

Spring 2019

PROFESSIONAL AND CAREER PROGRAMS

CAREER EXPLORATION

Voice-Overs: NOW is YOUR Time!

Course Description

You've heard Wendy Shapero on TV! (Robot Chicken with Seth Green, Cartoon Network shows...) Now hear Wendy LIVE as she illustrates how YOU could actually begin using your speaking voice for commercials, films, and videos! This is a business that you can handle on your own terms, on your own turf, on your own time, and with practically no overhead! This exciting and fun class could be the game changer you've been looking for!

Course Offerings

Dates	Hours	Days	Campus	Price
March 14	6:30-8:30PM	Thursday	Littleton Campus	\$54.00

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

Course Description

Greater longevity has changed everything in the world of work. Many of us can expect to work well into the second half of life. This has fostered the birth of encore careers. They are driven by the desire to make a living while making a difference. It is motivated by finding the kind of work you want to do in the second half of life and the world needs to have done. This class will explore encore career: What it is, where to begin, what your encore career might look like, how to begin the pathway to your encore transition, and tools you may need in getting to your encore career. This 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.

Course Offerings

Dates	Hours	Days	Campus	Price
April 25	6-9PM	Thursday	Littleton Campus	\$59.00

Career Readiness

2020 Career Readiness: Soft Skills in Demand

Course Description

The "Skills Gap" is real in today's customer-oriented workplace. While technical or hard skills will differ by job description and industry, there are some universal soft skills that everyone needs to do well in order to succeed in their chosen careers—be they STEM (Science Technology Engineering and Math) or

non-technical occupations. These skills include all aspects of the work setting – completing projects and commitments as promised, showing up to work on time, being kind to others, listening well, and solving problems in a timely, fair and effective manner. Worker behaviors and attitudes that go against thoughtfulness, logic, meeting commitments, and efficiency get in the way of good business. Therefore, when soft skills complement on-the-job technical skills, it gets you noticed, appreciated and promoted.

Course Offerings

Dates	Hours	Days	Campus	Price
March 1-2	3/1: 1-5PM 3/2: 9-4PM	Friday and Saturday	Littleton Campus	\$199.00

JOB SEARCH

Your First Step to Your Next Life

Course Description

Is it time to make a move to your new work life?

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

Whether you are considering a transition to a new career/position, opening a business or thinking about what might be next for you in retirement (yes, this is a career transition), this class is for YOU. You will complete and discuss some self-assessment exercises and learn about the transition process so you can navigate it consciously. This class is a perfect first step as a compliment to other ACC courses: Encore Career, Tips for Age 50+ Job Seekers.

Course Offerings

Dates	Hours	Days	Campus	Price
February 21	6-8:30PM	Thursday	Littleton Campus	\$59.00

Tips for the Age 50+ Job Seeker

Course Description

Whether by necessity or choice, many mature adults are finding themselves looking for a job. This can be a daunting experience. What are the rules for a mature job seeker? This class will aid you in knowing how to navigate this terrain for success. Learn about the shifts that are beginning to happen for older workers (yes, they are positive), how to manage your thoughts and beliefs about age and what is possible, how to present yourself in the best light, tools needed for job search, how to side step the “age worries” of companies, how to find and connect with the right companies and more. If you are a mature adult in job search mode right now or contemplating making a change, this class is for you.

Course Offerings

Dates	Hours	Days	Campus	Price
March 6	6-8:30PM	Thursday	Littleton Campus	\$59.00

COMPUTER AND SMARTPHONE SKILLS

Computer Basics for Laptop and Desktop Devices

Course Description

If you have little or no experience with personal computers and want to learn the basics this class is perfect for you. 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.

Course Offerings

Dates	Hours	Days	Campus	Price
March 19-28	6-8PM	Tuesday/Thursday	Littleton Campus	\$129.00

Get the Most from Your Android Devices Hands-on

Course Description

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.

Course Offerings

Dates	Hours	Days	Campus	Price
May 14-23	6-8PM	Tuesday/Thursday	Littleton Campus	\$109.00

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 four. 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.

Limited GED Course Scholarships are available based on financial need and offered on a first-come first-serve basis. Email acc.wcp@arapahoe.edu for scholarship information and an application.

Mathematics and Science for GED

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
February 4-April 15	8:30-11:00AM	Monday	Littleton Campus	\$115.00
February 5-April 16	6-8:30PM	Tuesday	Littleton Campus	\$115.00

English and Social Studies for GED

Course Description

An individualized program of instruction focusing on the Language Arts, Grammar, Reading, and Social Studies sections of the exam.

Course Offerings

Dates	Hours	Days	Campus	Price
February 6-April 17	8:30-11:00AM	Wednesday	Littleton Campus	\$115.00
February 7-April 18	6-8:30PM	Thursday	Littleton Campus	\$115.00

WRITING, GRAMMAR, AND COMMUNICATION

Writing Skills and Grammar Refresher

Course Description

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.

Course Offerings

Dates	Hours	Days	Campus	Price
April 4-25	6-8:30PM	Thursday	Littleton Campus	\$99.00

You Can Write! Develop Your Business Skills

Course Description

Discover best practices professionals use to write clear, concise, business documents, including e-mail, memos, letters, reports, and social media copy. Whether you respond to an irate customer or create a report for your boss, a structured approach to writing makes communication more effective. Learn proven strategies which guide your reader through written content to secure your desired outcome. Review common grammar issues to confidently present written ideas through this hands-on class.

Course Offerings

Dates	Hours	Days	Campus	Price
January 30-February 27	6-8:30PM	Wednesday	Littleton Campus	\$119.00

The Miracle of Communication – Respecting and Enjoying Communication Skills

Course Description

Five 3-hour hands-on modules designed to help Adult Learners better appreciate, understand, and apply interpersonal communication skills. Topics include objective and subjective meanings of words, emotional and intellectual filters in comprehending ourselves and others, assumptions, habits, the impact of training and experience, non-verbal signals, self-talk, and how strong communication skills can contribute to effective leadership. Group exercises and discussion help formulate concepts which are then applied to both workplace and personal relationships.

Course Offerings

Dates	Hours	Days	Campus	Price
February 5-March 5	6-9PM	Tuesday	Littleton Campus	\$149.00

MATH REFRESHER

Math Skills Refresher

Course Description

Have your math skills grown rusty? Are you anxious about getting a good score on the college math placement test? Was your score not what you hoped it would be? Become more competent in basic arithmetic operations, fractions, mixed numbers, decimals, percents, problem solving and test taking skills. Reduce your anxiety and gain confidence with math. You can do it!

Course Offerings

Dates	Hours	Days	Campus	Price
February 5-March 5	6:30-9:30PM	Tuesday	Littleton Campus	\$69.00

ENGLISH AS A SECOND LANGUAGE

English as a Second Language Orientation Session

English as a Second Language Orientation Description

All new students must attend an orientation session before registering for classes. This session will consist of a placement assessment and overview of the English as a Second Language program at ACC.

English as a Second Language Orientation Options

Dates	Time	Day	Campus	Price
January 16	10:00AM	Wednesday	Littleton	Free
January 16	6:00PM	Wednesday	Littleton	Free
January 17	10:00AM	Thursday	Littleton	Free
January 17	6:00PM	Thursday	Littleton	Free
January 18	10:00AM	Friday	Littleton	Free
January 18	6:00PM	Friday	Littleton	Free

Dates	Time	Day	Campus	Price
January 23	10:00AM	Wednesday	Littleton	Free
January 23	6:00PM	Wednesday	Littleton	Free
January 24	10:00AM	Thursday	Littleton	Free
January 24	6:00PM	Thursday	Littleton	Free
January 25	10:00AM	Friday	Littleton	Free
January 25	6:00PM	Friday	Littleton	Free

English as a Second Language Courses

Program Description

English as a Second Language classes are 10 weeks. Classes begin February 4 and end April 18, 2019. Classes are held two days a week for two hour sessions. Classes will not be held the week of March 18 due to Spring Break.

Beginning English as a Second Language

Course Offerings

Dates	Hours	Days	Campus	Price
February 4-April 17	9:30-11:30AM	Monday & Wednesday	Littleton Campus	\$185.00
February 5-April 18	6:30-8:30PM	Tuesday & Thursday	Littleton Campus	\$185.00

Intermediate English as a Second Language

Course Offerings

Dates	Hours	Days	Campus	Price
February 4-April 17	9:30-11:30AM	Monday & Wednesday	Littleton Campus	\$185.00
February 5-April 18	6:30-8:30PM	Tuesday & Thursday	Littleton Campus	\$185.00

Advanced English as a Second Language

Course Offerings

Dates	Hours	Days	Campus	Price
February 4-April 17	9:30-11:30AM	Monday & Wednesday	Littleton Campus	\$185.00
February 5-April 18	6:30-8:30PM	Tuesday & Thursday	Littleton Campus	\$185.00

College Prep – English as a Second Language

Course Offerings

Dates	Hours	Days	Campus	Price
February 4-April 17	9:30-11:30AM	Monday & Wednesday	Littleton Campus	\$185.00
February 5-April 18	6:30-8:30PM	Tuesday & Thursday	Littleton Campus	\$185.00

COMPUTER SOFTWARE APPLICATIONS

Microsoft Office Excel Certificate Program

Course Description

Receive 1.8 CEUs along with an MS Excel Training Certificate of Completion. Courses included: Introduction - 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; Intermediate - 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; and Advanced - Create and use pivot tables and charts; lookup functions and multiple workbook techniques; create and edit macros and customize toolbars.

Course Offerings

Dates	Hours	Days	Campus	Price
January 29-March 5	6-9PM	Tuesday	Littleton Campus	\$539.00
March 16-30	9AM-4PM	Saturday	Littleton Campus	\$539.00
April 12-26	9AM-4PM	Friday	Parker Campus	\$539.00
May 7-23	6-9PM	Tuesday and Thursday	Littleton Campus	\$539.00

Introduction to Microsoft Excel 2016

Course Description

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.

Course Offerings

Dates	Hours	Days	Campus	Price
April 12	9AM-4PM	Friday	Parker Campus	\$199.00

Intermediate Microsoft Excel 2016

Course Description

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.

Course Offerings

Dates	Hours	Days	Campus	Price
April 19	9AM-4PM	Friday	Parker Campus	\$199.00

Advanced Microsoft Excel 2016

Course Description

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.

Course Offerings

Dates	Hours	Days	Campus	Price
April 26	9AM-4PM	Friday	Parker Campus	\$199.00

Microsoft Office Word Certificate Program

Course Description

Successfully complete all three classes MS Word levels and receive 1.8 CEUs along with an MS Word Training Certificate of Completion. Courses include: Introduction - equips 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 of contents and more; Intermediate - builds 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; and Advanced - enables 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.

Course Offerings

Dates	Hours	Days	Campus	Price
January 31-March 7	6-9PM	Thursday	Littleton Campus	\$539.00
March 15-29	9AM-4PM	Friday	Parker Campus	\$539.00
April 13-27	9AM-4PM	Saturday	Littleton	\$539.00
May 6-22	6-9PM	Monday and Wednesday	Littleton Campus	\$539.00

Introduction to Microsoft Word 2016

Course Description

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 of contents and more.

Course Offerings

Dates	Hours	Days	Campus	Price
March 15	9AM-4PM	Friday	Parker Campus	\$199.00

Intermediate Microsoft Word 2016

Course Description

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.

Course Offerings

Dates	Hours	Days	Campus	Price
March 22	9AM-4PM	Friday	Parker Campus	\$199.00

Advanced Microsoft Word 2016

Course Description

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.

Course Offerings

Dates	Hours	Days	Campus	Price
March 29	9AM-4PM	Friday	Parker Campus	\$199.00

QuickBooks Online: A Demonstration for PC Users

Course Description

Great for business owners and/or their bookkeeper's that need additional information about how to use QB correctly and efficiently. Explore how to add clients and vendors, reconcile accounts, and customize financial statements.

Course Offerings

Dates	Hours	Days	Campus	Price
May 16	6:30-8:30PM	Thursday	Littleton	\$95.00

EMERGENCY MANAGEMENT

EMT Refresher

Course Description

This course consists of 40 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.

Course Offerings

Dates	Hours	Days	Campus	Price
March 2-30	8AM-5PM	Saturday	Littleton	\$385.00

Paramedic Refresher

Course Description

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 or exceeds all National Continued Competency Program and the Colorado Paramedic certificate renewal requirements. It is designed to refresh and reinforce previous knowledge and explore new concepts. The instructors provide clinically relevant information to help stay current on the latest

medical and trauma management methods. Course content includes online components. This course is also an excellent opportunity to network with other Paramedics from across the region. 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. For course content, please call the Don Stroup at 303.797.5233 or email Don.Stroup@arapahoe.edu

Course Offerings

Dates	Hours	Days	Campus	Price
January 23-February 13	8AM-5PM	Saturday	Littleton	\$495.00

Colorado EMS Instructor Series

Course Description

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

Course Description

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.

Course Offerings

Dates	Hours	Days	Campus	Price
March 19	8AM-5PM	Tuesday	Littleton	\$119.00

Colorado EMS Primary Instructor

Course Description

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.

Course Offerings

Dates	Hours	Days	Campus	Price
March 20-21	8AM-5PM	Wednesday and Thursday	Littleton	\$329.00

Colorado EMS Training Administration Orientation

Course Description

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.

Course Offerings

Dates	Hours	Days	Campus	Price
March 22	8AM-5PM	Wednesday and Thursday	Littleton	\$79.00

Heartsaver First Aid, CPR and AED

Course Description

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).

Course Offerings

Dates	Hours	Days	Campus	Price
April 6	9AM-4PM	Saturday	Littleton	\$99.00

BLS Provider

Course Description

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%.

Course Offerings

Dates	Hours	Days	Campus	Price
January 19	9AM-2PM	Saturday	Littleton	\$79.00
January 26	9AM-2PM	Saturday	Littleton	\$79.00
June 1	9AM-2PM	Saturday	Littleton	\$79.00

BLS Renewal Skills Session

Course Description

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.

Course Offerings

Dates	Hours	Days	Campus	Price
January 19	2-4PM	Saturday	Littleton	\$79.00
January 26	2-4PM	Saturday	Littleton	\$79.00
June 1	2-4PM	Saturday	Littleton	\$79.00

EQUINE

Equine Training and Management Certificate Program

Course Description

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. He transitioned to full-time teaching in Colorado 15 years ago beginning at Front Range Community College and currently at Arapahoe Community College. 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

Course Description

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 7th – April 15th.

Course Offerings

Dates	Time	Day	Campus	Price
January 7th – April 15th.	20 Hours a week	Arranged	Arranged	499.00
January 7th – April 15th.	30 Hours a week	Arranged	Arranged	599.00
January 7th – April 15th.	40 Hours a week	Arranged	Arranged	699.00

Nutrition & Feeding I

Course Description

This is a study of the history of feeding horses and an examination of their needs for vitamins, minerals, energy, macro and micro nutrients, water, concentrates, commercial feeds, special feeds and additives, and supplements and conditioners.

Course Offerings

Dates	Time	Day	Campus	Price
January 9-February 25	6:00-7:30PM	Monday and Wednesday	Littleton	199.00

Digestive System

Course Description

Learn about the anatomy and physiology of the digestive system including the metabolic problems and diseases that affect this system, injuries, and control of parasites.

Course Offerings

Dates	Time	Day	Campus	Price
January 9-February 25	7:45-9:15PM	Monday and Wednesday	Littleton	199.00

Nutrition & Feeding II

Course Description

A continuation of Nutrition and Feeding I, this course will cover grass hay, alfalfa hay, pasture, special diets, feeding programs and how to balance a ration. Pre-requisite: Nutrition and Feeding I.

Course Offerings

Dates	Time	Day	Campus	Price
February 27-April 15	6:00-7:30PM	Monday and Wednesday	Littleton	199.00

Mon/Wed, Feb 27-Apr 15, 6-7:30 p.m., 7 wks. Littleton Campus, \$199 plus book

Skeletal System

Course Description

Gain an in-depth understanding of your horse's skeletal system in order to better manage its long-term health and development. This course will cover the key elements of the skeleton, connective tissues, muscles, joints, and movement.

Course Offerings

Dates	Time	Day	Campus	Price
February 27-April 15	7:45-9:15PM	Monday and Wednesday	Littleton	199.00

Equine Special Topics

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
January 8-April 9	6-7:30PM	Tuesday	Littleton	199.00

Horse Training and Horsemanship Lab

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
January 8-April 9	Arranged	Arranged	Arranged	399.00

EVENT MANAGEMENT

Event Management Certificate

Course Description

Designed for working adults, this fast track evening program prepares you to manage events with ease and at a professional level. This program has two sessions. Session I classes meet Wednesday evenings from January 30 through April 24, 2019, from 6-9 pm. Class sessions will be held at the Littleton Campus. Session II will meet Wednesday evenings from May 15 through August 14, 2019. To register or for more information call, 303-797-5722 or visit our website at arapahoe.edu/wcp for complete schedules, pricing, and class descriptions.

Course Offerings

Dates	Time	Day	Campus	Price
January 30-April 24	6-9PM	Wednesday	Littleton	399.00

FLORAL DESIGN

Floral Design Certificate

Program Description

Earn a certificate in Floral Design Principles after you successfully complete the following series of courses, or you may take classes individually.

Introduction to Floral Design Principles Demonstration

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
February 19	6-8PM	Tuesday	Littleton	\$69.00
April 2	6-8PM	Tuesday	Littleton	\$69.00

Concepts and Containers

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
February 26	6-9PM	Tuesday	Littleton	\$69.00
April 9	6-9PM	Tuesday	Littleton	\$69.00

Creating Style, Shape and Color

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
March 5	6-9PM	Tuesday	Littleton	\$69.00
April 16	6-9PM	Tuesday	Littleton	\$69.00

Arrangement Workshop and Critique

Course Description

The culminating workshop brings your flower arranging skills together. Make an arrangement to take home.

Course Offerings

Dates	Time	Day	Campus	Price
March 12	6-9PM	Tuesday	Littleton	\$69.00
April 23	6-9PM	Tuesday	Littleton	\$69.00

LANGUAGES

Beginning American Sign Language

Course Description

Designed for students that have limited or no knowledge of American Sign Language this course will introduce students to the basics of the language and Deaf culture. Students will focus on receptive and expressive skills in basic conversation, dialogue and vocabulary development. Days of the week, numbers, alphabet, family members and much more.

Course Offerings

Dates	Time	Day	Campus	Price
March 18-May 20	6:30-9:30PM	Monday	Littleton	\$199.00

Beginning Mandarin Chinese

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
February 5-April 23	6:30-8:30PM	Tuesday	Littleton	\$199.00

French Level 3: Allons à Nice en France

Course Description

This is an intermediate French conversation course for students who have taken FR 1 and FR 2 at the ACC Community Work Force French Program. We will review and reinforce your previous French communicative skills and knowledge of how to apply grammar to practice. We will spend 70% of our time conversing about current events, movies, cultural topics and of course about Nice, France. If you have had 1 year of French at college level or 2 years of high school level, this course is for you also. Your instructor will contact you during the first week of March to provide you with the title of text to be purchased.

Course Offerings

Dates	Time	Day	Campus	Price
March 9-May 18	12:30-2:30PM	Saturday	Littleton	\$199.00

Beginning Conversational German

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
January 29 – March 19	7-9PM	Tuesday	Littleton	\$179.00

Beginning Spanish

Course Description

Discover basic Spanish including common phrases and vocabulary that will enable you to communicate simply and clearly.

Course Offerings

Dates	Time	Day	Campus	Price
January 28 th – April 1 st	5:30-7PM	Monday	Littleton	\$199.00
January 29 th – April 2 nd	6:30-8PM	Tuesday	Castle Rock	\$199.00
February 6 th – April 24 th	6-8PM	Wednesday	Littleton	\$199.00
February 26 th – May 7 th	6-7:30PM	Tuesday	Parker	\$199.00

Intermediate Spanish

Course Description

Improve your Spanish Language Skills, a great continuation of our Beginning Spanish course.

Course Offerings

Dates	Time	Day	Campus	Price
January 28 th – April 1 st	7-8:30PM	Monday	Littleton	\$199.00
February 5 th – April 16 th	6-8PM	Tuesday	Littleton	\$199.00
February 26 th – May 7 th	7:30-9PM	Tuesday	Parker	\$199.00

Advanced Spanish

Course Description

This course is appropriate for students with prior experience in Spanish. Increase your fluency and comprehension with grammar-based approach to conquer intermediate and advanced Spanish-language topics. Students will put into practice key elements of communication in standard spoken Spanish, with some focus on dialectal variations. Increase oral development obtained through the use of video programs, class discussions and conversations roll play and other interactive activities.

Course Offerings

Dates	Time	Day	Campus	Price
January 31 st – April 4 th	6-7:45PM	Thursday	Littleton	\$199.00

CITIZENSHIP CLASSES

Become a U.S. Citizen

Course Description

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 and English comprehension and speaking lessons woven throughout the course. Individual attention is provided.

Course Offerings

Dates	Time	Day	Campus	Price
February 13 th – May 1 st	6-9PM	Wednesday	Littleton	\$219.00

MEDIATION

Becoming a Professional Mediator

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
March 25 th	6:30-8:30PM	Monday	Littleton	\$49.00

Basic Mediation 40-Hour Certificate Program

Course Description

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

Course Offerings

Dates	Time	Day	Campus	Price
May 3 - 12	Fri/Sat: 9-5PM & Sun: 10-3PM	Friday/Saturday/Sunday	Littleton	\$599.00

MANUFACTURING

Lean Six Sigma Yellow Belt Certification

Manufacturers and individuals interested in pursuing a career in manufacturing have expressed the need for a Colorado-recognized Lean Certificate. Learn strategic planning, and how to be more efficient at work. Arapahoe Community College's Workforce and Community Programs division and Manufacturer's Edge responded by collaborating on the design and development and joint marketing of the Lean Academy. The Colorado Community College's Badging complemented the program by granting a State of Colorado Community College Lean Manufacturing industry Badge for each training session whereby individuals can collect the Badges, put them on their resume or LinkedIn profile to help them secure employment in manufacturing or advance their careers or leading or supervising a Lean Shop floor.

Participants will demonstrate competencies and earn micro credential badges in the following areas:

- Lean Manufacturing Basics
- 5S and Visual Workplace
- Standardized Work Basics
- Process Mapping
- Kaizen Basics
- PDCA problem Solving
- Lean Communications
- Lean Shop Math

Course Offerings

Dates	Time	Day	Campus	Price
February 6 – April 24	2:30-4:30 PM	Wednesday	Littleton	\$1499.00

SOCIAL MEDIA DIGITAL MARKETING

Social Media & Digital Marketing Certificate

Course Description

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

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
March 4	6-9PM	Monday	Littleton	\$79.00

Facebook Your Way to Business Success

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
March 6	6-9PM	Wednesday	Littleton	\$79.00

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

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
March 13	6-9PM	Wednesday	Littleton	\$79.00

WORDPRESS AND E-COMMERCE

WordPress Web Design Certificate

Course Description

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

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
February 6	6-9PM	Wednesday	Littleton	\$69.00

WordPress Content Management Certificate Program

Course Description

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. 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. 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.

Course Offerings

Dates	Time	Day	Campus	Price
February 13 – April 3	6-9PM	Wednesday	Littleton	\$315.00

WooCommerce - NEW

Course Description

Businesses in the United States use WooCommerce to sell anything from luxury mattresses and cupcakes, to kayak lessons and hand-crafted jewelry - online. With 52,195,880 downloads, WooCommerce is the most popular e-Commerce platform for building an online store.

WooCommerce is a plugin that sits on top of WordPress, so it is recommended that you have either taken the WordPress course at ACC or are already using WordPress as your business's website. In this course we will cover everything you need to run your online store using WooCommerce, including shipping, payment methods, taxes, security, and how to turn your store into a wholesale shop as well as a retail shop.

Course Offerings

Dates	Time	Day	Campus	Price
February 5 – April 2	6-9PM	Tuesday	Littleton	\$379.00

Sell it on eBay!

Course Description

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. Lecture.

Course Offerings

Dates	Time	Day	Campus	Price
May 15	6-9PM	Wednesday	Littleton	\$59.00

PERSONAL ENRICHMENT PROGRAMS

CALLIGRAPHY

Illuminations

Course Description

In the strictest definition, the term illumination refers only to letters and/or borders decorated with gold or silver; but in both common usage and modern scholarship, the term refers to any decorated or illustrated letter or manuscript from Western traditions. This fun class will introduce you to the world of illuminated letters. No art experience is required. The office will provide you with the suggested supply list.

Course Offerings

Dates	Time	Day	Campus	Price
January 31-February 28	6-8PM	Thursday	Littleton	\$109.00

Chancery Hand Calligraphy

Course Description

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 \$7 more. Please notify the office upon registration.

Course Offerings

Dates	Time	Day	Campus	Price
March 7-April 4	6-8PM	Thursday	Littleton	\$109.00

Copperplate Calligraphy

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
April 25-May 23	6-8PM	Thursday	Littleton	\$109.00

CREATIVE WRITING AND JOURNALISM

Introduction to Creative Writing

Course Description

You will learn about the craft of writing creatively, and study and compose works in the four major genres—poetry, fiction, creative nonfiction, and drama. This class will involve you in reading and technique discussions as well as peer critiques. Contact Monica Fuglei for information: Monica.Fuglei@arapahoe.edu or (303) 797-5826.

Course Offerings

Dates	Time	Day	Campus	Price
January 23-May 13	10-11:15AM	Monday and Wednesday	Littleton	\$450.00
January 22-May 14	1-2:15PM	Tuesday and Thursday	Littleton	\$450.00

Creative Writing – An Online Course

Course Description

Have people told you that you have a gift for writing? Or do you have a story that really needs to be told? This Advanced Creative Writing course will help you to develop your ability with this craft. You'll study various genres, literary forms and techniques, and you'll both produce your own work and hone your voice and eye by critiquing your peers in a safe and constructive workshop format. Our reading in this course examines texts across multiple genres, contexts, and cultures. The course emphasizes style and voice, but you'll also use the input from workshop sessions to revise your work. Finally, you'll learn how to polish your work for the most effective grammar and punctuation and prepare your work for publication. If you have a story that needs to be heard, this is the writing course for you!

Course Offerings

Dates	Time	Day	Campus	Price
February 5-May 14	Online	Online	Online	\$450.00

Creative Non-Fiction

Course Description

You can study the art for Creative Non-Fiction under published author, Professor Andrea Mason.

Course Offerings

Dates	Time	Day	Campus	Price
February 7-May 9	5:30PM-8:30PM	Thursday	Littleton	\$450.00

Media News and Reporting

Course Description

Curious about video stories, podcasts, blogging, and social media? You will examine all the ways new media is changing journalism and then can create, and contribute your own multi-media stories to the award-winning online campus paper, The Arapahoe Pinnacle.

Course Offerings

Dates	Time	Day	Campus	Price
January 22-May 14	11:30AM-12:45PM	Tuesday and Thursday	Littleton	\$450.00

Photojournalism

Course Description

You will develop photojournalist's 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 assignments 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

Course Offerings

Dates	Time	Day	Campus	Price
January 22-May 14	11:30AM-12:45PM	Tuesday and Thursday	Littleton	\$450.00

DRAWING

You Can Draw!

Course Description

Learn to draw anything you see! Great observational drawing techniques for beginners. Discover the proven methods artists use to "record" images onto paper or canvas.

Course Offerings

Dates	Time	Day	Campus	Price
January 24-February 28	7-9PM	Thursday	Littleton	\$129.00

Illustration

Course Description

Illustrate a favorite story or current event. Engaging illustration challenges are offered mixing traditional and digital media. Basic drawing skills required—please see instructor for permission.

Tom.demoulin@arapahoe.edu

Course Offerings

Dates	Time	Day	Campus	Price
January 23-May 8	8:15AM-12:15PM	Wednesday	Littleton	\$450.00

Shakespeare – Part of the Great Book Series

Course Description

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. It's Shakespeare the way it's supposed to be enjoyed!

Course Offerings

Dates	Time	Day	Campus	Price
January 28-May 13	5:30-8:15PM	Monday	Littleton	\$450.00

Theatre

Living the Creative Life

Course Description

Whether we're introverts, extroverts, artists, writers, engineers, technicians, sales managers, caretakers, or a combination, throughout our lives we experience situations that we enjoy and those we'd rather avoid. It would be great if we could feel comfortable in more situations. This class provides the environment in which to create your own set of comfort-zone-expanding techniques. We'll borrow methods and techniques from storytelling, improvisational acting, and journal writing. Each class begins with warm-down exercises that allow us to focus on the activities. Led by Pam Roth O'Mara, artist, author, and instructor you'll learn how to expand your comfort zone. And, you'll have fun and meet new people.

Course Offerings

Dates	Time	Day	Campus	Price
March 27-May 1	6:30-8PM	Wednesday	Littleton	\$99.00

MUSIC

ACC String Orchestra

Course Description

Join the ACC orchestra. Class is for players age 12 to adult. You must have previous playing experience. Register at least 10 days prior to class start date.

Course Offerings

Dates	Time	Day	Campus	Price
January 28-May 13	5:30-7:30PM	Monday	Littleton	\$159.00

ACC Chorus

Course Description

Join the ACC chorus no matter what your music ability is. Class is for adults. Register at least 10 days prior to class start date.

Course Offerings

Dates	Time	Day	Campus	Price
January 22-May 14	7-9PM	Tuesday	Littleton	\$69.00

ACC Jazz Ensemble

Course Description

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

Course Offerings

Dates	Time	Day	Campus	Price
January 24-May 9	6-8PM	Thursday	Littleton	\$159.00

Pop/Rock Ensemble

Course Description

Join the ACC Pop/Rock Band. Class is for adults. Previous playing experience preferred. Register at least 10 days prior to class start date.

Course Offerings

Dates	Time	Day	Campus	Price
January 25-May 10	1-3PM	Friday	Littleton	\$159.00

Private Instrument Lessons

Course Description

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, all for \$299.00. 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 28 and May 17 based on instructor availability and approval. Lesson days and times are established between you and the instructor. All lessons held at the Littleton Campus.

Available Lessons

- Private Piano
- Private Strings
- Private Woodwinds
- Private BrassPrivate Drums
- Private Guitar
- Private Voice

PAINTING

Exploring Acrylics

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
February 1-March 8	1-4PM	Friday	Littleton	\$179.00

Exploring Mixed Media

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
April 26-May 10	1-4PM	Friday	Littleton	\$159.00

Exploring Pouring Acrylics

Course Description

Join us in this exploration and create exciting effects while pouring color into your art. Students learn three unique approaches to pouring acrylics. Work created is a completed work of art or a wonderful background to a layered artwork or collage. Candace’s approach to teaching is engaging 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 and “loosen up.”

Course Offerings

Dates	Time	Day	Campus	Price
March 22-April 12	1-4PM	Friday	Littleton	\$119.00

Oil Painting – Beginning and All Levels

Course Description

What do you want to paint? Landscapes, still life, flowers, animals, people and portraits? With this classic approach to realism and impressionism, you will have a solid foundation to paint any subject that is meaningful to you. Learn about brushes, painting techniques and color theory, as you complete assigned exercises and progress at your own pace. A fun and comfortable class for beginners and comprehensive instruction for students of all levels. If you have painted before, build on what you already know and fill in information you may have missed in previous art classes. Since learning to paint does require more than 6 weeks, students often repeat this class to build on skills they learned before, without repeating completed exercises. Includes lectures, notes, demonstrations, and individual help.

Course Offerings

Dates	Time	Day	Campus	Price
January 31-March 7	2-5PM	Thursday	Littleton	\$179.00

Beginning Watercolor

Course Description

Discover how to paint with watercolor! No experience necessary. Explore the usage and application of watercolor in painting, and learn how to control this unique medium.

Course Offerings

Dates	Time	Day	Campus	Price
January 22- February 26	7-9PM	Tuesday	Littleton	\$129.00

Painting Water and Skies

Course Description

Painting water and skies is exciting and can be easy and fun. We will study different styles like realism, impressionism or expressionism and visual approaches like light and shadow, local tone color and equalization. Exploring composition, color, dimension and perspective, as well as how to translate photos to paintings. We will be painting from photos so bring one or some will be provided.

Course Offerings

Dates	Time	Day	Campus	Price
February 5 th -March 5 th	6-8PM	Tuesday	Littleton	\$129.00

Painting Spring Flowers

Course Description

Flowers are amazing subjects for painting, they are elegant, abstract, exotic, and have amazing colors and shapes. The movement, patterns and interplay of light and shadow make them exciting. This class will

focus on composition, drawing, color, dimension and perspective. We will talk about many different techniques, styles and visual approaches. We will be using reference photos learning how to translate photos to paintings that feel alive.

Course Offerings

Dates	Time	Day	Campus	Price
March 12 th – April 9 th	6-8PM	Tuesday	Littleton	\$129.00

PHOTOGRAPHY

Better Photography with iPhone and iPad

Course Description

Want to take better photos with an iPhone or iPad? This class is designed to take students from taking ordinary snapshots to making photos they'll be proud to share. In this class, you'll learn hands-on how to use the different Camera app shooting modes to capture high-quality photos and video, then use Photos and other photo editing apps to turn pictures into masterpieces. Students use their own iPhone (or iPad) to gain hands-on experience in capturing and editing images.

Course Offerings

Dates	Time	Day	Campus	Price
February 7 th	6-9PM	Thursday	Littleton	\$49.00
March 5 th	6-9PM	Tuesday	Littleton	\$49.00

Beginning Digital Photography

Course Description

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. Interchangeable Lens is a plus!

Course Offerings

Dates	Time	Day	Campus	Price
February 25 th – March 11	6-8:30PM	Monday	Parker	\$109.00
May 6-20	6-8:30PM	Tuesday	Littleton	\$109.00

Intermediate Digital Photography

Course Description

In this highly interactive course, you will learn advanced applications of camera features, buttons, and dials, as well as advanced techniques and artistic composition. You will learn advanced applications of ISO, White Balance, f/stops, shutter speeds, multiple exposures, BULB setting for creative applications, computer software fine-tuning tips, and more. Time permitting, Eli will demonstrate some key advanced in-the-field applications.

Course Offerings

Dates	Time	Day	Campus	Price
May 25 th	9-5PM	Saturday	Littleton	\$99.00

Adobe Photoshop I

Course Description

Learn mastery of Photoshop's selection, masking, and compositing tools. Retouching, typography, and user interface graphics are also covered. This class starts from the beginning; but moves quickly to swan dives into the deep end! Fear not—we'll show you how.

Course Offerings

Dates	Time	Day	Campus	Price
January 28 –May 13	1-5PM	Saturday	Littleton	\$450.00

Graphic Design

Introduction to Computer Graphics

Course Description

This class introduces you to the basics of Adobe Photoshop, Adobe Illustrator, and Adobe InDesign. It takes place in a computer lab full of Mac's, but don't worry, we have a brief introduction to the Mac OS as well.

Course Offerings

Dates	Time	Day	Campus	Price
January 22 –May 14	8:15-12:15PM	Tuesday	Littleton	\$450.00

HEALTH AND WELLNESS

Daily Strategies for Living Positively: The Science of Happiness

Course Description

What makes life worth living? How do we keep our heads up and avoid being bogged down in negativity? Positive psychology is the study of what makes people flourish in all areas of life. This course delves into the science of positive psychology to give you practical strategies you can use each day to increase positive well-being on a short and long-term basis. These are science-based strategies that have been used by mental health practitioners around the world and have the power to change the way you live. Topics will include, but are not limited to: how to experience more positive emotions; the science of gratitude; mindfulness; changing stress mindset; building positive relationships. Adolescents, families with adolescents, and couples welcome!

Course Offerings

Dates	Time	Day	Campus	Price
February 27-April 3	6-8PM	Wednesday	Littleton	\$119.00

Dates	Time	Day	Campus	Price
April 10-May 8	6-8PM	Wednesday	Littleton	\$119.00

Reflexology

Course Description

Learn to do Reflexology. This is an effective therapeutic method of relieving pain by stimulating predefined zones and pressure points on the feet and hands. These pressure points connect directly through the nervous system and affect the organs, glands and muscles in the body. Reflexology is generally relaxing and may also be an effective way to alleviate stress.

This class is not a certification program, but an introductory course in Reflexology.

Course Offerings

Dates	Time	Day	Campus	Price
March 5-12	6-9PM	Tuesday	Littleton	\$69.00

Understanding Alzheimer's and Dementia

Course Description

Alzheimer's is not normal aging. It's a disease of the brain that causes problems with memory, thinking and behavior. Join us to learn about the impact of Alzheimer's, the difference between Alzheimer's and dementia, disease stages and risk factors, current research and treatments to address some symptoms and Alzheimer's Association resources.

Course Offerings

Dates	Time	Day	Campus	Price
March 18	6-8PM	Monday	Littleton	FREE

FITNESS

Beginning Tai Chi

Course Description

Daily Tai Chi practice relieves stress and tension. Increase your energy and tranquility, while regulating your body's internal systems. Improve balance, flexibility, strength, physical and mental harmony, and your overall wellbeing.

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 movements is required for full-participation in this course.

Course Offerings

Dates	Time	Day	Campus	Price
April 11-May 30	6-8PM	Thursday	Littleton	\$199.00
April 11-May 30	6-8PM	Thursday	Littleton	\$199.00

Pilates Matwork I

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
January 23-May 13	11:30AM-12:20PM	Monday & Wednesday	Littleton	\$149.00

Yoga I

Course Description

Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and well-being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises.

Course Offerings

Dates	Time	Day	Campus	Price
January 23-April 8	4-5:15PM	Monday & Wednesday	Littleton	\$149.00
February 26-May 14	8-9:15AM	Tuesday & Thursday	Littleton	\$149.00

Bungee Bootcamp

Course Description

Bungee bootcamp is a tandem fitness class utilizing our C-Bungee® tandem cord. Each participant works in tandem with another participant to anchor, assist, or apply resistance. Classes are designed in one of or a combination of the following: HIIT, Slo-mo, balance/stabilization, core, speed and run form.

Course Offerings

Dates	Time	Day	Campus	Price
February 11-April 8	6-7AM	Monday	Littleton	\$149.00
March 29-May 17	6-7PM	Friday	Littleton	\$149.00

HOME AND GARDEN

Basic Electricity for the Homeowner

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
February 20-27	5:30-9PM	Wednesday	Littleton	\$79.00
April 10-17	5:30-9PM	Wednesday	Littleton	\$79.00

Home Buyer Basics – Be Prepared!

Course Description

In this real estate market it's more important than ever for buyers to be prepared to enter the market. This class has been designed to do just that. As a student you will understand the home buying process from start to finish. We review the current Denver Metro real estate market, cover the questions to consider when describing your new home, understanding how to choose the right real estate broker and a solid review of important tips and techniques for a strong offer. I guarantee you will leave the class with the all information you need for your home buying process to be a success.

Course Offerings

Dates	Time	Day	Campus	Price
February 16	10:00AM-12:30PM	Saturday	Littleton	\$25.00
March 23	10:00AM-12:30PM	Saturday	Littleton	\$25.00
April 20	10:00AM-12:30PM	Saturday	Littleton	\$25.00

How to Sell Your Home – The Basics

Course Description

It's not as easy as you may think to sell your home in this market for the best price and terms. Take this class to learn all you need to know to sell your home. We will discuss the challenges of selling in a quickly moving market; the importance of the right pricing strategy; the actual cost to sell a home; negotiation tips and techniques and how to navigate the entire process. You will leave the class with information on the current real estate market in your area, how to prepare your home for sale, how to choose a real estate broker and an offer of a free comparative market analysis of your home.

Course Offerings

Dates	Time	Day	Campus	Price
February 2	10:00AM-12:30PM	Saturday	Littleton	\$25.00
March 2	10:00AM-12:30PM	Saturday	Littleton	\$25.00
April 6	10:00AM-12:30PM	Saturday	Littleton	\$25.00

INTERIOR DECORATING

Introduction to Interior Design

Course Description

Spring is the perfect time to update and freshen up your home. Learn design fundamentals and implement them to create a designer look. Explore color, paint, accessories, lighting and window treatments. Create your own scaled floor plan with furniture placement. Learn cost effective ways to create a look you love.

Course Offerings

Dates	Time	Day	Campus	Price
April 3-24	6:30PM-8:30PM	Wednesday	Littleton	\$99.00

PERSONAL FINANCE, AND REAL ESTATE INVESTING

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

Course Description

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.

Course Offerings for Individuals

Dates	Time	Day	Campus	Price
January 30	6-8PM	Wednesday	Littleton	\$59.00
April 24	6-8PM	Wednesday	Littleton	\$59.00

Course Offerings for Couples

Dates	Time	Day	Campus	Price
January 30	6-8PM	Wednesday	Littleton	\$79.00
April 24	6-8PM	Wednesday	Littleton	\$79.00

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

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
January 31- February 7	6-9PM	Thursday	Littleton	\$59.00
March 21-28	6-9PM	Thursday	Littleton	\$59.00

Financial Planning for Women

Course Description

When it comes to investing and planning for the future, women face specific challenges. They tend to live longer, have lower incomes, more career interruptions, and a more conservative investing profile. As a result of these facts, many women are assuming a more active role in managing their finances. Nearly 90% of women will be solely responsible for their financial well-being at some point in their life. It's wise to think about your future. This course is designed to help you close the gap between what you currently know about money and what you need to know, where you are today and where you need to be. As a three week course, taught by a true CERTIFIED FINANCIAL PLANNER (CFP) and ACCREDITED PORTFOLIO MANAGEMENT ADVISOR (APMA) professional this course will help shape the way you think about money, help you align your financial choices with your values and put you on the path to helping you get your entire financial house in order and keep it that way.

Course Offerings

Dates	Time	Day	Campus	Price
March 12-26	6-8PM	Tuesday	Littleton	\$99.00

INVESTMENT PROPERTY

Fundamentals of Real Estate Investing

Course Description

Learn an analytical approach to investing. You can be your own boss and never get fired! What is best to own? Single family, 4 plex, commercial, industrial, triple net lease buildings? Find that diamond in the rough! Learn how to get 15% or more on your money, 1031 Exchanges and Reverse Exchanges, and how to reduce your income taxes. You can get cash flow starting day one. Learn how to know when to maximize profit. Learn how to buy homes at foreclosure sales, how much money is needed and how to bid. An individual meeting with the instructor is included. The instructor, Jim Flint, CRS, has 30 years' experience with real estate in five states. If you have questions, please call Jim Flint at 303-759-2222.

Course Offerings for Individuals

Dates	Time	Day	Campus	Price
February 12	6-9:15PM	Tuesday	Littleton	\$49.00
April 23	6-9:15PM	Tuesday	Littleton	\$49.00

Course Offerings for Couples

Dates	Time	Day	Campus	Price
February 12	6-9:15PM	Tuesday	Littleton	\$79.00
April 23	6-9:15PM	Tuesday	Littleton	\$79.00

Managing Your Rental Properties: How to Avoid Trouble and Vacancies

Course Description

This class is taught by Jim Flint a 30-year veteran of Denver investment real estate, and Jason Meyer a 10-year veteran property manager that currently manages over 400 units. Learn how to screen your

prospective tenants and keep the bad ones out. Be aware of “do’s and don’ts” when dealing with tenants. If you must evict, how? Have a pool of qualified service people that respond quickly. We’ll explain how to keep your property rented when others have vacancies. We also review the Fair Housing Laws. Is professional property management for you? Included is a copy of a lease used in over 400 housing units. If you have questions, please call Jim Flint at 303-759-2222.

Course Offerings for Individuals

Dates	Time	Day	Campus	Price
February 21	6-9:15PM	Thursday	Parker	\$49.00
April 25	6-9:15PM	Thursday	Littleton	\$49.00

Course Offerings for Couples

Dates	Time	Day	Campus	Price
February 21	6-9:15PM	Thursday	Parker	\$79.00
April 25	6-9:15PM	Thursday	Littleton	\$79.00

Alternatives to Traditional Real Estate Investing: Diversify Your Portfolio

Course Description

Look at real estate investing from an angle other than single family homes, duplexes, or condos. There's a world of options out there: commercial property, assisted living homes, apartment buildings, mobile home parks, self-storage properties, Fortune 500 triple net partnerships, and more! Learn how to create a business plan for your investment, including financing options, management, and the formulas you need to measure your ROI. While this class is aimed at people who have already discovered the advantages of investing in real estate, it can also be suitable for those who are simply ready to diversify into investments outside the stock market. If you have questions, please call Jim Flint at 303-759-2222.

Course Offerings

Dates	Time	Day	Campus	Price
February 19	6-9:15PM	Tuesday	Parker	\$25.00
April 30	6-9:15PM	Tuesday	Littleton	\$25.00

RETIREMENT SUCCESS

Retirement Planning Today

Course Description

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.

Course Offerings for Individuals

Dates	Time	Day	Campus	Price
January 24 - 31	6:30-9:30PM	Thursday	Littleton	\$59.00
January 29 – February 5	6:30-9:30PM	Tuesday	Littleton	\$59.00
February 21-28	6:30-9:30PM	Thursday	Parker	\$59.00

Dates	Time	Day	Campus	Price
February 26 – March 5	6:30-9:30PM	Tuesday	Parker	\$59.00
March 14-21	6:30-9:30PM	Thursday	Rec Center West Ridge	\$59.00
March 19-26	6:30-9:30PM	Tuesday	Rec Center West Ridge	\$59.00
May 9-16	6:30-9:30PM	Thursday	Littleton	\$59.00
May 14-21	6:30-9:30PM	Tuesday	Littleton	\$59.00

Course Offerings for Couples

Dates	Time	Day	Campus	Price
January 24 - 31	6:30-9:30PM	Thursday	Littleton	\$59.00
January 29 – February 5	6:30-9:30PM	Tuesday	Littleton	\$59.00
February 21-28	6:30-9:30PM	Thursday	Parker	\$59.00
February 26 – March 5	6:30-9:30PM	Tuesday	Parker	\$59.00
March 14-21	6:30-9:30PM	Thursday	Rec Center West Ridge	\$59.00
March 19-26	6:30-9:30PM	Tuesday	Rec Center West Ridge	\$59.00
May 9-16	6:30-9:30PM	Thursday	Littleton	\$59.00
May 14-21	6:30-9:30PM	Tuesday	Littleton	\$59.00

Rejuvenate Your Retirement

Course Description

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.

Course Offerings for Individuals

Dates	Time	Day	Campus	Price
January 31- February 7	9:30-11:30AM	Thursday	Parker	\$35.00
February 5-12	1-3PM	Tuesday	Parker	\$35.00
May 9-16	9:30-11:30AM	Thursday	Parker	\$35.00
May 14-21	1-3PM	Tuesday	Parker	\$35.00

Course Offerings for Couples

Dates	Time	Day	Campus	Price
January 31- February 7	9:30-11:30AM	Thursday	Parker	\$35.00
February 5-12	1-3PM	Tuesday	Parker	\$35.00
May 9-16	9:30-11:30AM	Thursday	Parker	\$35.00
May 14-21	1-3PM	Tuesday	Parker	\$35.00

RECREATION

AARP Smart Driver

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
February 16	9-1PM	Saturday	Littleton	\$15-\$20
April 20	9-1PM	Saturday	Littleton	\$15-\$20
June 22	9-1PM	Saturday	Littleton	\$15-\$20

Abate of Colorado

Course Description

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.

Introduction to Drones

Course Description

Are you curious about the new technology of drones? Are you thinking of buying a drone? Do you have a drone and want to be sure you're flying legally, safely and responsibly? Then join our "introduction to drones" class. We'll review the drone industry and the amazing ways this technology is being used. Then we'll discuss the mechanics of drones and how they're controlled. We'll survey the drones on the market and talk about what to consider when planning a purchase. We'll introduce the controlling authority for flying in national airspace, the FAA, and review the key rules and regulations for hobby drone flight. We'll cover planning safe and ethical missions and wrap up with an introduction to the commercial drone license, which you can prepare to earn through another ACC course.

Course Offerings

Dates	Time	Day	Campus	Price
February 19-21	6-9PM	Tuesday & Thursday	Littleton	\$95.00

INTRODUCTION TO sUAS – Become a sUAS Pilot

Course Description

Small Unmanned Aircraft System (sUAS or drone) technology is transforming the face of business and recreation. The Introduction to sUAS course will give you the skills and knowledge required to pilot drones and access emerging job opportunities. Our hands-on Knowledge-to-Action curriculum, tested and vetted by the State University of New York, gives advanced insight into the business and employment

opportunities created by drones. It takes students from learning to fly drones all the way through to preparing for FAA certification. Students learn to fly safely and legally, understand new jobs and business models, prepare to pass the remote pilot knowledge test for FAA certification, and get the most out of their drones. The course fee includes a quadcopter with a camera and a computer flight simulator. Topics covered include, flying multirotor & fixed wing drones, indoor flight training, diverse flight systems, maintenance, safety, insurance, industry applications, emerging technologies, and the latest FAA Policies.

Course Offerings

Dates	Time	Day	Campus	Price
March 5-21	6-9:30PM	Tuesday & Thursday	Littleton	\$1490.00

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 Street; 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 Workforce and Community Programs 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 Workforce and Community Programs 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 Workforce and Community Programs Program, 303.797.5722, a minimum of 30 days prior to the starting date of the course.

SELF-SUPPORTING PROGRAM

The Workforce and Community Programs 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 website 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 website 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 Workforce and Community Programs 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 obtain 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

No refunds will be made during or after a course has been held. Some courses have special refund policies. That information is provided within the course description. For special circumstances please contact the Workforce and Community Programs office at 303-797-5722.

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.

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/wcp. 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 Workforce and Community Programs, 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 Workforce and Community Programs office door anytime the college building is open, Monday-Sunday. We do not accept cash.

PHONE IN

For credit card registration only, call 303.797.5722 nMonday-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.