is a perfect precursor and complement to the classes Purpose, Passion and a Paycheck, Break the Employment Barrier, Make a Difference as a Social Entrepreneur, and Entrepreneurs in Colorado.

Wed, Sept 20, 6-9 p.m. Littleton Campus
BUSI 1056F01- 68079 \$59, \$5 material fee to instructor

Purpose, Passion and a Paycheck: What is your Encore Career?

Lynette Reiling

The "encore" years are those between midlife and what we used to call old fashioned retirement. Individuals can start planning Encore Careers in their 40's to their 60's or later. They are driven by a desire to make a living while making a difference and are often initiated by a set of challenges, obstacles or realizations signaling it is time for a change! Explore this animal called Encore Career. What it is? How does the concept of second adulthood fit in? Where do I to start? What might you want to include in your encore career? How do you begin the pathway to your encore transition? This is an introductory class and is for you if you are at or approaching midlife and would like to explore ways of work that combines personal meaning and social purpose.

Thu, Oct 5, 6-9 p.m. Littleton Campus
BUSI 1058F01- 68080 \$59, \$5 material fee to instructor

■ JOB SEARCH

Break the Employment Barrier: Job Search after Age 50

Lynette Reiling

Whether laid off or re-careering at mid-life, you are presented with some unique challenges in your job search process. Get some practical tips and techniques to help you sell yourself to prospective employers, the tools needed for success, how to manage the head chatter that can get in the way, and more.

Wed, Oct 18, 6-9 p.m.
BUSI 1061F01-68051

Littleton Campus
\$59, \$5 material fee to instructor

Resume Writing Workshop Online



Stephanie Donaldson

Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing, YOU! Learn different resume formats and the advantages and disadvantages of each. Write an employment objective that shows potential employers that you have direction. Make the most of your work experience. Know what to reveal in a resume, and what to keep to yourself. Learn to overcome gaps in work history and age discrimination. Discover how to use references to your advantage and use of online resumes and Internet Resume Secrets.

Twelve Steps to a Successful Job Search Online



Todd Belmont

Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You'll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. Learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.

These 6-week online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links. Cost is \$119 for 24 hours of instruction.

More Career Exploration Online Options



These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links

<i>Become a Veterinary Assistant</i>	ONLI1003	\$119
<i>Start a Pet Sitting Business</i>	ONLI1173	\$119
<i>Become a Physical Therapy Aide</i>	ONLI 2074	\$119
<i>Explore a Career in Medical Transcription</i>	ONLI 2078	\$119
<i>Become an Optical Assistant</i>	ONLI 2098	\$119
<i>Explore Career in Medical Coding</i>	ONLI 2101	\$119
<i>Explore a Career as an Administrative Medical Assistant</i>	ONLI 1053	\$119
<i>Explore a Career in Medical Writing</i>	ONLI2205	\$119
<i>Secrets of the Caterer</i>	ONLI 1144	\$119

COMMUNITY ED MEMBERSHIP

For only \$39 per year, you can enhance the benefits of lifelong learning by enjoying the following:



- Discounts on some software and hardware purchases available in the ACC Bookstore
- Use of Arapahoe Community College library
- Free use of gym's indoor track and free blood pressure check upon request
- \$10 off membership to ACC Fitness Center

To join, you must register for a course. Call us at 303-797-5722 for more information.

LANGUAGES

Our global economy can require skills such as learning a new language. The job tracking firm Burning Glass Technologies states the three best languages to learn are Portuguese, German, and Mandarin. Additionally, other languages in the top 7 are those we offer. Take an on campus or online class and boost your chances for a higher paying job or preparation for your next trip to a foreign country.

Chinese

Conversational Chinese

Holly Yang

If your life has anything to do with China, or if you want to have anything to do with China, this class provides the essential skills to advance your Chinese learning. Learn the pinyin phonetic system, basic vocabulary, expressions, sentence patterns and simple conversations. Learn how to apply the pinyin knowledge to use a standard bilingual dictionary. Explore the basic Chinese character writing system and know how to find out the meanings and pronunciations of characters. Chinese culture will also be introduced

Thu, Sept 14-Nov 16, 6:30-8:30 p.m., 10 wks Littleton Campus
LANG 1063F01-68084 \$209, plus \$25 books/material fee to instructor

Online Option

To obtain more information about these online language classes and to register, go to arapahoe.edu/wcp and follow the career and professional programs links.

Mandarin Chinese ONLI 2234 \$99

English as a Second Language

Beginning English as a Second Language

Victoria Martysh

For beginners who speak little English. Learn to speak, read and begin to write in the English language. Discover fun facts about Colorado while you learn. *Class starts on a Thursday. *No class Nov 23,

Tue/Thu, Oct 5-Dec 12*, noon-2 p.m., 10 wks Littleton Campus
LANG 1004F01- 68085 \$199, plus book

Thu, Oct 5-Dec 14*, 6-8:30 p.m., 10 wks Littleton Campus
LANG 1004F02- 68086 \$199, plus book

Intermediate English as a Second Language

Victoria Bailey

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.

Mon, Sept 18-Nov 6, 6-8:30 p.m., 8 wks Littleton Campus
LANG 1005F01- 68087 \$179, plus book

Advanced English as a Second Language

Bobbi Shupe

Get more confident in your reading, writing, and conversational skills. This is a continuation of Intermediate English as a Second Language or you may obtain permission from the instructor.

Thu, Sept 21-Nov 9, 6-8:30 p.m., 8 wks Littleton Campus
LANG 1006F01- 68088 \$179, plus book

Online Options

To obtain more information about these online language classes and to register, go to arapahoe.edu/wcp and follow the career and professional programs links.

Writing for ESL	ONLI 1105	\$119
Grammar for ESL	ONLI 1106	\$119
Easy English 1	ONLI 2070	\$119
Easy English 2	ONLI 2090	\$119
Easy English 3	ONLI 2211	\$119

French

Continuing with French

Fawzia Ahmad

Build on the French I course and expand your communication in French. We will have fun with more everyday situations in which you would need French to communicate such as: sending a text message, speaking on the phone, what to say to a bank teller, how to ask your museum guide the correct question (and understand his/her answer), communicating with a French family that your child is staying with and/or communicating with a French family whose child you are hosting, etc. Join us for this content rich and fun course!

Sat, Sept 23-Nov 18*, 12:45-3:15 p.m., 9 wks Littleton Campus
LANG 1018F01-68090 \$199, \$14 material fee to instructor

Online Option

To obtain more information about these online language classes and to register, go to arapahoe.edu/wcp and follow the career and professional programs links.

Beginning Conversational French ONLI 1236 \$119

German

Conversational German

Birgid Howell

Immerse yourself in conversational German which emphasizes spoken language, simple vocabulary and phrases. Enjoy a strong emphasis on travel, history and culture. Begin with the basics of the language and advance quickly to help you converse comfortably.

Tue, Sept 12-Oct 31, 7-9 p.m., 8 wks Littleton Campus
LANG 1010F01- 68091 \$199, plus book

Intermediate German

Karen Herz

Review your conversational German and move into improving your knowledge of written and spoken German via adding the past and future tenses to your already learned present tense background. Emphasis will be on writing, listening, reading, speaking and the German culture all within a fun and comfortable atmosphere.

Wed, Sept 20-Nov 15 6-8 p.m., 9 wks Littleton Campus
LANG 1011F01- 68092 \$199, plus \$30 material fee to instructor

Survival Tips for the Informed Traveler in Germany

Karen Herz

Are you planning to travel to Germany this fall or during the holiday season? Discover some basic survival tips for traveling in Germany that will help you feel more at ease throughout your trip. Learn everyday survival phrases and cultural characteristics. Practice language skills with fellow students and learn how to navigate through Germany by train or car.

Tue, Sept 26-Oct 24, 6-8 p.m., 5 wks Littleton Campus
LANG 1009F01 – 68093 \$49, plus books and \$15 materials fee to instructor

Online Option

To obtain more information about these online language classes and to register, go to arapahoe.edu/wcp and follow the career and professional programs links.

German ONLI 2249 \$99

Spanish

Survival Spanish for Travelers

Enrique Rosado

You can negotiate for hotels, bargain with vendors in shops, be easily understood in restaurants, and handle unforeseen medical and travel emergencies. Leave with a mastery of simple sentence construction, expressions for dialoguing successfully and a “cheat” sheet.

Sat, Nov 4, 9 a.m.-noon Littleton Campus
LANG 1008F01- 68094 \$59, \$5 material fee to instructor

Beginning Spanish

Enrique Rosado / Maria Carrasco Stone

Discover basic Spanish including common phrases and vocabulary that will enable you to communicate simply and clearly.*No class Sept 4.

Tue, Sept 19-Nov 14, 6-7:30 p.m., 9 wks Parker Campus
(Rosado)
LANG 1020FP1- 68095 \$199, \$30 material fee to instructor

Mon, Aug 28-Oct 23*, 5-7 p.m., 9 wks Littleton Campus
(Carrasco-Stone)
LANG 1020F01- 68096 \$199, \$35 material fee to instructor

Intermediate Spanish

Enrique Rosado/Maria Carrasco-Stone

Improve your skills learned in Beginning Spanish (a prerequisite for this class), or you may obtain permission from the instructor before enrolling. *No class Sept 4.

Tue, Sept 19-Nov 14 7:30-9 p.m., 9 wks Parker Campus
(Rosado)
LANG 1021FP1- 68097 \$199, \$30 material fee to instructor

Mon, Aug 28-Oct 23*, 7-9 p.m., 9 wks Littleton Campus
(Carrasco-Stone)
LANG 1021F01-68098 \$199, \$35 material fee to instructor

GOT QUESTIONS?

Give us a call at 303.797.5722 or
check out our FAQ section
(click on FAQs in left menu)
arapahoe.edu/wcp

Advanced Spanish

Maria Carrasco-Stone

This class is a perfect follow up after taking Beginning or Intermediate Spanish classes at ACC. It is an interactive class designed to reinforce what you have learned in previous Spanish courses at ACC. Read and discuss a series of fun current events, newspaper articles, short stories and more. Engage in spontaneous conversation topics, cultural discussions, role-playing short dialogues, while learning new vocabulary, strengthening your conversational skills and practicing the use of the Spanish language. If you don't use it you lose it! Students should be able to easily speak in the present tense.

Wed, Aug 30-Oct 25, 5-7:15 p.m., 9 wks Littleton Campus
LANG 1026F01- 68099 \$199, \$40 material fee to instructor

Online Spanish Options

To obtain more information about these online language classes and to register, go to arapahoe.edu/wcp and follow the career and professional programs links.

<i>Speed Spanish I</i>	ONLI 1233	\$119
<i>Speed Spanish II</i>	ONLI 1234	\$119
<i>Speed Spanish III</i>	ONLI 1235	\$119
<i>Spanish (Latin American)</i>	ONLI 2237	\$99
<i>Speed Spanish Series</i>	ONLI 2042	\$300

Spanish for Professionals

<i>Spanish for Banking</i>	ONLI 2226	\$99
<i>Spanish for Customer Service</i>	ONLI 2227	\$99
<i>Spanish for Real Estate</i>	ONLI 2228	\$129*
<i>Spanish for Law Enforcement</i>	ONLI 2229	\$99
<i>Spanish for 911 Dispatch</i>	ONLI 2230	\$99
<i>Spanish for EMS and Fire</i>	ONLI 2231	\$99
<i>Spanish for Teachers</i>	ONLI 2232	\$129*
<i>Spanish for Corrections</i>	ONLI 2233	\$99
<i>Spanish for Park Rangers</i>	ONLI 2238	\$99

Other Online Language Options

Conversational Italian

Learn practical, everyday words and phrases that will make your vacation and/or business trip to Italy much more enjoyable. Read, hear, and practice all your new vocabulary in Italian. Guided by a native Italian instructor, you'll gain cultural knowledge that only an insider has. Be surprised by how quickly and easily you can learn many useful Italian expressions! This course makes it simple to master your pronunciation of Italian. When you have a basic understanding of a country's native language, you're able to converse with those who live there in a more relaxed, enjoyable way. This interactive, audio-visual course provides a comprehensive range of customized Italian phrases and vocabulary.

To obtain more information about these online language classes and to register, go to arapahoe.edu/wcp and follow the career and professional programs links.

<i>Instant Italian</i>	ONLI 1175	\$119
<i>Conversational Japanese</i>	ONLI 2064	\$119
<i>Dutch</i>	ONLI 2236	\$99
<i>Portuguese</i>	ONLI 2239	\$99

INDUSTRIAL AND SKILLED TRADES

HazWoper 24-Hour Moderate Risk

This self-paced HazWoper education online course meets the OSHA/EPA training requirements for workers performing hazardous waste site functions in accord with the provisions of 29 CFR 1910.120. The regulation stipulates that employers at hazardous waste sites, and at many other "sites" as further defined by the regulation, shall ensure that all workers with the potential of chemical exposure will receive a minimum of 24 hours of waste site health and safety training. Content for the course will be provided through text, manuals, web sites, assignments and exercises..

This 24 hour program is entirely online and is completed at your own pace. When you register, you will receive twelve (12) months to complete this program. Cost is \$365.

Certified Production Technician – Live Online

Are you wanting a career in a manufacturing environment or for a manufacturing entry level or are you a supervisory level employee looking to grow your career? The Production Technician course provides you with the foundational, portable production knowledge-set applicable to entry-level production technician jobs in the manufacturing industry and prepares the student to sit for the four Manufacturing Skills Standards Council [MSSC] Production Technician certification assessments; Safety Awareness, Production & Processes, Maintenance Awareness, and Quality Assurance. Additionally, this course covers Employability Skills as a non-assessed portion of the training.

Prerequisites: Basic end-user skills with the word processing, spreadsheet, and presentation applications from any suite of office productivity software, such as Microsoft® Office®.

Mon/Wed, Nov 2-Dec 5, 5-7 p.m. **Live Online**
MNGT 2002F01-68209 \$1,299

Freight Broker/Agent Training

Become a part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or as a freight broker agent. From licensing and operations, to sales and marketing, you'll learn the basics of how to run a domestic freight brokerage or agency in the United States. Entrepreneur magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a recent Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry. Written by freight brokerage specialists, this program will provide you with the knowledge and resources needed to break into the shipping industry.

Brooke Transportation hosts a virtual event every Friday, exclusively for this program's graduates who have the opportunity to meet and discuss agent positions with participating freight brokerages. Additionally, the best businesses and brokers in the industry talk with graduates about the choice of starting their own brokerage, working as an agent for another firm and other career opportunities. Businesses also attend Resource Friday to meet new graduates and explain how each can mutually benefit the other in successful business.

This 180 hour program is entirely online and is completed at your own pace. When you register, you will receive 6 months to complete this program. To register, go to arapahoe.edu/wcp and follow the Cost is \$1,895.

MANUFACTURING AND LOGISTICS

CERTIFICATE

Lean Manufacturing Yellow Belt Certification

Earn digital badges to add to your resume. Learn and practice the foundational principles and tools of Lean in Manufacturing. Discover Lean principles for improvement thinking and techniques to make work easier, more team focused, and to be more effective. Satisfactory completion of quizzes and homework projects are required for obtaining the certificate and badges. No class Thanksgiving week.

You will learn:

- Lean Basics
- 5S and Workplace
- Standardized Work
- Process Mapping
- Kaizen
- PDCA Problem Solving
- Lean Communications
- Basic Lean Math skills

Thu, Sep 28-Dec 14, 5:30-7:30 p.m., 11 wks **Littleton Campus**
MNGT 1001F01-68077 \$1,499



ACCOUNTING SOFTWARE



These are 6-week, 24 hours of instruction, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the career and professional program links. The cost of these classes ranges from \$119 to \$129.

Introduction to QuickBooks 2016

Scott Paxton, CPA

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. Designed especially for the small- to mid-sized-business owners who need a fully functional accounting system that's also easy to use. Gain hands-on experience as you master the tools you need set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

Intermediate QuickBooks 2016

Scott Paxton, CPA

Go beyond the basics as you master QuickBooks' more advanced features and applications. Learn to manage multiple company files, export and import list data from one file to another, and make journal entries. Discover how to enter price levels and track discounts and credits, and how to track mileage on vehicles you use in your business. This course is designed for those who already have a good grasp on the basics of this program or have successfully completed the Introduction to QuickBooks course.

QuickBooks 2015 for Contractors

Scott Paxton, CPA

Contractors have many unique bookkeeping needs, so we've designed this course from the ground up specifically for the construction industry. Learn how to use the Premier Contractor Edition of QuickBooks 2015 to run your business more efficiently. Discover how to create custom, professional-looking contract estimates, track time and materials, and learn the different methods you can use to bill your clients, including how to use the QuickBooks progress invoicing and job-costing features. Explore how to deal with change orders and retainage requirements. Discover techniques to protect your business from fraud, prepare for tax time, and generate useful and dynamic reports.

Preparing Payroll Using QuickBooks 2015

Scott Paxton, CPA

Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20 employees, the federal and state requirements are often the same. Master efficient techniques for creating checks, paying taxes, and generating forms and reports quickly and easily and find the IRS information you need. Learn how to track work and vacation time; produce job costing reports; generate W-2, W-3, and 1099 forms; create paychecks; and more.

GRAPHIC DESIGN



Adobe Creative Suite/Cloud

These are 6-week, 24 hours of instruction, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the career and professional program links. The cost of these classes ranges from \$119 to \$129.

Introduction to Photoshop CC

Sherry London

Learn how to use Photoshop while accessing it from the Creative Cloud (CC). Follow detailed, step-by-step instructions that you'll have no trouble following—even if you've never used a computer graphics program before! Begin with an introduction to the Photoshop environment. Next, learn how to create simple digital paintings (including some brushes that let you create the look of an oil painting from a photo). Then edit your own photographs to get rid of dust and scratches, fix the color, and correct image exposure. Finally, master techniques for switching the backgrounds on images and removing wrinkles and blemishes from photos, just like they do in magazines. By the time you finish this fun, hands-on, project-oriented course, you'll be well on your way to expressing yourself with the most exciting graphics program ever developed.

Introduction to InDesign CC

Donna Baker

Have you ever seen a terrific-looking brochure or newsletter and wondered how it was made? Chances are the designer used Adobe InDesign CC, the industry-standard desktop publishing software now available through the Creative Cloud. The course is applicable to any version of InDesign CS4 or newer. Lesson by lesson, discover how the program features relate to producing actual usable documents as we explore the best ways to create types of material, how to reuse items such as colors and artwork, and how to produce publications for different page sizes and devices. Come away knowing how to use this popular page layout software to design and create professional-quality letterhead, business cards, brochures, forms, interactive PDF files, an eBook, and more. You don't have to be a designer or an artist to produce professional quality documents!

Introduction to Dreamweaver CS6

Robert Fuller

Begin the course by touring the Dreamweaver workspace and configuring it for your specific site-management needs. Learn how to use Dreamweaver's intuitive tool set to structure text, and investigate the myriad formatting options CSS provides. Along the way, you'll work with images, build navigation elements, discuss effective layout methods, learn where and when to use tables, and examine successful site planning strategies. By the end of the course, you'll have successfully built a website and know how to use Dreamweaver's built-in FTP tools to upload to the server of your choice.

DATABASE MANAGEMENT AND SECURITY



Certified Information Security Manager (CISM) –Includes exam voucher

The Certified Information Security Manager (CISM) accreditation is a highly respected certification within the IT industry. Obtaining your CISM certification qualifies you for a position in Risk Management, Security Auditor, Compliance Officer or an executive management position as a CSO, CTO or CIO. The registration fee for the Certified Information Security Manager (CISM) exam is included with this program.

This 120 hour program is entirely online and is completed at your own pace. When you register, you will receive 6 months to complete this program. To register, go to arapahoe.edu/wcp and follow the career and professional program links. Cost is \$1,395.

More online training courses

These are 6-week, 24 hours of instruction, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the career and professional program links. The cost of these classes ranges from \$119 to \$139.

Network Security

<i>CompTIA Security+ Certification Prep 2</i>	<i>ONLI 1250</i>	<i>\$139</i>
<i>Advanced CompTIA A+ Certification Prep</i>	<i>ONLI 2046</i>	<i>\$139</i>
<i>Basic Comp TIA A+ Certification Prep</i>	<i>ONLI 2047</i>	<i>\$139</i>
<i>CompTIA Network+ Certification Prep</i>	<i>ONLI 2048</i>	<i>\$139</i>
<i>CompTIA Security+ Certification Prep</i>	<i>ONLI 2049</i>	<i>\$139</i>
<i>Intermediate CompTIA A+ Certification Prep</i>	<i>ONLI 2050</i>	<i>\$139</i>
<i>Introduction to Networking</i>	<i>ONLI 1215</i>	<i>\$119</i>
<i>Intermediate Networking</i>	<i>ONLI 1216</i>	<i>\$119</i>
<i>Wireless Networking</i>	<i>ONLI 1217</i>	<i>\$119</i>
<i>Introduction to PC Security</i>	<i>ONLI 1056</i>	<i>\$119</i>
<i>Advanced PC Security</i>	<i>ONLI 1057</i>	<i>\$119</i>

Database Development

<i>Introduction to Database Development</i>	<i>ONLI 1075</i>	<i>\$119</i>
<i>Introduction to SQL</i>	<i>ONLI 1223</i>	<i>\$119</i>
<i>Intermediate SQL</i>	<i>ONLI 1038</i>	<i>\$119</i>
<i>Introduction to Oracle</i>	<i>ONLI 1224</i>	<i>\$119</i>
<i>Intermediate Oracle</i>	<i>ONLI 1225</i>	<i>\$119</i>

ACC Fitness Center Membership

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 info.

PERSONAL ENRICHMENT PROGRAMS

ARTS AND HUMANITIES

■ ASTRONOMY

Wonders of the Cosmos

Michael Carroll

The cosmos teems with glowing nebulae, spiraling galaxies, and amazing worlds. Come along with space artist and science writer Michael Carroll on an entertaining journey through the cosmos. Learn the most up-to-date discoveries about the “wannabe” planet Pluto, the asteroid Ceres, mysterious comets, and water on Mars. Explore the possibilities of life on planets orbiting distant stars, many of which we can now study in some detail. Bring a lunch, sit back, and celebrate the Universe! Ages 12 to adult.

Sat, Sept 30, 10 a.m.-2 p.m. Littleton Campus
PERS 1012F01-68102 \$39, \$10 material fee to instructor

Finding Life in the Solar System

Michael Carroll

Explore the worlds around us with the goal of figuring out where we might find life as we know it. Survey the weirdest life on Earth, like microbes found in the hearts of volcanoes and critters that can survive in nuclear powerplants. Then we'll travel through the planets and moons looking at a bit of their history and their habitability. We'll conclude with a class survey focusing on where you bet there is life. Mars? Europa? Titan? Come join the cosmic fun!

Wed, Sept 20, 6-9 p.m. Littleton Campus
PERS 1013F01- 68103 \$29, \$5 material fee to instructor

■ COLLAGE

Exploring Collage

Candace French

Learn the unique approaches to tearing, cutting and pasting to create a collage work of art. Work with salvaged paper on a surface of your choice, and create a completed work of art or a unique background to a painting. Candace's approach to teaching is interactive, informative and inspirational. Designed for all skill levels, beginning students experience immediate success. Established artists find these techniques help them expand their creativity. Supply list online.

Tue, Nov 28-Dec 5, 6-9 p.m., 2 wks Littleton Campus
ARCR 1097F01-68106 \$69, plus materials

■ CLOCK REPAIR

Basic Clock Repair

Want to learn clock repairing as a hobby or profession? Learn clock disassembly, re-building, cleaning, assembly and adjustment. Gain the knowledge and techniques to be able to get a job repairing the most common type of mechanical clocks available today. You will receive an optional material list at the first class and most tools are provided. Classes held at Emily Griffith Technical College, 1205 Osage, Denver.

Tue, Sept 5-Oct 24, 1-4 p.m., 8 wks EGTC-Osage
ARCR 1230F01- 68107 \$219, plus supplies

Tue, Sept 5-Oct 24, 4-7 p.m., 8 wks EGTC-Osage
ARCR 1230F02- 68108 \$219, plus supplies

■ CALLIGRAPHY

Chancery Hand Calligraphy

Evette Goldstein

Learn Chancery Italic Calligraphy. Discover the joy of self-expression through this beautiful ancient art form. If you are left handed, the material fee will be \$6 more. Please notify the office upon registration. *No class Nov 23.

Thu, Nov 2-Dec 7*, 6-8 p.m., 5 wks Littleton Campus
ARCR 1104F01- 68104 \$109, \$40 material fee to instructor

Copperplate Calligraphy

Evette Goldstein

Learn Copperplate Calligraphy, the style of writing found in the Declaration of Independence. Discover the joy of self-expression through this beautiful art form. Check out Evette's website at www.prettywriting.com to see her work.

Thu, Sept 7-Oct 5, 6-8 p.m., 5 wks Littleton Campus
ARCR 1102F01-68105 \$109, \$40 material fee to instructor

■ NEEDLE ARTS

Sewing Skills for Beginners or as a Refresher

June Greiman

Practice basic sewing skills or continue to develop and hone your craft. Use a pattern, select appropriate material, and construct an easy project. Bring your working machine/manual, enthusiasm and the required equipment and supplies the first night. Supply list found online. Pre-requisites: Know how to thread your machine and wind a bobbin.

Wed, Oct 4-Nov 8, 6:30 to 8:30 p.m., 6 wks Littleton Campus
ARCR 1127F01- 68124 \$99

Create Some Winter Warmth: Get Hooked On Crocheting!

Crocheting is the newest craze of an old skill. Gain tips, knowledge and creative crochet while you relax and meet new crochet friends. Practice yarns and crochet hooks are provided for first-timers or bring your own special project. Left-handers are welcome.

Wed, Oct 4-25, 6-8 p.m., 4 wks Littleton Campus
ARCR 1122F01- 68125 \$79



Make a Holiday Table Runner in a Day

June Greiman

Create a table runner or a table square in this day-long session. Table runners and table squares add warmth to tables and cabinets. Learn basic quilting techniques as you construct a table runner you will be proud to have in your home. Must have a working sewing machine. See the supply list for materials required. There will be a lunch break during the class.

Sat, Nov 4, 9 a.m.-3 p.m. Littleton Campus
ARCR 1129F01- 68126 \$69

■ MUSIC

ACC String Orchestra

Rene Knetsch

Join the ACC orchestra. Class is for players age 12 to adult. You must have previous playing experience. Register 10 days prior to class start date. *No class Sept 4 or Thanksgiving week.

Mon, Aug 21-Dec 11*, 5:30-7:30 p.m., 15 wks ACC Main 2900
ARHU 1008F01- 68113 \$159

ACC Chorus

Ron Kientz

Join the ACC chorus no matter what your music ability is. Class is for adults. Register 10 days prior to class start date. *No class Oct 9 or Thanksgiving week.

Tue, Aug 22-Dec 12, 7-9 p.m., 15 wks ACC Main 2900
ARHU 1009F01- 68114 \$69

ACC Jazz Ensemble

Cecil Lewis

Join the ACC Jazz Band. Class is for adults. You must have previous playing experience. Register 10 days prior to class start date. *No class November 23.

Thu, Aug 24-Dec 7*, 6-8 p.m., 15 wks ACC Main 2900
ARHU 1002F01- 68115 \$159

Pop/Rock Ensemble

Aaron Walker

Join the ACC Pop/Rock Band. Class is for adults. Previous experience preferred. Register 10 days prior to class start date. *No class November 24.

Fri, Aug 25-Dec 8*, 1-3 p.m., 15 wks ACC Main 2900
ARHU 2016F01- 68116 \$159

Private Instrument and Voice Lessons

For all levels and abilities of aspiring musicians over age 8. Receive 10 half-hour private lessons over 10 weeks set up to meet your schedule. When registering, specify the string, woodwind, brass, or guitar instrument. Refunds will not be given for missed lessons. Lessons meet between Sept 5-Nov 3 as established between you and the instructor.

Private Piano	ARHU	1020F01- 68117
Private Strings	ARHU	1021F01- 68118
Private Woodwinds	ARHU	1022F01- 68119
Private Brass	ARHU	1023F01- 68120
Private Drums	ARHU	1024F01- 68121
Private Voice	ARHU	1025F01-68122
Private Guitar	ARHU	1027F01- 68123
Littleton Campus		\$269

Online Options

Music Made Easy	ONLI 1124	\$119
Introduction to Guitar	ONLI 2222	\$119



PAINTING

Exploring Acrylics

Candace French

Explore mixing colors, brushwork, brush care, palette knife painting and more. Students will experience lectures, notes, demos and individual attention while painting. Composition and the five easy steps to jumpstart any painting and bring it to completion will be shared. Bring an image or photo that makes your heart sing! No experience necessary. Experienced hobbyists and artists welcome! Repeat this class and build on what you have previously learned. **Supply list provided online.**

Wed, Aug 30-Oct 4, 1-4 p.m., 6 wks
ARCR 1109F01- 68127

Littleton Campus
\$159

Creating Colorful Landscapes

Sidney Pitchford

Discuss and experience the creation of landscape composition. Learn how to mix beautiful vibrant colors to make your painting sing. Keep things simple and bring any reference material that is suitable for your style of painting. From the realistic to the more abstract – all perspectives are welcome. This course is interactive and fun for artists at all levels.

Fri, Sept 29-Oct 27, 1-3 p.m., 5 wks
ARCR 1186F01-68210

Littleton Campus
\$139, plus materials

Exploring Mixed Media

Candace French

Explore the amazing world of mixed media! Experience texture, foils, charcoal and mediums. Students will experience lectures, notes, demos and individual attention. Aspects of abstract composition and what makes a piece “work” will be shared. No experience necessary. Experienced hobbyists and artists welcome! Repeat this class and build on what you have previously learned. **Supply list provided online.**

Tue, Oct 17-Nov 21, 6-9 p.m., 6 wks
ARCR 1199F01- 68128

Littleton Campus
\$159, \$7 material fee to instructor

Oil Painting for Beginners and Beyond

Valorie Snyder

A fun and comfortable class for beginners and comprehensive instruction for students of all levels. Learn about brushes, painting techniques and color theory. Choose your own subjects as you complete assigned exercises and progress at your own pace. Build on what you already know if you have painted before with more advanced exercises and fill in information you may have missed in previous art classes. Students often repeat this class, without repeating exercises already completed. Includes lectures, notes, demonstrations, and individual help. Note: This class requires the use of Gamsol Odorless Mineral Spirits (made by Gamblin Paints), rather than turpentine or other dangerous solvents.

Complete supply list is on Valorie's blog:
www.valoriesnyderart.blogspot.com.
*\$18 optional workbook fee to instructor.

Thu, Oct 5-Nov 9, 2-5 p.m., 6 wks
ARCR 1061F01-68129

Littleton Campus
\$149, plus materials*

Thu, Oct 5-Nov 9, 6-9 p.m., 6 wks
ARCR 1061F02- 68130

Littleton Campus
\$149, plus materials*



Intermediate/Advanced Oil Painting

Valorie Snyder

Explore topics such as other painting approaches, advanced color mixing, composition, and various painting concepts. Repeat this class as often as you like to continue your artistic growth and take your art to the next level. Prerequisite: For students who have completed the Seven Color Study assignments in Valorie's Beginning Oil Painting Class and who have a comfortable grasp of the classic layered approach to painting introduced in that class. Note: This class requires the use of Gamsol Odorless Mineral Spirits (made by Gamblin Paints), rather than turpentine or other dangerous solvents. Bring your usual supplies. **See Valorie's blog for additional supplies and last minute updates at www.valoriesnyderart.blogspot.com.** *\$18 optional workbook fee to instructor.

Tue, Oct 3-Nov 7, 6-9 p.m., 6 wks
ARCR 1205F01- 68131

Littleton Campus
\$149, plus materials*

Watercolor Basics

Brian Brennan

Learn to paint with watercolors. Explore the usage and application of watercolor paint. No art experience necessary. Discover how artists use the unique medium of watercolor to achieve beautiful light effects! Further supplies will be discussed at first class. Recommended: black velvet watercolor brushes (#4 or #6 size); Colors: cadmium red, lemon yellow, sap green, cobalt blue (student quality); Paper: Arches rough watercolor pad, pencil and rag.

Tue, Sept 19-Oct 24, 7:30-9 p.m., 6 wks
ARCR 1200F01- 68132

Littleton Campus
\$149, plus materials

Learn to Paint What You See

Marjory Wilson

Learn to see as an artist. This is the translation of what is there and how to take 3 dimensional objects, put onto a 2-dimensional surface, yet make it appear 3 dimensional. Explore shapes, lines, shadow, light and color and how they come to life on the canvas or paper. Look beyond the assumptions and preconceived ideas of what things are and really see what is there. For all levels and mediums, this is a great way to start painting or the next step if you already paint. *No class Oct 31.

Tue, Oct 3-Nov 28, 6:30-9:30 p.m., 8 wks*
ARCR 1201F01-68133

Littleton Campus
\$159, plus materials

Playful, Spontaneous Painting from Within

Joy Schultz

Explore, discover, open to and express your natural creativity. Learn how to use questions to stir your creativity, dissolve creative blocks and keep the inspiration flowing during all phases of the creative process. Practice trusting your own natural and limitless intuition, discover the unknown, take risks and express your uncensored self in a non-judgmental, non-goal oriented environment. Principles from Point Zero: Creativity without Limits, and Life, Paint and Passion by Michele Cassou will be shared through readings, video, and during the process of painting. I strongly encourage the use of high quality tempera paints for this class. Having a generous, luscious supply of ready to use paint and color is very conducive to this process. (Acrylics can work with some qualifications if you already have them). **Supply list at <http://www.joyofthework.com/art-classes.html>.** Please contact the instructor if you have questions. All levels of experience welcome. *No class Nov 23.

Thu, Sept 21-Oct 26, 1:30-4:30 p.m., 6 wks
ARCR 1206F01- 68135

Littleton Campus
\$149, plus materials

Thu, Nov 2-Dec 14, 1:30-4:30 p.m., 6 wks*
ARCR 1206F02- 68136

Littleton Campus
\$149, plus materials

Pouring Color into Your Art

Candace French

Join us in this exploration and create exciting effects while pouring color into your art. Students learn three unique approaches to pouring color. Work created is a completed work of art or a wonderful background to a layered artwork or collage. Expand your creative painting skills through pouring color. Candace's approach to teaching is interactive, informative and inspirational. Designed for all skill levels, beginning students experience immediate success. Established artists find these techniques help them expand their creativity. **Supply list provided online.**

Tue, Oct 4-11, 10 a.m.-noon, 2 wks
ARCR 1100F01- 68134

Littleton Campus
\$79

Abstract Paintings: Concept to Completion



Cliff Austin

Learn the fundamentals of abstract painting using oil, acrylic, pastel, and the elements of art, line, shape, value. Classes held at 1500 W Littleton Blvd. *No class Oct 4.

Wed, Sept 20-Oct 25, 6-9 p.m., 5 wks*
ARCR 1202F01-68215

Cliff Austin Studio
\$159, plus materials

WELDING

Welding for Art's Sake

Cathy Hiatt/Johnny Garcia

Get introduced to the tools and techniques used to create a welded art piece. Learn basic metal fabrication using a plasma cutter, oxyacetylene torch and MIG welder. With one on one instruction and guidance, choose from six pre-designed projects to create a unique metal sculpture. Cathy and Johnny are experienced metal artists and enthusiastic welding instructors with over 15 years of metal work experience. These classes are held at the Metal Shop, 3311 W. 71st Ave., Westminster.

Sat, Aug 26, 10 a.m.-2 p.m.
ARCR 1215F01-68143

Metal Shop
\$160, \$30 material fee to instructor

Sun, Aug 27, 10 a.m.-2 p.m.
ARCR 1215F02-68144

Metal Shop
\$160, \$30 material fee to instructor

Sat, Sept 23, 10 a.m.-2 p.m.
ARCR 1215F03-68145

Metal Shop
\$160, \$30 material fee to instructor

Sun, Sept 24, 10 a.m.-2 p.m.
ARCR 1215F04-68146

Metal Shop
\$160, \$30 material fee to instructor

Sat, Oct 21, 10 a.m.-2 p.m.
ARCR 1215F05-68147

Metal Shop
\$160, \$30 material fee to instructor

Sun, Oct 22, 10 a.m.-2 p.m.
ARCR 1215F06- 68148

Metal Shop
\$160, \$30 material fee to instructor

Sat, Nov 18, 10 a.m.-2 p.m.
ARCR 1215F07- 68149

Metal Shop
\$160, \$30 material fee to instructor

Sun, Nov 19 10 a.m.-2 p.m.
ARCR 1215F08- 68150

Metal Shop
\$160, \$30 material fee to instructor

Sat, Dec 9, 10 a.m.-2 p.m.
ARCR 1215F09- 68152

Metal Shop
\$160, \$30 material fee to instructor

Sun, Dec 10, 10 a.m.-2 p.m.
ARCR 1215F10- 68512

Metal Shop
\$160, \$30 material fee to instructor

Find us online!



PHOTOGRAPHY

Photoshop Elements

Amy Folkestad

Learn how to organize your images and especially, how to enhance and fix your digital photos. Bring your laptop (PC or Mac) loaded with Elements 11 or newer, as well as images that you would like to use. During the first week, learn how to manage your photos and practice using the basic editing tools to improve your images. During the second week, discover layers, how to create artistic effects, how to take out unwanted objects (like that pesky pedestrian in your family photo), how to move or add people to a photo, and other practical editing skills. The third week presents "digital darkroom" techniques to help you improve lighting, color, and exposure issues. Tools and features covered will include levels, non-destructive layers, masks (applying effects or filters to specific areas), blending, as well as color and skin tone corrections and Photomerge.

Wed, Sept 20-Oct 4, 6-9 p.m., 3 wks
ARCR 1145F01- 68137

Littleton Campus
\$129

Lightroom

Amy Folkestad

Learn how to organize your vast collection of images, including creating collections, adding keyword tags, and filtering images based on various metadata (file size, date, location, camera type, etc.). Develop your singular images or batches of images using Lightroom's powerful image quality control tools. Additionally, learn how to export image files with your own specified parameters, such as specified file sizes or groups of images to prepare for clients. You will also create professional print layouts, add watermarks, create slideshows, and make photo books. Take this class for fun to improve your own images, or use it to expand or start a business. Bring your laptop (PC or Mac) loaded with Lightroom 5 or newer, as well as images that you can work with.

Tue, Oct 10-17, 6-9 p.m., 2 wks
ARCR 1144F01- 68138

Littleton Campus
\$109

Beginning Digital Photography

Bob Montgomery

Focus on aperture, shutter speed, depth of field, ISO and exposure. Discover composition principles to create better photographs. Bring camera and owner's manual. Designed for 35MM and digital camera users new to photography. Camera must have an adjustable aperture and shutter speed.

Mon, Sept 18-Oct 2, 6-8:45 p.m., 3 wks
ARCR 1132F01- 68139

Littleton Campus
\$99, \$3 material fee to instructor

Mon, Oct 23-Nov 6, 6-8:45 p.m., 3 wks
ARCR 1132FP1- 68140

Parker Campus
\$99, \$3 material fee to instructor

Digital SLR Photography: Manual Mode for Beginners

Discover how to use your Digital SLR camera to its maximum potential! Learn how to balance shutter speed, aperture, and ISO to create the photographs that YOU want to take. This course will cover not just the 'how' to control these functions, but also the 'why' of each of these settings can improve your photography. Required: Your Digital SLR camera. Non-digital SLR camera functions and operations will not be covered in this course.

Tue, Oct 3-10, 6:30-9 p.m., 2 wks
ARCR 1133F01-68142

Littleton Campus
\$89

Online Options

These are 6-week, 24 instructional hours online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the community education program links.

<i>Discover Digital Photography</i>	ONLI 1021	\$119
<i>Secrets of Better Photography</i>	ONLI 1248	\$119
<i>Mastering Your Digital SLR Camera</i>	ONLI 1099	\$119
<i>Travel Photography for the Digital Photographer</i>	ONLI 1070	\$119
<i>Introduction to Photoshop CS6</i>	ONLI 1205	\$119
<i>Intermediate Photoshop CS6</i>	ONLI 2069	\$119
<i>Introduction to Lightroom CC</i>	ONLI 2059	\$119
<i>Introduction to Digital Scrapbooking</i>	ONLI 2089	\$119

DRAWING

You Can Draw!

Brian Brennan

Learn to draw anything you see! Explore line, texture, tone, shading and shape. Discover how to "record" images onto your paper or canvas. Great observational drawing class for beginners. Advanced techniques reviewed for the experienced artist as well. Recommended first day of class supplies: Drawing pencil - HB #2 general usage wooden pencil, Strathmore Bristol 300 series drawing pad (100lb., 20 sheets smooth) 9x12. A more detailed supply list will be outlined at first class.

Thu, Sept 21-Oct 26, 7:30-9 p.m., 6 wks
ARCR 1101F01- 68109

Littleton Campus
\$139, plus materials

THEATER

Improv for Fun and Awareness

Pam Roth O'Mara

Whether you're an artist, author, musician, manager, engineer, administrator, performer, retiree, student, or all of the above, this class will help you improve your ability to REALLY see what's around you and respond to whatever life throws at you. Every class starts with warm-up exercises, and gradually helps you become familiar with improvisational acting methods, techniques, and styles. Led by Pam Roth O'Mara, artist, author, performer, you'll learn how to invent characters and put them into interesting scenes. Have fun and meet new people. *No class Oct 11.

Wed, Sept 13-Nov 8, 6:30-8:30 p.m., 8 wks, Littleton Campus
ARCR 1167F01- 68153

\$169

LITERATURE

Exploring Ethnic Literature – Part of Great Book Series

Juliet Hubbell

Have you ever wondered what Native Americans think about reservation life? What do Scandinavian people today think about Thor and the recent spate of superhero movies? And what's up with the fantastic stories of Garcia Marquez who gives us old men with enormous wings and babies devoured by ants? What is the Asian perspective on honor in today's modern world? If you're fascinated by other cultures, especially in how they manage in today's world, this literature class will thrill you! We read a book every two weeks, and we examine its own reference points as well as its relationship to other cultures. Join us for some truly inspiring discussions! *No class Sept 4.

Mon, Aug 21-Dec 11*, 2:30-3:45 p.m. 15 wks
WRIT 2007F01- 68211

Littleton Campus
\$299 plus book

CITIZENSHIP

Become a U.S. Citizen

Victoria Martysh

Receive step by step details of obtaining your citizenship to the United States of America while learning the fundamentals of United States History and Civics. Topics will prepare you for the naturalization interview with USCIS. Practice and master the skills of reading, writing, speaking, listening, and pronunciation in English that will prepare you for the naturalization interview. Individual attention is provided as needed. *No class Nov 22.

Wed, Oct 4-Dec 13*, 6-9 p.m., 10 wks Littleton Campus
LANG 1038F01- 68154 \$179, \$20 material fee to instructor

HEALTH AND WELLNESS

FITNESS

Beginning Tai Chi and Qigong

Holly Yang

Daily Tai chi practice relieves stress and tension, increases energy and tranquility, regulates the body's internal systems, and improves balance, flexibility, strength, and physical and mental harmony and well-being. Learn the Tai Chi 8 Forms and 16 Forms with clear, step by step instructions through tai chi stances, hand positions, and movements. You may need multiple class sessions to master each Form. Qi Gong and meditation will be introduced and practiced. This class may not be appropriate for those with physical limitations.* No class Oct 18.

Wed, Sept 20-Nov 15*, 6-8 p.m., 8 wks
WLNS 1013F01- 68161

Littleton Campus
\$199

Pilates Matwork I

Catherine M Glenn

Focuses on Pilates mat work to increase core strength, overall muscles tone and flexibility with focused and precise floor work techniques. A physical education class built upon the philosophies and exercises of Josef Pilates. *No class Sept 4 or Thanksgiving week.

Mon/Wed, Aug 21-Dec 11, 11:30 a.m.-12:45 p.m., 15 wks

WLNS 1003F01- 68163

Littleton Campus
\$149

Sculpt and Strength for Adults

Terri Billings

Strengthen and tone major muscle groups using machines, free weights and your own body weight. This will include the utilization of stability balls, resistance tubing, foam rolling and more.

Wed, Aug 23-Oct 11, 4-5 p.m., 8 wks
WLNS 1019F01- 68164

Littleton Campus
\$99

Get Fit: Indoor Stationary Group Cycling

Terri Billings

Improve your cardiovascular fitness, burn calories, enhance muscular endurance, and improve pedaling skills. Each class is choreographed to music and includes a complete workout with a warm-up, endurance and cool-down component. *No classes Oct 9 and Thanksgiving week.

Tue/Thu, Aug 22-Dec 12*, 5:30-6:20 p.m., 15 wks

WLNS 1076F01- 68165

Littleton Campus
\$149

■ BODY CARE

Healing Touch with Reiki

Sandra Gourd

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

*Thu, Oct 5-12, 6-9 p.m., 2 wks Littleton Campus
WLNS 1048F01- 68158 \$69, \$20 material fee to instructor*

Keep the Doc Away – Your Introduction to Herbal Remedies

Sharon Sherman

Learn how to take care of yourself and loved ones by letting nature inform you on how to make your own herbal remedies. Clear your head and ease your mind this summer by exploring tried and true recipes that will help you relax your way into our colder seasons--and beyond!

*Tue, Oct 10-17, 6-7:30 p.m. Littleton Campus
WLNS 1002F01- 68159 \$59*



Online Options

These are 6-week, 24 instructional hours, online class which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the community education links. Cost is \$119.

Introduction to Natural Health and Healing

Would you like to learn more about natural health but don't know where to start? Discover that true health means wholeness of the mind, body, and spirit. Start a personal health journal. Find out about proper breathing techniques that enhance health, and learn the value of hydrotherapy, diet, biorhythms, and fasting. Examine the power of the mind for healing the body--discussing brain function tests, visualization, and relaxation therapies. Delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. Develop menus that improve health. Explore herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies, and much more.

Luscious, Low-Fat, Lightning Quick Meals

Have you ever wished you had a personal chef preparing luscious, low-fat meals for you? This course is the next best thing! You'll learn how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious!

You'll discover how to get in and out of the kitchen faster, including tips for grocery shopping, menu planning, food preparation, and quicker cooking. You'll also learn a dietician's tricks of the trade for encouraging reluctant family members to eat more healthfully. You'll have the chance to try out over 50 exciting and easy lowered-fat recipes for tasty entrees, side dishes, desserts, and garnishes, with each recipe demonstrating a topic that's covered in the lessons.

■ CPR and FIRST AID

CPR, AED and Basic First Aid

Partners in CPR

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

*Sat, Oct 7, 8:30 a.m.-2:30 p.m. Littleton Campus
WLNS 1055F01- 68160 \$89*

■ SMOKING

Stop Smoking with Hypnosis

Sandra Gourd

Learn safe and proven techniques of hypnosis. Become a nonsmoker for the rest of your life. Erase the desire for tobacco completely. Feel better, breathe better and save money. Discover the tools to alleviate your emotional and physical cravings for tobacco. Take control without anxiety or weight gain. If you chew tobacco, this course may not be for you.

*Thu, Nov 30-Dec 7, 6-9 p.m., 2 wks Littleton Campus
WLNS 1017F01-68156 \$69*

HOME AND GARDEN

■ HOME BUYING AND SELLING

Home Buyer Basics

Judy Browne

Learn about the home buying process from start to finish. Start with a review of the current Colorado real estate market and cover a variety of topics, such as: describing your new home, choosing a real estate broker, what to look for when viewing homes, negotiating with sellers, understanding the home inspection process, understanding real estate contracts and forms, and knowing what to expect throughout the process. Leave the class with the information you need to be an informed home buyer!

*Sat, Sept 16, 10 a.m.-noon Littleton Campus
INDS 1001F01- 68168 \$25*

*Thu, Nov 16 6-8 p.m. Littleton Campus
INDS 1001F02- 68169 \$25*

What You Need to Know to Sell Your Home

Judy Browne

Learn the step by step process to follow when selling your home. Review pricing strategies, what it costs to sell a home, recommendations for getting your home ready to sell, how to work with buyers and negotiating techniques. Review Colorado Real Estate Contracts and forms. You will be offered a free comparative market analysis of their home at the conclusion of the class.

*Sat, Sept 30, 10 a.m.-noon Littleton Campus
INDS 1002F01- 68170 \$25*

*Thu, Nov 2, 6-8 p.m. Littleton Campus
INDS 1002F02-68171 \$25*

■ INTERIOR DECORATING

Discover Basic Interior Decorating

Pam Smith

Looking to spruce up your home this fall? Join us to learn design fundamentals and how to implement them to create a designer look. Explore color, paint, accessories, lighting, and window treatments. Create a scaled floor plan with furniture placement. Discover cost effective ways to create the look you love.

*Tue, Sept 12-Oct 3, 6:30-8:30 p.m., 4 wks Littleton Campus
INDS 1009F01- 68167 \$99, \$15 material fee to instructor*

■ ELECTRICITY

Basic Electricity for the Homeowner

Gary Troutman

Learn what electricity is and how to handle it safely. Learn why fuses "blow" and when it is safe to work on an electrical circuit. Understand the differences between current, voltage, power and energy. Learn the difference between direct current (DC), provided by a battery, and alternating current (AC), provided by the power company. Learn how electricity is generated and distributed, and how it flows throughout your house. Understand the difference between a series circuit and a parallel circuit and why parallel circuits are used more frequently in your house. Learn how and when to use a voltmeter, an ammeter and an ohmmeter. Build simple circuits and perform simple measurements. Understand the operation of common household devices, such as, outlets, switches and ground fault circuit interrupters (GFCI).

*Tue, Oct 3-10, 6-9 p.m., 2 wks Littleton Campus
INDS 1029F01- 68166 \$79, \$20 material fee to instructor*

■ WELDING

Welding for Homeowners

Emily Griffith Instructor

Household projects got you stumped? Learn basic metalworking and fabrication skills by turning household project ideas into 3-D realities. Spend the first part of the class learning shop and tool safety through an assigned project. Project includes basic metal fabrication techniques: MIG welding, grinders, oxy-acetylene/plasma torch, and the use of a shear. Classes held at Emily Griffith Technical College, 1205 Osage, Denver.

*Fri, Sept 8-Oct 13, 9 am - noon, 6 wks EGTC-Osage
ARCR 1214F01- 68173 \$349*

RECREATION

■ MOTORCYCLE TRAINING

Abate of Colorado

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

DRIVING

AARP Smart Driver

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, Sept 23, 9 a.m.-1 p.m.
SENR 1010F01- 68083

Littleton Campus
\$15/AARP member or \$20/AARP non-member paid to instructor

PERSONAL FINANCE AND REAL ESTATE

ESTATE PLANNING

Get Your Affairs in Order: Living Wills, Trusts, and More

David Cook

Make your wishes known about health care and asset distribution and determine the person(s) who will be responsible for carrying out your directives. State your preferences concerning the type of care you want to receive, what types of medical care you do not wish to receive and who you wish to act as your agent to carry out those wishes. Discuss the creation of a trust, and determine the best method of preparing your last will and testament.

Wed, Nov 1, 6-8 p.m.
PERS 1033F01- 68174

Littleton Campus
\$59/individuals, \$2 material fee to instructor

PERS 1033F99- 68175 \$79/couples, \$2 material fee to instructor

Invest Academy: Investing for Beginners...and Everyone Else

Andre Ratkai

Take back control of your personal and retirement investments. Manage and organize stock, mutual fund or 401(k) investments. Use a 7-factor scorecard that uses few key fundamental ("what to buy") and technical ("when to buy") factors to adapt to changing conditions. Learn to avoid risky securities and when to sell.

Thu, Nov 2-9, 6-9 p.m., 2 wks

PERS 1048F01- 68176 \$99/individuals, workbook included
PERS 1048F99- 68177 \$179/couples, workbook included

Littleton Campus

INVESTMENT PROPERTY

Fundamentals of Real Estate Investing: You Can Profit in Today's Real Estate Market

Jim Flint

Get a great return on your money and create wealth for retirement by investing in real estate. Learn how to buy homes at foreclosure sales, how much money is needed and how to bid. Own real estate with your IRA. Learn to buy HUDs and foreclosures, 1031 exchanges, and reverse exchanges. Get cash flow starting day one. Take an analytical approach to investing. If interested, course fee includes individual session with instructor.

Tue, Aug 22, 6:15-9:30 p.m.
PERS 1004F01-68178

Littleton Campus
\$49/individuals, \$20 material fee to instructor

PERS 100FS98-68179

\$79/couples, \$20 material fee to instructor

Tue, Oct 24, 6:15-9:30 p.m.
PERS 1004F02-68180

Littleton Campus
\$49/individuals, \$20 material fee to instructor

PERS 1004F99-68181

\$79/couples, \$20 material fee to instructor

Managing Your Rental Properties: How to Avoid Trouble and Vacancies

Jim Flint/Jason Meyer

Learn to screen your prospective tenants and keep the bad ones out. Be aware of the "dos and don'ts" when dealing with tenants. If you must evict someone, learn how. Have a pool of qualified service people that respond quickly. Learn to keep your property rented when others have vacancies. Review the Fair Housing Laws. Is professional property management for you? Included is a copy of a lease used in over 400 housing units.

Thu, Aug 24, 6:15-9:15 p.m.
PERS 1005F01- 68182

Littleton Campus
\$49, \$20 material fee to instructor

Thu, Oct 26, 6:15-9:15 p.m.

PERS 1005F02-68183 \$49, \$20 material fee to instructor

Littleton Campus

RETIREMENT SUCCESS

Feel the Burn



Mark Pabst

Income inequality has been increasing for the past several decades and there is no indication the trend is going to change. For today's workers, few pensions are available leaving them to figure out their own retirement plan. Placing money in a traditional savings account results in a net loss since current rates don't keep up with inflation. Nor wonder that debt is increasing for the middle class and retirement grows more distant. Explore the options available to you to get the economy working in your favor during these changing times.

Wed, Sept 6, 6-8 p.m.
PERS 1006F01- 68184

Littleton Campus
\$49

Thu, Oct 12, 6-8 p.m.
PERS 1006F02-68185

Littleton Campus
\$49

Tue, Nov 7, 6-8 p.m.
PERS1006F03- 68186

Littleton Campus
\$49

Retirement Planning Today

Todd Walker and Nathan Osburn

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

Thu, Aug 17-24, 6:30-9:30 p.m., 2 wks
PERS 1032F01- 68187
PERS 1032F98-68188

Littleton Campus
\$59/individuals*
\$59/couples*

Tue, Aug 22- 29, 6:30-9:30 p.m., 2 wks
PERS 1032F02- 68189
PERS 1032F99- 68190

Littleton Campus
\$59/individuals*
\$59/couples*

Thu, Sept 28 - Oct 5, 6:30-9:30 p.m., 2 wks
PERS 1032FP1- 68191
PERS 1032FP8- 68193

Parker Campus
\$59/individuals*
\$59/couples*

Tue, Oct 3 -10, 6:30-9:30 p.m., 2 wks
PERS 1032FP2- 68192
PERS 1032FP9- 68194

Parker Campus
\$59/individuals*
\$59/couples*

Tue, Oct 17-24, 6:30-9:30 p.m., 2 wks
PERS 1032FH1-68195
PERS 1032FH8-68196

Westridge Rec Center
\$59/individuals*
\$59/couples*

Thu, Oct 26-Nov 2, 6:30-9:30 p.m., 2 wks
PERS 1032FH2- 68197
PERS 1032FH9- 68198

Westridge Rec Center
\$59/individuals*
\$59/couples*

Rejuvenate Your Retirement

David Cichon

Safe, secure, and fun. Discover financial strategies such as tax-efficient income planning, how to increase Social Security retirement benefits, lifestyle preservation, inflation protection and providing a legacy. Learn how to apply this knowledge to help pursue a more active, healthy and financially secure lifestyle in retirement.

Thu, Sept 28-Oct 5, 9:30-11:30 a.m., 2 wks
PERS 1042FP1- 68199
PERS 1042FP8- 68200

Parker Campus
\$35/individuals
\$35/couples

Tue, Oct 3-10, 1-3 p.m., 2 wks
PERS 1042FP2- 68201
PERS 1042FP9- 68202

Parker Campus
\$35/individuals
\$35/couples

YOUTH COLLEGE



Sat Test Dates Fall 2017

Oct 7 | Nov 4 | Dec 2

SAT English Exam: Improve Your Scores

Our SAT Prep course is designed to introduce and enrich the skills needed to score highly on the SAT critical reading and writing section. For students in grades 9-12.

Sat, Oct 21-28, 9 a.m.-noon, 2 wks
YTHC 1255F01- 68203

Littleton Campus
\$109, includes workbook

SAT Math Exam: Improve Your Scores

Our motto is "control the test" and don't let the test control you. During this session we cover over 50 math concepts in Arithmetic, Algebra, Geometry, and Probability and test taking strategies. For students in grades 9-12.

Sat, Oct 21-28, 1-4 p.m., 2 wks
YTHC 1257F01-68204

Littleton Campus
\$109, includes workbook

Act Test Dates Fall 2017

Sept 9 | Oct 28 | Dec 9

ACT English Exam: Improve Your Scores

Gain confidence and prepare for a successful ACT exam. Discover where you can improve verbal test skills. Learn about the writing test, test taking techniques and controlling anxiety. Review grammar and comprehension. Build your confidence. (Grades 8-12 or younger with permission of instructor).

Sat, Sept 30-Oct 7, 9-noon, 2 wks
YTHC 1035F01-68205

Littleton Campus
\$109, includes workbook

ACT Math Exam: Improve Your Scores

Gain confidence and prepare for a successful ACT math test score. Discover the exams structure, complete similar test problem types, and reinforce math skills for better preparation. (Grades 8-12 or younger with permission of instructor)

Sat, Sept 30-Oct 7, 1-4 p.m., 2 wks
YTHC 1034F01- 68206

Littleton Campus
\$109, includes workbook

WHAT YOU NEED TO KNOW . . .

LOCATIONS

You can find maps of Arapahoe Community College facilities at arapahoe.edu/communityed and click on the location, maps, and parking link on the left side bar. You will also find detailed building maps showing classroom locations.

ACC LITTLETON CAMPUS

5900 South Santa Fe Drive, Littleton, 80120

Take Santa Fe, turn east on Church Avenue; or take Broadway to Littleton Boulevard, go west to Prince, go south on Prince to Church.

ACC PARKER CAMPUS

15653 Brookstone Drive, Parker, 80134 (Lincoln and Chambers)

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.

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 or click on the book material link on the Community Education home page. 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.

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 Life 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, 80294.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

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

WHO MAY ENROLL?

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

STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES

Through its procedures, Arapahoe Community College (ACC) ensures the rights of all its students to pursue their educational objectives. The ACC community includes students who are enrolled in ACC courses for credit or non-credit courses, including Community Education courses. The ACC community also includes faculty, staff, administrators and guests.

A student is subject to two sources of authority: College authority and civil-criminal authority. ACC also expects students who are enrolled in specialized programs to follow the standards specified in their respective program handbooks (e.g., Nursing, Law Enforcement Academy and Emergency Medical Technician).

Judicial processes, including code of conduct, academic misconduct statement and grievance procedures are stated in the ACC Student Handbook. The Handbook is available online. An alternate format of the Student Handbook can be obtained through the Student Life Office, Room M2820. For answers to specific questions, contact the Associate Dean of Judicial Affairs and Support Services.

ROOMS

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

PARKING-LITTLETON AND PARKER CAMPUSES

Temporary parking permits are required to park in the ACC Littleton and Parker lots. A permit will be e-mailed to you, valid for the time you attend class. It is imperative that you display the temporary permit on your dashboard; otherwise you will be ticketed. If you do not receive a permit, park on the side streets around the campus. On the Littleton Campus, short-term parking is available on selected side streets around the Col-

lege for either two or four-hour time limits. Make note of the time limit signs for these designated spots. Permits will not be required for these parking spaces; however, parking limits will be strictly enforced and you will receive a ticket if you are in violation.

RTD LIGHT RAIL

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

REGISTRATION TIPS AND PAYMENTS

We do not pro-rate course tuition and/or fees for late registrations. We cannot guarantee enrollment in every course until your registration is processed. Some courses are limited in size, so we encourage you to register early. Note that payments you make, either by check or credit card, may take a couple of weeks to appear on your financial statements. You are required to meet any financial obligations to ACC for any class for which you enroll and pay. If a payment is returned due to insufficient funds or incorrect credit card information, a college representative will contact you via phone and email. If ACC is unable to secure your payment in a timely fashion, your account will be sent to state collections. The full agreement can be found at arapahoe.edu/comedagreement.

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, 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, 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.

IF YOU PAY BY CHARGE/CREDIT CARD, you are eligible for a refund back to the original card provided the card is still valid and the payment is not over 184 days old.

IF PAID BY CHECK, REFUNDS WILL BE SENT IN THE FORM OF A CHECK FROM THE STATE OF COLORADO. Refunds are sent to the person who is registered for the course, which may differ from the person who paid for the course, unless other arrangements are made. DO NOT STOP PAYMENT.

IF WE CANCEL A CLASS, a full refund will be sent to you via a check if you paid by a check or refunded to your credit card if you paid using a credit card. Refunds may take up to 2 weeks to be processed.

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.

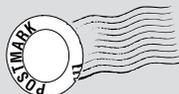
REGISTRATION INFO



ONLINE

It's fast, secure, easy, and no waiting for phone calls to be returned when our office staff is busy!

Register online at arapahoe.edu/communityed. Use the shopping cart feature which links to our secure registration page.



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.



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, American Express or Discover). You may also leave your registration in the drop box on the Community Education Program office door any-time 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 303-797-4222 for the College's closure status. Check the ACC website. Additionally, listen to local radio and television stations.

SIGN ME UP!



WORKFORCE/COMMUNITY PROGRAMS Fall 2017

ID _____
For office use only

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

COURSE NUMBER	COURSE TITLE	START DATE	TUITION (exclude material fee)
<i>Sample: ARCR 1215F01-68143</i>	<i>Welding for Art's Sake</i>	<i>Aug 26</i>	<i>\$160</i>
<i>Promo/discount code #, if applicable</i>			
TOTAL			

By Credit Card (Visa, MasterCard, Discover, American Express)

Card # _____

Card issued to _____

Expiration date _____

Make checks payable to A.C.C.

Check # _____ \$ _____
Amount

We do not accept cash payments



Mail to: Workforce and Community Programs
5900 S Santa Fe Drive, Littleton, CO 80120

By submitting this form with payment, you acknowledge your financial obligations to ACC. If a payment is returned due to insufficient funds or incorrect credit card information, a college representative will contact you via phone and email. If ACC is unable to secure your payment in a timely fashion, your account will be sent to state collections. More detailed information may be found at arapahoe.edu/comedagreement.

REMINDERS



Parking Permit and Location Information

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

Textbook and Supply Information

Textbook and supply information can be found on our website arapahoe.edu/communityed. Click on Books, Supplies, Materials.

GOT QUESTIONS?

Give us a call at 303.797.5722 or check out our **FAQ** section (*click on FAQs in left menu*)
arapahoe.edu/wpc



Isn't it wonderful when you find a product or service that meets your needs and is easy to obtain? Workforce and Community Programs strives to anticipate your educational needs in ways that are easy and convenient to obtain at a high quality level. We have a wide range of professional development and personal enrichment programs for you to choose from each semester. This fall we are highlighting some new professional development programs that will help you build your desired future for lifelong earning and learning.

Join us now!

ANTICIPATING WHAT YOU NEED!

PROFESSIONAL AND CAREER PROGRAMS

- Certificate Programs
- Lean Manufacturing Yellow Belt
- Android App Developer
- SEO Mastery
- Technical Writing Certificate

PERSONAL ENRICHMENT

- Get Fit: Indoor Stationary Group Cycling
- Playful, Spontaneous Painting from Within
- What You Need to Know to Sell Your Home
- Luscious, Low-Fat, Lightning Quick Meals



GENERAL PROFESSIONAL COURSES

- Build Your Desired Future! Midlife Milestones Program
- Spanish for Professionals
- Fundamentals of Supervision and Management
- Make a Difference as a Social Entrepreneur

PROFESSIONAL AND CAREER DEVELOPMENT AND PERSONAL ENRICHMENT

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