

Fall Schedule 2018

PROFESSIONAL AND CAREER PROGRAMS

CAREER EXPLORATION

Voice-Overs: NOW is YOUR Time!

Course Description

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, on 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.

Course Offerings

Dates	Hours	Days	Campus	Price
October 6	10:30am-12:30PM	Saturday	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 work 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
November 8	6:00-9:00PM	Thursday	Littleton Campus	\$59.00

JOB SEARCH

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
October 18	6:00-8:30PM	Thursday	Littleton Campus	\$59.00

Your First Step to Your Next

Course Description

“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

Is it time to make a move to your new work life? 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, Social Entrepreneur or Going into Business.

Course Offerings

Dates	Hours	Days	Campus	Price
October 3	6:00-9:00PM	Wednesday	Littleton Campus	\$59.00

Widening Your Comfort Zone

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	Hours	Days	Campus	Price
September 12-October 10	6:30-8:30PM	Wednesday	Littleton Campus	\$99.00
October 30-December 4	6:30-8:00PM	Tuesday	Littleton Campus	\$89.00

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. Computers provided.

Course Offerings

Dates	Hours	Days	Campus	Price
September 25-27	6:00-9:00PM	Tuesday and Thursday	Littleton Campus	\$119.00
October 17-24	6:00-9:00PM	Wednesday	Littleton Campus	\$119.00
November 13-15	6:00-9:00PM	Tuesday and Thursday	Littleton Campus	\$119.00

Get the Most from Your Apple iOS Devices Hands-on

Course Description

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 iPad or iPhone to the class.

Course Offerings

Dates	Hours	Days	Campus	Price
November 6-December 4	6:00-8:00PM	Tuesday	Littleton Campus	\$119.00

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
October 2-11	6:00-8:00PM	Tuesday and Thursday	Littleton Campus	\$109.00
November 5-14	6:00-8:00PM	Monday and Wednesday	Parker 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 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.

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 August 31, 2018.

Mathematics and Science for GED

Course Description

An individualized program of instruction focusing on the Mathematics and Science sections of the exam. Bring a calculator. *Register by September 10.

Course Offerings

Dates	Hours	Days	Campus	Price
September 17-November 12	8:30-11:00AM	Monday	Littleton	\$115.00
September 18-November 13	6:00-8:30PM	Tuesday	Littleton	\$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. *Register by September 10.

Course Offerings

Dates	Hours	Days	Campus	Price
September 19-November 14	8:30-11:00AM	Wednesday	Littleton	\$115.00
September 20-November 15	6:00-8:30PM	Thursday	Littleton	\$115.00

WRITING AND GRAMMAR

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
October 4-25	6:00-8:30PM	Thursday	Littleton	\$99.00

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, percent's, 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
September 18-October 16	6:30-8:30PM	Tuesday	Littleton	\$69.00

ENGLISH AS A SECOND LANGUAGE

English as a Second Language Orientation

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. The orientation sessions for fall are:

English as a Second Language Orientation Options

Dates	Time	Day	Campus	Price
August 8 th	10:00AM	Wednesday	Littleton	Free
August 8 th	6:00PM	Wednesday	Littleton	Free
August 9 th	10:00AM	Thursday	Littleton	Free
August 9 th	6:00PM	Thursday	Littleton	Free
August 15 th	10:00AM	Wednesday	Littleton	Free
August 15 th	6:00PM	Wednesday	Littleton	Free
August 16 th	10:00AM	Thursday	Littleton	Free
August 16 th	6:00PM	Thursday	Littleton	Free

English as a Second Language Courses

Course Description

English as a Second Language classes are 10 weeks. Classes begin September 10 and end November 16, 2018. Classes are held two days a week for two hour sessions.

Beginning English as a Second Language

Course Offerings

Dates	Time	Day	Campus	Price
September 10-November 14	9:30-11:30AM	Monday and Wednesday	Littleton	\$185.00

Dates	Time	Day	Campus	Price
September 11-November 15	6:30-8:30PM	Tuesday and Thursday	Littleton	\$185.00

Intermediate English as a Second Language

Course Offerings

Dates	Time	Day	Campus	Price
September 10-November 14	9:30-11:30AM	Monday and Wednesday	Littleton	\$185.00
September 11-November 15	6:30-8:30PM	Tuesday and Thursday	Littleton	\$185.00

Advanced English as a Second Language

Course Offerings

Dates	Time	Day	Campus	Price
September 10-November 14	9:30-11:30AM	Monday and Wednesday	Littleton	\$185.00
September 11-November 15	6:30-8:30PM	Tuesday and Thursday	Littleton	\$185.00

COMPUTER SOFTWARE APPLICATIONS

Microsoft Office Excel and Word Certificates

Program Description

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

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. Prerequisite: Windows knowledge.

Course Offerings

Dates	Time	Day	Campus	Price
September 27-October 4	6:30-9:30PM	Thursday	Littleton	\$179.00
October 5	9:00AM-4:00PM	Friday	Parker	\$179.00
November 3	9:00AM-4:00PM	Saturday	Littleton	\$179.00

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	Time	Day	Campus	Price
October 11-18	6:30-9:30PM	Thursday	Littleton	\$179.00
October 12	9:00AM-4:00PM	Friday	Parker	\$179.00
November 10	9:00AM-4:00PM	Saturday	Littleton	\$179.00

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	Time	Day	Campus	Price
October 25-November 1	6:30-9:30PM	Thursday	Littleton	\$179.00
October 19	9:00AM-4:00PM	Friday	Parker	\$179.00
November 17	9:00AM-4:00PM	Saturday	Littleton	\$179.00

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	Time	Day	Campus	Price
September 25-October 2	6:30-9:30PM	Tuesday	Littleton	\$179.00
October 6	9:00AM-4:00PM	Saturday	Littleton	\$179.00
November 2	9:00AM-4:00PM	Friday	Parker	\$179.00

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	Time	Day	Campus	Price
October 9-16	6:30-9:30PM	Tuesday	Littleton	\$179.00
October 13	9:00AM-4:00PM	Saturday	Littleton	\$179.00
November 9	9:00AM-4:00PM	Friday	Parker	\$179.00

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	Time	Day	Campus	Price
October 23-30	6:30-9:30PM	Tuesday	Littleton	\$179.00
October 20	9:00AM-4:00PM	Saturday	Littleton	\$179.00
November 16	9:00AM-4:00PM	Friday	Parker	\$179.00

EMERGENCY MANAGEMENT

EMT Refresher

Course Description

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. *No class held on 11/24 due to the Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
August 25-September 22	8:00AM-4:30PM	Saturday	Littleton	\$385.00
October 27-December 1	8:00AM-4:30PM	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	Time	Day	Campus	Price
October 22-November 7	8:00AM-5:00PM	Monday, Wednesday, and Friday	Littleton	\$495.00

Critical Care Transport

Course Description

Critical care transport focuses on the treatment and transport of patients that require complex medical management and advanced critical thinking skills. The professionals serving these patients gained the skills and knowledge necessary through hard work and intense professional motivation. The course is over 140 hours of live instruction, clinical experience, and hands on practice. It will provide you with the knowledge and skills to work confidently and safely with the sickest of patients. Expert instructors provide in-depth presentations and practical application of advanced medical and trauma topics based on current research and experience. By the end of the course, students frequently take the FP-C, CCP-C, and CFRN exams with good results. *No class the week of November 19 due to Fall Break. For course content, please call the Don Stroup at 303.797.5233 or email Don.Stroup@arapahoe.edu. Prerequisites - Current licensure or certification: Paramedic, RN, or Respiratory Therapist, PA, CPR Healthcare Provider, ACLS Provider. *No Class the Week of Thanksgiving

Course Offerings

Dates	Time	Day	Campus	Price
November 12-30	8:00AM-5:00PM	Monday through Friday	Littleton	\$1299.00

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. *You must purchase the course text, Teaching Health Careers Education: Tools for Classroom Success, ISBN 9780323042567.

Course Offerings

Dates	Time	Day	Campus	Price
October 9	8:00AM-5:00PM	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. *You must purchase the course text, Teaching Health Careers Education: Tools for Classroom Success, ISBN 9780323042567.

Course Offerings

Dates	Time	Day	Campus	Price
October 10-October 11	8:00AM-5:00PM	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. *You must purchase the course text, Teaching Health Careers Education: Tools for Classroom Success, ISBN 9780323042567.

Course Offerings

Dates	Time	Day	Campus	Price
October 12	8:00AM-5:00PM	Friday	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) and course materials (\$5).

Course Offerings

Dates	Time	Day	Campus	Price
October 13	9:00AM-3:30PM	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%. *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.

Course Offerings

Dates	Time	Day	Campus	Price
August 17	9:00AM-2:00PM	Friday	Littleton	\$79.00
August 25	9:00AM-2:00PM	Saturday	Littleton	\$79.00
December 8	9:00AM-2:00PM	Saturday	Littleton	\$79.00
January 26	9:00AM-2:00PM	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	Time	Day	Campus	Price
August 17	2:00-4:00PM	Friday	Littleton	\$79.00
August 25	2:00-4:00PM	Saturday	Littleton	\$79.00
December 8	2:00-4:00PM	Saturday	Littleton	\$79.00
January 26	2:00-4:00PM	Saturday	Littleton	\$79.00

EQUINE

Equine Training and Management Certificate Program

Program 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. September 5th – December 12th.

Course Offerings

Dates	Time	Day	Campus	Price
September 5-December12	20 Hours a week	Arranged	Arranged	\$499.00
September 5-December12	30 Hours a week	Arranged	Arranged	\$599.00
September 5-December12	40 Hours a week	Arranged	Arranged	\$699.00

Bits & Bitting I

Course Description

This course provides a study of the five groups of bits, the use of the bitting wall, the anatomy and physiology of the equine oral cavity, the identification of injury and disease, the history and use of the hackamore with bosal, and the use of leg aids.

Course Offerings

Dates	Time	Day	Campus	Price
September 5-October 22	6:00-7:30PM	Monday and Wednesday	Littleton	\$199.00

Breed Evaluation I

Course Description

The core work of this course is the confirmation of the horse. It begins with the history of the different breeds of horses, their common use and characteristics, and their performance and potential for competition. Students begin to gain skills in compiling a detailed study of the confirmation of the horse.

Course Offerings

Dates	Time	Day	Campus	Price
September 5-October 22	7:45-9:15PM	Monday and Wednesday	Littleton	\$199.00

Bits & Bitting II

Course Description

A further examination of the use of the five groups of bits, the stand up seat, several rein aids and half haunts, leg aids, stirrup pressures, and saddles and tack. Pre-requisite: Bits and Bitting I. *No class on Wednesday, November 21 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
October 24-December 12	6:00-7:30PM	Monday and Wednesday	Littleton	\$199.00

Breed Evaluation II

Course Description

This course allows students to continue to examine the confirmation of the horse by the study of the fore legs, the hind legs, the back, the head and neck, the chest, the muscular system, the skeleton, and the hoof. Pre-requisite: Breed Evaluation I. *No class on Wednesday, November 21 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
October 24-December 12	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
September 11-December 11	6:00-7:30PM	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
September 5-December 5	Arranged	Arranged	Arranged	\$199.00

FREE Info Session • Equine Open House

Open House Description

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.

Open House Options

Dates	Time	Day	Campus	Price
December 13	6:00-7:00PM	Thursday	Littleton	FREE

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.

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 September 19 through December 19, 2018 from 6-9 with no class session on Wednesday, November 21 due to Fall Break. Class sessions will be held at the Littleton Campus. Session II will meet Wednesday evenings from January 30 through April 24, 2019.

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.

Course Offerings

Dates	Time	Day	Campus	Price
September 19-December 19	6:00-9:00PM	Wednesday	Littleton	\$1299.00

FLORAL DESIGN

Floral Design Certificate

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. 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

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
September 18	6:00-8:00PM	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
September 25	6:00-9:00PM	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
October 2	6:00-9:00PM	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
October 9	6:00-9:00PM	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.

*No class held on November 20 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
September 25-December 4	6:30-8:30PM	Tuesday	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. *No class held on Nov 22 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
October 4-December 13	6:00-8:00PM	Thursday	Littleton	\$199.00

French Conversation: Intermediate Level

Course Description

Do you need to build up your French conversation skills? Do you want to review and build more confidence on a foundational knowledge of vocabulary and grammar learned in other classes? This class is for students that participated in previous French classes taught by Fawzia Ahmad this spring and summer. During this class students will have fun with more everyday situations such as sending a text message, speaking on the phone, what to say to a bank teller, how to ask your museum guide the correct question (and understand his/her answer), communicating with a French family that your child is staying with and/or communicating with a French family whose child you are hosting, etc. In addition, students

will spend 40% of their time conversing about current events. Fawzia will provide an article to read for each class session. Or, students may bring in a topic and an article that they would like to discuss. Finally, this class will include off-campus meetings at a French cultural event or restaurant determined by the students.

Course Offerings

Dates	Time	Day	Campus	Price
September 15-November 17	12:30-2:45PM	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
September 18-November 6	7:00-9:00PM	Tuesday	Littleton	\$179.00

Survival Tips for the Informed Traveler in German Speaking Countries

Course Description

Are you planning to travel to German speaking countries in the near future? If so, please let me be of assistance. We will discover some basic survival tips for traveling that will help you feel more at ease throughout your trip. We will learn everyday survival phrases and cultural characteristics as well as practice language skills with fellow students. I will also give you advice on how to navigate through your chosen country by train or car.

Course Offerings

Dates	Time	Day	Campus	Price
September 26-October 24	6:00-8:00PM	Wednesday	Littleton	\$49.00

Beginning Spanish

Course Description

Discover basic Spanish including common phrases and vocabulary that will enable you to communicate simply and clearly. Classes will not meet the week of November 19 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
September 10-November 5	5:00-7:00PM	Monday	Littleton	\$199.00
September 18-November 27	6:00-8:00PM	Tuesday	Littleton	\$199.00

Intermediate Spanish

Course Description

Improve your skills learned in Beginning Spanish (a prerequisite for this class), or you may obtain permission from the instructor before enrolling. *Classes will not meet the week of November 19 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
September 10-November 5	7:00-9:00PM	Monday	Littleton	\$199.00
September 20-November 29	6:00-8:00PM	Thursday	Littleton	\$199.00

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
September 24	6:30-9:30PM	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
October 12-21	9:00-5:00PM	Friday and Saturday	Littleton	\$599.00
October 12-21	10:00-3:00PM	Sunday	Littleton	Included

SOCIAL MEDIA DIGITAL MARKETING

Social Media & Digital Marketing Certificate

Certificate Program 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
September 12	6:00-9:00PM	Wednesday	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
September 17	6:00-9:00PM	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
September 19	6:00-9:00PM	Wednesday	Littleton	\$79.00

WORDPRESS

WordPress Web Design Certificate

Certificate Program 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
September 26	6:00-9:00PM	Wednesday	Littleton	\$69.00

WordPress I

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.

Course Offerings

Dates	Time	Day	Campus	Price
October 3-10	6:00-9:00PM	Wednesday	Littleton	\$99.00

WordPress II

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
October 17-31	6:00-9:00PM	Wednesday	Littleton	\$109.00

WordPress III

Course Description

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. No class session on November 21 due to the Thanksgiving holiday week.

Course Offerings

Dates	Time	Day	Campus	Price
November 7-28	6:00-9:00PM	Wednesday	Littleton	\$109.00

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
September 10-October 8	6:00-8:00PM	Monday	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 \$6 more. Please notify the office upon registration.

Course Offerings

Dates	Time	Day	Campus	Price
October 15–November 12	6:00-8:00PM	Monday	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
November 19-December 17	6:00-8:00PM	Monday	Littleton	\$109.00

CREATIVE WRITING AND JOURNALISM

Introduction to Creative Writing – An Online Course

Course Description

Interested in writing stories, poems, or essays but unsure where to start? In this course, delivered in an online platform, we'll delve into hallmarks of good writing like voice, character, image, and story and then try our hand at each of the genres of poetry, fiction, and nonfiction. We will develop our material, identify individual strengths and weaknesses, become proficient at peer critique, and finish the course with a polished piece.

Course Offerings

Dates	Time	Day	Campus	Price
September 4-December 11	ONLINE	ONLINE	ONLINE	\$299.00

Introduction to Creative Writing

Course Description

This course provides the opportunity to learn the basics of creative writing that apply to all genres: fiction, poetry, nonfiction, and drama. Learn how to create powerful voice and style in your writing, dynamic characters, vivid settings, language infused with imagery and concrete, sensory language. Try your hand at writing short fiction and flash nonfiction, poetry and the ten-minute play. This class will involve you in reading and technique discussions as well as peer critiques. Contact Monica Fuglei for information: Monica.Fuglei@arapahoe.edu. or (303) 797-5826. *No class sessions on 11/20 and 11/22 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
August 21-December 11	1:00-2:15PM	Tuesday and Thursday	Littleton	\$299.00

Introduction to Reporting

Course Description

Have you ever thought about becoming a reporter? Come learn basic journalism skills of generating story ideas, interviewing, writing articles, working with an editor, and meeting deadlines. Reasons to sign up include a new, collaborative classroom, newly-purchased multimedia equipment, and opportunities to publish in our award-winning online campus paper, The Arapahoe Pinnacle. *No class sessions on 11/20 and 11/22 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
September 4-December 11	11:30AM-12:45PM	Tuesday and Thursday	Littleton	\$299.00

New Media

Course Description

Curious about video stories, podcasts, blogging, and social media? In this class, we'll examine all the ways new media is changing journalism and then conceive of, create, and contribute our own multi-media stories to the award-winning online campus paper, The Arapahoe Pinnacle. *No class sessions on 11/20 and 11/22 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
September 4-December 11	11:30AM-12:45PM	Tuesday and Thursday	Littleton	\$299.00

DRAWING

You Can Draw!

Course Description

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. * No class on Thursday, November 22 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
September 13-October 18	7:30-9:00PM	Thursday	Littleton	\$129.00
October 25-December 6	7:30-9:00PM	Thursday	Littleton	\$129.00

Great Books Program at ACC

Course Description

ACC holds the honor of being one of only six community colleges in the United States included in the University of Chicago's Great Books Consortium. The program builds on the renowned Great Books Movement which allows American students to engage in conversations about the most influential ideas contained within Western Civilization's masterpieces of literature, history and philosophy.

How Do Great Books Courses work? Many ACC instructors offer various courses designated as "Great Books Courses." Within these courses, the instructors draw at least half of the course readings from authors on the Encyclopedia Britannica's Great Authors List as primary voices in their fields. For instance, in a Great Books Psychology course, in addition to reading about the meaning of Sigmund Freud's dream symbolism, one might also read some of Freud's own Interpretation of Dreams. Alternatively, in a Great Books Mathematics course, one might read some of Newton's or Euclid's writings.

For more information regarding the Great Books courses offered this semester, please visit the ACC website and search for Great Books Program or call the Workforce and Community Programs Office at 303-797-5722. All courses begin the week of August 20.

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 10 days prior to class start date. *No classes the week of November 19 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
August 20-December 10	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 10 days prior to class start date. No class the week of *No classes the week of November 19 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
September 4-December 11	7:45-9:15PM	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 10 days prior to class start date. *No classes the week of November 19 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
August 23-December 6	6:00-8:00PM	Thursday	Littleton	\$159.00

Pop/Rock Ensemble

Course Description

Join the ACC Pop/Rock Band. Class is for adults. Previous playing experience preferred. Register 10 days prior to class start date. *No classes the week of November 19 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
August 24-December 7	1:00-3:00PM	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. 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 August 20 and Dec 11 based on instructor availability and approval. Lesson days and times are established between you and the instructor. All lessons are 269.00 and are at the Littleton Campus. No classes the week of November 19 due to Fall Break.

Available Lessons

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

PAINTING

Exploring Acrylics II

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
September 5-October 10	1:00-4:00PM	Wednesday	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
October 24-November 14	1:00-4:00PM	Wednesday	Littleton	\$119.00

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. Expand your creative painting skills through pouring acrylics. 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.

Course Offerings

Dates	Time	Day	Campus	Price
December 6-13	1:00-4:00PM	Thursday	Littleton	\$69.00

Oil Painting for Beginners and Beyond

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
October 4-November 8	2:00-5:00PM	Thursday	Littleton	\$179.00
October 4-November 9	6:00-9:00PM	Thursday	Littleton	\$179.00

Intermediate/Advanced Oil Painting

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
October 2-November 6	6:00-9:00PM	Tuesday	Littleton	\$179.00

Beginning Watercolor

Course Description

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 water-color 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.

Course Offerings

Dates	Time	Day	Campus	Price
September 11-October 16	7:30-9:00PM	Tuesday	Littleton	\$129.00
October 23-November 27	7:30-9:00PM	Tuesday	Littleton	\$129.00

Painting for Beginners

Course Description

Taking the fear out of learning to paint, this class will teach what you need to see when you paint ~ shapes, value and color. We will be using acrylic paint and will paint an autumn aspen scene. Starting with a value study, then adding color, covering the essentials ~ composition, drawing, perspective and color.

Course Offerings

Dates	Time	Day	Campus	Price
October 2-November 6	6:00-8:30PM	Tuesday	Littleton	\$179.00

Color Workshop

Course Description

The right color can make or break your painting. This class will focus on understanding and using colors so you always have the right temperature, hue and value. We will create a color chart and do some color

exercises. Learn how each color affects color around it creating depth and perspective. Mixing Pigments in Oil, Acrylic, Watercolor, and Gouache this class is for everyone. If you are a beginner or more experienced this course will help you use color as a valuable tool in your artwork.

Course Offerings

Dates	Time	Day	Campus	Price
October 11-November 1	6:00-8:30PM	Thursday	Littleton	\$99.00

PHOTOGRAPHY

Adobe Photoshop Level I

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
September 25-October 16	6:00-9:00PM	Tuesday	Littleton	\$199.00

Adobe Photoshop Lightroom Level I

Course Description

This class is designed for a variety of students; the hobbyist, home user, the budding professional, or business owner who needs to manage, process or enhance image files. Develop your own photography workflow and get started with Adobe Lightroom, from the ground up. You will learn how to utilize this industry standard software to create a workflow solution that will set you on your way to editing, organizing and processing your photos in expert fashion. With your enhanced images and the cutting edge features of Adobe Photoshop Lightroom, you will feel confident outputting high quality image files, producing client presentations and creating web galleries. Bring your laptop (PC or MAC) loaded with a newer version of Adobe Photoshop Lightroom version 6, CC or Adobe Photoshop Lightroom Classic and a vast selection of your digital image files.

Course Offerings

Dates	Time	Day	Campus	Price
October 23-November 13	6:00-8:30PM	Tuesday	Littleton	\$129.00

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.

Course Offerings

Dates	Time	Day	Campus	Price
September 24-October 8	6:00-8:45PM	Monday	Parker	\$109.00
October 15-29	6:00-8:45PM	Monday	Littleton	\$109.00

Camera to Computer: Archive, Edit and Send Digital Photos

Course Description

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!

Course Offerings

Dates	Time	Day	Campus	Price
October 11	6:00-8:45PM	Thursday	Littleton	\$39.00
November 1	6:00-8:45PM	Thursday	Littleton	\$39.00

Abstracts and Special Effects In-Camera

Course Description

This course builds on instructor's award-winning book, Right Brain Photography. In today's post-processing digital world, most photographers are spending hours per image in an attempt to get creative. Why spend hours in front of your computer when you can create abstracts and special effects in-camera in seconds. You will learn creative techniques like double exposures, Eli's "swirl" technique, Impressionism, scanning, extracting, eastern philosophy applications, and more. There will be a lunch break and in-field applications.

Course Offerings

Dates	Time	Day	Campus	Price
September 22	9:00AM-5:00PM	Saturday	Littleton	\$99.00

WELDING

Welding for Art's Sake

Course Description

Get introduced to the tools and techniques used to create a welded art piece. Learn basic metal fabrication using a plasma cutter, oxyacetylene torch and MIG welder. With one on one instruction and guidance, choose from six pre-designed projects to create a unique metal sculpture. Cathy and Johnny are

experienced metal artists and enthusiastic welding instructors with over 15 years of metal work experience. These classes are held at the Metal Shop, 3311 W. 71st Ave., Westminster.

Course Offerings

Dates	Time	Day	Campus	Price
September 27	5:00-9:00PM	Thursday	Metal Shop	\$160.00
September 29	10:00AM-2:00PM	Saturday	Metal Shop	\$160.00
September 30	10:00AM-2:00PM	Sunday	Metal Shop	\$160.00
October 25	5:00-9:00PM	Thursday	Metal Shop	\$160.00
October 27	10:00AM-2:00PM	Saturday	Metal Shop	\$160.00
October 28	10:00AM-2:00PM	Sunday	Metal Shop	\$160.00
November 29	5:00-9:00PM	Thursday	Metal Shop	\$160.00
December 1	10:00AM-2:00PM	Saturday	Metal Shop	\$160.00
December 2	10:00AM-2:00PM	Sunday	Metal Shop	\$160.00

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! *No class on October 9th.

Course Offerings

Dates	Time	Day	Campus	Price
September 11-October 16	6:00-8:00PM	Tuesday	Littleton	\$119.00
October 18-November 15	6:00-8:00PM	Tuesday	Littleton	\$119.00

Stop Smoking with Hypnosis

Course Description

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.

Course Offerings

Dates	Time	Day	Campus	Price
October 4-11	6:00-9:00PM	Thursday	Littleton	\$69.00

Healing Touch with Reiki

Course Description

Learn the ancient form of healing which is a natural and simple healing method that balances the energies in your body. It allows you to absorb more of the Universal Life Force Energy that is all around us. Reiki works on all levels – the physical, mental, emotional, and spiritual. It brings the body and mind into balance, encourages self-healing, and never causes harm. The class includes the Reiki I Attunement with complete instruction on how to use Reiki to heal yourself and others.

Course Offerings

Dates	Time	Day	Campus	Price
November 1-8	6:00-9:00PM	Thursday	Littleton	\$69.00

FITNESS

Beginning Tai Chi

Course Description

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. * No class on October 17 or on November 21.

Course Offerings

Dates	Time	Day	Campus	Price
September 26-November 28	6:00-8:00PM	Wednesday	Littleton	\$199.00

Beginner Reformer Pilates

Course Description

Use machines to build full body strength and flexibility. The Reformer was designed by Joseph Pilates to work the body in an athletic and therapeutic way. The springs and pulleys can be finely adjusted to tailor the workout exactly to your ability. There are 4 machines and 4 people for individualized attention. Each 4-week session is held at Motion on Mainstreet, 2329 West Main Street #102 Littleton, CO 80120, in downtown Littleton.

Course Offerings

Dates	Time	Day	Campus	Price
October 1-29	3:00-4:00PM	Monday	Littleton	\$165.00
October 6-27	12:00-1:00PM	Saturday	Littleton	\$135.00
November 5-December 10	3:00-4:00PM	Monday	Littleton	\$165.00
November 3-December 1	12:00-1:00PM	Saturday	Littleton	\$135.00

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. *No class the week of November 19 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
August 20-December 10	11:30AM-12:20PM	Monday and Wednesday	Littleton	\$149.00

Zumba

Course Description

Zumba is a compilation of high energy, motivating music with unique moves and choreography combinations. Zumba fuses Latin and International music and dance themes to create a dynamic, exciting, effective fitness system. The routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. Zumba utilizes the principles of fitness interval training and resistance training to maximize caloric output, fat burning and total body toning. It is a mixture of body sculpting movements with easy to follow dance steps.*No class the week of November 19 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
August 21-December 11	4:00-4:50PM	Tuesday/Thursday	Littleton	\$149.00

Yoga 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. *No class the week of November 19 due to Fall Break.

Course Offerings

Dates	Time	Day	Campus	Price
August 20-October 29	4:00-5:15PM	Monday and Wednesday	Littleton	\$149.00
August 21-October 30	8:00-9:15AM	Tuesday and Thursday	Littleton	\$149.00
September 26-December 10	1:00-2:15PM	Monday and Wednesday	Littleton	\$149.00

Stretch and Posture

Course Description

This is a class focusing on breathing and relaxed stretching to stretch and strengthen for improved posture.

Course Offerings

Dates	Time	Day	Campus	Price
August 20-December 10	8:15-8:45PM	Monday and Friday	Littleton	Free for Silver Sneaker Members

Balance

Course Description

You are never too old to play! This fun-filled activity class challenges the components that keep you upright and maintain balance. Activities focus on improving posture, core strength and stabilization, as well as mind-body awareness. This is NOT designed for those who are currently at risk for falling.

Course Offerings

Dates	Time	Day	Campus	Price
August 24-December 7	9:15-9:45PM	Friday	Littleton	Free for Silver Sneaker Members

Drums Alive Gold

Course Description

Combine movement with the powerful beat and rhythms of drumming for an amazing workout!

Course Offerings

Dates	Time	Day	Campus	Price
August 22-December 12	9:30-10:30PM	Wednesday	Littleton	Free for Silver Sneaker Members

ELECTRICITY

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
September 25-October 2	5:30-9:30PM	Wednesday	Littleton	\$79.00
November 5-12	5:30-9:30PM	Monday	Littleton	\$79.00

HOME BUYING AND SELLING

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 give you the information you need to be successful in this market. As a student you will understand the home buying process from start to finish; the current Denver Metro real estate market; how to describe your new home; how to choose the right real estate broker. We will also review tips and techniques for writing a strong offer. 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
September 15	10:00AM-12:30PM	Saturday	Littleton	\$25.00
October 20	10:00AM-12:30PM	Saturday	Littleton	\$25.00
November 3	10:00AM-12:30PM	Saturday	Littleton	\$25.00
December 8	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
September 29	10:00AM-12:30PM	Saturday	Littleton	\$25.00
October 6	10:00AM-12:30PM	Saturday	Littleton	\$25.00
November 10	10:00AM-12:30PM	Saturday	Littleton	\$25.00
December 1	10:00AM-12:30PM	Saturday	Littleton	\$25.00

INTERIOR DECORATING

Introduction to Interior Design Basics

Course Description

Looking to spruce up your home? Learn design fundamentals and how to implement them to create a designer look. Explore color, paint, accessories, lighting, and window treatments. Create your own scaled floor plan with furniture placements. Learn cost effective ways to get the look you love.

Course Offerings

Dates	Time	Day	Campus	Price
October 4-25	6:30-8:30	Thursday	Littleton	\$99.00

PERSONAL FINANCE, ONLINE SELLING, 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	Hours	Days	Campus	Price
October 24	6:00-8:00PM	Wednesday	Littleton	\$59.00

Course Offerings for Couples

Dates	Hours	Days	Campus	Price
October 24	6:00-8:00PM	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	Hours	Days	Campus	Price
September 20-27	6:00-9:00PM	Thursday	Littleton	\$59.00
October 25-November 1	6:00-9:00PM	Thursday	Littleton	\$59.00

INVESTMENT PROPERTY

Fundamentals of Real Estate Investing

Course Description

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.

Course Offerings for Individuals

Dates	Hours	Days	Campus	Price
September 11	6:00-9:15PM	Tuesday	Littleton	\$49.00
November 13	6:00-9:15PM	Tuesday	Littleton	\$49.00

Course Offerings for Couples

Dates	Hours	Days	Campus	Price
September 11	6:00-9:15PM	Tuesday	Littleton	\$79.00
November 13	6:00-9:15PM	Tuesday	Littleton	\$79.00

Managing Your Rental Properties: How to Avoid Trouble and Vacancies

Course Description

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.

Course Offerings for Individuals

Dates	Hours	Days	Campus	Price
September 13	6:00-9:15PM	Thursday	Littleton	\$49.00
November 15	6:00-9:15PM	Thursday	Littleton	\$49.00

Course Offerings for Couples

Dates	Hours	Days	Campus	Price
September 13	6:00-9:15PM	Thursday	Littleton	\$79.00
November 15	6:00-9:15PM	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.

Course Offerings

Dates	Hours	Days	Campus	Price
September 18	6:00-9:15PM	Tuesday	Littleton	\$25.00
November 27	6:00-9:15PM	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.

*Includes 235-page illustrated book. Note: The Tuesday and Thursday classes in October are located at the Recreation Center at Northridge – Wetterhorn, 8801 South Broadway, Littleton.

Course Offerings for Individuals

Dates	Hours	Days	Campus	Price
August 16-23	6:30-9:30PM	Thursday	Parker	\$59.00
August 21-28	6:30-9:30PM	Tuesday	Parker	\$59.00
September 27-October 4	6:30-9:30PM	Thursday	Littleton	\$59.00
October 2-9	6:30-9:30PM	Tuesday	Littleton	\$59.00
October 18-25	6:30-9:30PM	Thursday	Northridge Rec Center	\$59.00
October 23-30	6:30-9:30PM	Tuesday	Northridge Rec Center	\$59.00

Course Offerings for Couples

Dates	Hours	Days	Campus	Price
August 16-23	6:30-9:30PM	Thursday	Parker	\$59.00
August 21-28	6:30-9:30PM	Tuesday	Parker	\$59.00
September 27-October 4	6:30-9:30PM	Thursday	Littleton	\$59.00
October 2-9	6:30-9:30PM	Tuesday	Littleton	\$59.00
October 18-25	6:30-9:30PM	Thursday	Northridge Rec Center	\$59.00
October 23-30	6:30-9:30PM	Tuesday	Northridge Rec Center	\$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	Hours	Days	Campus	Price
August 16-23	6:30-9:30PM	Thursday	Parker	\$59.00
August 21-28	6:30-9:30PM	Tuesday	Parker	\$59.00

Course Offerings for Couples

Dates	Hours	Days	Campus	Price
September 18-25	1:00-3:00PM	Tuesday	Parker	\$35.00
September 27-October 4	9:30-11:30AM	Thursday	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	Hours	Days	Campus	Price
September 29	9:00AM-1:00PM	Saturday	Littleton	\$15/AARP Member \$20/non-AARP member
November 3	9:00AM-1:00PM	Saturday	Littleton	\$15/AARP Member \$20/non-AARP member

MOTORCYCLE TRAINING

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.

FALL YOUTH COLLEGE

HEALTHY HABITS AND STUDY SKILLS

7 Habits Happy Kids

Course Description

Based on the book “Seven Habits of Happy Kids” by Sean Covey, students will be guided through stories of the Seven Oaks friends as they discover how to be proactive, begin with the end in mind, put first things first, think win-win, seek first to understand and then be understood, synergize and sharpen the saw.

Course Offerings

Dates	Hours	Days	Campus	Price
December 1-8	9:00AM-12:00PM	Saturday	Littleton	\$99.00

7 Habits Highly Effective Teens

Course Description

Based on the book “Seven Habits of Highly Effective Teens” by Sean Covey, learn organization strategies that will not only benefit your studies, but also your life. Explore some possibilities for improving your personal space to make room for more clear school goals. Improve your schoolwork by organizing your thought patterns and structuring your work habits. Focus on simplifying your life and keeping your attention on what is really important for your success.

Course Offerings

Dates	Hours	Days	Campus	Price
October 6-13	9:00AM-12:00PM	Saturday	Littleton	\$99.00
November 8-15	6:00-9:00PM	Thursday	Littleton	\$99.00

Improve Your Study Skills

Course Description

Ever felt you would have studied harder if you only knew how? Learn strategies in listening, note-taking, test-taking, time management and more. Take learning inventories to discover how you learn best. Leave the class feeling ready for the new school year.

Course Offerings

Dates	Hours	Days	Campus	Price
October 6-13	1:00-4:00PM	Saturday	Littleton	\$99.00
November 6-13	6:00-9:00PM	Tuesday	Littleton	\$99.00

KEYBOARDING

Keyboarding Skills Improvement

Course Description

Do you want to learn touch-typing or improve your existing typing skills? This course is designed for beginning level students that want to learn correct keyboarding skills using accuracy and speed. Discover how to read from the printed page or computer screen without looking at the keyboard; create, edit and save word processing documents; know the alphabetic, numeric and symbols keys and successfully complete a timed writing test. Students will receive a printed paper showing their speed in words per minute.

Course Offerings

Dates	Hours	Days	Campus	Price
September 29-October 6	9:00AM-12:00PM	Saturday	Littleton	\$99.00
November 3-10	9:00AM-12:00PM	Saturday	Littleton	\$99.00

PAINTING AND PHOTOGRAPHY

Painting and Photography

Course Description

Learn secrets to creating beautiful art within nature settings around the ACC campus and downtown Littleton. Explore composition, color theory, incorporating light, and more through fun activities. Students will take home projects, including photos mounted on a mat board and a large painted canvas. Students should dress for painting and bring digital cameras ready to use each day. The instructor will supply all materials.

Course Offerings

Dates	Hours	Days	Campus	Price
September 29-October 6	9:00AM-12:00PM	Saturday	Littleton	\$99.00
November 3-10	9:00AM-12:00PM	Saturday	Littleton	\$99.00

SAT PREP

SAT English Exam: Improve Your Scores

Course Description

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.

Course Offerings

Dates	Hours	Days	Campus	Price
September 15-22	9:00AM-12:00PM	Saturday	Littleton	\$99.00
October 13-20	9:00AM-12:00PM	Saturday	Littleton	\$99.00
November 10-17	9:00AM-12:00PM	Saturday	Littleton	\$99.00

SAT Math Exam: Improve Your Scores

Course Description

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.

Course Offerings

Dates	Hours	Days	Campus	Price
September 15-22	1:00PM-4:00PM	Saturday	Littleton	\$99.00
October 13-20	1:00PM-4:00PM	Saturday	Littleton	\$99.00
November 10-17	1:00PM-4:00PM	Saturday	Littleton	\$99.00

AU PAIR EDUCATION

Program Description

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.

LEARN TO FLY DRONES SAFELY AND LEGALLY!

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	Hours	Days	Campus	Price
September 4-20	6:00-9:30PM	Tuesday and Thursday	Littleton	\$99.00

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. *No Class on November 21.

Course Offerings

Dates	Hours	Days	Campus	Price
September 12- December 5	6:00-9:30PM	Tuesday and Thursday	Littleton	\$99.00

WHAT YOU NEED TO KNOW . . .

LOCATIONS

You can find maps of Arapahoe Community College facilities at [this link](#) 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 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

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

SELF-SUPPORTING PROGRAM

The Workforce and Community Programs department 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 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 [here](#).

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 Workforce and Community Programs 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 Workforce and Community Programs 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 [here](#). 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 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 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 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.