

SPRING
2018



HELPING YOU
NAVIGATE
through transition

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- Use of Arapahoe Community College library
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AT ARAPAHOE COMMUNITY COLLEGE
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PHONE: 303.797.5722
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5900 S Santa Fe Dr • Littleton, CO 80120
arapahoe.edu/wcp

PROFESSIONAL AND CAREER PROGRAMS

CAREER EXPLORATION AND JOB SEARCH

CAREER EXPLORATION

Voice-Overs: NOW is YOUR Time!

Wendy Shapero

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! Wendy Shapero, a successful voice artist and actor, has been heard on Robot Chicken (with Seth Green), other Cartoon Network shows and more.

Wed, Feb 21, 6:30-8:30 p.m.
BUSI 1019S01-80002

Littleton Campus
\$54

Sat, May 19, 10:30 a.m.-12:30 p.m.
BUSI 1019S02-80274

Littleton Campus
\$54

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

Lynette Reiling



Great longevity has changed everything in the world of work. Many of us can expect to work well into the second half of life. 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 introductory class 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, Feb 15, 6-9 p.m.
BUSI 1058S01-80008

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

Thu, Apr 12, 6-9 p.m.
BUSI 1058S02-80009

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

JOB SEARCH

Break the Employment Barrier: 50+ and Looking for a Job

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 sell yourself to prospective employers, including dealing with the "age" questions and how to highlight yourself as an experienced worker. Cover the tools needed for success, how to manage the head chatter that can get in the way, and more.

Thu, Mar 1, 6-8:30 p.m.

Littleton Campus

BUSI 1061S01-80003 \$59, \$5 material fee to instructor

Thu, May 3, 6-8:30 p.m.

Littleton Campus

BUSI 1061S02-80004 \$59, \$5 material fee to instructor

Your First Step to a New Career

Lynette Reiling

Are you thinking that 2018 could be the year to create a new work life? Author Marci Alboher believes that "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." 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, Jan 17, 6-9 p.m.

Littleton Campus

BUSI 1056S01-80005 \$59, \$5 material fee to instructor

Thu, Apr 5, 6-9 p.m.

Littleton Campus

BUSI 1056S02-80006 \$59, \$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.

Resume Writing Workshop ONLI 1123 \$129

Twelve Steps to a Successful Job Search ONLI 1145 \$129

MIDLIFE MILESTONES

Build Your Desired Future – Midlife Milestones Program

Midlife Milestones, a personal and professional development program, is designed for individuals in the middle of life who want to build upon their experience in order to shape and prepare for their future. This program helps hone skills needed to successfully navigate today's world as well as provide time for personal reflection and renewal.

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, January 26. There are five sessions included in this program.

Meet Your Instructor:



Dr. Pattie Gibson is a nationally recognized speaker at conferences on customer service and a published author of seven textbooks, including the popular Administrative Office Management and The World of Customer Service. She owns and operates a successful customer service and technology consulting and training business, Gibson and Associates. Pattie received her Bachelor's and Master's from Arizona State University and her Doctorate from Northern Arizona University (NAU). She has taught at the high school, community college and university levels; was previously a tenured professor at NAU teaching students in leadership and technology classes. She resides in Littleton, Colorado doing what she loves most—teaching, consulting and writing.

Opening Session

Fri, Feb 2, 6-8 p.m.

Littleton Campus

Full-Day Sessions

Sat, Feb 3, 8:30 a.m.-4:30 p.m.

Littleton Campus

Sat, Mar 3, 8:30 a.m.-4:30 p.m.

Littleton Campus

Sat, Apr 7, 8:30 a.m.-4:30 p.m.

Littleton Campus

Sat, May 5, 8:30 a.m.-4:30 p.m.

Littleton Campus

MNGT 2001S01-80007 \$595, includes books, materials and meals

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.

Become a Veterinary Assistant ONLI 1003 \$129

Start a Pet Sitting Business ONLI 1173 \$129

Become a Physical Therapy Aide ONLI 2074 \$129

Explore a Career in Medical Transcription ONLI 2078 \$129

Become an Optical Assistant ONLI 2098 \$129

Explore Career in Medical Coding ONLI 2101 \$129

Explore a Career as an Administrative Medical Assistant ONLI 1053 \$129

Explore a Career in Medical Writing ONLI 2205 \$129

Secrets of the Caterer ONLI 1144 \$129

Ⓢ = Materials Fee or Supplies Required

Ⓑ = Book Required

Ⓒ = Non-Credit Professional Certificate



ESSENTIAL SKILLS

COMPUTER AND SMARTPHONE SKILLS

Computer Basics for Laptop and Desktop Devices

Jon Rager

Take this if 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, Jan 16-18, 6-9 p.m., 2 sessions Littleton Campus
COMP 1001S01-80010 \$119, includes manual

Tue, Mar 20-27, 6-9 p.m., 2 sessions Parker Campus
COMP 1001SP1-80011 \$119, includes manual

Tue/Thu, Apr 3-5, 6-9 p.m., 2 sessions Littleton Campus
COMP 1001S02-80012 \$119, includes manual

Explore Windows Hands-on

Instructor TBD

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, Jan 26-Feb 2, 1-4 p.m., 2 wks Littleton Campus
COMP 1012S01-80013 \$135, includes manual

Thu, Mar 29-Apr 5, 6-9 p.m., 2 wks Littleton Campus
COMP 1012S02-80014 \$135, includes manual

Social Media Basics: Staying Connected Through the Internet



Keely Quinn



Everyone is doing it but where do you even start? Social Media can feel like a big pill to swallow, but when you get down the nitty gritty you will be surprised by how easy it is. Keep in touch with your kids or grandkids, start advertising a new business and so much more!

Wed, Jan, 17-31, 6-8 p.m., 3 wks Littleton Campus
COMP 1013S01-80015 \$99

Thu, Mar 8-22, 6-8 p.m., 3 wks Littleton Campus
COMP 1013S02-80016 \$99

Understanding and Using the Cloud



Instructor TBD

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, Feb 9-16, 1-4 p.m., 2 wks Littleton Campus
COMP 1054S01-80023 \$135, plus book

Thu, Apr 12-19, 6-9 p.m., 2 wks Littleton Campus
COMP 1054S02-80024 \$135, plus book

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, Jan 25-Feb 22, 6-8 p.m., 5 wks Littleton Campus
COMP 1025S01-80017 \$119

Thu, Apr 5-May 3, 6-8 p.m., 5 wks Littleton Campus
COMP 1025S02-80018 \$119

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, Jan 23-Feb 1, 6-8 p.m., 2 wks Parker Campus
COMP 1040SP1-80019 \$109

Tue/Thu, Feb 20-Mar 1, 6-8 p.m., 2 wks Littleton Campus
COMP 1040S01-80020 \$109

Tue/Thu, Apr 10-19, 6-8 p.m., 2 wks Parker Campus
COMP 1040SP2-80021 \$109

Tue/Thu, May 1-10, 6-8 p.m., 2 wks Littleton Campus
COMP 1040S02-80022 \$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:

Keyboarding ONLI 1022 \$129
Introduction to PC Troubleshooting ONLI 1214 \$129
Introduction to Windows 10 ONLI 2029 \$129



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. Practice tests are available online at GED.com for \$6 per subject and \$24 for all five. Your scores will indicate whether you are ready to take the official test or if you should take a preparation class. You may re-enroll 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 online at GED.com or through the ACC Testing Center at 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 January 13, 2018.

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 January 22 and no classes the week of March 12 due to spring break.

Mon, Jan 29-Apr 2*, 8:30-11 a.m., 9 wks Littleton Campus
GEDP 1001S01-80031 \$115, plus book*

Tue, Jan 30-Apr 3*, 6-8:30 p.m., 9 wks Littleton Campus
GEDP 1001S02-80032 \$115, plus book*

English and Social Studies for GED



Lori Dubetz/Zachary Clark

An individualized program of instruction focusing on the Language Arts, Grammar, Reading, and Social Studies sections of the exam. *Register by January 22 and no classes the week of March 12 due to spring break.

Wed, Jan 31-Apr 4*, 8:30-11 a.m., 9 wks Littleton Campus
GEDP 1002S01-80033 \$115, plus book*

Thu, Feb 1-Apr 5*, 6-8:30 p.m., 9 wks Littleton Campus
GEDP 1002S02-80034 \$115, plus book*

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.

GED Test Prep Five Subjects ONLI 1237 \$129
GED Test Prep Math ONLI 1239 \$129



WRITING AND GRAMMAR

Writing Skills and Grammar Refresher



Karyl Chaffin

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.

Thu, Jan 18-Feb 8, 6-8:30 p.m., 4 wks Littleton Campus
WRIT 1019S01-80037 \$99, plus book

Thu, Apr 5-26, 6-8:30 p.m., 4 wks Littleton Campus
WRIT 1019S02-80038 \$99, plus book

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.

Writing Essentials ONLI 1055 \$129
Grammar Refresher ONLI 1060 \$129
Write Like a Pro ONLI 1119 \$129



■ MATH REFRESHER

Math Refresher Boot Camp (B)

Ricky Aaron

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 gain confidence with math. You can do it!

Wed, Jan 24-Feb 21, 6:30-8:30 p.m., 5 wks Littleton Campus
PERS 1045S01-80035 \$99, plus book

Tue, Mar 20-Apr 17, 6:30-8:30 p.m., 5 wks Littleton Campus
PERS 1045S02-80036 \$99, plus book

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.

| | | |
|-------------------------|-----------|-------|
| Introduction to Algebra | ONLI 1067 | \$129 |
| Math Refresher | ONLI 1146 | \$129 |
| Medical Math | ONLI 2215 | \$129 |

■ ENGLISH AS A SECOND LANGUAGE

Beginning English as a Second Language (B)

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.

Tue/Thu, Jan 9-Mar 15, noon-2 p.m., 10 wks Littleton Campus
LANG 1004S01-80025 \$199, plus book

Thu, Jan 11-Mar 15, 6-8:30 p.m., 10 wks Littleton Campus
LANG 1004S02-80026 \$125, plus book

Tue/Thu, Mar 20-May 24, noon-2 p.m., 10 wks Littleton Campus
LANG 1004S03-80027 \$199, plus book

Thu, Mar 22-May 24, 6-8:30 p.m., 10 wks Littleton Campus
LANG 1004S04-80028 \$125, plus book

Intermediate English as a Second Language (B)

Eva Brandsma

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, Jan 29-Apr 2, 6-8:30 p.m., 10 wks Littleton Campus
LANG 1005S01-80029 \$125, plus book

Advanced English as a Second Language (B)

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, Feb 1-Apr 5, 6-8:30 p.m., 10 wks Littleton Campus
LANG 1006S01-80030 \$125, plus book

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.

| | | |
|-----------------|-----------|-------|
| Writing for ESL | ONLI 1105 | \$129 |
| Grammar for ESL | ONLI 1106 | \$129 |



Find us online!



PROFESSIONAL DEVELOPMENT

■ COMPUTER SOFTWARE APPLICATIONS

Microsoft Office

Excel and Word Certificates (C)

Successfully complete all three classes for either Excel or Word or both and receive 1.8 CEUs along with a certificate of completion for each series of classes you attend. 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.

Thu, Jan 18-25, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1007S01-80039 \$179, includes manual

Fri, Feb 9, 9 a.m.-4 p.m. Parker Campus
COMP 1007SP1-80040 \$179, includes manual

Wed, Mar 21-28, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1007S02-80041 \$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.

Thu, Feb 1-8, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1008S01-80042 \$179, includes manual

Fri, Feb 16, 9 a.m.-4 p.m. Parker Campus
COMP 1008SP1-80043 \$179, includes manual

Wed, Apr 4-11, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1008S02-80044 \$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.

Thu, Feb 15-22, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1009S01-80045 \$179, includes manual

Fri, Feb 23, 9 a.m.-4 p.m. Parker Campus
COMP 1009SP1-80193 \$179, includes manual

Wed, Apr 18-25, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1009S02-80047 \$179, includes manual

Introduction to Microsoft Word 2016

This introductory course will equip new students with an overview of Word basics, providing a beginner level foundation of the application. Students will be engaged with hands on learning as they apply learned concepts to create relevant, mock work examples such as a brochure, resume table and more.

Tue, Feb 6-13, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1010S01-80048 \$179, includes manual

Fri, Mar 23, 9 a.m.-4 p.m. Littleton Campus
COMP 1010S02-80049 \$179, includes manual

Intermediate Microsoft Word 2016

This intermediate level course will build on the basics to expand students' MS Word skill-set as they learn special text effects, mail merging and the key tools essential to long documents. Students will be engaged with hands on learning as they apply learned concepts to create relevant, mock work examples such as a newsletter, table of contents and more.

Tue, Feb 20-27, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1011S01-80050 \$179, includes manual

Fri, Mar 30, 9 a.m.-4 p.m. Littleton Campus
COMP 1011S02-80051 \$179, includes manual

Advanced Microsoft Word 2016

This advanced level course will enable students to maximize the features and uses of MS Word as they learn about sharing and securing documents, working with macros and integrating Word with Excel, PowerPoint and the Web. Students will be engaged with hands on learning as they apply learned concepts to create relevant, mock work examples.

Tue, Mar 6-13, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1014S01-80052 \$179, includes manual

Fri, Apr 6, 9 a.m.-4 p.m. Littleton Campus
COMP 1014S02-80053 \$179, includes manual



Avoiding Death by Power Point

Greg Jameson



This course is designed for business professionals who give presentations, whether internally to staff members and fellow employees, or to clients or colleagues at conventions. It is more than just a course on the technical aspects of using PowerPoint, although those skills are covered. It is also more than simply learning public speaking, although those

skills are covered as well. Making business presentations is a BIG deal – often resulting in investment money or project updates. In this course you are going to learn how to make killer presentations that help you get more customers or better buy-in for your proposals and projects. You will be able to practice your presentation and get feedback. A copy of the book, “Avoid Death by PowerPoint” is included in the course fees.

Tue, Feb 13-Mar 20, 6-9:30 p.m. 6 wks

**Littleton Campus
COMP 1015S01-80054**

\$199, includes book



Critical Care Transport (C) (B)

ACC EMS Academy Staff

This 72-hour program provides healthcare personnel advanced didactic and clinical experiences that pertain to critical care environments. The course includes classroom, hands-on skills practice and simulations. Purchase book prior to class. The focus of the course is to prepare the paramedic to complete the FP-C or CCP-C examinations (requirement for Colorado P-CC endorsement) and the RN for the CFRN examination. Additionally, the course serves as a complete refresher for both the NREMT and Colorado paramedic certifications. *See below for optional clinical experience information. This program offers a unique and comprehensive approach to advanced level care and includes one-on-one time with physicians and surgeons. The optional clinical time is provided in the ED, ICU, NICU, OB, and PICU units. Prerequisites must be verified at the first class: *Class begins on a Tuesday and ends on a Thursday.

- Current licensure/certification:
- Paramedic, RN, or Respiratory Therapist; PA
- CPR Healthcare Provider, ACLS Provider

**Tue-Fri, May 8-11 and Mon-Thu, May 14-17*, Littleton Campus
8 a.m.-5 p.m. 2 wks, 8 sessions**

\$1,199, plus book

EMSS 5003S01-80058

Critical Care Optional Clinical Experience

ACC EMS Academy Staff

This experience will expose students to ICUs, specialty centers, and permit one on one contact with physicians. The goal of the clinical experience is to reinforce the content presented in the CCT course and provide real-world exposure to the patients typically seen in the critical care environment. Approximately 50-60 hours is required and times and dates to be determined with clinical host sites. More information will be available during the CCT course or by contacting the instructor, Don Stroup.

**Dates and Times TBD Based on Clinical Sites
EMSS 5005S01-80059**

\$100

Colorado EMS Instructor Series (C)

The courses in this series were developed through the Emergency Medical and Trauma Services Section of the CDPHE. These sequential courses build upon each other. Note: In order to register for the Primary Instructor Course, you must have completed the 1-Day EMS Skill Instructor course. For specific course content information, please call the EMS Department at 303.797.5213 or email dennis.edgerly@arapahoe.edu.

EMS Skill Instructor (B)

This course is designed to develop proficient instructors to aid in the learning process for performance-based knowledge within initial EMS programs. The skill instructor assists primary instructors through interaction with learning in laboratory, scenario, and simulation settings as well as evaluating learner performance in testing situations. Topics in this course include: EMS education in Colorado, laws and instructor liability, adult learning, and skills acquisition. This course includes interactive learning activities and an evaluation of knowledge achievement. *You must purchase the course text, Teaching Health Careers Education: Tools for Classroom Success, ISBN 9780323042567.

**Tue, Apr 17, 8 a.m.-5 p.m.
EMSS 1016S01-80275**

**Littleton Campus
\$119, plus book***

Colorado EMS Primary Instructor (B)

ACC EMS Academy Staff

This course builds upon the Skill Instructor course to develop core competencies for instructors wishing to be primary instructors. Topics include: ideal instructor characteristics, adult learning, goals and objectives, lesson planning, presentation techniques, facilitated thinking, student and program evaluation, communication skills, classroom management, legal and ethical issues, and teaching with case studies and games. Throughout the modules of this course learners will be provided the steps to prepare and deliver a presentation. Prerequisite: Completion of the 1-day Skill Instructor course. *You must purchase the course text, Teaching Health Careers Education: Tools for Classroom Success, ISBN 9780323042567.

**Wed/Thu, Apr 18-19, 8 a.m.-5 p.m.
EMSS 1017S01-80276**

**Littleton Campus
\$329, plus book***



Colorado EMS Training Administration Orientation (B)

ACC EMS Academy Staff

This course is designed to orient coordinators and primary instructors to the rules, regulations, and policies governing EMS education training centers in Colorado. Some of the topics covered during the course are Colorado rules and regulations, EMTS organization, FERPA, and educational resources for the primary instructor. *You must purchase the course text, Teaching Health Careers Education: Tools for Classroom Success, ISBN 9780323042567.

**Fri, Apr 20, 8 a.m.-1 p.m.
EMSS 1018S01-80277**

**Littleton Campus
\$79, plus book***

Heartsaver First Aid, CPR and AED

Christine Cruzan

This OSHA approved course is designed for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements. It is also perfect for anyone wanting to be prepared in the event of an injury or emergency. Heartsaver® First Aid, CPR and AED is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult, child and infant CPR and AED use. Students will receive a Heartsaver® First Aid, CPR and AED course completion card, valid for two years. The cost of the course includes the completion card (\$20 fee) and course materials (\$5).

**Sat, Mar 24, 9 a.m.-3:30 p.m.
EMSS 1013S01-80272**

**Littleton Campus
\$99**

**Sat, Apr 28, 9 a.m.-3:30 p.m.
EMSS 1013S02-80273**

**Littleton Campus
\$99**

EMERGENCY MANAGEMENT

EMT Refresher (C)

ACC EMS Academy Staff

This course consists of 38 hours of classroom and lab sessions. A course completion certificate will be granted once you have completed all course and practical examination work successfully. Your eligibility to re-certify must be verified by you with the National Registry and/or the State of Colorado. Practical skills attestation will take place during the course for both National Registry and State certificate holders. Those that are required to take the formal National Registry Skill Examination will be given information for upcoming exam dates and times. This formal assessment is in addition to the EMT Refresher Course.

**Sat, Jan 20-Feb 17, 8 a.m.-4:30 p.m., 5 wks Littleton Campus
EMSS 5001S01-80055**

\$385, includes training manual

**Mon-Fri, Mar 12-16, 8 a.m.-4:30 p.m., 5 sessions Littleton Campus
EMSS 5001S02-80056**

\$385, includes training manual

Paramedic Refresher (C)

ACC EMS Academy Staff

The goal of the Paramedic Refresher course is to provide a review of content and skills required for certificate renewal at the paramedic level. Included is 44 hours of instruction and 12 hours of lab time. The course meets all National Registry mandatory core content requirements and the Colorado Paramedic certificate renewal requirements. It is designed to refresh and reinforce previous knowledge and explore new concepts. Course content includes online components. Your eligibility to re-certify must be verified by you with the National Registry and the State of Colorado. If you are admitted into the Paramedic refresher course, Arapahoe Community College EMS makes no guarantee of your ability to recertify through National Registry or the State of Colorado. *Class ends on a Monday. For course content, please call the Don Stroup at 303.797.5233 or email Don.Stroup@arapahoe.edu

Mon/Wed/Fri, Jan 29-Feb 12*, 8 a.m.-5 p.m. 3 wks, 7 sessions

Littleton Campus

EMSS 5002S01-80057

\$495, includes training manual

HELPING YOU NAVIGATE
through transition



BLS Provider



Christine Cruzan

The BLS Provider course meets the requirements of American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in this course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children and adult patients. To receive a course completion card/certificate, students will be required to successfully demonstrate appropriate CPR with the use of an AED and complete the BLS exam at a score greater than 84%. *You must purchase and bring the AHA BLS provider manual to class. Books are not provided. The manual must include the 2015 guideline updates: ISBN number for the manual is 978-1-61669-407-4.

Sat, Jan 13, 9 a.m.-2 p.m.
EMSS 1015S01-80261

Littleton Campus
\$79, plus manual*

Fri, Jan 19, 9 a.m.-2 p.m.
EMSS 1015S02-80262

Parker Campus
\$79, plus manual*

Sat, Jan 20, 9 a.m.-2 p.m.
EMSS 1015S03-80263

Littleton Campus
\$79, plus manual*

Sat, May 19, 9 a.m.-2 p.m.
EMSS 1015S04-80264

Littleton Campus
\$79, plus manual*

Sat, June 2, 9 a.m.-2 p.m.
EMSS 1015S05-80265

Littleton Campus
\$79, plus manual*

BLS Renewal Skills Session

Christine Cruzan

This course will complete the skills session requirement for American Heart Association BLS for Healthcare Provider online renewal. Pre-requisites: You must complete the Heartcode BLS Part 1 online course prior to attending the skills session through OnlineAHA at <https://www.onlineaha.org/courses>. The cost of the OnlineAHA course is \$28.50. You must bring the completion certificate from this course to the Arapahoe Community College BLS Renewal Skills Session in order to participate.

Sat, Jan 13, 2-4 p.m.
EMSS 1014S01-80266

Littleton Campus
\$39, plus manual*

Fri, Jan 19, 2-4 p.m.
EMSS 1014S02-80267

Parker Campus
\$39, plus manual*

Sat, Jan 20, 2-4 p.m.
EMSS 1014S03-80268

Littleton Campus
\$39, plus manual*

Sat, May 19, 2-4 p.m.
EMSS 1014S04-80269

Littleton Campus
\$39, plus manual*

Sat, June 2, 2-4 p.m.
EMSS 1014S05-80270

Littleton Campus
\$39, plus manual*

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.

EQUINE

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, Jan 16-Apr 10, 7:45-9:15 p.m., 13 wks Littleton Campus
HRSM 2042S01-80062 \$179

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. All classes held on the Littleton Campus unless noted otherwise.

Damian Ficca, the lead instructor, has been teaching horse training and management for over 20 years. His teaching career began as a part-time instructor for the University of Nevada, University of California Davis, and Flathead Valley Community College. 15 years ago he transitioned to full-time teaching in Colorado beginning at Front Range Community College within the professional development and workforce training division and then currently at Arapahoe Community College with the same division. He is a Denver native who has bred, trained, and 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. He received his Bachelor of Science in Education degree from the University of Nevada and a Career Certificate in Animal Care Specialist from Ashworth College.

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. January 16-April 16.

HRSM1009S01-80063 20 hours a week \$499
HRSM1009S02-80064 30 hours a week \$599
HRSM1009S03-80065 40 hours a week \$699

Nervous and Cardiovascular System

This course covers the equine brain, cranial nerves, spine, autonomic nervous system, major vascular patterns, heart, blood vessels, lymph system and bone marrow as well as diseases and injuries related to these two systems.

Mon/Wed, Jan 8-Feb 26, 6-7:30 p.m., 14 sessions Littleton Campus

HRSM1034S01-80069 \$199, plus book

Pharmacology

This course will cover drug classifications, composition, therapeutics, metabolism, absorption, excretion, interaction, toxicology and drug testing.

Mon/Wed, Jan 8-Feb 26, 7:45-9:15 p.m., 14 sessions Littleton Campus

HRSM1036S01-80070 \$199, plus book

Equine Hair, Skin, Eyes and Ears

This course covers a more in-depth orientation to the functions, anatomy and diseases related to equine hair, skin, eyes and ears. *Class begins on a Wednesday.

Mon/Wed, Feb 28-Apr 16*, 6-7:30 p.m., 14 sessions Littleton Campus

HRSM1023S01-80071 \$199, plus book

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, Jan 9-Apr 10, 6-7:30 p.m., 14 wks Littleton Campus

HRSM1002S01-80072 \$199

Respiratory System

This course covers topics related to the equine respiratory system such as the nasal cavity, nasopharynx, larynx, trachea, and lungs. *Class begins on a Wednesday.

Mon/Wed, Feb 28-Apr 16*, 7:45-9:15 p.m., 14 sessions

Littleton Campus
HRSM2011S01-80073 \$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.

Jan 8-Feb 26* Locations arranged with instructor
HRSM1010S01-80074 \$399

Feb 28-Apr 16* Locations arranged with instructor
HRSM1010S02-80075 \$399

FREE Info Session • Equine Open House

Wednesday, April 18, 6-7 p.m. at the Littleton Campus

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.

■ EVENT MANAGEMENT

Event Management Certificate (C)

Designed for working adults, this fast track evening program prepares you to manage events with ease and at a professional level.

Program Features:

- Taught by experienced event planners
- Practical hands-on curriculum
- High quality, experiential education
- Fast track for working adults

Designed For:

- People interested in learning more about event planning in a hands-on environment
- Working professionals who are looking to change career fields to event planning
- Entry-level event professionals seeking additional skills and knowledge

Meet Your Instructor:



Carol Lathrop earned her Bachelor's Degree from Metropolitan State University of Denver. Before she joined ACC, she served as an Affiliate Faculty in the Hospitality, Travel and Events Department at Metropolitan State University of Denver. She has over 20 years' experience managing all types of events. Carol's talent lies in event design and production for corporations, non-profits, weddings and social clients.

This program has two sessions. Session I classes meet Wednesday evenings from February 7 through May 9, 2018 from 6-9 p.m. (No classes the week of March 12 due to spring break.) Class sessions will be held at the Littleton Campus. Session II will meet Wednesday evenings from June 6 through September 5, 2018, with no class on the July 4th holiday.

Session 1

- Learn how to design your own event plan by applying event planning basics and best practices
- Learn what it takes to be successful in this industry
- Event basics
- Operations and Logistics
- Volunteer and Staff Management
- Introduction of Event Marketing
- Budgeting and Sponsorships

In order to be successful in this program you must possess knowledge of basic PC applications such as Microsoft Word, Excel, and PowerPoint. You will need access to a computer during the program which is necessary for classroom readings, discussions, and assignments. Successful completion of the certificate program requires full participation in Session I (13 weeks) and Session II (13 weeks) along with 24 hours of volunteer time at events.

Tuition: \$1,299 per session

Wed, Feb 7-May 9, 6-9 p.m., 13 wks Littleton Campus
EVTP 1001S01-80076 \$1,299

To register for more information call, 303-797-5722 or visit our website at arapahoe.edu/wcp for complete schedules, pricing, and class descriptions.

■ FLORAL DESIGN

Floral Design Certificate (C)

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, Jan 10, 6-9 p.m. Littleton Campus
HRTC 1032S01-80077 \$69

Wed, Feb 21, 6-9 p.m. Littleton Campus
HRTC 1032S02-80078 \$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 January 10 and February 21.

Wed, Jan 17, 6-9 p.m. Littleton Campus
HRTC 1033S01-80079 \$69, \$25 material fee to instructor

Wed, Feb 28, 6-9 p.m. Littleton Campus
HRTC 1033S02-80080 \$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 January 17 and February 28.

Wed, Jan 24, 6-9 p.m. Littleton Campus
HRTC 1034S01-80081 \$69, \$25 material fee to instructor

Wed, Mar 7, 6-9 p.m. Littleton Campus
HRTC 1034S02-80082 \$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 January 24 and March 7.

Wed, Jan 31, 6-9 p.m. Littleton Campus
HRTC 1035S01-80083 \$69, \$25 material fee to instructor

Wed, Mar 14, 6-9 p.m. Littleton Campus
HRTC 1035S02-80084 \$69, \$25 material fee to instructor



■ LANGUAGES

Chinese

Beginning Mandarin Chinese (\$)

Holly Yang

Do you have an interest in China or the Chinese language? If so, this class provides the essential skills to get you started on the correct path. 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 including strokes, stroke orders, and radicals. Chinese culture will also be introduced. *No class held on March 8.

Thu, Jan 18-Mar 29*, 6:30-8:30 p.m., 10 wks Littleton Campus
LANG 1063S01-80085 \$199, plus \$25 books/material fee to instructor

French

Beginning French (\$)

Fawzia Ahmad



Use your everyday French to navigate your everyday life in a French speaking country. Learn how to ask for directions, order food, make a reservation, ask about the weather, buy everyday items at boulangeries and markets. Each meeting will have a cultural focus so that we cover the basics of the language and culture. Students will be asked to come up with

their own desired goals and topics as well. Our meetings will be relaxed and fun and each student will be able to communicate at a basic level at the end of this course. Allons-y! Let's start! *No class on March 17.

Sat, Jan 27-Apr 7*, 12:30-2:45 p.m., 10 wks Littleton Campus
LANG 1018S01-80086 \$199, \$16 material fee to instructor

Online Option

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:

Beginning Conversational French ONLI 1236 \$129



HELPING YOU NAVIGATE
through transition



German

Beginning Conversational German (B)

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, Jan 16-Mar 6, 7-9 p.m., 8 wks
LANG 1010S01-80087

Littleton Campus
\$179, plus book

Intermediate Conversational 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.

Tue, Jan 16-Mar 13, 6-8 p.m., 9 wks

Littleton Campus

LANG 1011S01-80088 \$189, plus \$30 material fee to instructor

Survival Tips for the Informed Traveler in Germany (B) (\$)

Karen Herz

Are you planning to travel to Germany this spring? 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.

Wed, Jan 31-Feb 28, 6-8 p.m., 5 wks

Littleton Campus

LANG 1009S01-80089 \$49, plus books (only \$25 total) and \$15 materials fee to instructor

Online Option

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:

German

ONLI 2249 \$99

Spanish

Beginning Spanish (\$) (B)

Enrique Rosado /Maria Carrasco Stone/TBD

Discover basic Spanish including common phrases and vocabulary that will enable you to communicate simply and clearly. No classes the week of March 12.

Wed, Feb 21-May 2, 5-6:30 p.m., 10 wks Castle Rock Campus

(Carrasco Stone)

LANG 1020S01-80090 \$199, \$35 material fee to instructor

Tue, Feb 20-May 1, 6-7:30 p.m., 10 wks

Parker Campus

(Rosado)

LANG 1020S01-80091 \$199, \$35 material fee to instructor

Thu, Jan 25-Apr 5, 6-8 p.m., 10 wks

Littleton Campus (TBD)

LANG 1020S01-80092

\$199, plus book

Intermediate Spanish (\$) (B)

Enrique Rosado/TBD

Improve your skills learned in Beginning Spanish (a prerequisite for this class), or you may obtain permission from the instructor before enrolling. *Classes do not meet the week of March 12 due to spring break.

Tue, Feb 20-May 1*, 7:30-9 p.m., 10 wks

Parker Campus

(Rosado)

LANG 1021S01-80093

\$199, \$30 material fee to instructor

Wed, Jan 24-Apr 4*, 6-8 p.m., 10 wks

Littleton Campus

(TBD)

LANG 1021S01-80094

\$199, plus book

Spanish Out Loud (\$)

Maria Carrasco-Stone

This class is a perfect follow up after taking Beginning or Intermediate Courses 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 currently easily speaking in the present tense. *Class will not meet the week of March 12 due to spring break.

Wed, Feb 21-May 2*, 6:30-8 p.m., 10 wks Castle Rock Campus

LANG 1026S01-80095 \$199, \$20 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.

| | | |
|--------------------------|-----------|-------|
| Speed Spanish I | ONLI 1233 | \$129 |
| Speed Spanish II | ONLI 1234 | \$129 |
| Speed Spanish III | ONLI 1235 | \$129 |
| Spanish (Latin American) | ONLI 2237 | \$99 |
| Speed Spanish Series | ONLI 2042 | \$300 |

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

RUSSIAN

Survival Tips for the Informed Traveler in Russia (\$)

Victoria Martysh

Are you planning to travel to Russia soon? Discover survival tips for traveling in Russia that will help you feel more at ease throughout your trip. Learn everyday survival phrases and cultural peculiarities. Practice conversational skills with fellow students and learn how to navigate through Russia with ease.

Sat, Feb 3-Mar 3, 10am-noon, 5 wks

Littleton Campus

LANG 1027S01-80096 \$49, \$15 materials fee to instructor

MANUFACTURING LOGISTICS

Lean Manufacturing Yellow Belt Certification (C)

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. You must attend all classes to earn the Yellow Belt Certification. No class on March 13.

You will learn:

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

Tue, Feb 13-Mar 27, 2-6 p.m., 6 wks

Littleton Campus

MNGT 1001S01-80001

\$1,499

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, Apr 16, 6:30-8:30 p.m.

Littleton Campus

BUSI 1032S01-80097

\$49, \$8 material fee to instructor

SOCIAL MEDIA DIGITAL MARKETING

Social Media & Digital Marketing Certificate (C)

Successfully complete all three classes and receive a Social Media Digital 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, Mar 21, 6-9 p.m.

Littleton Campus

BUSI 1060S01-80098

\$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, Mar 28, 6-9 p.m.
BUSI 1077S01-80099

Littleton Campus
\$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, Apr 4, 6-9 p.m.
BUSI 1076S01-80100

Littleton Campus
\$79, \$5 material fee to instructor



SMALL BUSINESS DEVELOPMENT

The Influencer Effect (NEW)

Greg Jameson

You've heard that word of mouth marketing is the most effective form of marketing. You see videos going viral. You see companies getting tons of press and hundreds of people writing positive reviews. A single endorsement can literally create a best-seller overnight.

How can the average business owner, who doesn't have the budget for a celebrity endorsement, create this type of success with influencers for their company? As it turns out, celebrities are not always the best type of influencer. Lesser-known experts can often have a bigger impact on their following, much like a referral from a close friend or family member. These people are known as micro-influencers and your business will improve by working with them. Influence is simply about getting others to take a desired action. Whether you are a company or a leader looking to have others generate content and share it with your followers, or you are an expert who is sharing knowledge for something you are passionate about, influencer marketing is here to stay. There is a replicable process called GEARS that is used by some of the highest earning individuals and the most respected companies in the world. In this course, you are going to learn how to apply that system to your business using a combination of lectures and role playing. The course fees include a copy of The Influencer Effect and the Influencer Effect Workbook.

Wed, Jan 31-Mar 28, 6:30-8:30 p.m. 9 wks Littleton Campus
BUSI 1020S01-80101 \$229, includes workbook

Amazon's Dirty Little Secret (NEW)

Greg Jameson

Your website should be making you money. Even if you do not have an ecommerce website, the reason for a website is to generate income. Yet less than one percent of all websites actually make money. Perhaps you are a dentist, accountant, attorney, interior designer or some other service profession – if your website isn't causing someone to pick up the phone and make an appointment, it isn't working. And if you are in a service industry, you are leaving money on the table if you aren't packaging your knowledge and selling it as an information product. This course is based on the principles and techniques that are exposed in the book, amazon's Dirty Little Secrets." That book, and the accompanying workbook, the "POWER+ Action Plan" are included in the cost of this course. We are going to explore the myths that most people believe about internet marketing including: If you build it, they will come, the way to make money online is to get lots of traffic to your website, and all you need to do is get listed higher in the search engine results. You will learn what to do instead in order to actually make money with your website. The most successful ecommerce website on the planet by far is Amazon.com. When you look at how Amazon is making money, you discover that they use multiple income streams. You will learn how to use multiple income streams on your website and how to implement the marketing techniques used by Amazon and apply them to your business.

Mon, Mar 26-Apr 30, 6-9:30 p.m. 6 wks Littleton Campus
BUSI 1021S01-80102 \$199, includes workbook

Online Options (M)

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:

| | | |
|--|-----------|-------|
| Start Your Own Small Business | ONLI 2082 | \$129 |
| Start and Operate Your Own Home-Based Business | ONLI 1005 | \$129 |
| Start a Consulting Practice | ONLI 1006 | \$129 |
| Small Business Marketing on a Shoestring | ONLI 1089 | \$129 |
| Marketing Your Business on the Internet | ONLI 1132 | \$129 |
| Creating a Successful Business Plan | ONLI 1131 | \$129 |
| Mastery of Business Fundamentals | ONLI 1082 | \$129 |
| Purchasing Fundamentals | ONLI 1084 | \$129 |
| Introduction to Business Analysis | ONLI 1086 | \$129 |

WORDPRESS

WordPress Web Design Certificate (C)

Obtain a Basic WordPress Content Management 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. In addition to learning the basics of WordPress, you will get insight into Search Engine Optimization (SEO), website management best practices, website security and much more from an industry professional.

Website Fundamentals for WordPress

Donnie Seigler

This is the first class in the series for a certificate in WordPress Content Management. Get an overview of what WordPress is and how it can serve as a platform for you to create your website. Learn the history of WordPress and how it has evolved over time to become a complete Content Management System or CMS. Get insight into the basics of how WordPress works as well as the difference between WordPress.com and WordPress.org. We will end by logging in and taking a look at the WordPress Dashboard.

Wed, Jan 24, 6-9 p.m.
COMP 1059S01-80103

Littleton Campus
\$69

Wed, Mar 28, 6-9 p.m.
COMP 1059S02-80104

Littleton Campus
\$69

WordPress I

Donnie Seigler

WordPress is a Content Management System (CMS) associated most often with blogs but is gaining reputation for designing dynamic websites. In this section we will dive in to content management and learn to build Posts and Pages so you will be proficient in developing the content for your site. You will receive a wealth of Search Engine Optimization (SEO) tips and site structure techniques to ensure you get traffic to your site after launch. With this knowledge in hand you will be well on your way to creating your website.

Wed, Jan 31-Feb 7, 6-9 p.m., 2 wks
COMP 1045S01-80105

Littleton Campus
\$99

Wed, Apr 4-11, 6-9 p.m., 2 wks
COMP 1045S02-80106

Littleton Campus
\$99

WordPress II

Donnie Seigler

Building on what you learned in WordPress I, we will continue with content management by covering the capabilities of the WordPress Media Library and Blog Commenting sections. You will learn strategies on finding and vetting themes as well as how to install and preview them with your own content. In addition, you will learn how to create your site's navigation menus and how to use widgets to add additional content or meta data to your site. We will conclude this section by covering the details of user management and go step-by-step through each of the WordPress settings to optimize your website.

Wed, Feb 14-28, 6-9 p.m., 3 wks
COMP 1046S01-80107

Littleton Campus
\$109

Wed, Apr 18-May 2, 6-9 p.m., 3 wks
COMP 1046S02-80108

Littleton Campus
\$109

WordPress III

Donnie Seigler

A continuation of WordPress II, we will focus on plugins and extending the functionality of your website. You will learn how to find and vet plugins before installing them. We will install several commonly used WordPress plugins and learn how to configure them and use them to enhance your site. We will finish the series with an overview of HTML and CSS you can use to really take control of your website and make customizations above and beyond the limitations of many available themes.

Wed, Mar 7-21, 6-9 p.m., 3 wks
COMP 1047S01-80109

Littleton Campus
\$109

Wed, May 9-23, 6-9 p.m., 3 wks
COMP 1047S02-80110

Littleton Campus
\$109

KIDS LOVE ACC SUMMER YOUTH COLLEGE

Yes, it's true! The summer season of 2018 is only a few months away. What adventures are your kids going to discover this summer? Our Summer Youth College has three academies for elementary, middle, and high school levels: Gear-Up for School Success Academy, Cultural and Creative Arts Academy and S.T.E.M. (Science, Technology, Engineering, and Math) Academy. Registration for the program begins in February. To learn more about our offerings and to add yourself to our mailing list go to www.arapahoe.edu/SYC. We look forward to having your kids on campus this summer!



AU PAIR EDUCATION

If you are an Au Pair in need of education hours, ACC offers several courses which may be of interest to you. Contact our office for more information at 303.797.5981.



ESSENTIAL SKILLS FOR ADMINISTRATIVE PROFESSIONALS

Essentials for New Leaders

Margie Adams

Administrative professionals have to juggle it all—managing everyone's projects and schedules, communicating to diverse groups, and dealing with daily conflicts. This course combines four Vital Learning courses packed with practical tools, interactive exercises and fun activities that will inspire these important influencers in your company.

Participants will leave with the skills to:

- Create a climate of open communication.
- Design clear and concise messages.
- Encourage team member participation.
- Define well-planned and clearly stated objectives before approaching upper management.
- Understand different communication styles.
- Recognize conflict and handle it quickly and effectively.
- Face tough situations while preserving company culture.

Takeaway tools include:

- Four workbooks to refer to anytime
- Vital Boost App with bi-weekly practice exercises
- Worksheets to use back at work
- Weekly blog with practical tips and tools

Meet Your Instructor

Margie Adams is the owner of Emerge Approach. With over 29 years of leadership experience, the key to Margie's impact on businesses, not-for-profits and schools has been her pragmatic approach. Her ability to integrate strategy, culture and leadership have won her accolades from employees, customers and colleagues. Her experience, combined with Vital Learning's award-winning curriculum will ensure a fun, interactive day with tools that participants can use daily.

*Wed, Apr 25, 8 a.m.-4:30 p.m.,
BUSI 2029S01-80280*

*Littleton Campus
\$169*



SUMMER SCHOOL FOR HIGH SCHOOL STUDENTS

Do you know or have a high school aged student that will need to take a class over the summer in order to meet high school graduation requirements? ACC provides high quality, intensive, interactive and affordable summer school options for students. To receive information regarding this program call 303-797-5722.



Learn to Fly Drones Safely and Legally!

Become a sUAS Pilot

This spring ACC Workforce and Community Programs will launch a drone pilot training program. Small Unmanned Aircraft System (sUAS or drone) technology is transforming the face of business. Get on the mailing list now to learn more about the classes being offered to prepare you for the FAA Remote Pilot test, or learn more about drones through the Introduction to sUAS class.

**Call now. Classes will fill quickly!
303.797.5722**



CITIZENSHIP CLASSES

Become a U.S. Citizen

Victoria Martysh

This comprehensive course is designed to successfully navigate your citizenship road. Learn the fundamentals of United States History and Civics as well as step-by-step details of your Citizenship N-400 Application. Prepare for your citizenship interview with USCIS today. Individual attention is provided.

*Wed, Jan 24-Mar 28, 6-9 p.m., 10 wks Littleton Campus
LANG 1038S01-80278 \$179, \$20 material fee to instructor*

*Wed, Apr 4-Jun 6, 6-9 p.m., 10 wks Littleton Campus
LANG 1038S02-80279 \$179, \$20 material fee to instructor*

PARTNERING FOR YOUR SUCCESS

ONLINE TRAINING AND CERTIFICATION OPTIONS

Did you know that Arapahoe Community College partners with several online education organizations to provide high quality, cost effective and convenient training opportunities to help grow your current career or start a new one? Choose from a wide variety of over 200 courses and certificate programs. You can update your professional skills, learn a new language, work towards certification or explore fun and interesting subjects at a time that is convenient for you. Quality, relevant, flexible and affordable learning options are available every semester.

Learn to Speak a New Language with ACC and Language Authority <http://www.languageauthority.com/arapahoecomed>

Conversational Language Courses

15 hour online seminar, available 24x7, self-paced course, all materials are online

| | |
|-------------------------|-----------------------|
| <i>Dutch</i> | <i>15 hours, \$99</i> |
| <i>French</i> | <i>15 hours, \$99</i> |
| <i>German</i> | <i>15 hours, \$99</i> |
| <i>Italian</i> | <i>15 hours, \$99</i> |
| <i>Mandarin Chinese</i> | <i>15 hours, \$99</i> |
| <i>Portuguese</i> | <i>15 hours, \$99</i> |
| <i>Spanish</i> | <i>15 hours, \$99</i> |

Conversational Occupational Spanish Courses

15 hour online seminar, available 24x7, self-paced course, all materials are online

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|-------------------------|------------------------|
| <i>Healthcare</i> | <i>15 hours, \$129</i> |
| <i>Teachers</i> | <i>15 hours, \$129</i> |
| <i>Banking</i> | <i>15 hours, \$129</i> |
| <i>Customer Service</i> | <i>15 hours, \$129</i> |
| <i>Real Estate</i> | <i>15 hours, \$129</i> |

In-Demand Job Skills with Affordable Self-Paced Online Certificate Programs and Courses with ProTrain <https://arapahoecomed.theknowledgebase.org/>

Program Categories for Spring 2018

- Accounting and Finance
- Business and Leadership
- Career and Hospitality
- Education and Personal Development
- Green and Renewable Energy
- Healthcare and Allied Health
- Industrial and Skills Trades
- Legal and Criminal Justice
- Multimedia and Graphic Design
- Programming and Web Applications
- Technology and Computer Programs

Here is an example of one of our most popular offerings.

Certified Information Security Manager (CISM)

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 \$599.

For more information please contact us at 800-371-2963 or info@ProTrainEdu.org or find us online at www.arapahoecomed.theknowledgebase.org

Skill Development and Personal Enrichment Courses with Education to Go <https://www.ed2go.com/arapahoecomed/>

These online courses are 6-week, 24 hours of instruction, online classes which begin the 2nd Wednesday of every month. The cost of these classes ranges from \$129 to \$139.

Network Security

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|---|------------------|--------------|
| <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>\$129</i> |
| <i>Intermediate Networking</i> | <i>ONLI 1216</i> | <i>\$129</i> |
| <i>Wireless Networking</i> | <i>ONLI 1217</i> | <i>\$129</i> |
| <i>Introduction to PC Security</i> | <i>ONLI 1056</i> | <i>\$129</i> |
| <i>Advanced PC Security</i> | <i>ONLI 1057</i> | <i>\$129</i> |

Database Development

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|---|------------------|--------------|
| <i>Introduction to Database Development</i> | <i>ONLI 1075</i> | <i>\$129</i> |
| <i>Introduction to SQL</i> | <i>ONLI 1223</i> | <i>\$129</i> |
| <i>Intermediate SQL</i> | <i>ONLI 1038</i> | <i>\$129</i> |
| <i>Introduction to Oracle</i> | <i>ONLI 1224</i> | <i>\$129</i> |
| <i>Intermediate Oracle</i> | <i>ONLI 1225</i> | <i>\$129</i> |

Process Improvement and Project Management

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

Programming

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|---|------------------|--------------|
| <i>Introduction to Programming</i> | <i>ONLI 1093</i> | <i>\$129</i> |
| <i>Introduction to Visual Basic</i> | <i>ONLI 1026</i> | <i>\$129</i> |
| <i>Introduction to Java Programming</i> | <i>ONLI 1042</i> | <i>\$129</i> |
| <i>Intermediate Java Programming</i> | <i>ONLI 1213</i> | <i>\$129</i> |
| <i>C# Programming</i> | <i>ONLI 1043</i> | <i>\$129</i> |
| <i>Intermediate C# Programming</i> | <i>ONLI 1044</i> | <i>\$129</i> |
| <i>Introduction to C++</i> | <i>ONLI 1226</i> | <i>\$129</i> |
| <i>Introduction to Python 2.5 Programming</i> | <i>ONLI 1197</i> | <i>\$129</i> |
| <i>Introduction to Python 3 Programming</i> | <i>ONLI 1203</i> | <i>\$129</i> |

COMMUNITY PARTNERSHIPS

ACC is committed to helping our community move mountains. That is why we partner with local community agencies, associations and non-profits to provide fun and educational programs at very affordable prices or for free. Take a look at what our partners are offering this spring.

Scam Check: Cover Your Assets

Ezra Coopersmith, Better Business Bureau Denver/Boulder Consumers lost an estimated \$16 billion to fraud in 2016, an increase of \$1 billion since 2015. While this number is staggering, it is possible for consumers to become informed and stay one step ahead of scammers. This course aims to equip students with knowledge that will help them avoid falling victim to fraud. During this course a comprehensive understanding of various scam types that are prevalent in today's marketplace, as well as strategies for avoiding these scams and how to report them will be covered.

Thu, Jan 25-Feb 8, 10:30 am-noon, 3 wks Littleton Campus
PERS 1006S01-80281 \$15

Mon, Apr 16-30, 10:30 am-noon, 3 wks Littleton Campus
PERS 1006S01-80282 \$15

The Basics: Memory Loss, Dementia and Alzheimer's Alzheimer's Association of Colorado

Alzheimer's disease is not a normal part of aging. If you or someone you know is affected by Alzheimer's disease or dementia and would like to know more about it, this program provides information on detection, possible causes and risk factors, stages of the disease, treatment, and much more. To register online go to www.arapahoe.edu/wcp, or call 303-797-5722.

Mon, Mar 26, 6-8 p.m.
PERS 1007S01-80283

Mon, May 14, 6-8 p.m.
PERS 1007S02-80284

Littleton Campus
Free, Registration Required

Littleton Campus
Free, Registration Required



PERSONAL ENRICHMENT PROGRAMS

ARTS AND HUMANITIES

■ ASTRONOMY

Living Among the Giant Planets \$ NEW

Michael Carroll

What will it take for humans to live among the giant planets of our solar system? After a brief overview of plans for exploring and settling Mars, we'll jump into the outer solar system. How will astronauts, pioneers and tourists live among the moons of Jupiter, Saturn, Uranus and Neptune? How will we set up cities in the clouds of the gas giants? Is Pluto in our future? Join us for a creative and informative journey through humanity's future among the giant planets and moons.

Wed, Jan 31, 7-9 p.m.
PERS 1010S01- 80111

Littleton Campus
\$29, \$5 material fee to instructor

Earths of Distant Suns: The Latest on Exoplanets \$ NEW

Michael Carroll

With the advent of Kepler and other advanced observatories, we have begun to discover many Earthlike worlds orbiting far-away stars. Come hear the latest news, find out how we find planets around other stars, and explore some of the newly-discovered Earthlike planets and what they might be like. Lots of Q&A and discussion!

Wed, Feb 7, 7-9 p.m.
PERS 1011S01-80112

Littleton Campus
\$29, \$5 material fee to instructor

Wonders of the Cosmos \$

Michael Carroll

Find out about your place in the universe. 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. Venture into nebulae and galaxies while discussing the Big Bang. Explore the possibilities of life on planets orbiting distant stars, many of which we can now study in some detail. Class includes demos and handouts. Bring a lunch, sit back, and celebrate the Universe!

Sat, Apr 14, 10 a.m.-1:30 p.m.
PERS 1012S01-80013

Littleton Campus
\$39, \$5 material fee to instructor

■ 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.

Thu, Mar 8-Apr 5, 6-8 p.m., 5 wks
ARCR 1104S01- 80114

Littleton Campus
\$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, Jan 18-Feb 15, 6-8 p.m., 5 wks

Littleton Campus
ARCR 1102S01-80115 \$109, \$40 material fee to instructor

Thu, Apr 26-May 24, 6-8 p.m., 5 wks

Littleton Campus
ARCR 1102S02-80116 \$109, \$40 material fee to instructor

■ CREATIVE WRITING AND JOURNALISM

Creative Writing Essentials

Elly White

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, Jan 22-Feb 26, 6:30-8:30 p.m., 6 wks

Littleton Campus
WRIT 1010S01-80117 \$199

Mon, Apr 2-May 7, 6:30-8:30 p.m., 6 wks

Littleton Campus
WRIT 1010S02-80118 \$199

Introduction to Creative Writing B – An Online Course

Juliet Hubbell

Have an urge to try your hand at writing? Or have a stack of stories in your drawer you don't know what to do with? Join other new writers in Introduction to Creative Writing and learn the basics of creative writing that cut across poetry and prose. Exercises, workshops, literary readings, and discussions on craft.

Online only. Jan 30-May 8, 14 wks

Littleton Campus
WRIT 2004S01-80119 \$299, plus book

Introduction to Creative Writing B

Andrea Mason

Have an urge to try your hand at writing? Or have a stack of stories in your drawer you don't know what to do with? Join other new writers in Introduction to Creative Writing and learn the basics of creative writing that cut across poetry and prose. Exercises, workshops, literary readings, and discussions on craft.

Mon, Feb 5-May 7, 6-8:45 p.m., 13 wks

Littleton Campus
WRIT 2003S01-80260 \$299, plus book

Creative Writing II B

Andrea Mason

We'll be writing with an eye for publication as we give each other manuscript feedback through hands-on workshops. We'll explore prose and poetry and the multiple genre cross-overs. Each student will then choose a particular writing project to concentrate on. We'll help you create a portfolio of your best work. PREREQUISITE: ENG 221 with a grade of "C" or better OR instructor permission

Mon, Feb 5-May 7, 6-8:45 p.m., 13 wks

Littleton Campus
WRIT 2005S01-80121 \$299, plus book

Progenitor Art and Literary Journal B

Andrea Mason

This course teaches students the entire process involved in preparing a literary magazine for publication, including publicity to promote submissions, working with graphic design to create a theme and style, the process of selection of material (fiction, nonfiction, poetry, and visual art), communicating with contributors as well as keeping within budget and on schedule. Lastly, students plan and promote the release party and website for the magazine. To see last year's issue, writerstudio.wixsite.com/progenitor2017.

Mon/Wed, Jan 17-May 7, 4-5:15 p.m., 16 wks
Littleton Campus
WRIT 2006S01-80122 \$299, plus book

Photojournalism B

Andrea Mason

Develops photojournalistic skills in capturing moments of real life from a unique personal viewpoint. Students will focus on the way they observe the world around them and on the content and quality of their photographs. They will work on assignment to produce publishable pictures for the Arapahoe Pinnacle in the fields of Sports, News, Feature, multimedia and other areas. The course will culminate in a portfolio of their work.

Tue/Thu, Jan 16-May 8, 4-5:15 p.m., 16 wks
Littleton Campus
WRIT 2007S01-80123 \$299, plus book

■ 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. Utilize proven methods behind portraits, still life and landscape drawing. 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 during the first class.

Thu, Jan 18-Feb 22, 7:30-9 p.m., 6 wks

Littleton Campus
ARCR 1101S01-80124 \$129, plus supplies

Thu, Mar 1-Apr 5, 7:30-9 p.m., 6 wks

Littleton Campus
ARCR 1101S02-80125 \$129, plus supplies

Thu, Apr 12-May 3, 7:30-9 p.m., 4 wks

Littleton Campus
ARCR 1101S03-80126 \$99, plus supplies

Learn to Draw the Figure \$ From a Live Model NEW

Cliff Austin

Learn to draw the clothed human figure from a live model. Start with gesture drawing and advance to an understanding of proportions, light and shadow, and drapery on the figure.

Tue, Feb 6-Mar 6, 6-9 p.m., 5 wks

Littleton Campus
ARCR 1187S01-80127 \$149, plus supplies



Great Books Series at ACC

Shakespeare – Part of the Great Book Series

(B)

NEW

Juliet Hubbell

Did you always want to take a Shakespeare course but all those pesky required classes got in the way? Have you enjoyed all the recent remakes of Shakespeare films with super cool modern settings and backdrops? You'll love watching Shakespeare films and discussing all the ways we see Shakespeare today in our storytelling. We'll be watching and having lively, in-class discussions about three of the famous "histories" (Henry V, Richard II and Henry IV), three of Shakespeare's "comedies" (Taming of the Shrew, Much Ado about Nothing, Twelfth Night) and two dramas (Othello, MacBeth). We'll attend an actual performance if we can (optional), and we'll even try to memorize one of our favorite sonnets.

Mon, Jan 22-May 7, 5:30-8:15 p.m., 15 wks Littleton Campus
WRIT 2008S01-80128 \$299, plus book

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 the week of March 12 due to spring break.

Mon, Jan 22-May 7, 5:30-7:30 p.m., 15 wks ACC Main 2900
ARHU 1008S01-80129 \$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 the week of March 12 due to spring break.

Tue, Jan 16-May 8, 7-9 p.m., 15 wks ACC Main 2900
ARHU 1009S01-80130 \$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 the week of March 12 due to spring break.

Thu, Jan 18-May 3, 6-8 p.m., 15 wks ACC Main 2900
ARHU 1002S01-80131 \$159

Pop/Rock Ensemble

Aaron Walker

Join the ACC Pop/Rock Band. Class is for adults. Previous playing experience preferred. Register 10 days prior to class start date. No class the week of March 12 due to spring break.

Fri, Jan 19-May 4, 1-3 p.m., 15 wks ACC Main 2900
ARHU 2016S01-80132 \$159

Private Instrument 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. Lesson can begin meeting any time between January 16 and May 8 based on instructor availability and approval. Lesson days and times are established between you and the instructor.

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|-------------------|--------------------|
| Private Piano | ARHU 1020S01-80133 |
| Private Strings | ARHU 1021S01-80134 |
| Private Woodwinds | ARHU 1022S01-80135 |
| Private Brass | ARHU 1023S01-80136 |
| Private Drums | ARHU 1024S01-80137 |
| Private Guitar | ARHU 1027S01-80138 |
| Littleton Campus | \$269 |

PAINTING

Creating Colorful Landscapes

(S)

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. Supply list provided online.

Fri, Feb 2-Mar 2, 1-4 p.m., 5 wks Littleton Campus
ARCR 1186S01-80139 \$149, plus supplies

Thu, Mar 22-Apr 19, 6-9 p.m., 5 wks Littleton Campus
ARCR 1186S02-80140 \$149, plus supplies

Exploring Acrylics I

(S)

NEW

Candace French

Create amazing works of art while developing or strengthening a foundation for painting with acrylics. In this class, you will learn the essential tools and techniques that will support you in truly enjoying your creative process. Learn the secrets to blending brilliant color, what makes a composition work and more. Candace's teaching style is engaging and educational. No experience necessary. Experienced artists welcome. Supply list provided online.

Wed, Jan 17-31, 1-4 p.m., 3 wks Littleton Campus
ARCR 1109S01-80141 \$99, plus supplies

Exploring Acrylics II

(S)

NEW

Candace French

Explore blending brilliant colors, brushwork, brush care, palette knife painting and more. Enjoy "chalk talks", demos and lots of individual attention. 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 artists welcome. Repeat this class and build on what you previously learned. Supply list provided online. No class February 21st.

Wed, Feb 7-Mar 21, 1-4 p.m., 6 wks Littleton Campus
ARCR 1110S01-80142 \$179, plus supplies

Exploring Mixed Media

(S)

Candace French

Explore the amazing world of mixed media! Experience texture, foils, charcoal and mediums. Students will be guided through "chalk talks", demos and be given lots of individual attention. Aspects of abstract composition and what makes a piece "work" will be shared. Candace's teaching style is engaging and educational. No experience necessary. Experienced artists welcome. Repeat this class and build on what you have previously learned. Supply list provided online. No class April 18th.

Wed, Mar 28-Apr 25, 1-4 p.m., 4 wks Littleton Campus
ARCR 1199S01-80143 \$119, \$5 material fee to instructor, plus supplies

Oil Painting for Beginners and Beyond

(S)

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 with a classic approach to realism. 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. Note: Registering for two class sections (S01 and S02) will allow students to participate the entire spring (January to May) semester if they so desire.

Thu, Jan 18-Feb 22, 2-5 p.m., 6 wks Littleton Campus
ARCR 1061S01-80144 \$179, plus supplies*

Thu, Jan 18-Feb 22, 6-9 p.m., 6 wks Littleton Campus
ARCR 1061S01-80145 \$179, plus supplies*

Thu, Apr 5-May 10, 2-5 p.m., 6 wks Littleton Campus
ARCR 1061S02-80146 \$179, plus supplies*

Thu, Apr 5-May 10, 6-9 p.m., 6 wks Littleton Campus
ARCR 1061S02-80147 \$179, plus supplies*

Intermediate/Advanced Oil Painting

(S)

Valorie Snyder

Continue your art training with a variety of painting approaches, advanced color mixing, composition, and various painting concepts. Repeat this class as often as you like to build your skills 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. Note: Registering for two class sections (S01 and S02) will allow students to participate the entire spring (January to May) semester if they so desire.

Tue, Jan 16-Feb 20, 6-9 p.m., 6 wks Littleton Campus
ARCR 1205S01-80148 \$179, plus supplies

Tue, Apr 3-May 8, 6-9 p.m., 6 wks Littleton Campus
ARCR 1205S02-80149 \$179, plus supplies



Find us online!



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 – Brushes: Black Velvet watercolor brushes (#4 or #6 size); Suggested paint: Windsor and + Newton Cotman watercolor paint; Colors: cadmium red, lemon yellow, sap green, cobalt blue (student quality); Paper: Arches 9x12 rough 20 sheet watercolor paper block; Palette: 10-well round plastic palette and a pencil, rag and 12" ruler.

Tue, Jan 16-Feb 20, 7:30-9 p.m., 6 wks
ARCR 1200S01-80150

Littleton Campus
\$129, plus supplies

Tue, Feb 27-Apr 3, 7:30-9 p.m., 6 wks
ARCR 1200S02-80151

Littleton Campus
\$129, plus supplies

Tue, Apr 10-May 15, 7:30-9 p.m., 6 wks
ARCR 1200S03-80152

Littleton Campus
\$129, plus supplies

Painting Trees, Aspens and More

Marjory Wilson



Learning to paint trees is identifying their specific shape, texture, pattern and color that with the interplay of light and shadow make them compelling subjects. We will focus on composition, color, drawing, dimension and perspective. This is a studio class so we will be painting from reference photos so bring your own or some will be available. Supplies list provided online.

Tue, Jan 16-Feb 20, 6-8 p.m., 6 wks
ARCR 1210S01-80153

Littleton Campus
\$129, plus supplies

Painting Spring Flowers

Marjory Wilson

Flowers are great subjects for painting, they are elegant, abstract and exotic with amazing colors. The repetition of shapes, patterns and interplay of light and shadow make them exciting. This class will focus on composition, drawing, color, dimension and perspective. This is a studio class so we will be painting from reference photos so bring your own or some will be available. Supplies list provided online.

Mon, Mar 12-Apr 16, 6-8 p.m., 6 wks
ARCR 1211S01-80154

Littleton Campus
\$129, plus supplies

Pouring Color into Your Art

Candace French

Join 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. This class is for students of all levels. Beginning students experience immediate success. Established artists find these techniques help them expand their creativity. Supply list provided online.

Wed, May 2-9, 1-4pm, 2 wks
ARCR 1100S01-80155

Littleton Campus
\$69, plus supplies

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. Class supplies are dry pastels and pastel paper or board. Class supplies include a standing drawing easel.

Wed, Mar 21-Apr 18, 6-9 p.m., 5 wks
ARCR 1202S01-80156

Littleton Campus
\$149, plus supplies

Landscape Painting with Dry Pastel

Cliff Austin

Learn to draw the landscape with dry pastels. Start with basic understanding of light and form to an understanding of expressive color. Class supplies are dry pastels and pastel paper or board.

Tue, Mar 13-Apr 10, 6-9 p.m., 5 wks
ARCR 1203S01-80157

Littleton Campus
\$149, plus supplies

Landscape in Oils from Photographs

Cliff Austin

Learn to paint the landscape with oil paints. Start with basic understanding of light and form to an understanding of expressive color. Class supplies are oil paint, canvas, and table easel.

Tue, Apr 17-May 15, 6-9 p.m., 5 wks
ARCR 1204S01-80158

Littleton Campus
\$149, plus supplies

PHOTOGRAPHY

Photoshop CC

Amy Folkestad

This course is designed to give you a general understanding of how to utilize the full version of Photoshop. The course will begin with an explanation of file types, color profiles, workflow and organization tips, including the use of Bridge. Next, the bulk of the course will cover the program's main functions and tools, including layers, effects (such as drop shadows, bevels, and artistic filters), the clone stamp, text options, color swatches, clipping masks, layer masks, how to group layers, actions, and other commonly used features of the program. Bring your laptop (PC or Mac), preferably loaded with CS5 or newer.

Sat, Feb 3-Feb 24, 9a.m.-noon, 4 wks
ARCR 1143S01-80159

Littleton Campus
\$199

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.

Sat, Jan 20-27, 9 a.m.-noon, 2 wks
ARCR 1144S01-80160

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, Jan 22-Feb 5, 6-8:45 p.m., 3 wks
ARCR 1132SP1-80161

Parker Campus
\$109

Mon, Apr 2-16, 6-8:45 p.m., 3 wks
ARCR 1132S01-80162

Littleton Campus
\$109

Camera to Computer: Archive, Edit and Send Digital Photos

Bob Montgomery

Do you have fantastic digital photographs trapped in your camera? Computer leaving you in confusion in file transfers? How do you find all those photos once they are eaten by your computer? This one night class allows you to get a handle on transferring photos to your computer, saving them so they are accessible, a basic edit of the photos and then posting them to social media or sending them to family and friends. Requires your laptop, and if you wish, please bring your camera with any cables or software that came with that camera. Card readers are welcome!

Thu, Feb 8, 6-8:45 p.m.,
ARCR 1133S01-80163

Littleton Campus
\$39

Thu, Apr 19, 6-8:45 p.m.,
ARCR 1133S02-80164

Littleton Campus
\$39

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.

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| <i>Discover Digital Photography</i> | ONLI 1021 | \$129 |
| <i>Secrets of Better Photography</i> | ONLI 1248 | \$129 |
| <i>Mastering Your Digital SLR Camera</i> | ONLI 1099 | \$129 |
| <i>Travel Photography for the Digital Photographer</i> | ONLI107 | \$129 |
| <i>Introduction to Digital Scrapbooking</i> | ONLI 2089 | \$129 |

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.

Thu, Jan 25-Mar 8, 6:30-8:30 p.m., 7 wks, **Littleton Campus**
ARCR 1167S01-80165 **\$139**

Improv Playtime

Pam Roth O'Mara

You know how to create characters and put them into scenes, and you want one night to flex your improv muscles. In these one-session classes the challenges include keeping those scenes interesting, moving in and out of scenes gracefully, creating complex scenes with three or more characters, and bringing scenes to their natural end. Led by Pam Roth O'Mara, artist, author, and performer. Requires participation in a previous ACC Community Education improv class or instructor approval.

Mon, Feb 26, 6:30-8:30 p.m. **Littleton Campus**
ARCR 1168S01-80166 **\$25**

Mon, Mar 19, 6:30-8:30 p.m. **Littleton Campus**
ARCR 1168S02-80167 **\$25**

Thu, Mar 29, 6:30-8:30 p.m. **Littleton Campus**
ARCR 1168S03-80168 **\$25**

Thu, Apr 26, 6:30-8:30 p.m. **Littleton Campus**
ARCR 1168S04-80169 **\$25**

Wed, May 2, 6:30-8:30 p.m. **Littleton Campus**
ARCR 1168S05-80170 **\$25**

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, oxy-acetylene 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.

Thu, Jan 25, 5-9 p.m. *Metal Shop*
ARCR 1215S01-80171 \$160, \$30 material fee to instructor

Sat, Jan 27, 10 a.m.-2 p.m. *Metal Shop*
ARCR 1215S02-80172 \$160, \$30 material fee to instructor

Sun, Jan 28, 10 a.m.-2 p.m. *Metal Shop*
ARCR 1215S03-80173 \$160, \$30 material fee to instructor

Thu, Feb 22, 5-9 p.m. *Metal Shop*
ARCR 1215S04-80174 \$160, \$30 material fee to instructor

Sat, Feb 24, 10 a.m.-2 p.m. *Metal Shop*
ARCR 1215S05-80175 \$160, \$30 material fee to instructor

Sun, Feb 25, 10 a.m.-2 p.m. *Metal Shop*
ARCR 1215S06-80176 \$160, \$30 material fee to instructor

Thu, Mar 22, 5-9 p.m. *Metal Shop*
ARCR 1215S07-80177 \$160, \$30 material fee to instructor

Sat, Mar 24, 10 a.m.-2 p.m. *Metal Shop*
ARCR 1215S08-80178 \$160, \$30 material fee to instructor

Sun, Mar 25, 10 a.m.-2 p.m. *Metal Shop*
ARCR 1215S09-80179 \$160, \$30 material fee to instructor

Thu, Apr 26, 5-9 p.m. *Metal Shop*
ARCR 1215S10-80180 \$160, \$30 material fee to instructor

Sat, Apr 28, 10 a.m.-2 p.m. *Metal Shop*
ARCR 1215S11-80181 \$160, \$30 material fee to instructor

Sun, Apr 29, 10 a.m.-2 p.m. *Metal Shop*
ARCR 1215S12-80182 \$160, \$30 material fee to instructor

HEALTH AND WELLNESS

BODY CARE

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. Not appropriate for tobacco chewers.

Thu, Feb 1-8, 6-9 p.m., 2 wks *Littleton Campus*
WLNS 1017S01-80183 \$69



Achieve Your Ideal Weight with Hypnosis

Sandra Gourd

Hypnosis helps you to relax and let your subconscious mind do most of the work to automatically achieve your ideal weight. Your self-confidence and self-esteem grow each week while your subconscious mind is reprogrammed, allowing it to help you on the journey to reach your ideal weight easily and quickly. This program combines proven techniques of hypnosis along with many other methods for weight loss.

Thu, Mar 1-29, 6-9 p.m., 5 wks *Littleton Campus*
WLNS 1018S01-80184 \$99, \$10 materials fee to instructor

Keep the Doc Away – Your Introduction to Herbal Remedies

Sharon Sherman



Clear your head and ease your mind this winter and early spring by exploring tried-and-true recipes that will help you relax your way through the year. Learn how to take care of yourself and loved ones by letting nature inform you to develop your own home remedies. Don't let the winter season keep you under an unhealthy spell!

Wed, Jan 17-24, 6:30-8 p.m., 2wks *Littleton Campus*
WLNS 1002S01-80185 \$49

Wed, Feb 21-28, 6:30-8 p.m., 2wks *Littleton Campus*
WLNS 1002S02-80186 \$49

Wed, Apr 11-18, 6:30-8 p.m., 2wks *Littleton Campus*
WLNS 1002S03-80187 \$49

Wed, May 2-9, 6:30-8 p.m., 2wks *Littleton Campus*
WLNS 1002S04-80188 \$49



FITNESS

Beginning Tai Chi

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 level. Qi Gong and meditation will be introduced and practiced. A certain degree of movement is required for full-participation in this course. *The session beginning in March will not meet on March 28.

Wed, Jan 10-Feb 28, 6-8 p.m., 8 wks *Littleton Campus*
WLNS 1013S01-80189 \$199

Wed, Mar 7-May 2*, 6-8 p.m., 8 wks *Littleton Campus*
WLNS 1013S02-80190 \$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. *Class begins on Wednesday. No class the week of March 12.

Mon/Wed, Jan 17-May 7, 11:30 a.m.-12:20 p.m., 15 wks *Littleton Campus*
WLNS 1003S01-80191 \$149

Get Fit: Indoor Stationary Group Cycling

Lynda Marie Skluzak

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. *Class begins on Wednesday. No class the week of March 12.

Mon/Wed, Jan 17-May 7*, 4-4:50 p.m., 15 wks *Littleton Campus*
WLNS 1076S01-80192 \$149

HOME AND GARDEN

ELECTRICITY

Basic Electricity for the Homeowner

Gary Troutman

Learn the basics of your home electrical system and when it is safe to work on an electrical circuit. Understand why fuses "blow" and the differences between current, voltage, power and energy. Learn how to use tools to identify "hot" electrical circuits. Learn the difference between direct current (DC) and alternating current (AC). Learn how electricity is generated and how it is distributed throughout your house. Learn the purpose of service panels and sub panels. Understand series and parallel circuits and why parallel circuits are used more frequently in your house. Build simple circuits and perform simple measurements. Understand the operation of common household devices, such as, outlets, switches and ground fault circuit interrupters (GFCI). Learn how Light Emitting Diodes (LEDs) operate and why they are used. Learn the components and operation of a simple solar panel electrical system.

Tue, Feb 6-13, 6-9 p.m., 2 wks *Littleton Campus*
INDS 1029S01-80194 \$79, \$20 material fee to instructor

Mon, Apr 9-16, 6-9 p.m., 2 wks *Littleton Campus*
INDS 1029S02-80195 \$79, \$20 material fee to instructor

EMERGENCY PREPAREDNESS

Emergency Preparedness "Grab and Go" Binder with Cloud Back Up

Kevin Boyd



You have 30 minutes to get out, what do you do? Determine what is crucial to take in the event of fire, flood, natural disaster or medical emergency. Organize your vital information in a "Grab-&-Go" binder. Easily convert everything to electronic documents including photo albums, and back it all up to the Cloud. Discover local evacuation routes, useful free

apps and multiple tips. Create your own "Go" Bags, Backpacks & Bins. Instructor was in Santa Rosa, CA as the fires spread.

Thu, May 10, 6-9 p.m. *Littleton Campus*
BUSI 1079S01-80196 \$49

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!

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| Thu, Feb 1, 6-8pm INDS 1001S01-80197 | Littleton Campus \$25 |
| Sat, Feb 3, 10 a.m.-noon INDS 1001S02-80198 | Littleton Campus \$25 |
| Thu, Mar 15, 6-8pm INDS 1001S03-80199 | Littleton Campus \$25 |
| Sat, Mar 17, 10 a.m.-noon INDS 1001S04-80200 | Littleton Campus \$25 |
| Thu, Apr 5, 6-8pm INDS 1001S05-80201 | Littleton Campus \$25 |
| Sat, Apr 7, 10 a.m.-noon INDS 1001S06-80202 | Littleton Campus \$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.

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| Thu, Feb 15, 6-8 p.m. INDS 1002S01-80203 | Littleton Campus \$25 |
| Sat, Feb 17, 10 a.m.-noon INDS 1002S02-80204 | Littleton Campus \$25 |
| Thu, Mar 1, 6-8 p.m. INDS 1002S03-80205 | Littleton Campus \$25 |
| Sat, Mar 3, 10 a.m.-noon INDS 1002S04-80206 | Littleton Campus \$25 |
| Thu, Apr 19, 6-8 p.m. INDS 1002S05-80207 | Littleton Campus \$25 |
| Sat, Apr 21, 10 a.m.-noon INDS 1002S06-80208 | Littleton Campus \$25 |

INTERIOR DECORATING

Introduction to Interior Decorating

Pam Smith



Want to bring the designer look to your home? Join fellow design enthusiasts in this fun class. Learn design fundamentals and how to implement them. Explore color, paint, accessories, lighting, and window treatments. Create your own scaled floor plan with furniture placements. Discover cost effective ways to get the look you love.

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| Tue, Jan 16-Feb 6, 6:30-8:30 p.m., 4 wks INDS 1009S01-80209 | Littleton Campus \$99, \$15 material fee to instructor |
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PERSONAL FINANCE, ONLINE SELLING, AND REAL ESTATE INVESTING

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, Feb 7, 6-8 p.m. **Littleton Campus**
PERS 1033S01-80211 \$59/individuals, \$2 material fee to instructor
PERS 1033S98-80212 \$79/couples, \$2 material fee to instructor

Wed, Apr 11, 6-8 p.m. **Littleton Campus**
PERS 1033S02-80285 \$59/individuals, \$2 material fee to instructor
PERS 1033S99-80286 \$79/couples, \$2 material fee to instructor

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

Andre Ratkai

Learn to control your investments, rather than letting your investments control you. Manage and organize stock, mutual fund, and 401(k) investments by learning a 7-factor scorecard that teaches you "what to buy" and "when to buy." Discover how to adapt to changing market conditions and how to recognize high-risk investments, and most importantly, learn when to sell them.

Thu, Feb 15-22, 6-9 p.m., 2 wks **Littleton Campus**
PERS 1048S01-80213 \$99/individuals, workbook included
PERS 1048S98-80214 \$179/couples, workbook included

Thu, May 3-10, 6-9 p.m., 2 wks **Littleton Campus**
PERS 1048S02-80215 \$99/individuals, workbook included
PERS 1048S99-80216 \$179/couples, workbook included

ONLINE SELLING AND WEBSITE DEVELOPMENT

eBay Level 1 - The Basics of Selling

Kevin Boyd

Whether you simply want to clear the closet, desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Included are selling "Tips, Tricks and the Traps" to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. Optional eBooks available for purchase after class. The class is taught by a multi-award winning instructor and published eBay author from Seattle.

Mon, May 7, 6-9 p.m. **Littleton Campus**
BUSI 1008S01-80217 \$59

eBay Level 2 - The Basics of Selling

Kevin Boyd

Discover if your item will sell or not in just one minute! Learn the "Insider Tips, Tricks and Strategies" that will draw the most bids, close the sale, and beat your competition. Covers how to find a profitable niche, what to sell, what to avoid and how to use Drop Shippers to minimize inventory costs. Includes eBay research, Marketing and Photography Tips to get your item noticed, how to sell antiques, collectibles and large items you don't want to ship. Taught by multi-award winning instructor and published eBay author from Seattle.

Tue, May 8, 6-9 p.m. **Littleton Campus**
BUSI 1009S01-80218 \$59

eBay Series Discount

Kevin Boyd

Register for both eBay classes in the series and receive a discount.

Mon-Tue, May 7-8, 6-9 p.m. **Littleton Campus**
BUSI 1010S01-80219 \$99

Create a Website for Fun, Profit and Business

Kevin Boyd

No programming required! Discover easy-to-use, drag & drop design tools that can build your personal or small business website quickly, with no programming! Covers SEO, social media marketing, how to optimize your site for smart phones and the tips and traps of website design. Plus how to create money generating Affiliate websites. Optional eBooks available for purchase after class. Taught by a multi award-winning instructor and published author from Seattle.

Wed, May 9, 6-9 p.m. **Littleton Campus**
BUSI 1011S01-80220 \$69

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, Jan 30, 6:15-9:30 p.m. **Littleton Campus**
PERS 1004S01-80221 \$49/individuals, \$20 material fee to instructor

PERS 100S96-80222 \$79/couples, \$20 material fee to instructor

Tue, Apr 3, 6:15-9:30 p.m. **Littleton Campus**
PERS 1004S02-80223 \$49/individuals, \$20 material fee to instructor

PERS 1004S97-80224 \$79/couples, \$20 material fee to instructor

HELPING YOU NAVIGATE
through transition



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 donts” 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, Feb 1, 6:15-9:30 p.m. Littleton Campus
PERS 1005S01-80225 \$49, \$20 material fee to instructor
PERS 1005S96-80226 \$79/couples, \$20 material fee to instructor

Thu, Apr 5, 6:15-9:30 p.m. Littleton Campus
PERS 1005S02-80227 \$49, \$20 material fee to instructor
PERS 1005S97-80228 \$79/couples, \$20 material fee to instructor

RETIREMENT SUCCESS

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. Note: The Tuesday and Thursday classes in March are located at the Recreation Center at Northridge – Wetterhorn, 8801 South Broadway, Littleton.

Thu, Jan 25-Feb 1, 6:30-9:30 p.m., 2 wks Littleton Campus
PERS 1032S01-80229 \$59/individuals*
PERS 1032S96-80230 \$59/couples*

Tue, Jan 30-Feb 6, 6:30-9:30 p.m., 2 wks Littleton Campus
PERS 1032S02- 80231 \$59/individuals*
PERS 1032S97- 80232 \$59/couples*

Thu, Feb 15-22, 6:30-9:30 p.m., 2 wks Parker Campus
PERS 1032SP1- 80233 \$59/individuals*
PERS 1032SP6- 80271 \$59/couples*

Tue, Feb 20-27, 6:30-9:30 p.m., 2 wks Parker Campus
PERS 1032SP2- 80235 \$59/individuals*
PERS 1032SP7- 80236 \$59/couples*

Thu, Mar 15-22, 6:30-9:30 p.m., 2 wks Rec Center Northridge
PERS 1032SH1- 80237 \$59/individuals*
PERS 1032SH6-80238 \$59/couples*

Tue, Mar 20-27, 6:30-9:30 p.m., 2 wks Rec Center Northridge
PERS 1032SH2- 80239 \$59/individuals*
PERS 1032SH7- 80240 \$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, Jan 25-Feb 1, 9:30-11:30 a.m., 2 wks Parker Campus
PERS 1042SP1-80241 \$35/individuals
PERS 1042SP6-80242 \$35/couples

Tue, Jan 30-Feb 6, 1-3 p.m., 2 wks Parker Campus
PERS 1042SP2-80243 \$35/individuals
PERS 1042SP7-80244 \$35/couples

RECREATION

DRIVER SAFETY

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, Jan 27, 9 a.m.-1 p.m. Littleton Campus
SENR 1010S01-80245 \$15/AARP member or \$20/AARP non-member paid to instructor

Sat, Mar 31, 9 a.m.-1 p.m. Littleton Campus
SENR 1010S02-80246 \$15/AARP member or \$20/AARP non-member paid to instructor

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.

YOUTH COLLEGE

ACT

ACT Test Dates Spring 2018

February 10 | April 14 | June 9

ACT English Exam: Improve Your Scores

ACC Instructors

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, Jan 27-Feb 3, 9-noon, 2 wks Littleton Campus
YTHC 1035S01-80247 \$109, includes workbook

Sat, Mar 24-31, 9-noon, 2 wks Littleton Campus
YTHC 1035S02-80250 \$109, includes workbook

Sat, May 19-26, 9-noon, 2 wks Littleton Campus
YTHC 1035S03-80249 \$109, includes workbook

ACT Math Exam: Improve Your Scores

ACC Instructors

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, Jan 27-Feb 3, 1-4 p.m., 2 wks Littleton Campus
YTHC 1034S01- 80251 \$109, includes workbook

Sat, Mar 24-31, 1-4 p.m., 2 wks Littleton Campus
YTHC 1034S02-80252 \$109, includes workbook

Sat, May 19-26, 1-4 p.m., 2 wks Littleton Campus
YTHC 1034S03-80253 \$109, includes workbook

SAT

SAT Test Dates Spring 2018

March 10 | May 5 | June 2

SAT English Exam: Improve Your Scores

ACC Instructor

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, Feb 24-Mar 3, 9 a.m.-noon, 2 wks Littleton Campus
YTHC 1036S01-80254 \$109, includes workbook

Sat, Apr 21-28, 9 a.m.-noon, 2 wks Littleton Campus
YTHC 1036S02-80255 \$109, includes workbook

Sat, May 5-12, 9 a.m.-noon, 2 wks Littleton Campus
YTHC 1036S03-80256 \$109, includes workbook

SAT Math Exam: Improve Your Scores

ACC Instructor

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, Feb 24-Mar 3, 1-4 p.m., 2 wks Littleton Campus
YTHC 1037S01-80257 \$109, includes workbook

Sat, Apr 21-28, 1-4 p.m., 2 wks Littleton Campus
YTHC 1037S02-80258 \$109, includes workbook

Sat, May 5-12, 1-4 p.m., 2 wks Littleton Campus
YTHC 1037S03-80259 \$109, includes workbook



WHAT YOU NEED TO KNOW . . .

LOCATIONS

You can find maps of Arapahoe Community College facilities at arapahoe.edu/wcp 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 College for

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

RTD LIGHT RAIL

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

REGISTRATION TIPS 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 Workforce and Community Programs department 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, Workforce and Community Programs department, 5900 S. Santa Fe Drive, Littleton, CO. 80120 or submit your proposal through our web site at www.arapahoe.edu/wcp.

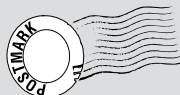
REGISTRATION INFO



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 Spring 2018

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) |
|--------------------------------------|------------------------|------------|--------------------------------|
| Sample: ARCR 1215S01-80171 | Welding for Art's Sake | Jan 25 | \$160 |
| | | | |
| | | | |
| | | | |
| Promo/discount code #, if applicable | | | |
| 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.

Textbook and Supply Information

Textbook and supply information can be found on our website arapahoe.edu/wcp 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/wcp



HELPING YOU NAVIGATE through transition

We all know that a new year brings with it some life transitions. Some are planned, others happen to us. Some are small, others are significant. One of the best ways to successfully navigate those transitions is through education and self-discovery. The classes offered through our Workforce and Community Programs department can help you navigate through those transitions, or provide a nice diversion from the stress of it all. We hope that you will consider joining us this spring as you welcome in a new year and all that it has to offer.

New Classes This Spring

- Social Media Basics
- Avoiding Death by PowerPoint
- Emergency Management Academy
- The Influencer Effect
- Amazon's Dirty Little Secrets
- Essential Skills for Administrative Professionals
- Scam Check: Cover Your Assets
- The Basics: Memory Loss, Dementia and Alzheimer's
- Living Among the Giant Planets
- Earths Distant Suns: The Latest on Exoplanets
- Learn to Draw the Figure From a Live Model
- Shakespeare: Part of the Great Book Series
- Painting Trees, Aspens and More
- Painting Spring Flowers
- Improv Playtime
- Emergency Preparedness Grab and Go Binder with Cloud Back Up



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