

# Fall 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 28	10-12PM	Saturday	Littleton Campus	\$54.00

### 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
Oct 15-24	6-8PM	Tuesday & 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 7-10	4:30-6:30PM	Monday-Thursday	Littleton Campus	\$129.00
December 2-5	4:30-6:30PM	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](mailto: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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 17-November 19	6-8:30 p.m.	Tuesday	Littleton Campus	\$115.00
October 5-December 14	9-11:30 a.m.	Saturday	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 19-November 21	6-8:30 p.m.	Thursday	Littleton Campus	\$115.00
October 5-December 14	12-2:30 p.m.	Saturday	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 3-24	6-8:30PM	Thursday	Littleton Campus	\$99.00

### You Can Write! Develop Your Business Skills

#### *Course Description*

Discover best practices professionals use to write clear, concise, business documents, including e-mail,

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

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
November 1-8	9-3PM	Friday	Littleton Campus	\$119.00

**Creative Writing Workshop**

*Course Description*

Writing Workshops are a staple of the writing community: ideal places to network, connect, get feedback and practice craft. This course is both a workshop, and a workshoping instructional class covering everything from critiquing basics to navigating potential pitfalls. Throughout the course, discussions of craft, thematic choices and genre expectations will offer perspective and insight into both the student's own work and that which they are critiquing. As students come to develop positive critiquing relationships with their fellow students, the class will shift to focus increasingly on revision and future goals, making the most of the feedback that they will have received whether that is aimed at publication or a personal goal.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
August 23-October 11	3-6PM	Friday	Littleton Campus	\$99.00
October 18-December 13	3-6PM	Friday	Littleton Campus	\$99.00

**New Media**

*Course Description*

This course explores techniques and approaches in the latest delivery methods for internet-based journalism. Students will explore digital media outlets such as blogs, audio and video podcasts, e-zines and social networks. Students will create journalistic pieces for internet-based media, focusing on best journalistic practices, ethics of internet media, and technology emergence effecting digital journalism. Concepts in video production, photography, writing, sourcing, editing and relevant skills necessary for the citizen journalist are introduced. Students create components for online news dissemination.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
August 20-December 10	12-2PM	Tuesday	Littleton Campus	\$510.00

**Feature and Magazine Writing**

*Course Description*

During this course students will study trade, consumer and technical writing markets; manuscript development with emphasis on nonfiction; submission techniques; and trends affecting the marketing of manuscripts.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
August 20-December 10	12-1:15PM	Tuesday	Littleton Campus	\$510.00

## Creative Writing - Online

### *Course Description*

This course examines techniques for creative writing by exploring imaginative uses of language through creative genres (fiction, poetry, and other types of creative production such as drama, screenplays, graphic narrative, or creative nonfiction) with emphasis on the student's own unique style, subject matter and needs.

### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 3-December 10	Online	Online	Online	\$510.00

## EMERGENCY MANAGEMENT

### EMT Refresher

#### *Course Description*

This course consists of 40 hours of classroom and lab sessions. A course completion certificate will be granted once you have completed all course and practical examination work successfully. Your eligibility to re-certify must be verified by you with the National Registry and/or the State of Colorado. Practical skills attestation will take place during the course for both National Registry and State certificate holders. Those that are required to take the formal National Registry Skill Examination will be given information for upcoming exam dates and times. This formal assessment is in addition to the EMT Refresher Course.

### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 14-October 12	8-5PM	Saturday	Littleton Campus	\$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](mailto:Don.Stroup@arapahoe.edu)

### *Course Offerings*

Call 303.797.5722

### 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 8	8-5PM	Tuesday	Littleton Campus	\$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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 9-10	8-5PM	Wednesday and Thursday	Littleton Campus	\$119.00

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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 11	8-5PM	Friday	Littleton Campus	\$119.00

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 pre- pared 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 12	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
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
August 17	2-4PM	Saturday	Littleton Campus	\$39.00
August 24	2-4PM	Saturday	Littleton Campus	\$39.00

## 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
October 11-25	9-4PM	Friday	Parker Campus	\$539.00
December 3-19	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
October 11	9-4PM	Friday	Parker Campus	\$199.00
December 3-5	6-9PM	Tuesday and Thursday	Littleton 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
October 18	9-4PM	Friday	Parker Campus	\$199.00
December 10-12	6-9PM	Tuesday and Thursday	Littleton 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
October 25	9-4PM	Friday	Parker Campus	\$199.00
December 17-19	6-9PM	Tuesday and Thursday	Littleton Campus	\$199.00

### Introduction to QuickBooks Online for Small Business

#### Course Description

You will learn how to set up a company and work through an entire monthly accounting cycle using a sample company. At the end of the course, participants will be able to complete standard transactions within a service based business.

#### Course Offerings

Dates	Hours	Days	Campus	Price
September 14-October 5	10-12PM	Saturday	Littleton Campus	\$95
November 9-December 7	10-12PM	Saturday	Littleton Campus	\$95

### 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 13-27	9-4PM	Friday	Parker Campus	\$539.00
November 5-21	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 13	9-4PM	Friday	Parker Campus	\$199.00
November 5-7	6-9PM	Tuesday/Thursday	Littleton Campus	\$539.00

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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 20	9-4PM	Friday	Parker Campus	\$199.00
November 12-14	6-9PM	Tuesday/Thursday	Littleton Campus	\$539.00

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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 27	9-4PM	Friday	Parker Campus	\$199.00
November 19-21	6-9PM	Tuesday/Thursday	Littleton Campus	\$539.00



## SOCIAL MEDIA DIGITAL MARKETING

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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 7	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 9	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 10	6-9PM	Thursday	Littleton Campus	\$79.00

## ENGLISH AS A SECOND LANGUAGE

Beginning English as a Second Language

### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 9-November 13	9:30-11:30AM	Monday & Wednesday	Littleton	\$185.00
September 10-November 14	6:30-8:30PM	Tuesday & Wednesday	Littleton	\$185.00

## Intermediate English as a Second Language

### Course Offerings

Dates	Hours	Days	Campus	Price
September 9-November 13	9:30-11:30AM	Monday & Wednesday	Littleton	\$185.00
September 10-November 14	6:30-8:30PM	Tuesday & Wednesday	Littleton	\$185.00

## Advanced English as a Second Language

### Course Offerings

Dates	Hours	Days	Campus	Price
September 9-November 13	9:30-11:30AM	Monday & Wednesday	Littleton	\$185.00
September 10-November 14	6:30-8:30PM	Tuesday & Wednesday	Littleton	\$185.00

## College Prep – English as a Second Language

### Course Offerings

Dates	Hours	Days	Campus	Price
September 9-November 13	9:30-11:30AM	Monday & Wednesday	Littleton	\$185.00
September 10-November 14	6:30-8:30PM	Tuesday & Wednesday	Littleton	\$185.00

## English Conversation Club

### Course Description

Practice your English skills through conversations, roleplaying, fun and engaging games, and more. Learn about American culture through hands-on activities and presentations from guest speakers. Feel more confident in this new environment through language development and cultural understanding.

### Course Offerings

Dates	Hours	Days	Campus	Price
September 23-November 11	6:30-8:30PM	Monday	Littleton Campus	\$10

## French

### French II: Continuing with French

#### Course Description

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

### Course Offerings

Dates	Hours	Days	Campus	Price
September 21-November 23	12:30-2:30 p.m.	Saturday	Littleton Campus	\$199.00

## American Sign Language

### Introduction to American Sign Language

#### *Course Description*

A 10-week course that introduces students to American Sign Language. Students will learn how ASL is different from English and learn about Deaf culture in addition to learning signs for pronouns, greetings, questions, and other elements of basic conversation. Students will have access to teacher-made videos to aid with practice for knowledge retention from week to week

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 10-November 19	6-8PM	Tuesday	Littleton Campus	\$199.00
September 12-November 21	6:30-8:30PM	Thursday	Parker Campus	\$199.00

### Intermediate American Sign Language

#### *Course Description*

A follow-up course to "Introduction to American Sign Language," this 10-week class is for students with some basic knowledge of and communication skills in American Sign Language. This class will expand students' basic conversational skills, building on vocabulary and knowledge learned in the Introductory class. Textbook: "Talking with Your Hands, Listening with Your Eyes," by Gabriel Grayson (optional).

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 11-November 20	6-8PM	Wednesday	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 17-November 5	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 2-December 11	6-9PM	Wednesday	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 12-November 14	5:30-7PM	Thursdays	Littleton Campus	\$199.00
September 30-November 18	6-8PM	Monday	Parker Campus	\$199.00
October 1-December 10	6-8PM	Tuesday	Littleton Campus	\$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.

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 12-November 14	7-8:30PM	Thursdays	Littleton Campus	\$199.00
October 2-November 20	6-8PM	Wednesday	Parker Campus	\$199.00
October 3-December 12	6-8PM	Tuesday	Littleton Campus	\$199.00

### 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 24-December 10	4-5:15PM	Tuesday	Parker Campus	\$185.00

### Cultural Perspectives of the Spanish Speaking World

#### *Course Description*

This course offers a deeper look into contemporary aspects of the Spanish culture and world. Also, it will help you increase your Spanish language skills. This course is recommended for those who already have a basic knowledge of Spanish language.

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 4-December 9	5:30-7:15PM	Monday and Wednesday	Littleton Campus	\$185.00

## Chinese

### Beginning Mandarin Chinese

#### *Course Description*

If your life has anything to do with China, or if you are interested in China, this class will get you started on the right path. You will learn the phonetic Chinese pronunciation system, basic vocabulary, expressions, sentence patterns, and simple conversations. You will also gain knowledge about Chinese characters and Chinese culture. The essentials offered in this class will continue to assist you to use and to

learn the language after this class. Bring \$25 (cash or check) class material fee (course manual, audio files, and handouts) to the instructor at the 1st class.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 1-December 10	6-8PM	Tuesday	Littleton Campus	\$199.00

## Citizenship

Becoming a US Citizen

*Course Description*

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

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 18-December 11	6-9PM	Tuesday	Littleton Campus	\$219.00

## EQUINE

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*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
September 2-December 10	20 Hours a week	Arranged	Arranged	\$499.00
September 2-December 10	30 Hours a week	Arranged	Arranged	\$599.00
September 2-December 10	40 Hours a week	Arranged	Arranged	\$699.00

Hoof Care

*Course Description*

This course covers the basic care of the hoof. This includes proper hoof handling, cleaning of the hoof, gaits and movement.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 4-October 21	6-7:30PM	Monday and Wednesday	Littleton Campus	\$199.00

Hoof Anatomy and Physiology

*Course Description*

Learn about the construction of the hoof, including its blood and nerve supply, connective tissue, and the implications for its growth and nourishment.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 4-October 21	7:45-9:15PM	Monday and Wednesday	Littleton Campus	\$199.00

**Hoof Injuries**

*Course Description*

A continuation of Hoof Care I, this course reviews diseases and injuries of the hoof, trimming of the hoof, and products. Also students will begin to trim horses. Pre-requisite: Hoof Care I and Hoof Anatomy and Physiology.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 23-December 11	6-7:30PM	Monday and Wednesday	Littleton Campus	\$199.00

**Hoof Treatment**

*Course Description*

This final in a series of hoof courses, students will cover an understanding of proper shoeing, corrective shoeing and therapeutic trimming and shoeing and shoeing evaluation. Students will continue to trim horses in an effort to refine their skills and knowledge of the hoof. Pre-requisite: Hoof Care I and II and Hoof Anatomy and Physiology.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 23-December 11	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 3-December 3	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 2-December 10	Arranged	Arranged	Arranged	\$399.00

## Floral Design

### Floral Design Certificate Program

#### *Course Description*

Earn a certificate in Floral Design Principles after you successfully complete this series of 4 consecutive classes. Classes focus on fresh flower arranging and is taught by Crystal Oleskevich, who owns her own floral business. Your instructor will submit documentation for certification once you've completed all four of the required courses. Certificates are issued by Arapahoe Community College.

#### *Course Offerings*

Dates	Time	Day	Campus	Price
October 8-29	6-9PM	Tuesday	Littleton	\$276.00
November 12-December 3	6-9PM	Tuesday	Littleton	\$276.00

## 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 23	6:30-8:30PM	Monday	Littleton	\$49.00

### 40-Hour Mediation 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 11-20	Fri & Sat: 9-5PM Sun: 10-3PM	Friday-Sunday	Littleton	\$599.00

## WordPress and E-Commerce

### How to Build a Website Using WordPress Certificate Program

#### *Course Description*

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

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

You will learn how to find and vet plugins before installing them. We will install several commonly used WordPress plugins and learn how to configure them and use them to enhance your site. We will finish the series with an overview of HTML and CSS, which can be used to take control of your website and make customizations above and beyond the limitations of many available themes.

*Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
October 2-November 20	6-9PM	Wednesday	Littleton	\$315.00

**Build Your Own Online Store Using WordPress and WooCommerce**

*Course Description*

Businesses in the United States use WooCommerce to sell anything from luxury mattresses and cupcakes, to kayak lessons and hand-crafted jewelry - online. With 52,195,880 downloads, Woo-Commerce is the most popular e-Commerce platform for building an online store. WooCommerce is a plugin that sits on top of WordPress, so it is recommended that you have either taken the WordPress course at ACC or are already using WordPress as your business's website. In this course we will cover everything you need to run your online store using WooCommerce, including shipping, payment methods, taxes, security, and how to turn your store into a wholesale shop as well as a retail shop.

*Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
October 3-November 21	6-9PM	Thursday	Littleton	\$379.00

## 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 12-October 10	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](http://www.prettywriting.com) to see her work.

### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 24-November 21	6-8PM	Thursday	Littleton Campus	\$109.00

## Ceramics

### Ceramics I

#### *Course Description*

This course introduces traditional and contemporary ceramic forms and processes including hand building and throwing on the potter's wheel.

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
August 19-December 9	1-3:45PM	Monday and Wednesday	Littleton Campus	\$510.00

## MUSIC

### ACC String Orchestra

#### *Course Description*

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

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
August 19-December 9	5:30-7:30PM	Monday	Littleton Campus	\$159.00

### ACC Chorus

#### *Course Description*

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

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 3-December 10	7-9:15PM	Tuesday	Littleton Campus	\$159.00

### ACC Jazz Ensemble

#### *Course Description*

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

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
August 22-December 5	6-8PM	Thursday	Littleton Campus	\$159.00

### ACC Pop Rock Ensemble

#### *Course Description*

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

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
August 23-December 6	6-8PM	Friday	Littleton Campus	\$159.00

### ACC Jazz Fusion Ensemble

#### *Course Description*

Join the ACC Jazz Fusion Ensemble. Class is for adults. Previous playing experience preferred. Register at least 10 days prior to class start date.

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
August 22-December 5	3-5PM	Thursday	Littleton Campus	\$159.00

### 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 August 19th and December 10th 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 12-October 17	7-9PM	Thursday	Littleton Campus	\$129.00
October 24-November 28	7-9PM	Thursday	Littleton Campus	\$129.00

## PAINTING

### Exploring Pouring Acrylics

#### *Course Description*

Join in this exploration of creating exciting effects while pouring acrylics. Students learn at least three unique pouring techniques. Work created is a completed work of art or a wonderful background to a layered artwork or collage. Candace's approach to teaching is engaging and informative. This class is for students of all levels. Beginning students experience immediate success. Established artists find these techniques help them loosen up and expand their creativity.

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 18	9:30-3PM	Friday	Littleton Campus	\$99.00
November 15	9:30-3PM	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 4-October 9	1-4PM	Tuesday	Littleton Campus	\$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.

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 23-November 13	1-4PM	Wednesday	Littleton Campus	\$119.00

### Expanding Mixed Media

#### *Course Description*

Faux is not dead! Experiment with incorporating faux techniques, papers, fabrics, found objects, and a variety of textures into artistic creations. Bobbi has worked for over 25 years as a faux artist and muralist. Trained in both commercial and fine art, she weaves a wealth of information into creating mixed media pieces. All levels welcome.

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 20-October 11	10-1PM	Friday	Instructor's Studio	\$119.00

### Painting Autumn Trees

#### *Course Description*

When we paint fall trees we explore the warm rich colors of autumn. We will focus on composition,

color, style and techniques. Learning how to translate what you see into a painting? This is a studio class so we will be painting from reference photos so bring your own or some will be available. Painting class for all levels and all mediums.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 8-November 5	6-8PM	Tuesday	Littleton Campus	\$129.00

**Color in Painting**

*Course Description*

“With color one obtains an energy that seems to stem from magic.” Henri Matisse. We will focus on the important aspects of color Chroma, Saturation, Temperature, Value, Complements, and Harmony. We will create a color wheel, a color mixing chart and paintings based on color schemes. Discussing traditional use of color and expressionistic color. This class is for all levels and mediums as a refresher for the more experienced or fundamentals for the beginning painter.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
November 12-December 17	6-8PM	Tuesday	Littleton Campus	\$129.00

**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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 24-October 29	1:30-4:30PM	Tuesday	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](http://www.valoriesnyderart.blogspot.com)

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 17-November 21	2-4:30PM	Thursday	Littleton Campus	\$179.00
October 17-November 21	5:30-8PM	Thursday	Littleton Campus	\$179.00

### Oil Painting

*Course Description*

Discover why so many artists, historically and today, prefer to work in oil. With its smooth, buttery surface and easy blending capacity, oil is an expressive medium that glistens timelessly. Whether you are new to oil painting or a seasoned veteran, prepare yourself for some new skills to add to your artistic range.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 9-October 14	2-5PM	Monday	Littleton Campus	\$179.00

### Painting en Plein Air

*Course Description*

Painting in the outdoors is more than a French pastime; in a recent resurgence, it's recognized as one of the most honest and challenging types of painting. With a variety of exercises and compositions, you'll learn to trust your eye, make decisions more quickly, and keep your mind sharp while enjoying the great outdoors. In the event of inclement weather, this class will convert to interiors.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 12-October 17	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 10-October 15	7-9PM	Tuesday	Littleton Campus	\$129.00
October 22-December 3	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 16	6-9PM	Wednesday	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 7-21	6-8:30PM	Monday	Parker Campus	\$109.00
December 5-19	6-8:30PM	Thursday	Littleton Campus	\$109.00

**Digital Photography I**

*Course Description*

If you love taking pictures, but want to know how to use your digital camera more effectively, and make creative adjustments to your photos, then this class might be for you! You'll learn everything from camera menus, to technical and creative control of exposure, shutter speeds and aperture settings. This class uses Adobe Lightroom and Photoshop to rank, edit and creatively adjust images from black and white toning to artistic adjustments. This class requires that you have a manually adjustable digital camera.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
August 19-December 9	6-8:45PM	Monday and Wednesday	Littleton Campus	\$510.00

**Photography Fundamentals I**

*Course Description*

If you want to get a handle on your photography skills, you need to master the basics of your camera and form an understanding of what you really need to know. Fundamentals are a crucial part of success. Taught by seasoned photographer Circe Baumgartner who places an emphasis on in camera quality in order to create successful dynamic images. Circe will teach you how to critically look at the images you have shot and see what you can do to make them better. You will learn how your eye views the world and how your camera views the world. By differentiating the two you will be able to use your gear to its greatest potential.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 10-October 15	6-8PM	Tuesday	Littleton Campus	\$129.00

**Adobe Lightroom Crash Course**

*Course Description*

If you want to pick up a few key basics getting your workflow streamlined this class is for you. This class

is taught by a seasoned photographer and editor, Circe Baumgartner. In this class you will learn what the difference between Lightroom cc and Lightroom Classic. Learn the basic terminology like libraries, smart preview, presets, RAW and exporting. As a bootcamp, this course allows you to learn everything from importing, exporting and everything in between. By the end of this class you will be able to create images you are proud of, streamline your workflow and add flair to your images, while you organize your whole collection.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 12-October 17	6-8PM	Thursday	Littleton Campus	\$129.00

**Introduction to Darkroom Photography**

*Course Description*

If you've ever been curious about the art and alchemy of darkroom photography, this class is for you! In this course you'll learn how to capture images, process black and white film, and make traditional darkroom prints. We'll explore everything from proper exposure to creative print processing techniques, while learning a bit about history and contemporary fine art darkroom practices. Instructor Angela Faris Belt, author of "The Elements of Photography: Understanding and Creating Sophisticated Images" is the Program Chair of Studio Art & Art History at ACC, and a dedicated darkroom photography practitioner. Instructor Trish Sangelo is the Director of the Colorado Gallery for the Arts.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
August 19-December 9	8:15-12:15PM	Monday	Littleton Campus	\$510.00
August 20-December 10	8:15-12:15PM	Tuesday	Littleton Campus	\$510.00

**Photo-Image Capture I**

*Course Description*

This course emphasizes the fundamental operations of a DSLR camera. The general operation of the camera, proper camera handling and maintenance, exposure control, depth of field, lenses and the visual characteristics of lenses, and an understanding of how digital capture works are emphasized. Additional topics include: f-stops, shutter speeds, metering modes, use of the histogram, auto focus, auto bracketing, and exposure compensation.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
August 19-December 9	1-5PM	Monday	Littleton Campus	\$510.00

**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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 12-October 3	4:45-6:15PM	Thursday	Parker Campus	\$69.00
December 3-12	6-8PM	Tuesday and Thursday	Littleton Campus	\$69.00

## MIND AND 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 10-October 8	6-8PM	Tuesday	Littleton Campus	\$119.00
October 24-November 21	6-8PM	Tuesday	Parker Campus	\$119.00

Grief Recovery

*Course Description*

Incomplete recovery from grief can have a lifelong negative effect on the capacity for happiness. This program offers specific actions needed to move beyond loss of any type including death, divorce, health, career and other losses. Participants will learn how it is possible to recover from grief and regain energy and vitality.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 23-November 13	6-8PM	Wednesday	Littleton Campus	\$69.00

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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 17-24	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 25-November 20	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
August 19-December 10	11:30-12:20PM	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
August 19-October 28	1-2:15PM	Monday and Wednesday	Littleton Campus	\$185.00
August 20-October 29	8-9:15AM	Tuesday and Thursday	Littleton Campus	\$185.00
September 24-December 10	4-5:15PM	Monday and Wednesday	Littleton Campus	\$185.00

## HOME FIXING, 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 21	10-12:30PM	Saturday	Littleton Campus	\$25.00

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 12	10-12:30PM	Saturday	Littleton Campus	\$25.00
November 16	10-12:30PM	Saturday	Littleton Campus	\$25.00
December 7	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 5	10-12:30PM	Saturday	Littleton Campus	\$25.00
October 26	10-12:30PM	Saturday	Littleton Campus	\$25.00
November 23	10-12:30PM	Saturday	Littleton Campus	\$25.00
December 14	10-12:30PM	Saturday	Littleton Campus	\$25.00

### 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 2-9	5:30-9PM	Wednesday	Littleton Campus	\$79.00
November 6-13	5:30-9PM	Wednesday	Littleton Campus	\$79.00

### Introduction to interior Design

#### *Course Description*

Looking to spruce up your home for the holidays? This class covers 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 placement. Discover cost effective ways to create a look you love.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 16-November 6	6:30-8:30PM	Wednesday	Littleton Campus	\$99.00

## Personal Finance

### Wealth Creation Today

*Course Description*

Wealth Creation Today® is an interactive, lecture-format adult financial education course for successful professionals ages 35-50. This course takes a comprehensive, objective approach, giving you indispensable tools to avoid mistakes and recognize smart solutions for your personal financial wellness. Many financial education courses only cover one or two topics, ignoring the broad spectrum of available choices, but this class addresses them all: inflation, interest, insurance, and investments ... stocks, bonds, ETFs, annuities, and mutual funds ... taxes, IRAs, 401(k)s, and so much more. But how does it all fit together? And what's the right path for you? Sign up today to find out.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 26-October 3	6:30-9:30PM	Thursday	Littleton Campus	\$59.00
October 1-8	6:30-9:30PM	Tuesday	Littleton Campus	\$59.00
October 10-17	6:30-9:30PM	Thursday	Northridge Rec Center	\$59.00
October 15-22	6:30-9:30PM	Tuesday	Northridge Rec Center	\$59.00
October 29-November 5	6:30-9:30PM	Tuesday	Parker Campus	\$59.00
November 7-14	6:30-9:30PM	Thursday	Parker Campus	\$59.00

### Invest Academy

*Course Description*

Learn to control your investments, rather than letting your investments control you. Manage and organize stock, mutual fund, and 401k 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 12-19	6-9PM	Thursday	Littleton Campus	\$59.00

### Reducing Debt and Building Wealth

*Course Description*

This short 3-week course is designed to help individuals and families of all ages become the captain of their own financial ship. Students will learn time-proven strategies of avoiding or reducing debt, creating and living on a budget, saving for college and creating wealth through their own consistent and prudent investment decisions. Bring personal computers or one will be provided.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 18-October 2	6-7:30PM	Wednesday	Parker Campus	\$59.00 Couples
September 18-October 2	6-7:30PM	Wednesday	Parker Campus	\$39.00 Individuals
October 17-12	6-7:30PM	Thursday	Littleton Campus	\$59.00 Couples
October 17-12	6-7:30PM	Thursday	Littleton Campus	\$39.00 Individuals

## 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.

#### *Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 26-October 3	6:30-9:30PM	Thursday	Littleton Campus	\$59.00
October 1-8	6:30-9:30PM	Tuesday	Littleton Campus	\$59.00
October 10-17	6:30-9:30PM	Thursday	Parker Campus	\$59.00
October 15-22	6:30-9:30PM	Tuesday	Parker Campus	\$59.00
October 29-November 5	6:30-9:30PM	Tuesday	Northridge Rec Center	\$59.00
November 7-14	6:30-9:30PM	Thursday	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 26-October 3	9:30-11:30AM	Thursday	Parker Campus	\$35.00
October 1-8	1-3PM	Tuesday	Parker Campus	\$35.00

## 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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 24	6-9:15PM	Tuesday	Littleton Campus	\$49.00 Individuals
September 24	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
September 26	6-9:15PM	Thursday	Littleton Campus	\$49.00 Individuals
September 26	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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 1	6-9:15PM	Tuesday	Littleton Campus	\$25.00

**Prepare For Your Drone License!**

**Drone License Preparation Course**

*Course Description*

Companies and business owners that manage or analyze any kind of property or outdoor projects are realizing that drones are becoming an essential tool due to their ability to take photos and gather data quickly, safely, and cheaply. So they are hiring or licensing legal drone pilots. Get ready! Start your drone license preparation here. There is only one drone license issued by the Federal Aviation Administration (FAA): the “part 107” drone pilot license, also called the “remote pilot certificate.” Anyone who plans to fly a drone for any reason other than recreation must hold this license to fly legally – and be insurable! This drone license preparation course will prepare students to take and pass the FAA drone knowledge exam, which will qualify them to apply for their drone license. The course covers all the key topics required by the FAA, including drone regulations, airspace, human factors and safety. Plus students will build their confidence by taking practice tests that are similar to the FAA exam. The instructor is a former Navy pilot and flight instructor and certified drone pilot who has been teaching this course for nearly three years. Drone flight instruction is not included in the course (and is not necessary to get a license). Note: the FAA drone knowledge exam is administered by local testing agencies and costs \$150. We recommend that our students plan to take the drone exam as soon as possible after completing this course.

*Course Offerings*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 1-10	6-9PM	Tuesday and Thursday	Littleton Campus	\$595.00

## Driver Safety

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*

<b>Dates</b>	<b>Hours</b>	<b>Days</b>	<b>Campus</b>	<b>Price</b>
October 26	9-1PM	Saturday	Littleton Campus	AARP
December 21	9-1PM	Saturday	Littleton Campus	AARP