

Summer 2019

PROFESSIONAL AND CAREER PROGRAMS

CAREER EXPLORATION

Voice-Overs: NOW is YOUR Time!

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
June 4	6:30-8:30PM	Tuesday	Littleton Campus	\$54.00

The Ins and Outs of LinkedIn

Course Description

Learn how to leverage and benefit from this professional social media platform which boasts over half a billion members including executives from all Fortune 500 companies. Learn to optimize your profile, accelerate growing the right kind of network and evaluate groups before you join. Practice not only the basics but tips and strategies that will help you stand out for professional, social and career networking, recruiting, sales and what- ever reason you desire to use LinkedIn.

Course Offerings

Dates	Hours	Days	Campus	Price
July 15-22	6-9PM	Monday	Littleton Campus	\$99.00

Marketing Your Professional Image

Course Description

Learn what changes your resume should have based on the type of job you are pursuing. Take a hands on approach to cleaning up your web & social media profile, receiving recommendations from others in your field, and obtaining success with perspective clients and employers.

Course Offerings

Dates	Hours	Days	Campus	Price
August 20-29	6-8:30PM	Tuesday/Thursday	Littleton Campus	\$149.00

COMPUTER AND SMARTPHONE SKILLS

Computer Basics for Laptop and Desktop Devices

Course Description

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

perfect for you. Explore the main components of a typical computer system and the basic elements of the Windows interface. Navigate in Windows Explorer, organize files and folders, search for items on a computer, and personalize Windows. Learn to use an Internet browser and explore tips for routine maintenance.

Course Offerings

Dates	Hours	Days	Campus	Price
June 10-13	6-8PM	Monday-Thursday	Littleton Campus	\$129.00
July 9-18	4:30-6:30PM	Tuesday & Thursday	Littleton Campus	\$129.00
August 26-29	6-8PM	Monday-Thursday	Littleton Campus	\$129.00

Get the Most from Your Android Devices Hands-on

Course Description

Learn how Android smartphones and tablets have changed the way the world communicates. Then, dive in to explore your own device. Bring your Android smartphone and tablet to get hands-on time with the assistance you need to develop proficiency. Learn to navigate your device, discover the world of apps, GPS navigation, media and entertainment, work productivity, photography, and more. Explore security and safety features to keep your data safe. Even talk to your device!

Course Offerings

Dates	Hours	Days	Campus	Price
June 24-27	6-8PM	Monday-Thursday	Littleton Campus	\$129.00
July 23-August 1	4:30-6:30PM	Tuesday & Thursday	Littleton Campus	\$129.00
August 19-22	6-8PM	Monday-Thursday	Littleton Campus	\$129.00

GED PREPARATION

Program Description

If you are 17 years of age or older, register for these preparation classes which are designed to help you improve skills to complete the online GED exam. Practice tests are available online at GED.com for \$6 per subject and \$24 for all four. Your scores will indicate whether you are ready to take the official test or if you should take a preparation class. You may re-enroll for these courses each term until you are ready to take the official GED test. The class tuition does not include the official GED test fee. More information about taking the test is online at GED.com or through the ACC Testing Center at 303-797-5993.

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

Mathematics and Science for GED

Program Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
June 3-August 12	8:30-11 a.m.	Monday	Littleton Campus	\$115.00
June 4-August 13	6-8:30PM	Tuesday	Littleton Campus	\$115.00

English and Social Studies for GED

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
June 5-August 14	8:30-11 a.m.	Wednesday	Littleton Campus	\$115.00
June 6-August 15	6-8:30PM	Thursday	Littleton Campus	\$115.00

WRITING, GRAMMAR, AND COMMUNICATION

Writing Skills and Grammar Refresher

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
June 11-July 2	6-8:30PM	Tuesday	Littleton Campus	\$99.00

The Miracle of Communication – Respecting and Enjoying Communication Skills

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
June 12-July 10	6-9PM	Wednesday	Littleton Campus	\$149.00

EMERGENCY MANAGEMENT

Heartsaver First Aid, CPR and AED

Course Description

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

child and infant CPR and AED use. Students will receive a Heartsaver® First Aid, CPR and AED course completion card, valid for two years. The cost of the course includes the completion card (\$20 fee).

Course Offerings

Dates	Hours	Days	Campus	Price
June 29	9-4PM	Saturday	Littleton Campus	\$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%. An AHA BLS Provider manual is required during the class. Books are not provided.

Course Offerings

Dates	Hours	Days	Campus	Price
June 1	9-2PM	Saturday	Littleton Campus	\$79.00
August 17	9-2PM	Saturday	Littleton Campus	\$79.00
August 24	9-2PM	Saturday	Littleton Campus	\$79.00

BLS Renewal Skills Session

Course Description

This 2 hour course meets the American Heart Association BLS Provider Renewal requirements to remain current with BLS Provider CPR certification. If you have a current BLS for Healthcare Providers or BLS Provider card due to expire, or within 60-days expired, you can register for the Renewal Course. A copy of your current card must be presented at the time of the course. This renewal course will review all aspects of the initial provider course. 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%. An AHA BLS Provider manual is required during the class. Books are not provided.

Course Offerings

Dates	Hours	Days	Campus	Price
June 1	2-4PM	Saturday	Littleton Campus	\$39.00
August 17	2-4PM	Saturday	Littleton Campus	\$39.00
August 24	2-4PM	Saturday	Littleton Campus	\$39.00

EVENT MANAGEMENT

Event Management Certificate

Course Description

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

- 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 June 5-August 28, from 6-9 pm. Class sessions will be held at the Littleton Campus. Session II will meet Wednesday evenings from September 18 through December 18, 2019.

Session 1

Learn how to design your own event plan by applying event planning basics and best practices

Learn what it takes to be successful in this industry

- Event basics
- Operations and Logistics
- Volunteer and Staff Management
- Introduction of Event Marketing
- Budgeting and Sponsorships

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

Tuition: \$1,299 per session

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

Course Offerings

Dates	Hours	Days	Campus	Price
June 5-August 28	6-9PM	Wednesday	Littleton Campus	\$1299.00

COMPUTER SOFTWARE APPLICATIONS

Microsoft Office Excel Certificate Program

Course Description

Receive 1.8 CEUs along with an MS Excel Training Certificate of Completion. Courses included: Introduction - enter and edit information. Create and copy simple formulas and functions. Use Cut/Copy/Paste and Drag and Drop to duplicate or reorganize data. Apply borders, shading and other formats. Sort and graph your data; Intermediate - work with multiple and large workbooks. Enter a 3D formula. Learn about outlines, subtotals, tables, and lists. Apply names to ranges. Practice advanced graphing techniques; and Advanced - create and use pivot tables and charts; lookup functions and multiple workbook techniques; create and edit macros and customize toolbars.

Course Offerings

Dates	Hours	Days	Campus	Price
June 14-28	9-4PM	Friday	Parker Campus	\$539.00
August 6-22	6-9PM	Tuesday/Thursday	Littleton Campus	\$539.00

Introduction to Microsoft Excel 2016

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
June 14	9-4PM	Friday	Parker Campus	\$199.00

Intermediate Microsoft Excel 2016

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
June 21	9-4PM	Friday	Parker Campus	\$199.00

Advanced Microsoft Excel 2016

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
June 28	9-4PM	Friday	Parker Campus	\$199.00

Introduction to QuickBooks Online for Small Business

Course Description

In this course, you will learn how to manage the financial aspects of your small business using QuickBooks Online. Learn the ease of using the navigation features of QuickBooks online and gain hands-on experience in how to set up a chart of accounts, reconcile checking accounts, create estimates, invoices, receipts and understand how to track payables, inventory and receivables

Course Offerings

Dates	Hours	Days	Campus	Price
June 6-27	6:30-8:30PM	Thursday	Littleton Campus	\$249.00

Microsoft Office Word Certificate Program

Course Description

Successfully complete all three classes MS Word levels and receive 1.8 CEUs along with an MS Word Training Certificate of Completion. Courses include: Introduction - equips new students with an overview of Word basics, providing a beginner level foundation of the application. Students will be engaged with hands on learning as they apply learned concepts to create relevant, mock work examples such as a brochure, resume, table of contents and more; Intermediate - builds on the basics to expand students' MS Word skill-set as they learn special text effects, mail merging and the key tools essential to long documents. 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: and Advanced - enables students to maximize the features and uses of MS Word as they learn about sharing and securing documents, working with macros and integrating Word with Excel, PowerPoint and the Web. Students will be engaged with hands on learning as they apply learned concepts to create relevant, mock work examples.

Course Offerings

Dates	Hours	Days	Campus	Price
July 12-26	9-4PM	Friday	Parker Campus	\$539.00
July 9-25	6-9PM	Tuesday/Thursday	Littleton Campus	\$539.00

Introduction to Microsoft Word 2016

Course Description

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

Course Offerings

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

Intermediate Microsoft Word 2016

Course Description

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

Course Offerings

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

Advanced Microsoft Word 2016

Course Description

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

Course Offerings

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

SOCIAL MEDIA DIGITAL MARKETING

Social Media & Digital Marketing 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.

Strategic Social Media Marketing: Develop a Content Calendar

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	Hours	Days	Campus	Price
June 10	6-9PM	Monday	Littleton Campus	\$79.00

Facebook for Business Success: Facebook Deep Dive

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	Hours	Days	Campus	Price
June 12	6-9PM	Wednesday	Littleton Campus	\$79.00

Introduction to Facebook Advertising: Set up Facebook Campaign

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	Hours	Days	Campus	Price
June 13	6-9PM	Thursday	Littleton Campus	\$79.00

ENGLISH AS A SECOND LANGUAGE

Orientation Session

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 spring are:

- Wednesday, May 22 at 10am or 6pm
- Thursday, May 23 at 10am or 6pm
- Wednesday, May 29 at 10am or 6pm
- Thursday, May 30 at 10am or 6pm
- Friday, May 31 at 10am

English as a Second Language classes are 10 weeks. Classes begin June 3 and end August 15, 2019. Classes are held two days a week for two hour sessions. Classes will not be held the week of July 1 due to July 4th holiday.

Beginning English as a Second Language

Course Offerings

Dates	Hours	Days	Campus	Price
June 3-August 14	9:30-11:30AM	Monday & Wednesday	Littleton Campus	\$185.00
June 4-August 15	6:30-8:30PM	Tuesday & Wednesday	Littleton Campus	\$185.00

Intermediate English as a Second Language

Course Offerings

Dates	Hours	Days	Campus	Price
June 3-August 14	9:30-11:30AM	Monday & Wednesday	Littleton Campus	\$185.00
June 4-August 15	6:30-8:30PM	Tuesday & Wednesday	Littleton Campus	\$185.00

Advanced English as a Second Language

Course Offerings

Dates	Hours	Days	Campus	Price
June 3-August 14	9:30-11:30AM	Monday & Wednesday	Littleton Campus	\$185.00
June 4-August 15	6:30-8:30PM	Tuesday & Wednesday	Littleton Campus	\$185.00

College Prep – English as a Second Language

Course Offerings

Dates	Hours	Days	Campus	Price
June 3-August 14	9:30-11:30AM	Monday & Wednesday	Littleton Campus	\$185.00
June 4-August 15	6:30-8:30PM	Tuesday & Wednesday	Littleton Campus	\$185.00

French

Beginning French

Course Description

Parlez-vous français? Let's begin speaking French as of this semester! Learn how to ask for directions, order food, make a reservation, ask about the weather, and buy everyday items at boulangeries and markets. Use your everyday French to navigate your everyday life in a French speaking country. Each meeting will have a cultural focus so that we cover the basics of the language and culture. Students will be asked to come up with their own desired goals and topics as well. Our meetings will be relaxed and fun and each student will be able to communicate at a basic level at the end of this course. Allons-y!! Let's start!!

Course Offerings

Dates	Hours	Days	Campus	Price
July 9-August 27	6-8:30PM	Tuesday	Littleton Campus	\$199.00

German

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	Hours	Days	Campus	Price
June 11-July 30	7-9PM	Tuesday	Littleton Campus	\$179.00

Latin

Beginning Latin with Cultural & Historical Perspective

Course Description

Latin for beginners, offering grammar and vocabulary with references to the language's influences in Italian, Spanish, French ("Romance" languages) and English. We'll also review the cultural and historical accents of the language through the ages.

Course Offerings

Dates	Hours	Days	Campus	Price
June 7-August 9	1-3PM	Friday	Littleton Campus	\$179.00

Spanish

Beginning Spanish

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
June 5-August 14	6-8PM	Wednesday	Littleton Campus	\$199.00
June 6-August 1	6-8PM	Thursday	Parker Campus	\$159.00

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.

Course Offerings

Dates	Hours	Days	Campus	Price
June 3-August 12	6-8PM	Monday	Littleton Campus	\$199.00
June 4-July 30	6-8PM	Tuesday	Parker Campus	\$159.00

Intro to Spanish for Health Professionals

Course Description

This introductory course will cover the basics for culture and situations like a visit to the doctor, giving and requesting personal information, the human body, ailments, and emergencies.

Course Offerings

Dates	Hours	Days	Campus	Price
May 30-June 27	9-11:45AM	Thursday	Littleton Campus	\$185.00

EQUINE

Equine Training and Management Certificate Program

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

Damian Ficca, the lead instructor, has been teaching horse training and management for over 20 years. His teaching career began as a part-time instructor for the University of Nevada, University of California Davis, and Flathead Valley Community College. He transitioned to full-time teaching in Colorado 20 years ago beginning at Front Range Community College and currently is 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. May 6 to August 9, 2019.

Course Offerings

Dates	Time	Day	Campus	Price
May 6th – August 9th.	20 Hours a week	Arranged	Arranged	499.00
May 6th – August 9th.	30 Hours a week	Arranged	Arranged	599.00
May 6th – August 9th.	40 Hours a week	Arranged	Arranged	699.00

Reproduction

Course Description

This is the study of equine breeding discussing the reproductive systems of stallions and mares. Breeding practices, fetal development, parturition, care and handling of breeding stock and foals, breeding farm design and management.

Course Offerings

Dates	Hours	Days	Campus	Price
May 6-June 24	6-7:30PM	Monday and Wednesday	Littleton Campus	\$199.00

Pasture Management

Course Description

In this class, you'll learn about the care of pastureland. This includes fertilizing, irrigation, hay varieties, crops, haying, soil testing, grazing practices as well as how to maximize pasture usage.

Course Offerings

Dates	Hours	Days	Campus	Price
May 6-June 24	7:45-9:15PM	Monday and Wednesday	Littleton Campus	\$199.00

Ground Work

Course Description

This is a practical and hands-on course covering safe ground handling, leading, round pen work, stalking, lunging, long-lining and ground driving. Field trips and labs to be determined outside of lecture sessions.

Course Offerings

Dates	Hours	Days	Campus	Price
June 26 – August 12	6-7:30PM	Monday and Wednesday	Littleton Campus	\$199.00

Genetics

Course Description

In this course you'll learn about the principles of Mendelian inheritance, random heredity, the selection of traits, and the creation of alleles.

Course Offerings

Dates	Hours	Days	Campus	Price
June 26 – August 12	7:45-9:15PM	Monday and Wednesday	Littleton Campus	\$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	Hours	Days	Campus	Price
May 7-August 6	6-7:30PM	Tuesday	Littleton Campus	\$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	Hours	Days	Campus	Price
May 6 – August 9	Arranged	Arranged	Arranged	\$399.00

PERSONAL ENRICHMENT PROGRAMS

CALLIGRAPHY

Chancery Hand Calligraphy

Course Description

Learn Chancery Italic Calligraphy. Discover the joy of self-expression through this beautiful ancient art form. If you are left handed, the material fee will be \$7 more. Please notify the office upon registration.

Course Offerings

Dates	Hours	Days	Campus	Price
June 20-July 25	6-8PM	Thursday	Littleton Campus	\$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	Hours	Days	Campus	Price
August 1-29	6-8PM	Thursday	Littleton Campus	\$109.00

GREAT BOOKS PROGRAM AT ACC

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.

Introduction to Film

Course Offerings

Dates	Hours	Days	Campus	Price
June 11-August 1	10AM-12:40PM	Tuesday & Thursday	Littleton Campus	\$510.00
June 10-July 31	6-8:45PM	Monday & Wednesday	Parker Campus	\$510.00

World Mythology

Course Offerings

Dates	Hours	Days	Campus	Price
June 10-July 31	1-3:45PM	Monday & Wednesday	Littleton Campus	\$510.00
May 28-August 1	9-11AM	Tuesday & Thursday	Castle Rock Campus	\$510.00

MUSIC

ACC Classical Chamber Ensemble

Course Description

Develop chamber music techniques while exploring various periods of the genre. Open to string and wind players ages 12 to adult. Must have three years of experience playing an instrument and read music comfortably. An end of semester performance is anticipated August 5. Possible dress rehearsal during the final week at a local retirement community.

Course Offerings

Dates	Hours	Days	Campus	Price
May 28 – August 1	6-7:30PM	Tuesday & Thursday	Littleton Campus	\$185.00

Private Instrument Lessons

Course Description

For all levels and abilities of aspiring musicians over the age of 8. Receive 10 half-hour private lessons over 10 weeks. All lessons are set 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 May 28th and August 5th based on instructor availability and approval. Lesson days and times are established between you and the instructor.

Private Lessons Available

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

DRAWING

You Can Draw!

Course Description

Learn to draw anything you see! Discover how artists “record” images onto paper. Great observational drawing class for beginners. Utilize proven methods behind portraits, still life and landscape drawing. Explore line, texture and tone as you learn shading techniques. Advanced subjects reviewed for the experienced artist as well.

Course Offerings

Dates	Hours	Days	Campus	Price
May 30-July 11	7-9PM	Thursday	Littleton Campus	\$129.00
July 18-August 22	7-9PM	Thursday	Littleton Campus	\$129.00

PAINTING

Exploring Collage

Course Description

Join us for a creative exploration in the art of collage. In this fun filled and relaxing class, create beautiful collage artwork that make your heart sing. Discover exciting ways to follow steps in how to create a collage composition that “works” along with tips that make it easy for you to complete your collage paintings. There will be group instruction along with lots of one on one attention. This workshop is geared toward beginning and inter- mediate painters.

Course Offerings

Dates	Hours	Days	Campus	Price
June 14-28	1-4PM	Friday	Littleton Campus	\$99.00

Exploring Acrylics

Course Description

Explore blending brilliant colors, brushwork, brush care, palette knife painting and more. Enjoy “chalk talks”, demos and lots of individual attention. Composition and The Five Easy Steps to Jumpstart Any Painting and Bring It to Completion will be shared. Bring an image or photo that makes your heart sing!

Course Offerings

Dates	Hours	Days	Campus	Price
June 18-July 30	1-4PM	Tuesday	Littleton Campus	\$179.00

Free to Paint!

Course Description

Explore, discover, open to and express your natural creativity. Learn how to use questions to stir your creativity, dissolve creative blocks and keep the inspiration flowing during all phases of the creative process. Practice trusting your own natural and limitless intuition, discover the unknown, take risks and express your uncensored self in a non-judgmental, non-goal oriented environment. Principles from Point Zero: Creativity without Limits, and Life, Paint and Passion by Michele Cassou will be shared through readings, video, and during the process of painting. We strongly encourage the use of high quality tempera paints for this class. Having a generous, luscious supply of ready to use paint and color is very conducive to this process. (Acrylics can work with some qualifications if you already have them). Supply list at <http://www.joyofthework.com/art-classes.html>. Please contact the instructor if you have questions. All levels of experience welcome.

Course Offerings

Dates	Hours	Days	Campus	Price
June 13-July 25	2-5PM	Thursday	Littleton Campus	\$179.00

Oil Painting – Beginning and All Levels

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
July 25-August 29	1-4PM	Thursday	Littleton Campus	\$179.00

Beginning Watercolor

Course Description

Learn how to paint with watercolor. No experience necessary. This class explores the usage and application of watercolor paint. Discover how artists use the unique medium of watercolor to achieve beautiful light effects!

Course Offerings

Dates	Hours	Days	Campus	Price
May 28-July 9	7-9PM	Tuesday	Littleton Campus	\$129.00
July 16-August 20	7-9PM	Tuesday	Littleton Campus	\$129.00

PHOTOGRAPHY

Better Photography with iPhone and iPad

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
June 27	6-9PM	Thursday	Littleton Campus	\$49.00

Beginning Digital Photography

Course Description

Focus on aperture, shutter speed, depth of field, ISO and exposure. Discover composition principles to create better photographs. Bring camera and owner's manual. Designed for 35MM and digital camera

users new to photography. Camera must have an adjustable aperture and shutter speed. Interchangeable Lens a plus!

Course Offerings

Dates	Hours	Days	Campus	Price
June 10-24	6-8:30PM	Monday	Littleton Campus	\$109.00
July 18-August 1	6-8:30PM	Thursday	Parker Campus	\$109.00

Intermediate Digital Photography

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
July 27	9-5PM	Saturday	Littleton Campus	\$99.00

Introduction to Digital Scrapbooking

Course Description

A 4-week course that introduces students to digital scrapbooking using the Heritage Makers online program and publishing system. At each session, students will learn a technique, strategy, or skill, then have time to work on their own photos and scrapbooking with any teacher help they might need. Students may choose hardbound books or individual scrap pages to create digitally. Finished examples will be shown. Students are able to pay (separate from class fee) to publish whatever items they create upon completion.

Course Offerings

Dates	Hours	Days	Campus	Price
June 4-25	7-8:30PM	Tuesday	Parker Campus	\$69.00
June 5-26	7-8:30PM	Wednesday	Littleton Campus	\$69.00

Telling a Life Story by Creating a Storybook

Course Description

Stories are powerful things. They connect people, increase our own sense of purpose and belonging, and even heal from grief and loss. This class is a 4-week course that provides resources and guidance for telling your story or a loved one's story, along with time and step-by-step direction for actually creating a hardbound storybook with your own story and a few photos. The Heritage Makers storybook will be created digitally online in class from a template that you will alter as desired. Students will order and pay for their completed books on their own and may order multiple copies for gifts as desired. Cost for each 8x8 book will be \$30 + shipping.

Course Offerings

Dates	Hours	Days	Campus	Price
June 6-27	7-8:30PM	Thursday	Parker Campus	\$69.00

BODY CARE

Daily Strategies for Living Positively: The Science of Happiness

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
June 11-July 9	6-8PM	Tuesday	Parker Campus	\$119.00
July 31-August 28	6-8PM	Wednesday	Littleton Campus	\$119.00

Healing Touch with Reiki

Course Description

Learn the ancient form of Reiki 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 instructions on how to use Reiki to heal yourself and others.

Course Offerings

Dates	Hours	Days	Campus	Price
June 11-18	6-9PM	Tuesday	Littleton Campus	\$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 movements is required for full participation in this course.

Course Offerings

Dates	Hours	Days	Campus	Price
June 19-August 7	6-8PM	Wednesday	Littleton Campus	\$199.00

Pilates Matwork I

Course Description

Focuses on Pilates mat work to increase core strength, overall muscles tone and flexibility with focused and precise floor work techniques. A physical education class built upon the philosophies and exercises of Josef Pilates.

Course Offerings

Dates	Hours	Days	Campus	Price
May 29-August 5	11:30-12:45PM	Monday & Wednesday	Littleton Campus	\$185.00

Yoga I

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
May 29-August 5	1-2:15PM	Monday & Wednesday	Littleton Campus	\$185.00

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 a successful home buyer. 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 and be provided with a checklist for viewing homes. 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	Hours	Days	Campus	Price
June 29	10-12:30PM	Saturday	Littleton Campus	\$25.00
August 3	10-12:30PM	Saturday	Littleton Campus	\$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 for answers to your most important questions. The class covers the challenges of selling in a quickly moving market, the importance of the right pricing strategy and what it really costs to sell a home, and you will learn negotiation tips and techniques. You will be provided with information on how to navigate the entire process including: staging, listing, internet distribution, inspection and appraisal negotiations and a review of critical contracts and forms. Every student will be offered a free comparative market analysis of their home.

Course Offerings

Dates	Hours	Days	Campus	Price
July 20	10-12:30PM	Saturday	Littleton Campus	\$25.00
August 17	10-12:30PM	Saturday	Littleton Campus	\$25.00

INVESTMENT PROPERTY

Fundamentals of Real Estate Investing

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
July 9	6-9:15PM	Tuesday	Littleton Campus	\$49.00 Individuals
July 9	6-9:15PM	Tuesday	Littleton Campus	\$79.00 Couples

Managing Your Rental Properties: How to Avoid Trouble and Vacancies

Course Description

This class is taught by Jim Flint a 30 year veteran of Denver investment real estate, and Jason Meyer a 10-year veteran property manager that currently manages over 400 units. Learn how to screen your prospective tenants and keep the bad ones out. Be aware of “dos and don'ts” when dealing with tenants. If you must evict, how? Have a pool of qualified service people that respond quickly. We'll explain how to keep your property rented when others have vacancies. We also review the Fair Housing Laws. Is professional property management for you? Included is a copy of a lease used in over 400 housing units. If you have questions, please call Jim Flint at 303-759-2222.

Course Offerings

Dates	Hours	Days	Campus	Price
July 11	6-9:15PM	Thursday	Littleton Campus	\$49.00 Individuals
July 11	6-9:15PM	Thursday	Littleton Campus	\$79.00 Couples

Alternatives to Traditional Real Estate Investing: Diversify Your Portfolio

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
July 16	6-9:15PM	Tuesday	Littleton Campus	\$25.00

MOTORCYCLE TRAINING

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.

LEARN TO FLY DRONES SAFELY AND LEGALLY!

Drones 101 for the Hobbyist

Course Description

Every time you turn around these days, you're hearing about drones. There's a reason for that; drones, otherwise known as unmanned aerial systems, are being used for both commercial purposes and are a popular personal photography platform. This class answers the questions you may have about drones, including: What kind of drones are there? How do quadcopters work? What can I do with a drone? Are drones hard to fly? Where can I legally fly a drone? Do I need a license to fly a drone commercially (for hire)? How much does a good quality drone cost? And much, much more! Weather permitting, we'll fly a drone outside and demonstrate the flight and photography modes that are popular with drone pilots.

Course Offerings

Dates	Hours	Days	Campus	Price
July 20	9-12PM	Saturday	Littleton Campus	\$59.00

Drone Photography and Videography for Beginners

Course Description

Aerial photography no longer requires hiring a pilot or having your own airplane. Drones take high quality photos and video with a unique bird's eye view of the landscape. In this class, students learn about using drones for hobby or commercial photography and videography from a FAA-licensed drone pilot, and have an opportunity to use their own drones (not required) to try different techniques and flight modes hands-on. This course covers: Popular commercial drones and their capabilities; where and when it's legal (or illegal) to fly drones; A dozen tips for better drone photography; Post-processing drone photos: creating panoramas and spheres, adjusting color and contrast, and editing video; Autonomous and gesture modes for automated photography

Course Offerings

Dates	Hours	Days	Campus	Price
July 27	9-12PM	Saturday	Littleton Campus	\$59.00

Introduction to FAA Part 107 Certification

Course Description

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

Course Offerings

Dates	Hours	Days	Campus	Price
August 20-22	6-9PM	Tuesday & Thursday	Littleton Campus	\$95.00