



WORKFORCE & COMMUNITY PROGRAMS

September – December 2019

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5900 S Santa Fe Dr • Littleton, CO 80120

WORKFORCE & COMMUNITY PROGRAMS



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ARAPAHOE COMMUNITY COLLEGE

WORKFORCE AND COMMUNITY PROGRAMS

Periodical

PROFESSIONAL AND CAREER PROGRAMS

CAREER EXPLORATION AND JOB SEARCH

■ CAREER EXPLORATION

Voice-Overs: NOW is YOUR Time!

Wendy Shapero

You've heard Wendy Shapero on TV! (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!

Sat, Sept. 28, 10-12 p.m., 1 Session
Littleton Campus, \$54

Online Options

These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links:



- Resume Writing Workshop
- Twelve Steps to a Successful Job Search
- Become a Veterinary Assistant
- Start a Pet Sitting Business
- Become a Physical Therapy Aide
- Explore a Career in Medical Transcription
- Become an Optical Assistant
- Explore Career in Medical Coding
- Explore a Career in Medical Writing
- Secrets of the Caterer



ESSENTIAL SKILLS

■ COMPUTER AND SMARTPHONE SKILLS

Computer Basics for Laptop and Desktop Devices

Jon Rager

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.

Tue/Thu, Oct 15-24, 6-8 p.m., 4 Sessions
Littleton Campus, \$129 computers and manual provided

Get the Most from Your Android Devices Hands-on

Jon Rager

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!

Mon/Tue/Wed/Thu, Oct 7-10, 4:30-6:30 p.m., 4 Sessions
Littleton Campus, \$129 computers and manual provided

Mon/Tue/Wed/Thu, Dec 2-5, 4:30-6:30 p.m., 4 Sessions
Littleton Campus, \$129 computers and manual provided

Online Options

These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links:



- Keyboarding
- Introduction to PC Troubleshooting
- Introduction to Windows 10



■ GED PREPARATION

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

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

Mathematics and Science for GED

Instructor TBD

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

Tue, Sept 17-Nov 19, 6-8:30 p.m., 10 Sessions
Littleton Campus, \$115 plus book

Sat, Oct 5-Dec 14, 9-11:30 a.m., 10 Sessions, No class Nov 30.
Littleton Campus, \$115 plus book

English and Social Studies for GED

Instructor TBD

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

Thu, Sept 19-Nov 21, 6-8:30 p.m., 10 Sessions
Littleton Campus, \$115 plus book

Sat, Oct 5-Dec 14, 12-2:30 p.m., 10 Sessions, No class Nov 30.
Littleton Campus, \$115 plus book

GOT QUESTIONS?

Give us a call at 303-797-5722 or go to arapahoe.edu/wcp. Thank you!
arapahoe.edu/wcp

Online Options

These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links:



- GED Test Prep
- GED Test Prep Math

■ WRITING, GRAMMAR, AND COMMUNICATION

Writing Skills and Grammar Refresher

Karyl Chalfin

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

Thu, October 3-24, 6-8:30 p.m., 4 wks
Littleton Campus \$99, plus book

You Can Write! Develop Your Business Skills

Kim Larson-Cooney

Discover the 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.

Fri, Nov 1-8, 9-3 p.m., 2 Sessions
Littleton Campus, \$119, plus \$5 Material Fee

Creative Writing Workshop

Kathryn Ricks

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 workshopping 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.

Fri, Aug 23-Oct 11, 3-6 p.m., 8 Sessions
Littleton Campus, \$99

Fri, Oct 18-Dec 13, 3-6 p.m., 8 Sessions, No class on Nov 29.
Littleton Campus, \$99

New Media

Andrea Mason

Students will examine how new media is expanding the diversity of opportunities of formats and platforms for telling journalistic stories. Students will spend the first third of the semester learning the technical skills of photography, video, and audio production and editing and then apply those skills to create more than several journalistic stories using photo, video, and audio for the award-winning online student-produced media site The Arapahoe Pinnacle (www.arapahoepinnacle.com). The course is hybrid, and so students will have content-specific fact-to-face instruction for half an hour and also attend and participate in an Arapahoe Pinnacle staff meeting, both on Tuesday afternoon, where they will fulfill the role as multimedia journalists. Other work to master the course concepts will be completed online, out of class. Registration Deadline: August 12th

Tues, Aug 20-Dec 10, 12-2 p.m., 16 Sessions, No Class Nov. 26.
Littleton Campus, \$510, Plus Book

Feature and Magazine Writing

Andrea Mason

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. Students will focus on generating story ideas, honing interview skills, and creating profiles, features, and other human interest stories for The Arapahoe Pinnacle, ACC's award-winning, student-produced online news site (www.arapahoenews.com). The course is hybrid online and face to face, so students will have content-specific face to face instruction for half an hour and also attend and participate in an Arapahoe Pinnacle staff meeting, also on Tuesday afternoon, where they will fulfill the role as feature writers. Other work to master the course concepts will be completed online, out of class. Registration Deadline: August 12

Tues, Aug 20-Dec 10, 12-2 p.m., 16 Sessions, No class Nov. 26.
Littleton Campus, \$510, Plus Book

Creative Writing I (online)

Andrea Mason

This course examines techniques for creative writing by exploring imaginative uses of language through creative genres (fiction, poetry, and creative nonfiction) with emphasis on the student's own unique style, subject matter and needs. All work, including short, weekly writing exercises, workshops/critique sessions, and discussion of revision will be done online. Registration Deadline: August 26th

Tues, Sept 3-Dec 10, Online, 16 Sessions
Littleton Campus, \$510, Plus Book

Online Options

These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links:

Writing Essentials
Grammar Refresher
Write Like a Pro



AU PAIR EDUCATION

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



■ 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, Aug 28 at 10am or 6pm
- Thursday, Aug 29 at 10am or 6pm
- Friday, Aug 30 at 10am
- Wednesday, Sept 4 at 10am or 6pm
- Thursday, Sept 5 at 10am or 6pm
- Friday, Sept 6 at 10am

English as a Second Language classes are 10 weeks. Classes begin September 9 and end November 14, 2019. Classes are held two days a week for two hour sessions.

Beginning English as a Second Language

Mon/Wed, Sept 9-Nov 13, 9:30-11:30a.m., 20 Sessions
Littleton Campus, \$185 plus book

Tue/Thu, Sept 10-Nov 14, 6:30-8:30 p.m., 20 Sessions
Littleton Campus, \$185 plus book

Intermediate English as a Second Language

Mon/Wed, Sept 9-Nov 13, 9:30-11:30a.m., 20 Sessions
Littleton Campus, \$185 plus book

Tue/Thu, Sept 10-Nov 14, 6:30-8:30 p.m., 20 Sessions
Littleton Campus, \$185 plus book

Advanced English as a Second Language

Mon/Wed, Sept 9-Nov 13, 9:30-11:30a.m., 20 Sessions
Littleton Campus, \$185 plus book

Tue/Thu, Sept 10-Nov 14, 6:30-8:30 p.m., 20 Sessions
Littleton Campus, \$185 plus book

College Prep – English as a Second Language

Mon/Wed, Sept 9-Nov 13, 9:30-11:30a.m., 20 Sessions
Littleton Campus, \$185 plus book

Tue/Thu, Sept 10-Nov 14, 6:30-8:30 p.m., 20 Sessions
Littleton Campus, \$185 plus book

English Conversation and Culture Club

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. Explore resources to help you be successful. Pre-requisite is current enrollment in an ACC ESL course.

Mon, Sept 23-Nov 11, 6:30-8:30p.m., 10 Sessions
Littleton Campus, \$10 Must be Registered for English as a Second Language Course

Online Options

These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links:

Writing for ESL
Grammar for ESL



PROFESSIONAL DEVELOPMENT

COMPUTER SOFTWARE APPLICATIONS

Microsoft Office Excel Certificate Program

Receive 2.1 CEUs along with an MS Excel Certificate of Completion. Courses included in this certificate are: 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, sub-totals, 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.

Fri, Oct 11-25, 9-4 p.m., 3 Sessions
Parker Campus, \$539 includes manuals

Tue/Thu, Dec 3-19, 6-9p.m., 6 Sessions
Littleton Campus, \$539 includes manuals

Introduction to Microsoft Excel 2016

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

Fri, Oct 11, 9 a.m.-4 p.m., 1 Session
Parker Campus, \$199 includes manual

Tue/Thu, Dec 3 & 5, 6-9p.m., 2 Sessions
Littleton Campus, \$199 includes manual

Intermediate Microsoft Excel 2016

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

Fri, Oct 18, 9 a.m.-4 p.m., 1 Session
Parker Campus, \$199 includes manual

Tue/Thu, Dec 10 & 12, 6-9p.m. 2 Sessions
Littleton Campus, \$199 includes manual

Advanced Microsoft Excel 2016

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

Fri, Oct 25, 9 a.m.-4 p.m., 1 Session
Parker Campus, \$199 includes manual

Tue/Thu, Dec 17 & 19, 6-9p.m., 2 Sessions
Littleton Campus, \$199 includes manual



Microsoft Office Word Certificate Program

Successfully complete all three classes MS Word levels and receive 2.1 CEUs along with an MS Word Certificate of Completion. Courses included in the certificate are: 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.

Fri, Sept 13-27, 9-4 p.m., 3 Sessions
Parker Campus, \$539 includes manuals

Tue/Thu, Nov 5-21, 6-9 p.m., 6 Sessions
Littleton Campus, \$539 includes manuals

Introduction to Microsoft Word 2016

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

Fri, Sept 13, 9 a.m.-4 p.m., 1 Session
Parker Campus, \$199 includes manual

Tue/Thu, Nov 5 & 7, 6-9 p.m., 2 Sessions
Littleton Campus, \$199 includes manual

Intermediate Microsoft Word 2016

This intermediate level course will build on the basics to expand students' MS Word skill-set as they learn special text effects, mail merging and the key tools essential to creating 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.

Fri, Sept 20, 9 a.m.-4 p.m., 1 Session
Parker Campus, \$199 includes manual

Tue/Thu, Nov 12 & 14, 6-9 p.m., 2 Sessions
Littleton Campus, \$199 includes manual

Advanced Microsoft Word 2016

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

Fri, Sept 27, 9 a.m.-4 p.m., 1 Session
Parker Campus, \$199 includes manual

Tue/Thu, Nov 19 & 21, 6-9 p.m., 2 Sessions
Littleton Campus, \$199 includes manual

Introduction to QuickBooks Online

Jennifer Fellingner

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.

Sat, Sept 14-Oct 12, 10-12 p.m., 4 Sessions, No class Sept 28.
Littleton Campus, \$199 Includes Manual

Sat, Nov 9-Dec 7, 10-12 p.m., 4 Sessions
No class on Nov 30.
Littleton Campus, \$199 Includes Manual

BASIC COMPUTER SKILLS SUITE



- C# Programming Series
- Computer Networking Suite
- Creating WordPress Websites Series
- Digital Marketing Suite
- HTML and CSS Series
- Intermediate SQL
- Introduction to Creating WordPress Web Sites
- Introduction to Java Programming
- Microsoft Project 2016
- Introduction to Photoshop CC
- Introduction to Python 3 Programming
- Introduction to SQL
- Introduction to Windows 10
- Java Programming Series
- Microsoft Access 2016 Series
- Microsoft Excel 2016 Series
- Microsoft Office 2016 Value Suite
- Microsoft Word 2016 Series

EMERGENCY MANAGEMENT

EMT Refresher

ACC EMS Academy Staff

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.

Sat, Sept 14-Oct 12, 8 a.m.-5:00 p.m., 5 Sessions
\$385, includes training manual

Paramedic Refresher

ACC EMS Academy Staff

The goal of the Paramedic Refresher course is to provide a review of content and skills required for certificate renewal at the paramedic level. Included is 44 hours of instruction and 12 hours of lab time. The course meets 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

For registration, please call 303.797.5722

Colorado EMS Instructor Series

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

EMS Skill Instructor

ACC EMS Academy Staff

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

Tue, Oct 8, 8 a.m.-5 p.m., 1 Session Littleton Campus
EMSS 1016S01- 80222 \$119, plus book*

Colorado EMS Primary Instructor

ACC EMS Academy Staff

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

Wed/Thu, Oct 9-10, 8 a.m.-5 p.m., 2 sessions Littleton Campus
EMSS 1017S01- 80223 \$329, plus book*

Colorado EMS Training Administration Orientation

ACC EMS Academy Staff

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

Fri, Oct 11, 8 a.m.-5 p.m., 1 session Littleton Campus
EMSS 1018S01- 80224 \$79, plus book*

Heartsaver First Aid, CPR and AED

Christine Cruzan

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

Sat, Oct 12, 9 a.m.-4 p.m., 1 Session
Littleton Campus, \$99 plus book

BLS Provider

Christine Cruzan

The BLS Provider course meets the requirements of American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in this course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children and adult patients. To receive a course completion card/certificate, students will be required to successfully demonstrate appropriate CPR with the use of an AED and complete the BLS exam at a score greater than 84%.

Sat, Aug 17, 9 a.m.-2 p.m., 1 Session
Littleton Campus, \$79 plus manual

Sat, Aug 24, 9 a.m.-2 p.m., 1 Session
Littleton Campus, \$79 plus manual

BLS Renewal Skills Session

Christine Cruzan

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.

Sat, Aug 17, 2-4 p.m., 1 Session
Littleton Campus, \$39 plus manual

Sat, Aug 24, 2-4 p.m., 1 Session
Littleton Campus, \$39 plus manual



Find us online!



■ 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 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

Gain professional experience in equine training and management through internships in the equine industry. Instructor approves placements and works closely with intern and sponsor. This program is not part of the certificate program but you may enroll if you want to participate in more hands-on experience within the equine industry. Days and times scheduled with the instructor. September 2 to December 10, 2019.

20 hours a week	\$499
30 hours a week	\$599
40 hours a week	\$699

Hoof Care

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

Mon/Wed, Sept 4-Oct 21, 6-7:30 p.m., 14 Sessions
Littleton Campus, \$199 plus book

Hoof Anatomy and Physiology

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

Mon/Wed, Sept 4-Oct 21, 7:45-9:15 p.m., 14 Sessions
Littleton Campus, \$199 plus book



Hoof Injuries

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.

Mon/Wed, Oct 23-Dec 11, 6-7:30 p.m., 14 Sessions, No Class on Nov 25 & 27
Littleton Campus, \$199 plus book

Hoof Treatment

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.

Mon/Wed, Oct 23-Dec 11, 7:45-9:15 p.m., 14 Sessions, No Class on Nov 25 & 27
Littleton Campus, \$199, plus book

Equine Special Topics

Presentations and guest speakers on a variety of topics related to horsemanship, horse training, health care, hoof care, nutrition, and management will be offered. Course covers seasonal as well as timely topics.

Tue, Sept 3-Dec 10, 6-7:30 p.m., 14 Sessions, 14 Sessions
No Class on Nov 26
Littleton Campus, \$199

Horse Training and Horsemanship Lab

Gain hands-on practice in the skills and methods for ground handling babies, yearlings and older horses; green broke training; retraining and finishing horses. Students must complete an average of 10 hours of lab work and 4 hours of independent study weekly. *Days and times scheduled with the instructor. Sessions are held at barns throughout the region.

September 2nd – December 10th*
Locations arranged with instructor, \$399

FREE Info Session • Equine Open House

Thursday, December 5, 6-7 p.m. at the Littleton Campus
Learn about the program and talk with the instructor. Refreshments provided. Reservations required by calling 303.797.5722 or register online at arapahoe.edu/equine. Follow the link.



■ FLORAL DESIGN

Floral Design Certificate

Earn a certificate in Floral Design Principles! Classes focus on fresh flower arranging and are taught by Crystal Oleskevich, who owns her own floral business. Certificates are issued by Arapahoe Community College.

Courses Include:

- **Introduction to Floral Design Principles Demonstration**
Explore how to put flowers together using proven design principles. Get tips on purchasing fresh flowers and caring for flowers from your garden. Discuss the right tools and their care to create beautiful designs in this demonstration class.

- **Concepts and Containers**

Learn to create arrangements. Discuss styles including traditional, contemporary, oriental, funky, seasonal and special events. Explore color, focal point, pop, texture, volume and size. Make an arrangement to take home, container provided.

- **Creating Style, Shape and Color**

Learn to utilize shape and color to create a stylish arrangement for any occasion. Bring your own favorite vase or container and make an arrangement to take home.

- **Arrangement Workshop and Critique**

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

Tues, Oct 8-29, 6-9 p.m., 4 Sessions (first class ends at 8)
Littleton Campus, \$276 plus \$25 Flower Fee Per Week

Tues, Nov 12-Dec 3, 6-9 p.m., 4 Sessions (first class ends at 8)
Littleton Campus, \$276 plus \$25 Flower Fee Per Week

■ LANGUAGES

American Sign Language

Introduction to American Sign Language

Jennifer Wise

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.

Tues, Sept 10-Nov 19, 6-8 p.m., 10 Sessions, No class Oct 15.
Littleton Campus, \$199 plus optional book

Thu, Sept 12-Nov 21, 6:30-8:30 p.m., 10 Sessions, No class Oct 17.
Parker Campus, \$199 plus optional book

Intermediate American Sign Language

Jennifer Wise

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. No class October 16.

Wed, Sept 11-Nov 20, 6-8 p.m., 10 Sessions, No class Oct 16.
Littleton Campus, \$199 plus Optional book

French

French 2 – Continuing with French

Fawzia Ahmad

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 practicing using French in everyday situations such as: sending a text message, speaking on the phone, what to say to a bank teller, how to ask your museum guide the correct question (and understand his/her answer), communicating with a French family that your child is staying with and/or communicating with a French family whose child you are hosting, etc. Join us for this content rich and fun course!

Sat, Sept 21-Nov 23, 12:30-2:30 p.m., 10 Sessions
Littleton Campus, \$199 plus book

Online Options

These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links:

Beginning Conversational French



German

Beginning Conversational German

Birgid Howell

Immerse yourself in conversational German which emphasizes spoken language, simple vocabulary and phrases. Enjoy a strong emphasis on travel, history and culture. Begin with the basics of the language and advance quickly to help you converse comfortably.

Tue, Sept 17-Nov 5, 7-9 p.m., 8 Sessions
Littleton Campus, \$179 plus book and \$5 materials fee

Online Options

These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links:

Beginning Conversational French



Spanish

Beginning Spanish

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

Thu, Sept 12-Nov 14, 5:30-7 p.m., 10 Sessions (Carrasco-Stone)
Littleton Campus, \$199 plus \$35 Material Fee

Mon, Sept 30-Nov 18, 6-8 p.m., 8 Sessions (Carmona)
Parker Campus, \$159 plus book

Tues, Oct 1-Dec 10, 6-8 p.m., 10 Sessions, No class Nov 26.
(Soister)
Littleton Campus, \$199 plus book

Intermediate Spanish

Improve your skills learned in Beginning Spanish (a prerequisite for this class), or you may obtain permission from the instructor before enrolling.

Thu, Sept 12-Nov 14, 7-8:30 p.m., 10 Sessions (Carrasco-Stone)
Littleton Campus, \$199 plus \$35 Material Fee

Wed, Oct 2-Nov 20, 6-8 p.m., 8 Sessions (Carmona)
Parker Campus, \$159 plus book

Thu, Oct 3-Dec 12, 6-8 p.m., 10 Sessions, No class Nov 28.
(Soister)
Littleton Campus, \$199 plus book

Intro to Spanish for Health Professionals

Instructors TBD

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.

Tue, Sept 24-Dec 10, 4-5:15 p.m., 10 Sessions, No class Nov 26.

Cultural Perspectives of the Spanish Speaking World

Instructors TBD

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, or have taken SPA 111 and SPA 112.

Mon/Wed, Sept 4-Dec 9, 5:30-7:10 p.m., 30 Sessions, No class Nov 25 & 27.

Littleton Campus, \$510

Online Spanish Options

These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links:

Speed Spanish I
Speed Spanish II
Speed Spanish III
Spanish (Latin American)
Speed Spanish Series
Spanish for Professionals
Spanish for Banking
Spanish for Customer Service
Spanish for Real Estate
Spanish for Law Enforcement
Spanish for 911 Dispatch
Spanish for EMS and Fire
Spanish for Teachers
Spanish for Corrections
Spanish for Park Rangers



Latin

Latin and the Romance Languages and English

John Soister

Latin for beginners, offering grammar and vocabulary with references to the language's influences in Italian, Spanish, Romanian, Portuguese, and French (the "Romance" languages) and in English. With cultural and historical accents.

Wed, Oct 2-Dec 11, 6-9 p.m., 10 Sessions, No class on Nov 27.
Littleton Campus, \$199, Plus Book

Chinese

Beginning Mandarin Chinese

Holly Yang

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.

Tue, Oct 1-Dec 10, 6-8 p.m., 10 Sessions, No class on Nov 26.
Littleton Campus, \$199, Plus Book

Learn a New Language

■ MEDIATION

Becoming a Professional Mediator

Trish Elledge

Calling all coaches, trainers, speakers, entrepreneurs, counselors, consultants, career re-inventors and retirees! Learn about the burgeoning field of professional mediation, how it can serve as a valuable skill set to incorporate into your career path and life. Gain a thorough introduction to the mediation world and learn what it really takes to become a successful six-figure mediator, what a day in the life of a professional mediator is like, the pros and cons of the field, job opportunities, training requirements, training resources, and more.

Mon, Sept 23, 6:30-8:30 p.m., 1 Session

Littleton Campus, \$49 plus \$8 material fee to instructor

Basic Mediation 40-Hour Certificate Program

Trish Elledge

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.

Fri/Sat/Sun, Oct 11-13 and Oct 18-20, Fri & Sat 9-5 p.m.,
Sun 10-3 p.m., 6 Sessions

Littleton Campus, \$599 plus \$30 material fee to instructor



■ SOCIAL MEDIA DIGITAL MARKETING

Social Media & Digital Marketing Certificate

Successfully complete all three classes and receive a Social Media Digital Marketing Certificate. If you are not interested in the certificate and would like to take only one or two of the classes that is also available. These classes are eligible for CEU credits.

How to Use Social Networking to Boost Your Business

Carrie Gottschalk

What's all the madness about Facebook and Twitter? These sites offer a lot more than telling people what you had for lunch. Become familiar with and learn how to use social networking to build your business quickly. Discover the top social networking sites, including Facebook, Twitter, LinkedIn and YouTube. Learn how to build your profile, what information is important to include about yourself and your business, build your friends and connections. Discover ways to connect your blogs and websites to your social sites and use them for effective marketing. Traditional marketing may be a thing of the past when you discover how easy it is to network online.

Mon, Oct 7, 6-9 p.m., 1 Session

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

Facebook Your Way to Business Success: Facebook Deep Dive

Carrie Gottschalk

Thousands of people are joining Facebook every day not just to find old friends, but to build their businesses too. With over 400 million accounts within the Facebook community, this isn't an opportunity that can be ignored. Whether you have a local service business, or a business that can have clients anywhere in the world, you'll find Facebook an attractive tool to add to your marketing plans. Be successful using this tool and get personal assistance.

Wed, Oct 9, 6-9 p.m., 1 Session

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

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

Carrie Gottschalk

You must pay to play! Facebook has changed the way the News Feed works for users. Facebook's organic is declining rapidly. Advertising has become an essential part of a social media marketing strategy, and knowing how to properly advertise on Facebook has become key to a business's success. Explore the types of advertising, how and when to use each type of ad, how to identify a target audience and how to set up and create an ad on Facebook.

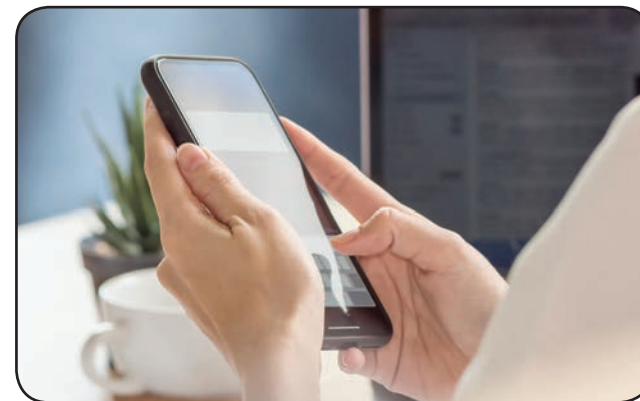
Thu, Oct 10, 6-9 p.m., 1 Session

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

GOT QUESTIONS?

Give us a call at 303-797-5722 or go
to arapahoe.edu/wcp. Thank you!

arapahoe.edu/wcp



■ WORDPRESS AND E-COMMERCE

How to Build a Website Using WordPress: WordPress Certificate Program

Greg Jameson

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.

Wed, Oct 2-Nov 20, 6-9 p.m., 8 Sessions

Littleton Campus, \$315 plus \$30 Hosting Fee

Build Your Own Online Store Using WordPress & WooCommerce

Greg Jameson

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

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

Thu, Oct 3-Nov 21*, 6-9 p.m., 8 Sessions

Littleton Campus, \$379 plus \$30 Hosting Fee

PERSONAL ENRICHMENT PROGRAMS

ARTS AND HUMANITIES

■ CALLIGRAPHY

Chancery Hand Calligraphy

Evette Goldstein

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

Thu, Sept 12-Oct 10, 6-8 p.m., 5 Sessions

Littleton Campus, \$109 plus \$45 material fee to instructor

Copperplate Calligraphy

Evette Goldstein

Learn Copperplate Calligraphy, the style of writing found in the Declaration of Independence. Discover the joy of self-expression through this beautiful art form. Check out Evette's website at www.prettywriting.com to see her work.

Thu, Oct 24-Nov 21, 6-8 p.m., 5 Sessions

Littleton Campus, \$109 plus \$45 material fee to instructor

■ CERAMICS

Ceramics I

Katie Lynn Martineau-Caron

This course introduces traditional and contemporary ceramic forms and processes including hand building and throwing on the potter's wheel. Registration Deadline: August 12

Mon/Wed, Aug 19-Dec 9, 1-3:45 p.m., 30 Sessions, No class Nov 25 & 27.

Littleton Campus, \$510

■ DRAWING

You Can Draw!

Brian Brennan

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.

Thu, Sept 12-Oct 17, 7-9 p.m., 6 Sessions

Littleton Campus, \$129 plus supplies

Thu, Oct 24-Dec 5, 7-9 p.m., 6 Sessions, No class on Nov 28.

Littleton Campus, \$129 plus supplies



■ 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 for a complete list of courses. Classes begin the week of August 19. Registration Deadline: August 12

■ MUSIC

ACC String Orchestra

Mei-Mey Segura

Join the ACC orchestra. Class is for players age 12 to adult. You must have previous playing experience.

Mon, Aug 19-Dec 9, 5:30-7:30 p.m., No class Sep 2 and Nov 25.
Littleton Campus, \$159

ACC Chorus

Ron Kientz

Join the ACC chorus no matter what your music ability is. Class is for adults.

Tue, Sept 3-Dec 10, 7-9:15 p.m., No class Nov 26.
Littleton Campus, \$69

ACC Jazz Ensemble

Cecil Lewis

Join the ACC Jazz Band. Class is for adults. You must have previous playing experience.

Thu, Aug 22-Dec 5, 6-8 p.m., No class Nov 28.
Littleton Campus, \$159

Pop/Rock Ensemble

Aaron Walker

Join the ACC Pop/Rock Band. Class is for adults. Previous playing experience preferred.

Fri, Aug 23-Dec 6, 1-3 p.m., No class Nov 29.
Littleton Campus, \$159

Jazz Fusion Ensemble

Aaron Walker

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

Thu, Aug 22-Dec 5, 3-5 p.m., No class Nov 28.
Littleton Campus, \$159

Private Instrument Lessons

For all levels and abilities of aspiring musicians over age 8. Receive 10 half-hour private lessons over 10 weeks set up to meet your schedule. When registering, specify the string, woodwind, brass, or guitar instrument. Refunds will not be given for missed lessons. Lesson can begin meeting any time between August 19th and December 10th based on instructor availability and approval. Lesson days and times are established between you and the instructor.

Private Piano
Private Strings
Private Brass
Private Drums
Private Guitar
Private Voice

Littleton Campus
\$299

Find us online!



COMMUNITY PARTNERSHIPS



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

AARP Smart Driver

This classroom course helps drivers, 50 years and older, refine existing skills and develop safe, defensive driving techniques. Pre-registration is required. You may be eligible for an automotive insurance discount by successfully completing this class.

Sat, Oct 26, 9 a.m.-1 p.m., 1 Session

Littleton Campus, \$15/AARP member or \$20/AARP non-member, paid to instructor

Sat, Dec 21, 9 a.m.-1 p.m., 1 Session

Littleton Campus, \$15/AARP member or \$20/AARP non-member, paid to instructor

Healthcare Focused Career Options with CareerStep

<https://partner.careerstep.com/acc>

Arapahoe Community College has partnered with Career Step to help students like you train for a rewarding new career. Programs available through this partnership include: Professional Medical Coding and Billing with Applied PCS, Medical Transcription Editor, and Medical Billing. Information sessions are held each month. To register for an information sessions please call 303-797-5722 or visit the website listed above.

CITIZENSHIP CLASSES

Become a U.S. Citizen

Victoria Martysh

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

Wed, Sept 18-Dec 11, 6-9 p.m., 12 Sessions,

No class Nov 27.

Littleton Campus, \$219 plus \$20 material fee to instructor



PREPARE FOR YOUR LICENSE!



Drone license preparation course

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.

Tue/Thu, Oct 1-10, 6-9 p.m., 4 Sessions

Littleton Campus, \$595, plus \$25 Material Fee

GOT QUESTIONS?

Give us a call at 303-797-5722 or go to arapahoe.edu/wcp. Thank you!

arapahoe.edu/wcp

MEDICAL ASSISTANT PROGRAMS

What is a Medical Assistant?

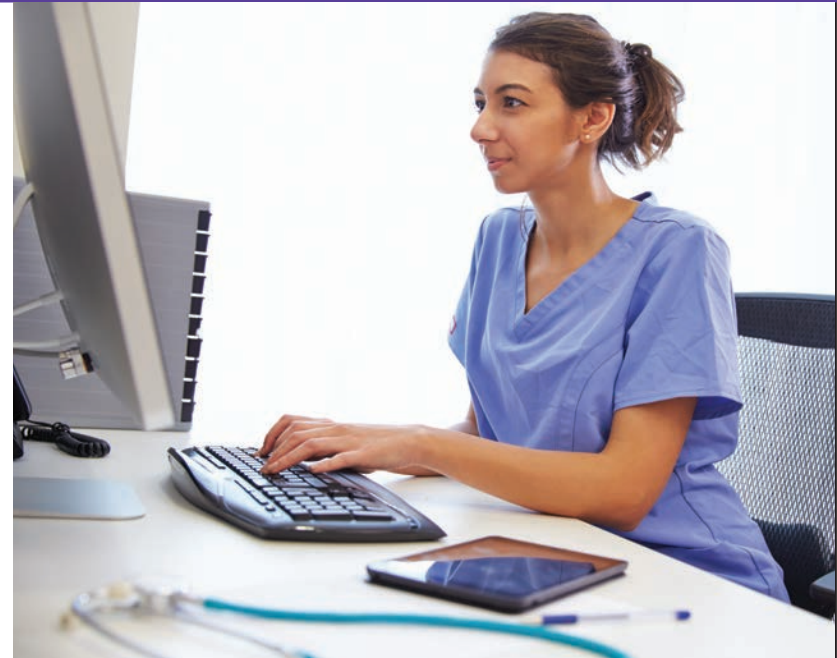
Medical Assistants (MA) are allied health professionals who work alongside providers to perform both administrative and clinical duties in mostly outpatient care locations. They are trained for both front and back office duties, such as answering telephones, greeting patients and coding/billing insurance forms. Medical assistants are a vital partner to the provider. Their back office responsibilities include taking medical histories, assisting in examinations and procedures, patient education and performing or arranging an array of medical tests.

What is the employment outlook for Medical Assistants?

According to the Bureau of Labor Statistics, employment opportunities for medical assistants are expected to increase 29% between 2016-2026. Medical Assistants could earn from \$26,449 up to \$45,628 annually in the Denver metro area.

What types of programs does ACC offer for Medical Assisting?

Depending on your needs, we've got the program for you! ACC offers two programs.



Medical Assistant Apprenticeship

The Medical Assistant Apprenticeship Program is a competency-based program that prepares you to take the Certified Clinical Medical Assistant (CCMA) test through the National Healthcareer Association. This program is federally registered with the Department of Labor. Apprentices will be hired by a participating healthcare organization as a Medical Assistant Apprentice while completing training through ACC. Earn experience while you learn! You must attend an informational session, complete a program application, and be hired by a participating healthcare organization in order to be admitted to this program.

How to Get Started

1. Attend an informational session
2. Complete online application for the apprenticeship program
3. Go through the application and hiring process with a participating healthcare organization
4. Be hired by a participating healthcare organization
5. Apply to ACC
6. Provide standardized test results (ACCUPLACER, SAT or ACT scores)
7. Register and pay for classes

Cost: Estimated \$5,900

For more information:

Shao Yeung
Work-Based Learning Program Manager
303-797-5723 | shao.yeung@arapahoe.edu
arapahoe.edu/wcp

Medical Assistant Certificate Program

Our Medical Office Technology programs are designed to develop your skill set and to place you in outpatient (ambulatory) care facilities. The Medical Assistant certificate enables you to get a job as a fully-fledged MA for the front and back office of a physician's office. In addition to doing reception work in the office, an MA also does patient care including laboratory work and injections. Classes prepare you for externships (which take place in the Spring) and national certification tests. Get your certificate TODAY!

34 credit hours, Online and hybrid classes

How to Get Started

1. Apply to ACC: arapahoe.edu/apply
2. Once accepted to ACC, apply to the MOT program: arapahoecommunitycollege.formstack.com/forms/mot_application
3. If you have taken courses at other colleges, meet with Program Chair to review credit before transferring them in to ACC
4. Declare major as MA2
5. Obtain PROGRAM advising from Deby Stutman
6. Register and pay for classes

Cost: Approximately \$8,500 including books and supplies

For more information:

Deby Stutman
MAP/MOT Program Chair/Faculty
303.797.5898 deby.stutman@arapahoe.edu
arapahoe.edu/mot

PAINTING

Exploring Acrylics

Candace French

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

Wed, Sept 4-Oct 9, 1-4 p.m., 6 Sessions
Littleton Campus, \$179 plus supplies, and \$3 material fee

Exploring Pouring Acrylics - Workshop

Candace French

Join in this exploration of creating exciting effects while pouring acrylics. Students will 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.

Fri, Oct 18, 9:30-3 p.m.
Littleton Campus, \$99, plus supplies and \$5 material fee to instructor.

Fri, Nov 15, 9:30-3 p.m.
Littleton Campus, \$99, plus supplies and \$5 material fee to instructor.

Exploring Mixed Media

Candace French

Explore the amazing world of mixed media! Experience texture, foils, charcoal and mediums. Students will be guided through “chalk talks”, demos and be given lots of individual attention. Aspects of abstract composition and what makes a piece “work” will be shared. Candace’s teaching style is engaging and educational.

Wed, Oct 23-Nov 13, 1-4 p.m., 4 Sessions
Littleton Campus, \$119, plus supplies and \$5 material fee to instructor.



Expand Mixed Media

Bobbi Shupe

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 Held at 2760 S Reed St., Denver CO. 80227.

Fri, Sept 20-Oct 11, 10-1 p.m., 4 Sessions
Instructor’s Private Studio, \$119, plus supplies.

Oil Painting – Beginning and All Levels

Valorie Snyder

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 enjoyable 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.

Thu, Oct 17-Nov 21, 2-4:30 p.m., 6 Sessions
Littleton Campus, \$179, plus supplies, \$20 optional workbook with class notes.

Thu, Oct 17-Nov 21, 5:30-8 p.m., 6 Sessions
Littleton Campus, \$179, plus supplies, \$20 optional workbook with class notes.

Note: This class requires the use of Gamsol Odorless Mineral Spirits (made by Gamblin Paints), rather than turpentine or other dangerous solvents. The complete supply list is on Valorie’s blog: www.valoriesnyderart.blogspot.com

Oil Painting

Jhenn Whalen

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.

Mon, Sept 9-Oct 14, 2-5 p.m., 6 Sessions
Littleton Campus, \$179, plus supplies

Painting en Plein Air

Jhenn Whalen

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.

Thu, Sept 12-Oct 17, 1-4 p.m., 6 Sessions
Littleton Campus, \$179, plus supplies

Beginning Watercolor

Brian Brennan

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!

Tue, Sept 10-Oct 15, 7-9 p.m., 6 Sessions
Littleton Campus, \$129 plus supplies

Tue, Oct 22-Dec 3, 7-9 p.m., 6 Sessions, No class on Nov 26.
Littleton Campus, \$129 plus supplies

Color In Painting

Marjory Wilson

“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.

Tue, Nov 12-Dec 17, 6-8 p.m., 5 Sessions, No class Nov 26.
Littleton Campus, \$129 plus supplies

Painting Autumn Trees

Marjory Wilson

When we paint fall trees we explore the warm rich colors of autumn. We will focus on composition, color, style and techniques. Learn 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.

Tue, Oct 8-Nov 5, 6-8 p.m., 5 Sessions
Littleton Campus, \$129 plus supplies

Free to Paint!

Joy Schultz

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. I 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.

Tue, Sept 24-Oct 29, 1:30-4:30 p.m., 6 Sessions
Littleton Campus, \$179, plus supplies.

Find us online!



PHOTOGRAPHY

Better Photography with iPhone and iPad

Steven Sande

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.

Wed, Oct 16, 6-9 p.m., 1 Session
Littleton Campus, \$49

Beginning Digital Photography

Bob Montgomery

Focus on aperture, shutter speed, depth of field, ISO and exposure. Discover composition principles to create better photographs. Bring camera and owner's manual. Designed for 35MM and digital camera users new to photography. Camera must have an adjustable aperture and shutter speed. Interchangeable lens a plus!

Mon, Oct 7-21, 6-8:30 p.m., 3 Sessions
Parker Campus, \$109

Thu, Dec 5-19, 6-8:30 p.m., 3 Sessions
Littleton Campus, \$109

Digital Photography I

Gene Wheeler

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.

Mon/Wed, Aug 19-Dec 9, 6-8:45 p.m., 30 Sessions
Littleton Campus, \$510

Introduction to Darkroom Photography

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 at ACC, and a dedicated darkroom photography practitioner. Registration Deadline: August 12th

Mon, Aug 19-Dec 9, 8:15-12:15 p.m., 16 Sessions, No class Nov 25.
Littleton Campus, \$510 (Ana Faris Belt)

Tues, Aug 20-Dec 10, 8:15-12:15 p.m., 16 Sessions
Littleton Campus, \$510 (Trish Sangelo)



Photo-Image Capture I

Bradley W Bartholomew

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. Registration Deadline: August 12th

Mon, Aug 19-Dec 9, 1-5 p.m., 16 Sessions
Littleton Campus, \$510

Photography Fundamentals 101

Circe Baumgartner

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. The class will concentrate on understanding:

- What gear you need to get the job done
- How you will bring together the three elements of the Manual settings, ISO, aperture, and shutter speed to create excellent photos
- The importance of analyzing your subjects and learning how to create images that properly tell your story
- How to create an efficient workflow from start to finish
- How to use Natural light to your advantage

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.

Tue, Sept 10-Oct 15, 6-8 p.m., 6 Sessions
Littleton Campus, \$129



Adobe Lightroom Crash Course

Circe Baumgartner

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.

Thu, Sept 12-Oct 17, 6-8 p.m., 6 Sessions,
Littleton Campus, \$129

Introduction to Digital Scrapbooking

Jennifer Wise

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 teacher assistance. 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.

Thu, Sept 12-Oct 3, 4:45-6:15 p.m., 4 Sessions
Parker Campus, \$69

Tue/Thu, Dec 3-12, 6-8 p.m., 4 Sessions
Parker Campus, \$69

Online Options

These are 6-week, 24 instructional hours, online classes which begin the 2nd Wednesday of every month. For more information, to register and pay, go to arapahoe.edu/wcp and follow the online links:

Discover Digital Photography
Secrets of Better Photography
Mastering Your Digital SLR Camera
Travel Photography for the Digital Photographer
Introduction to Digital Scrapbooking



HEALTH AND WELLNESS

BODY AND MIND WELLNESS

Daily Strategies for Living Positively: The Science of Happiness

John Ameen

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 are all welcome!

Tue, Sept 10-Oct 8, 6-8 p.m., 5 Sessions

Littleton Campus, \$119 plus \$5 materials fee to instructor

Tue, Oct 24-Nov 21, 6-8 p.m., 5 Sessions

Parker Campus, \$119 plus \$5 materials fee to instructor

Grief Recovery

Candace French

As a Certified Coach, Candace French is here to guide you through life's challenges, and help you reconnect with your innate strengths to live a more meaningful and joyful life. Incomplete recovery from grief can have a life-long 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. (This class is not taught by a licensed counselor and is not intended to replace or supplement regular mental health sessions with a licensed counselor.)

Wed, Oct 23-Nov 13, 6-8 p.m., 4 Sessions

Littleton Campus, \$99 plus \$5 materials fee to instructor

Healing Touch with Reiki

Sandra Gourd

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

Tue, Sept 17-24, 6-9 p.m., 2 Sessions

Littleton Campus, \$69 plus \$20 materials fee to instructor



SilverSneakers Community Member Classes

You must have SilverSneakers ID in order to participate.
To find out more please call, 303.797.5850

Stretch and Posture

Perri Cunningham

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

Mon/Fri, Aug 19-Dec 13, 8:15-8:45 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker Members

Balance

Patty Bisbee

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

Fri, Aug 23-Dec 13, 9:15-9:45 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker Members

Drums Alive Gold

Patty Adams

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

Wed, Aug 21-Dec 11, 9:30-10:30 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker Members

SilverSneakers Classic

Kendra Hawkins

Move to the music through a variety of exercises designed to increase strength and range of motion.

Tue/Thu/Sat, Aug 20-Dec 10, 9:30-10:30 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker Members

SilverSneakers Yoga

Catherine Glenn

Move through a whole body series of seated and standing yoga poses and breathing exercises. Chair support is offered to safely perform a variety of seated and standing postures.

Mon/Wed, Aug 19-Dec 9, 9:30-10:30 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker Members

BOOM® MOVE IT

A dance workout class that improves cardio endurance and burns calories starting with simple dance moves then building into more complex sequences.

Thu, Aug 22-Dec 12, 10:30-11 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker Members

BOOM® MUSCLE

Muscle incorporates athletic based moves that improve upper body conditioning. Muscle conditioning blocks at all different levels are used to offer many different levels and varieties to choose from. The focus of this class is on toning muscles and building overall body strength.

Thu, Aug 22-Dec 12, 11-11:30 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker Members

Beginning Tai Chi

Holly Yang

Daily Tai chi practice relieves stress and tension, increases energy and tranquility, improves balance, flexibility, and strength, and promotes physical and mental overall well-being.

Learn the Tai Chi forms with clear, step by step instructions through tai chi stances, hand positions, and movements. Qi Gong and meditation will be introduced and practiced. A certain degree of movements is required for full-participation in this course.

Wed, Sept 25-Nov 20, 6-8 p.m., 8 Sessions No class on Oct. 16.
Littleton Campus, \$199

Pilates Matwork I

Catherine M Glenn

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

Mon/Wed, Aug 19-Dec 10, 11:30 a.m. -12:20 p.m., 30 Sessions
No class on Nov 25 & 27
Littleton Campus, \$149

Yoga I

Catherine M Glenn

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.

Mon/Wed, Aug 19-Oct 28, 1-2:15 p.m., 20 Sessions, No class on Sept 2.
Littleton Campus, \$149

Tue/Thu, Aug 20-Oct 29, 8-9:15 a.m., 20 Sessions
Littleton Campus, \$149

Mon/Wed, Sept 24-Dec 10, 4-5:15 p.m., 20 Sessions, No class on Nov 25 & 27.
Littleton Campus, \$149



HOME AND GARDEN

ELECTRICITY

Basic Electricity for the Homeowner

Gary Troutman

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

Wed, Oct 2-9, 5:30-9 p.m., 2 Sessions
Littleton Campus, \$79, plus \$20 material fee to instructor

Wed, Nov 6-13, 5:30-9 p.m., 2 Sessions
Littleton Campus, \$79, plus \$20 material fee to instructor

HOME BUYING AND SELLING

Home Buyer Basics – Be Prepared!

Judy Browne

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.

Sat, Sept 21, 10 a.m.-12:30 p.m., 1 Session
Littleton Campus, \$25

Sat, Oct 12, 10 a.m.-12:30 p.m., 1 Session
Littleton Campus, \$25

Sat, Nov 16, 10 a.m.-12:30 p.m., 1 Session
Littleton Campus, \$25

Sat, Dec 7, 10 a.m.-12:30 p.m., 1 Session
Littleton Campus, \$25



How to Sell Your Home – The Basics

Judy Browne

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.

Sat, Oct 5, 10 a.m.-12:30 p.m., 1 Session
Littleton Campus, \$25

Sat, Oct 26, 10 a.m.-12:30 p.m., 1 Session
Littleton Campus, \$25

Sat, Nov 23, 10 a.m.-12:30 p.m., 1 Session
Littleton Campus, \$25

Sat, Dec 14, 10 a.m.-12:30 p.m., 1 Session
Littleton Campus, \$25

INTERIOR DECORATING

Introduction to Interior Design

Pam Smith

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.

Wed, Oct 16 – Nov 6, 6:30-8:30 p.m., 4 Sessions
Littleton Campus, \$99 plus \$15 material fee to instructor

Find us online!



PERSONAL FINANCE

Wealth Creation Today

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.

Thu, Sept 26-Oct 3, 6:30-9:30 p.m., 2 Sessions
Littleton Campus, \$59 for individuals/\$59 for couples

Tue, Oct 1-8, 6:30-9:30 p.m., 2 Sessions
Littleton Campus, \$59 for individuals/\$59 for couples

Thu, Oct 10-17, 6:30-9:30 p.m., 2 Sessions
Northridge Rec Center, \$59 for individuals/\$59 for couples

Tue, Oct 15-22, 6:30-9:30 p.m., 2 Sessions
Northridge Rec Center, \$59 for individuals/\$59 for couples

Tue, Oct 29-Nov 5, 6:30-9:30 p.m., 2 Sessions
Parker Campus, \$59 for individuals/\$59 for couples

Thu, Nov 7-14, 6:30-9:30 p.m., 2 Sessions
Parker Campus, \$59 for individuals/\$59 for couples

Invest Academy: A Class Teaching You Practical, Hands-On Investing Skills

Andre Ratkai

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.

Thu, Sept 12-19, 6-9 p.m., 2 Sessions
Littleton Campus, \$59 workbook included

GOT QUESTIONS?

Give us a call at 303-797-5722 or go to arapahoe.edu/wcp. Thank you!
arapahoe.edu/wcp

Reducing Debt and Building Wealth

Marc Wheeler

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.

Wed, Sept 18-Oct 2, 6-7:30 p.m., 3 Sessions
Parker Campus, \$39 for individuals/\$59 for couples

Thu, Oct 17-24, 6-7:30 p.m., 3 Sessions
Littleton Campus, \$39 for individuals/\$59 for couples

Retirement Success

Rejuvenate Your Retirement

David Cichon

Safe, secure, and fun. Discover financial strategies such as tax-efficient income planning, how to increase Social Security retirement benefits, lifestyle preservation, inflation protection and providing a legacy. Learn how to apply this knowledge to help pursue a more active, healthy and financially secure lifestyle in retirement.

Thu, Sept 26-Oct 3, 9:30-11:30 a.m., 2 Sessions
Parker Campus, \$35 for individuals/\$35 for couples

Tue, Oct 1-8, 1:00-3:00 p.m., 2 Sessions
Parker Campus, \$35 for individuals/\$35 for couples

Retirement Planning Today

Todd Walker

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.

Thu, Sept 26-Oct 3, 6:30-9:30 p.m., 2 Sessions
Littleton Campus, \$59 for individuals/\$59 for couples
Includes 235-page illustrated book

Tue, Oct 1-8, 6:30-9:30 p.m., 2 Sessions
Littleton Campus, \$59 for individuals/\$59 for couples
Includes 235-page illustrated book

Thu, Oct 10-17, 6:30-9:30 p.m., 2 Sessions
Parker Campus, \$59 for individuals/\$59 for couples
Includes 235-page illustrated book

Tue, Oct 15-22, 6:30-9:30 p.m., 2 Sessions
Parker Campus, \$59 for individuals/\$59 for couples
Includes 235-page illustrated book

Tue, Oct 29-Nov 5, 6:30-9:30 p.m., 2 Sessions
Northridge Rec Center, \$59 for individuals/\$59 for couples
Includes 235-page illustrated book

Thu, Nov 7-14, 6:30-9:30 p.m., 2 Sessions
Northridge Rec Center, \$59 for individuals/\$59 for couples
Includes 235-page illustrated book

Note: The Tuesday and Thursday classes in November are located at the Recreation Center at Northridge – 8800 S Broadway, Highlands Ranch, CO 80126.



■ INVESTMENT PROPERTY

Fundamentals of Real Estate Investing: How to Take Advantage of this Market and Profit in Real Estate Investing

Jim Flint

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 over 30 years' experience with real estate in five states. If you have questions, please call Jim Flint at 303-759-2222. There is a \$20 material fee due to instructor at the time of class.

Tue, Sept 24, 6:15-9:15 p.m., 1 session

Littleton Campus, \$49 for individuals/\$79 for couples plus \$20 material fee to instructor

Managing Your Rental Properties: How to Avoid Trouble and Vacancies

Jim Flint/Jason Meyer

Learn how to avoid trouble & vacancies. 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.

Thu, Sept 26, 6-9:15 p.m., 1 session

Littleton Campus, \$49 for individuals/\$79 for couples plus \$20 material fee to instructor

Alternatives to Traditional Real Estate Investing: Diversify Your Portfolio

Jim Flint

Diversify your portfolio. 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.

Tue, Oct 1, 6-9:15 p.m., 1 session

Littleton Campus, \$25 plus \$20 material fee to instructor

RECREATION

■ MOTORCYCLE TRAINING

Abate of Colorado

Courses will follow the Motorcycle Safety Foundation curriculum and are taught by instructors from ABATE of Colorado. For all motorcycle classes, helmets, full-fingered gloves, long-sleeved shirt, long pants, eye protection, as well as sturdy, over-the-ankle shoes are required for all riding sessions. Loaner helmets are available for use in the class. Pre-registration and pre-payment 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.

ACC Fitness Center Membership

Get fit now by joining the
ACC Fitness Center.

The Center features the Aerobic Circuit Training exercise program. The Center has over 100 pieces of high-tech exercise equipment and is staffed by highly trained professionals. You must attend a mandatory orientation.

Please call 303-797-5850 for more info.

LEARN • PLAY • GATHER



WHAT YOU NEED TO KNOW . . .

LOCATIONS

You can find maps of Arapahoe Community College facilities at arapahoe.edu/wcp and click on the location, maps, and parking link on the left side bar. You will also find detailed building maps showing classroom locations.

ACC LITTLETON CAMPUS

5900 South Santa Fe Drive, Littleton, 80120

Take Santa Fe, turn east on Church Avenue; or take Broadway to Littleton Boulevard, go west to Prince, go south on Prince to Church

ART & DESIGN CENTER

2400 West Alamo Street, Littleton, 80120

Littleton Boulevard to Prince, south on Prince. The center is on the SW corner of Prince and Alamo in Downtown Littleton.

OTHER LOCATIONS

Addresses for other locations are indicated with the class information.

OFFICE HOURS

Our office hours are Monday through Friday 8 a.m.-5 p.m. However, you can contact us through voice mail and e-mail 24 hours per day. We will contact you during our office hours

POLICIES/OTHER INFO

BOOKS AND MATERIALS

Some courses require a textbook. You may contact the ACC Bookstore at 303.797.5676 for more information or click on the book material link on the Workforce and Community Programs home page. Bookstore is located on the first floor of the main campus building. Some courses require a material fee which is payable to the instructor. This helps cover the cost of supplies, extra printing, insurance, or other items. Information regarding material fees is included with the course description.

VISION/MISSION

The Workforce and Community Programs Program strives to develop and provide creative, innovative programs, courses, and services for lifelong learners to meet personal and professional goals.

ACCOMMODATION

Reasonable accommodation will be provided upon request for people with disabilities. If you are a person with a disability who requires an accommodation to participate in the program, please notify the Workforce and Community Programs Program, 303.797.5722, a minimum of 30 days prior to the starting date of the course.

DRUG AND ALCOHOL PREVENTION PROGRAM

Information and policies are available on the Web site and in the ACC Student Life Office, Room M2820. ACC supports the efforts of local, state and federal governments in promoting a drug free America, pursuant to Public Law 101.

EQUAL OPPORTUNITY

ACC does not discriminate on the basis of race, sex, creed, color, age, national origin, sexual orientation, religion, veteran status or individual disability, in admission or access to, or treatment or employment in, its programs and activities. Inquiries concerning Title VI, Title IX, and Section 504 and the Americans with Disabilities Act may be referred to the Human Resource Office, 5900 S. Santa Fe Drive, Room CSB 1005, Littleton, CO, 80160, Phone 303.797.5724, or the Office for Civil Rights, U.S. Dept. of Education, 1961 Stout Street, Denver, CO, 80294.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

ACC complies fully with FERPA, which affords students certain rights with respect to their education records, including protecting the privacy of, and insuring the right to inspect and review, the records. More information is available in the Office of Admissions and Records, Room M2470.

CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Clery Act report is available on the ACC Web site or in the Campus Police Office, Room M2600. A list of sexual offenders in the area can be obtained through the Littleton Police Department.

WHO MAY ENROLL?

Anyone over 18 years of age may enroll in courses. High school graduation is NOT necessary. Students under the age of 18 may enroll in some courses with some restrictions and permission of the instructor prior to the start of a course unless noted otherwise. Younger students should refer to offerings in the Youth College section of the schedule. Any other exceptions are noted in the course description.

STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES

Through its procedures, Arapahoe Community College (ACC) ensures the rights of all its students to pursue their educational objectives. The ACC community includes students who are enrolled in ACC courses for credit or non-credit courses, including Workforce and Community Programs courses. The ACC community also includes faculty, staff, administrators and guests.

A student is subject to two sources of authority: College authority and civil-criminal authority. ACC also expects students who are enrolled in specialized programs to follow the standards specified in their respective program handbooks (e.g., Nursing, Law Enforcement Academy and Emergency Medical Technician).

Judicial processes, including code of conduct, academic misconduct statement and grievance procedures are stated in the ACC Student Handbook. The Handbook is available online. An alternate format of the Student Handbook can be obtained through the Student Life Office, Room M2820. For answers to specific questions, contact the Associate Dean of Judicial Affairs and Support Services.

ROOMS

Room assignments for classes held at the ACC campus will be included with your parking permits. If there are any changes, we will contact you by phone or e-mail.

PARKING-LITTLETON AND PARKER CAMPUSES

Temporary parking permits are required to park in the ACC Littleton and Parker lots. A permit will be e-mailed to you, valid for the time you attend class. It is imperative that you display the temporary permit on your dashboard; otherwise you will be ticketed. If you do not receive a permit, park on the side streets around the campus. On the Littleton Campus, short-term parking is available on selected side streets around the College for either two or four-hour time limits. Make note of the time limit signs for these designated spots. Permits will not be required for these parking spaces; however, parking limits will be strictly enforced and you will receive a ticket if you are in violation.

RTD LIGHT RAIL

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

REGISTRATION TIPS AND PAYMENTS

We do not pro-rate course tuition and/or fees for late registrations. We cannot guarantee enrollment in every course until your registration is processed. Some courses are limited in size, so we encourage you to register early. Note that payments you make, either by check or credit card, may take a couple of weeks to appear on your financial statements. You are required to meet any financial obligations to ACC for any class for which you enroll and pay. If a payment is returned due to insufficient funds or incorrect credit card information, a college representative will contact you via phone and email. If ACC is unable to secure your payment in a timely fashion, your account will be sent to state collections. The full agreement can be found at arapahoe.edu/comedagreement.

CONFIRMATIONS

CONFIRMATIONS ARE NOT SENT SO PLEASE MARK YOUR CALENDARS WITH COURSE DAYS/DATES/TIMES/PLACE. However, if there is a change in your course status or a course is canceled, we will call you.

COURSE CANCELLATION

We reserve the right to cancel a course or change the date, time, and/or location. We will call you if a course has been canceled or if there is a course change. Courses may be canceled if there is insufficient enrollment, so please remember to register early.

REFUNDS

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

IF YOU PAY BY CHARGE/CREDIT CARD, you are eligible for a refund back to the original card provided the card is still valid and the payment is not over 184 days old.

IF PAID BY CHECK, REFUNDS WILL BE SENT IN THE FORM OF A CHECK FROM THE STATE OF COLORADO. Refunds are sent to the person who is registered for the course, which may differ from the person who paid for the course, unless other arrangements are made. DO NOT STOP PAYMENT.

IF WE CANCEL A CLASS, a full refund will be sent to you via a check if you paid by a check or refunded to your credit card if you paid using a credit card. Refunds may take up to 2 weeks to be processed.

SIGN ME UP!

REGISTRATION INFO

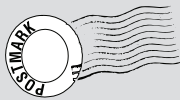
ONLINE



It's fast, secure, easy, and no waiting for phone calls to be returned when our office staff is busy!

Register online at arapahoe.edu/wcp. Use the shopping cart feature which links to our secure registration page.

MAIL IN



Send the registration form, along with a check payable to Arapahoe Community College or your credit card number and expiration date. **DO NOT SEND CASH.** Mail to Workforce and Community Programs, 5900 S. Santa Fe Drive, Littleton, CO 80120.

WALK IN



Visit our office, A1215 in the Annex Building, in the NE corner by the tennis courts, Monday-Friday, 8 a.m.-5 p.m. Register with check or credit card (MasterCard, VISA, American Express or Discover). You may also leave your registration in the drop box on the Workforce and Community Programs office door anytime the college building is open, Monday-Sunday. We do not accept cash.

PHONE IN



For credit card registration only, call 303.797.5722 Monday-Friday, 8 a.m.-5 p.m. If our line is busy, leave us a message. We will return your call as soon as possible, usually the same business day. We want to give you the same amount of time on the phone as we do our other customers, so please be patient. After 5 p.m., you may leave us a message on our 24-hour voice mail system. We will return your call the next business day.

RELAY COLORADO

Call the ACC TTY 1.800.659.2656

COLLEGE CLOSURE

Courses held at the public schools will follow public school closure postings. Courses at other locations will follow the College's closing schedule. Call 303-797-4222 for the College's closure status. Check the ACC website. Additionally, listen to local radio and television stations.

Workforce and Community Programs • Fall 2019

ID _____
For office use only

Last Name _____ First Name _____ Middle _____

Address _____ Apt# _____ City _____ Zip _____

Email _____ Primary Phone # _____ Secondary Phone # _____

Birthdate ____/____/____ Female ____ Male ____ Check here if you are an au pair student ____

COURSE TITLE		START DATE	TUITION (exclude material fee)
SAMPLE	Sample: Paramedic Refresher	SAMPLE	Sample: \$495
TOTAL			

By Credit Card (Visa, MasterCard, Discover, American Express)

Card # _____

Card issued to _____

Expiration date _____

Make checks payable to A.C.C.

Check # _____ \$ _____
Amount

We do not accept cash payments



Mail to: Workforce and Community Programs
5900 S Santa Fe Drive, Littleton, CO 80120

By submitting this form with payment, you acknowledge your financial obligations to ACC. If a payment is returned due to insufficient funds or incorrect credit card information, a college representative will contact you via phone and email. If ACC is unable to secure your payment in a timely fashion, your account will be sent to state collections.

Workforce and Community Programs • Fall 2019

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A Note from the Director,

The Workforce and Community Programs department invites you to learn, play, and gather this fall at ACC. We have a wide variety of courses and events for you to explore. One of the secrets of a life well lived is finding balance. Having a mix of opportunities to learn something new, play with those newly learned ideas or skills, and then gather with others in community can lead to some of the most rewarding life experiences. I hope that you consider joining us this fall. We look forward to welcoming you to campus soon!

Sincerely,
Julie Beggs
Director, Workforce and Community Programs

New Classes

- Painting en Plein Air
- Introduction to Dark Room Photography
- Painting Autumn Trees
- Photography Fundamentals 101
- Wealth Creation Today
- Build Your Own Online Store Using WordPress & WooCommerce

Back by Popular Demand

- Floral Design Certificate
- Oil Painting
- Spanish Language
- Calligraphy
- Watercolor Painting
- iPhone & iPad Photography
- Retirement Planning Today
- Basic Electricity for the Homeowner



Learn
Play
Gather



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