



5900 S Santa Fe Dr • Littleton, CO 80120  
arapahoe.edu/wcp



Scan the QR code with your phone's QR  
Reader app and link directly to Workforce  
and Community Programs.  
Call 303-797-5722

ECRWSS  
Postal Customer

WORKFORCE AND COMMUNITY PROGRAMS  
ARAPAHOE COMMUNITY COLLEGE  
OFFICE: 5900 S. Santa Fe Dr. PO Box 9002,  
Littleton, CO 80160-9002  
PHONE: 303.797.5722  
A legal periodical of general circulation in Littleton, Colorado, Arapa-  
hoe Community College Workforce and Community Programs  
(USPS 014-763) is published quarterly by Workforce and Community  
Programs at Arapahoe Community College  
PERIODICALS POSTAGE IS PAID AT LITTLETON, CO AND  
ADDITIONAL MAILING OFFICES.  
POSTMASTER: Send address change to:  
Arapahoe Community College Workforce and Community Programs  
5900 S. Santa Fe Dr. PO Box 9002, Littleton, CO 80160-9002  
Issue #19  
Issue date: January 2020



# ARTS AND HUMANITIES

## 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!

Fri, Jan 31-Mar 6, 1-4 p.m., 6 Sessions

Littleton Campus, \$179 plus supplies and \$5 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. Supply list provided online

Fri, Apr 17, 9:30-3:30 p.m., & Sat, Apr 18, 9:30-1 p.m

Littleton Campus, \$119 plus supplies and \$5 material fee to instructor.

### Exploring Collage

*Candace French*

In this one day workshop, students learn the unique approaches to tearing, cutting and pasting to create a collage work of art. Work with salvaged paper on a surface of your choice and create a completed work of art or a unique background to a painting. Candace’s approach to teaching is interactive, informative and inspirational. This class is for students of all levels. Beginning students experience immediate success. Established artists find these techniques expand their creative process.

Tue, Mar 24, 9:30-3 p.m.

Littleton Campus, \$119 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.

Fri, Mar 20-Apr 10, 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. Courses held at instructor’s Denver studio (80227).

Fri, Feb 7-28, 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, Jan 30-Mar 5, 2-4:30 p.m., 6 Sessions

Littleton Campus, \$179 plus supplies, \$20 optional workbook with class notes.

Thu, Jan 30-Mar 5, 5:30-8 p.m., 6 Sessions

Littleton Campus, \$179 plus supplies, \$20 optional workbook with class notes.

Thu, Apr 16-May 21, 2-4:30 p.m., 6 Sessions

Littleton Campus, \$179 plus supplies, \$20 optional workbook with class notes.

Thu, Apr 16-May 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](http://www.valoriesnyderart.blogspot.com)

### 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, Jan 28-Mar 3, 7-9 p.m., 6 Sessions

Littleton Campus, \$129 plus supplies

Tue, Mar 10-Apr 14, 7-9 p.m., 6 Sessions

Littleton Campus, \$129 plus supplies

Tue, Apr 21-May 12, 7-9 p.m., 6 Sessions

Littleton Campus, \$99 plus supplies

### About Color

*Marjory Wilson*

Let’s play with color in a 2-day color immersion. We will discuss the 5 most important aspects of color in art, Value, Saturation, Temperature, Harmony and Complements. Review how each of these affect your painting, do color mixing exercises and discuss types of color choices like Monochromatic, Triadic, Analogous and more. If you are new to art, just returning or an experienced artist, this class will help you make better choices and paintings!

Sat & Sun, Feb 22-23, 10-12:30 p.m., 2 Sessions

Littleton Campus, \$99 plus supplies & \$5 material fee

Sat & Sun, Apr 25-26, 10-12:30 p.m., 2 Sessions

Littleton Campus, \$99 plus supplies & \$5 material fee

### Painting Spring Flowers

*Marjory Wilson*

Spring flowers are some of my favorites and needed after a long winter. Focusing on composition, color, dimension, perspective and drawing along with how to translate what you see into a painting. Exploring many different styles and techniques so you can decide how you want to express yourself. We will paint tulips, poppies, iris and more, bring your own photos or I will have many to choose from. If you’ve never painted before or if you are experienced, there is something for everybody.

Tue, Apr 7-May 12, 5:30-8 p.m., 6 Sessions

Littleton Campus, \$179 plus supplies

### Snow, Snow, Snow - Painting Winter Scenes

*Marjory Wilson*

Embracing winter and warming up our painting skills. Painting snow is an exercise in seeing the hidden color and enhancing it. We will study other painters use of color in winter scenes as well as the style and methods used. Focusing on composition, color, value, harmony, dimension, perspective and drawing. Bring your own reference photos or I will have some for you. This class is for all levels.

Thu, Jan 30-Feb 27, 5:30-8 p.m., 5 Sessions

Littleton Campus, \$179 plus supplies



### Permission to Play!

*Joy Schultz*

Play is your birthright. Approaching painting and drawing through play accesses the naturally ever present limitless possibilities within all of us. We’ll play with mark making, mindfulness and drawing exercises, seeing/drawing as meditation, wonderful questions to help bypass the inner critic and allow the flow. This class is all about getting out of your head and enjoying the 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. There will be drawing/sketching of real objects and painting spontaneously out of “the void”. I will share from a variety of rich resources such as Michelle Cassou’s “Life, Paint, and Passion” and “Creativity without Limits”, David Whyte’s poetry, and Stephen Nachmanovitch’s “Free Play: Improvisation in Life and Art”. We strongly encourage the use of high quality tempera paints for this class. Having a generous, luscious supply of ready to use paint and color is very conducive to this process. (Acrylics can work with some qualifications if you already have them). Please contact the instructor if you have questions. All levels of experience welcome.

Tue, Apr 14-May 19, 1:30-4:30 p.m., 6 Sessions

Littleton Campus, \$179 plus supplies and \$3 material fee



## 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, Jan 30-Mar 5, 7-9 p.m., 6 Sessions  
Littleton Campus, \$129 plus supplies

Thu, Mar 12-Apr 16, 7-9 p.m., 6 Sessions  
Littleton Campus, \$129 plus supplies

Thu, Apr 23-May 14, 7-9 p.m., 4 Sessions  
Littleton Campus, \$99 plus supplies

## CERAMICS

### Ceramics I

*Jennifer Jeannelle*

Ceramic 1 introduces traditional and contemporary ceramic forms and processes including hand building and throwing on the potter’s wheel. Emphasis is placed on individual style and how clay can be used as a vehicle for expression. Students create work from both low and high-fire clay bodies using a combination of coil, slab, extruded, wheel thrown and texturing techniques, surface slips, and glazes. An introduction to ideas about sculpture, the vessel, and the kiln firing process are presented through PowerPoint lectures and research assignments. At the conclusion of this course, students will be well versed in hand building and wheel throwing techniques, and firing of electric and gas kilns. Students will learn to develop strategies to translate an idea into sculptural and functional forms.

Mon/Wed, Jan 22-May 11, 6-8:45 p.m.,  
Littleton Campus, \$510 plus supplies

## JEWELRY AND METALWORK

### Jewelry and Metalwork I

*Amy Bailey/TBD*

Learn how to work with metal! This course teaches the fundamentals of jewelry and metalsmithing. Projects begin with surface embellishment pieces that incorporate various surface finishes on metal, riveting, and forming. Additional projects include soldering a variety of joints, fabricating a box form, and creating a pendant with a bezel set stone. ACC has one of the best equipped jewelry metals studios in Colorado. Each student will have their own jeweler’s bench and flex shaft during class. Contact Amy Bailey for further information: amy.bailey@arapahoe.edu or 303.797.5866.

Mon & Wed, Jan 22-May 11, 1-3:45 p.m.  
Littleton Campus, \$510 plus supplies

Tue & Thu, Jan 21-May 12, 6-8:45 p.m.  
Littleton Campus, \$510 plus supplies

## 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. Register at least 10 days prior to class start date.

Mon, Jan 27-May 11, 5:30-7:30 p.m.  
Littleton Campus, \$159

### ACC Chorus

*Ron Kientz*

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

Tue, Jan 21-May 12, 7-9 p.m.  
Littleton Campus, \$69

### ACC Jazz Ensemble

*Cecil Lewis*

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

Thu, Jan 23-May 7, 6-8 p.m.  
Littleton Campus, \$159

### Pop/Rock Ensemble

*Aaron Walker*

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

Fri, Jan 24-May 8, 1-3 p.m.  
Littleton Campus, \$159

### Jazz Fusion Ensemble

*Gregg Ziemba*

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, Jan 23-May 7, 3-5 p.m.  
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 January 21st and May 12th 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

## CRAFTING

### Knitting for Everyone



*Sonia Berlingeri*

Learn how to knit! Why not? This class is laid back, stress-free and full of motivating discussions that focus on the health benefits of knitting (who knew it was good for you too?). Whether you’re new to knitting or need a refresher course, you’ll learn the skills necessary to make beautiful hand-knit items. This course teaches you how to cast on, knit and purl stitches, knit several different patterns, cast off, read simple patterns and understand basic construction of knit items with several tips and tricks along the way. A starter kit and yarn can be purchased from the instructor and patterns are included. Good for all ages, participants under 16 years of age must be accompanied by an adult.

Thu, Jan 23-Mar 12, 6:30-8:30 p.m., 7 Sessions  
Littleton Campus, \$149 plus \$25 starter kit and yarn

## 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, Jan 30-Feb 27, 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](http://www.prettywriting.com) to see her work.

Thu, Mar 12-Apr 9, 6-8 p.m., 5 Sessions  
Littleton Campus, \$109 plus \$45 material fee to instructor

### Illuminated Letters

*Evette Goldstein*

Learn the ancient art of creating illuminated letters but with a modern twist.

Thu, Apr 23-May 21, 6-8 p.m., 5 Sessions  
Littleton Campus, \$109 plus supplies



## THEATRE

### Improv and the Art of Everyday Communications

*Pam O'Mara*

Whether you're an artist, administrator, author, musician, manager, engineer, performer, retiree, student, or all of the above, this class will help you improve your ability to REALLY see what's around you and respond to whatever life throws at you. Each class starts with warm-up exercises, and gradually helps you become familiar with improvisational acting methods, techniques, and styles. Led by Pam Roth O'Mara, artist, author, instructor, and performer, you'll learn how to invent characters and put them into interesting scenes. You'll learn how to adapt improv methods and techniques to every-day situations. And, you'll have fun and meet new people.

Tue, Mar 31-May 5, 10, 6:30-8:30 p.m., 6 Sessions  
Littleton Campus, \$129

## 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.

Tue, Mar 24th, 6-9 p.m., 1 Session  
Littleton Campus, \$59

### 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, Apr 6-20, 6-8:30 p.m., 3 Sessions  
Parker Campus, \$109



## Intermediate Digital Photography

*Eli Vega*

In this highly interactive course, you will go beyond the basics. You will learn advanced principles and techniques, like creative use of ISO; creative use of White Balance; exposure compensation techniques; advanced metering modes; advanced exposure modes; creative ways to use your camera and lenses; and much more!

Fri, May 22, 9-4 p.m., 1 Session  
Littleton Campus, \$99 plus \$3 material fee to instructor

### Introduction to Photoshop

*Circe Baumgartner*

If you want to boost your photographic editing basics and take your workflow to the next level, this class is for you. This class is taught by a seasoned photographer and editor, Circe Baumgartner. In this class, you will learn how to effectively use camera raw, layer masks, color adjustments, and retouching basics. As a boot camp, this course allows you to learn everything from importing from lightroom to image correction and enhancement, and everything in between. By the end of this class, you will be able to use various tools to make your images stronger and more compelling.

Wed, Apr 8-May 13, 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.

Sat, Apr 11-May 16, 9-12 p.m., 6-8 p.m., 6 Sessions  
Littleton Campus, \$129

### 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](http://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



### Find us online!



## CREATIVE WRITING

### Beginners Creative Writing Workshop

*Kathryn Ricks*

Writing Workshops are a staple of the writing community: ideal places to network, connect, get feedback and practice craft. Yet, for the first time participant, critiquing and revision in a group setting can be terribly intimidating. Join us for an afternoon of discussing all the ins and outs of forming and attending an effective Creative Writing Workshop for any genre.

Fri, Feb 7, 11:30-2:30 p.m., 1 Session  
Littleton Campus, \$59

Fri, Feb 28, 12-3 p.m., 1 Session  
Littleton Campus, \$59

Fri, Mar 20, 12:30-3:30 p.m., 1 Session  
Littleton Campus, \$59

Fri, Apr 10, 1-4 p.m., 1 Session  
Littleton Campus, \$59

### Literary Magazine

*Jamey Trotter*

A work-intensive class arranged like an internship, students spend the semester creating the next edition of ACC's Art and Literary Journal, the Progenitor. Students apply for a position on the staff and work together to achieve a final publication.

Tue & Thu, Jan 21-May 12, 4-5:15 p.m.  
Littleton Campus, \$510 plus book

### Fiction Writing

*Jamey Trotter*

Students spend the semester reading, analyzing, studying, and writing fiction via tradition lecture, textbook reading, writing exercises, story writing, and workshop.

Wed, Feb 5-May 6, 5:30-8:15 p.m.  
Littleton Campus, \$510 plus books

### Creative Writing I

*Jamey Trotter*

Students learn about and write in the four major genres: poetry, fiction, creative nonfiction, and drama. This class is the foundation for other creative writing classes at ACC.

Tue & Thu, Jan 21-May 12, 1-2:15 p.m.  
Littleton Campus, \$510 plus book

Mon & Wed, Jan 22-May 11, 10-11:15 a.m.  
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.

Feb 4-May 12, Online  
Littleton Campus, \$510 plus book





## 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.

### Introduction to Shakespeare

*Juliet Hubbell*

Mark Twain said, "I refuse to let my schooling get in the way of my education". Many of us left our formal education without the opportunity to bask in the glory of the bard. Here's that chance! We'll enjoy three of Shakespeare's tragedies, three comedies and two histories. We watch filmed versions and rely on the text only for close readings, and our class discussions are always lively and fun. Don't miss it this time around!

Mon, Jan 27-May 11, 5:30 -8:15 p.m., 16 Sessions  
Littleton Campus, \$510

# LANGUAGES

## ENGLISH AS A SECOND LANGUAGE

English as a Second language Mandatory Orientation Sessions  
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, Jan 29 at 10 a.m. or 6 p.m.
- Thursday, Jan 30 at 10 a.m. or 6 p.m.
- Friday, Jan 31 at 10 a.m.
- Wednesday, Feb 5 at 10 a.m. or 6 p.m.
- Thursday, Feb 6 at 10 a.m. or 6 p.m.
- Friday, Feb 7 at 10 a.m.

English as a Second Language classes are 10 weeks. Classes begin February 10 and end April 16, 2020. Classes are held two days a week for two hour sessions.

### Beginning English as a Second Language

Mon/Wed, Feb 10-Apr 15, 9:30-11:30 a.m., 20 Sessions  
Littleton Campus, \$195 plus book (Martysh)

Tue/Thu, Feb 11-Apr 16, 6:30-8:30 p.m., 20 Sessions  
Littleton Campus, \$195 plus book (Martysh)

### Intermediate English as a Second Language

Mon/Wed, Feb 10-Apr 15, 9:30-11:30a.m., 20 Sessions  
Littleton Campus, \$195 plus book (Asphaug)

Tue/Thu, Feb 11-Apr 16, 6:30-8:30 p.m., 20 Sessions  
Littleton Campus, \$195 plus book (Thumm)

### Advanced English as a Second Language

Mon/Wed, Feb 10-Apr 15, 9:30-11:30a.m., 20 Sessions  
Littleton Campus, \$195 plus book (Chalfin)

Tue/Thu, Feb 11-Apr 16, 6:30-8:30 p.m., 20 Sessions  
Littleton Campus, \$195 plus book (White)

### College Prep – English as a Second Language

Mon/Wed, Feb 10-Apr 15, 9:30-11:30a.m., 20 Sessions  
Littleton Campus, \$195 plus book (Schroeder)

Tue/Thu, Feb 11-Apr 16, 6:30-8:30 p.m., 20 Sessions  
Littleton Campus, \$195 plus book (Schroeder)

### English Conversation and Culture Club

*Kim Larson-Cooney*

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, Feb 17-Apr 6, 6:30-8:30p.m., 8 Sessions  
Littleton Campus, \$15 for current ESL Students, \$25 for non-ESL students.

### 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](http://arapahoe.edu/wcp) and follow the online links:

Writing for ESL  
Grammar for ESL



## LANGUAGE AND CULTURE

### Spanish

#### Beginning Spanish

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

Thu, Feb 6-Apr 9, 6-8 p.m., 10 Session (Soister)  
Littleton Campus, \$199 plus book

Wed, Feb 26-Apr 29, 5-6:30 p.m. 10 Sessions  
Parker Campus, \$199 plus materials

Sat, Feb 29-May 2, 10-12 p.m., 10 Session (Carmona)  
SCC Castle Rock, \$199 plus \$35 material fee

#### Intermediate Spanish

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

Mon, Feb 3-Mar 23, 6-8 p.m., 8 Sessions (Carmona)  
Parker Campus, \$159 plus \$35 material fee

Tues, Feb 4-Apr 7, 6-8 p.m., 10 Session (Soister)  
Littleton Campus, \$199 plus book

#### Advanced Spanish

This course is designed to strengthen student's mastery of the basic grammar, to expand their working vocabulary, and to increase their fluency and familiarity with the cultures of the Spanish-speaking world. The course will review grammar points covered in the first two semesters, but will focus a little bit more on writing skills and some basic translation. Chapter objectives will include learning to express past actions, likes and dislikes, expressing obligation, and making polite requests.

Wed, Feb 5-Mar 25, 6-8 p.m., 8 Sessions (Carmona)  
Parker Campus, \$159 plus \$35 material fee

#### Intro to Spanish for Health Professionals

*Veronica Chavez*

Introduction to Spanish for Health Professionals is designed to help health professionals use basic Spanish to communicate with Spanish-only patients in daily work situations. Students will be able to: 1. Engage in conversation to greet patients, obtain personal information, name most common body parts, identify common ailments and conditions, and make requests. 2. Demonstrate familiarity with cultural practices and perspectives.

Wed, Feb 5-May 6, 4:45-5:45 p.m., 10 Sessions  
Parker Campus, \$185 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](http://arapahoe.edu/wcp) and follow the online links:

Speed Spanish I  
Speed Spanish II  
Speed Spanish III



## 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, Feb 18-Apr 28, 6-8 p.m., 10 Sessions, No Class March 17.  
Littleton 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.

Wed, Feb 19-Apr 29, 6:30-8:30 p.m., 10 Sessions, No Class March 18.  
Parker Campus, \$199 plus optional book

## 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, Feb 5-Apr 8, 6-8 p.m., 10 Session  
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.

Tue, Jan 28-Apr 7, 6-7:45 p.m., 10 Sessions  
Littleton Campus, \$199 plus \$25 material fee to instructor

## French

### Continuing with French 2-3

*Fawzia Ahmad*

Bonjour tous, we have a new French offering at ACC: Do you need to build up your French communicative skills from French 1? Do you want to review and build more confidence on a foundational French 2 class? Building on our great momentum in our summer classes, our spring French class is a single hybrid one! So, we will meet in a new French 2 and 3 class on Saturday afternoons. Some topics to expect in this new French 2 and 3 class: We will have fun with more everyday situations in which you would need French to communicate: sending a text message, speaking on the phone, what to say to a bank teller, how to ask your museum guide the correct question (and understand his/her answer), communicating with a French family that your child is staying with and/or communicating with a French family whose child you are hosting, etc. In addition, we will spend 40% of our time conversing about current events. Your instructor will forward an article to read for each meeting. Or, you may bring in a topic and an article that you would like to discuss. We will also view and discuss current events as presented by the French media. We will also vote on one French cultural event/restaurant and have one or more classes in that venue.

Sat, Jan 25-Mar 28, 12:30-2:30 p.m., 10 Sessions  
Littleton Campus, \$199 plus book

### French for Travelers

*Fawzia Ahmad*

This short course helps the summer 2020 travelers to French-speaking countries. Students must have taken at least two of the previous ACC Workplace and Community Programs French courses.

Mon & Wed, May 11-20, 6:30-8 p.m., 4 Sessions  
Littleton Campus, \$99 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](http://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, Apr 7-May 19, 7-9 p.m., 7 Sessions  
Littleton Campus, \$179 plus book and \$7 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](http://arapahoe.edu/wcp) and follow the online links:

German



## Japanese

### Beginning Japanese

*Guang Yeung*

A 10-week course that introduces students to the Japanese language and culture. Students will learn basic vocabulary, expressions, grammar, and sentence patterns. There will an emphasis on conversation practice with a focus on natural communication. Students will also learn about the four forms of Japanese writing and be familiar with Romaji and Hiragana. The foundation offered in this course will allow students to continue further exploration of the language and culture after the class.

Wed, Jan 29-Apr 1, 6-8 p.m., 10 Sessions  
Littleton Campus, \$199 plus book



### Find us online!





# COMPUTER SKILLS AND ESSENTIALS

## 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, Apr 7-16, 6-8 p.m., 4 Sessions

Littleton Campus, \$149 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!

Tue & Thu, Feb 4-13, 4:30-6:30 p.m., 4 Sessions

Littleton Campus, \$129

Mon/Tue/Wed/Thu, Apr 20-23, 4:30-6:30 p.m., 4 Sessions

Littleton Campus, \$129

#### 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](http://arapahoe.edu/wcp) and follow the online links:

Keyboarding

Introduction to PC Troubleshooting

Introduction to Windows 10



## COMPUTER SOFTWARE APPLICATIONS

### Microsoft Office Excel 2019 & 365

Our practical, step-by-step approach and exercise progression allow students to develop their skills, build confidence, and ultimately, apply critical thinking as they master the skills needed for success beyond the classroom. Excel allows users to create rich, stylized spreadsheets used for storing, organizing, sorting, calculating, and charting data. With Excel, you can create visually appealing content that represents your data. Receive a certificate at the completion of this program.

Fri, Feb 21-Mar 6, 9-4 p.m., 3 Sessions (Halley)

Parker Campus, \$539 includes books

Tue/Thu, Apr 14-30, 6-9p.m., 6 Sessions (Farrell)

Littleton Campus, \$539 includes books

### Microsoft Office Excel 2019 & 365 – ONLINE COURSE

This course bundle will introduce you to Microsoft Office Excel 2019 and teach you its intermediate and advanced features. Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this long standing spreadsheet software. To register visit [ed2go.com/arapahoecommed/](http://ed2go.com/arapahoecommed/)

Online Course, 72 Instructional Hours

Littleton Campus, \$329

Jan 15 | Feb 12 | Mar 18 | Apr 15 | May 13

### Microsoft Office Word 2019 & 365

One of the most basic skills needed in any job is writing reports and letters using Microsoft Word 2019, (now available through Office 365). In this course, you will gain the foundational skills you need to make the most of this powerful program. Go beyond the basics of word processing and master the more advanced features of Microsoft Word 2019 (now available through Office 365). In this course, you'll learn how to automate using shortcuts to help you write more while typing less. By the end of this course, you'll know how to use Word more effectively and take advantage of all its many features so you can get your work done more quickly and more easily than you ever thought possible. Receive a certificate at the completion of this program.

Tue/Thu, Mar 10-26, 6-9p.m., 6 Sessions (Halley)

Littleton Campus, \$539 includes books

Fri, May 1-15, 9-4 p.m., 3 Sessions (Bigelow)

Parker Campus, \$539 includes books

### Microsoft Office Word 2019 & 365 – ONLINE COURSE

Across all industries, the ability to create documents in a word processor is essential in day-to-day functions. Knowing how to effectively use Microsoft Word adds a valuable skill set to your professional profile. This course bundle will teach you the fundamentals of Microsoft Word 2019 and its more advanced features and functions. To register visit [ed2go.com/arapahoecommed/](http://ed2go.com/arapahoecommed/)

Online Course, 48 Instructional Hours

Littleton Campus, \$229

Jan 15 | Feb 12 | Mar 18 | Apr 15 | May 13

### Introduction to QuickBooks Online

*Jennifer Fellingner*

Students will be taught QuickBooks Online and will be able to process a complete accounting cycle within QuickBooks by the end of the session as well as run reports and interpret information concerning their business. With in-class instruction, students will be able to see several different ways to enter pertinent information, best practices to record that information and be able to ask questions as needed.

Tue, Feb 4-25, 6-8 p.m., 4 Sessions

Littleton Campus, \$199 includes books

Sat, Mar 28-Apr 25, 10-12 p.m., 4 Session, No Class on Apr 18.

Littleton Campus, \$199 includes books



# CAREER EXPLORATION

## GED TEST PREPERATION

### GED Test Prep

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. Your scores will indicate whether you are ready to take the official test or if you should take a preparation class. 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. Visit Arapahoe.edu/wcp, email acc.wcp@arapahoe.edu, or call 303.797.5722 to request a scholarship application.

### Mathematics and Science for GED

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

Tue, Feb 11-Apr 14, 6-8:30 p.m., 10 Sessions (Kalahar)  
Littleton Campus, \$195 plus book

Sat, Feb 29-May 2, 9-11:30 a.m., 10 Sessions (Nobles)  
Littleton Campus, \$195 plus book

### English and Social Studies for GED

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

Thu, Feb 13-Apr 16, 6-8:30 p.m., 10 Sessions (Nobles)  
Littleton Campus, \$195 plus book

Sat, Feb 29-May 2, 12-2:30 p.m., 10 Sessions (Nobles)  
Littleton Campus, \$195 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:

GED Test Prep  
GED Test Prep Math



## CAREER EXPLORATION

### Voice-Overs: NOW is YOUR Time!

Wendy Shapero

In what could be the most enlightening two hours you've ever spent, this class will show you how you can actually begin using your speaking voice for commercials, films, videos, and more. Most people go about it the wrong way. In this introductory class, you will learn about a unique, outside the box way to break into this creative, fulfilling, and potentially lucrative industry. Voice-overs can be managed on your own terms, on your own turf, in your own time, and with minimal overhead! Whether you choose to pursue voice-overs part-time or full-time, this could be the game changer you've been looking for.

Sat, Feb 22, 10-12 p.m., 1 Session  
Littleton Campus, \$54

### Entrepreneur Success-Make Your Business Profitable



Pamela Foley

This course teaches the small business owner the foundation of marketing used by the most successful entrepreneurs in every industry. Students learn the power of the combination of a niche, a message, vision sharing and brand development. When finished, attendees have a detailed plan and strategy to build success, reach goals and increase profits in their business.

Mon, Feb 3-March 9, 6:30-8:30 p.m., 6 Sessions  
Littleton Campus, \$199

### 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



## 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.

Sat, Feb 1-22, 9:30-12 p.m., 4 Sessions  
Littleton Campus, \$99 plus book

Thu, Apr 2-23, 6-8:30 p.m., 4 Sessions  
Littleton Campus, \$99 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





# CERTIFICATE PROGRAMS

## 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, Jan 18-Feb15, 8 a.m.-5:00 p.m., 5 Sessions  
Littleton Campus, \$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

### 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, May 12, 8 a.m.-5 p.m.  
Littleton Campus, \$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, May 13-14, 8 a.m.-5 p.m.  
Littleton Campus, \$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, May 15, 8 a.m.-5 p.m.  
Littleton Campus, \$79 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%.

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

Sat, Jan 25, 9 a.m.-2 p.m., 1 Session  
Littleton Campus, \$79 plus manual

Sat, May 16, 9 a.m.-2 p.m., 1 Session  
Littleton Campus, \$79 plus manual

Sat, May 30, 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.

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

Sat, Jan 25, 2-4 p.m., 1 Session  
Littleton Campus, \$39 plus manual

Sat, May 16, 2-4 p.m., 1 Session  
Littleton Campus, \$39 plus manual

Sat, May 30, 2-4 p.m., 1 Session  
Littleton Campus, \$39 plus manual

### 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, Mar 28, 9 a.m.-4 p.m., 1 Session  
Littleton Campus, \$99 plus manual

Sat, June 6, 9 a.m.-4 p.m., 1 Session  
Littleton Campus, \$99 plus manual (Registration Opens in March)



## 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.

### ACC OpenStreetMap Community Mapping Party

An OpenStreetMap Mapping Party provides an opportunity for community members to improve local maps based on what is important to you: the community! Data is collected from the surrounding areas to ensure data, such as business locations, parks, and street addresses are accurate and up-to-date. Collected information is added to the OpenStreetMap database, making the data available in the public domain for zero or little cost. Countless organizations already utilize data from OpenStreetMap, including:

- Doctors Without Borders
- Snapchat
- Alaska Airlines
- Apple Maps
- Foursquare

Tuesday, April 7

RSVP by calling: 303.797.5722 or email: [acc.wcp@arapahoe.edu](mailto:acc.wcp@arapahoe.edu)

### 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, Feb 22, 9 a.m.-1 p.m.

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

Sat, Apr 25, 9 a.m.-1 p.m.

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

### Town Hall Arts Center: Spotlight Series

In partnership with Arapahoe Community College, please join us for a new adult education program with a presentation and discussion of topics related to, but not about, from our 2019/20 Season productions. The Spotlight Series is planned for Tuesday nights following the opening of each show. To purchase tickets call 303.797.2787 Ext. 5

- **Disenchanted:** Erica Hennigsen, ACC Psychology Professor  
Tue, Jan 14, 7 p.m.
- **Barefoot in the Park:** Tracy Bacon, ACC Sociology Professor  
Tue, Feb 25, 7 p.m.
- **Almost Heaven: The Songs of John Denver:** Charles (Chuck) Haarhues, ACC Music Professor  
Tue, Apr 7, 7 p.m.
- **Little Shop of Horrors:** Lance Rubin, ACC Humanities Professor & Monica Fuglei, ACC English Professor  
Tue, May 26, 7 p.m.

## EVENT MANAGEMENT

### Event Management Certificate Program – Information Session

Andrea Peterson, MTA, CMP; Owner: ASAP Meetings & Events  
Learn about the program and talk with the instructor. Refreshments provided. RSVP by calling 303.797.5722 or register online at [arapahoe.edu/wcp](http://arapahoe.edu/wcp).

Saturday, February 8, 10-11 a.m. at the SCC Castle Rock

Tuesday, April 7, 6:30-7:30p.m. at the SCC Castle Rock



### One Day Event Planning Workshops

Are you responsible for your upcoming shareholders meeting at work, family reunion this summer, or fundraising event for your favorite nonprofit organization but have no idea where to start planning? If you want to learn the basics of event planning from an experienced, certified, and degreed industry professional, this workshop is for you! During these workshops you will learn the main components of event planning beginning with designing a theme, then creating a budget, sourcing products and talent, and finally producing a timeline for ensuring appropriate management.

### Corporate Event Planning and Management

Andrea Peterson, MTA, CMP; Owner: ASAP Meetings & Events

Fri, Jan 24, 9-4 p.m.

SCC Castle Rock, \$99

### Social Event Planning and Management

Andrea Peterson, MTA, CMP; Owner: ASAP Meetings & Events

Fri, Feb 21, 9-4 p.m.

SCC Castle Rock, \$99

### Nonprofit Event Planning and Management

Andrea Peterson, MTA, CMP; Owner: ASAP Meetings & Events

Fri, Apr 3, 9-4 p.m.

SCC Castle Rock, \$99



### Andrea Peterson, MTA, CMP

Andrea Peterson is the founder and CEO/President of ASAP Meetings & Events in Colorado, a boutique planning company. She and her associates assist corporate and non-profit clients in crafting meetings and events to specifically meet their strategic goals.

She has served as a faculty member for the event and meeting management program at

Metropolitan State University and is an adjunct faculty within the hospitality program at College of Coastal Georgia.

Andrea holds a Bachelor's Degree in Business Management from LeTourneau University and a Master's Degree in Tourism Administration concentrating in Events & Meetings Management completed through The George Washington University.

Andrea previously served as Operations & Events Manager of the Royal Bank of Canada's (RBC) USA Real Estate Mortgage Capital business and was also formerly the Events Coordinator in Marketing for the North America Lending Division of General Electric's Commercial Finance Real Estate Division.



## Learn to Fly Drones Safely and Legally!

### Drones 101 for the Hobbyist

*Steven Sande*

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

Sat, May 16th, 9 a.m.-12 p.m.  
Littleton Campus, \$59

### Drone License Preparation Course

*Greg DePrez*

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, Feb 18-27, 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](http://arapahoe.edu/wcp). Thank you!  
[arapahoe.edu/wcp](http://arapahoe.edu/wcp)

## 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.



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

Wed, Feb 19-May 6, 6-9 p.m., 12 Sessions  
Littleton Campus, \$235  
plus \$20 material fee 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 session please call 303-797-5722 or visit the website listed above.



# CERTIFICATE PROGRAMS

## 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. January 6-April 13, 2020.

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

### Teaching Methods for Horse Training and Riding Instruction I

Learn how to create confident riders and horses using the Spanish, California and Nevada training methods including building confidence between horse and rider, using the senses and instincts of the horse for training, and creating communication between horse and handler to help ensure safe handling. Class also includes lab sessions to be determined outside of classroom lectures.

Mon/Wed, Jan 8-Feb 24, 6-7:30 p.m., 14 Sessions  
Littleton Campus, \$199 plus book

### Arena Training and Teaching Methods Level I

This practicum course will cover basic concepts of arena etiquette, arena safety, supervision of individual riders and groups, and lunging, ground driving and riding in the arena. Class also includes lab sessions to be determined outside of classroom lectures.

Mon/Wed, Jan 8-Feb 24, 7:45-9:15 p.m., 14 Sessions  
Littleton Campus, \$199 plus book

### Teaching Methods for Horse Training and Riding Instruction II

Students will learn classroom and arena training strategies and safety techniques. They will create lessons plans, practice both classroom and arena teaching, develop research skills, and testing methods. Pre-Requisite: Teaching Methods for Horse Training and Riding Instruction I. Class also includes lab sessions to be determined outside of classroom lectures.

Mon/Wed, Feb 26-Apr 13, 6-7:30 p.m., 14 Sessions,  
Littleton Campus, \$199 plus book

### Arena Training and Teaching Methods Level II

A continuation of Arena Training Teaching Methods this course will review designs for horse shows, competitions, basic course design, and the use of cavalletti systems. Students will design their competitions and participate in them. Class also includes lab sessions to be determined outside of classroom lectures. Pre-Requisite: Arena Training Teaching Methods Level I.

Mon/Wed, Feb 26-Apr 13, 7:45-9:15 p.m., 14 Sessions,  
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, Jan 7-Apr 7, 6-7:30 p.m., 14 Sessions, 14 Sessions,  
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.

January 6 – April 13\*  
Locations arranged with instructor, \$399

### FREE Info Session • Equine Open House

Thursday, April 9, 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](http://arapahoe.edu/equine). Follow the link.

## FLORAL DESIGN

### Floral Design Certificate

Earn a certificate in Floral Design Principles after you successfully complete this series of 4 consecutive classes. Classes focus on fresh flower arranging and are taught by Crystal Oleskevich, who owns her own floral business. Your instructor will submit documentation for certification once you've complete all four of the required courses. 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, Mar 17-Apr 7, 6-9 p.m., 4 Sessions (first class ends at 8)  
Littleton Campus, \$276 plus \$25 flower fee per week

Tues, Apr 14-May 5, 6-9 p.m., 4 Sessions (first class ends at 8)  
Littleton Campus, \$276 plus \$25 flower fee per week







## **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, Mar 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, May 8-10 and May 15-17, 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, Feb 17, 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, Feb 19, 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, Feb 20, 6-9 p.m., 1 Session  
Littleton Campus, \$79 plus \$5 material fee to instructor

## **WORDPRESS AND SEARCH ENGINE OPTIMIZATION**

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

*Greg Jameson*

Want to learn how to start your own website? And how to make money from it? And manage it over time? WordPress powers over one-third of the web, making it the most popular platform for creating all kinds of websites, from blogging to ecommerce! This hands-on course will teach you how to use the power of WordPress to build modern, easy-to-navigate websites. Learn how to install, setup and publish websites using the core functionality of the WordPress platform. Expand the functionality of WordPress with plugins such as forms, calendars, popups, widgets, email newsletters, and more to add the features you need for your business. You will also be introduced on how to customize themes, change fonts, broadcast posts to social media, build ecommerce shops, implement basic SEO, and provide security for your WordPress website. This WordPress training class is for business owners who want to build and maintain their own WordPress website. No previous WordPress training is required. If you've never used WordPress before, you might be concerned that you don't have the experience or technical know-how necessary to make effective use of the platform. Maybe you already know a little about WordPress or website creation in general, and you feel like this course will be too basic. In both cases, you don't need to worry – this is a hands-on course that is tailored to each individual. By the end of the semester, you will walk away with a quality website that you built and know how to manage.

Wed, Feb 12-Apr 1, 6-9 p.m., 8 Sessions  
Littleton Campus, \$315

### **Get Found Online!**

*Greg Jameson*

There are over 1.94 billion websites in existence today. You must compete with all of them in order to be seen. As a business owner, it is your responsibility to make sure that no one leaves your website without you collecting their contact information. In this short course you will learn how to get your site listed among the top one percent of all websites. Learn about lead magnets and how to create an irresistible offer so that that site visitors will not only gladly give you their email, but share your offering with others. You will also learn how to get a video about your site listed on page 1 in under 30 seconds. If you have ever wondered about the secrets of organic traffic to your website without paying for advertising, or how to get visitors to come back to your site over and over again, this is a "must-take" class for your business. Students must have administrative access to a WordPress website that they own or manage.

Wed, Apr 8-15, 6-9 p.m., 2 Sessions  
Littleton Campus, \$149

## **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.**

# 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, Jan 28-Feb 25, 6-8 p.m., 5 Sessions  
Littleton Campus, \$119 plus \$5 materials fee to instructor

Tue, Mar 24-Apr 21, 6-8 p.m., 5 Sessions  
Littleton Campus, \$119 plus \$5 materials fee to instructor

### Meditation 101: The Art and Science of Living Mindfully

*Ben Gerig*

This workshop will illuminate different meditation techniques including body awareness, breath awareness and mantra meditation practices. Students will learn the incredible neuroscience behind meditation, what meditation is and isn't, meditation's compounding mental, physical and emotional benefits, and tools to implement a personal daily practice.

#### Workshop Benefits:

This Custom meditation workshop is for anyone who seeks to live a more energetic, vibrant and balanced life. Creating a daily Meditation practice increases energy, emotional resilience and mental clarity. In this workshop, participants will learn how daily

#### Mindfulness and Meditation Practices:

- Reduce stress and fatigue
- Increase the healing response
- Increase energy and vitality
- Improve emotional and mental engagement

Tue, Feb 25, 6-8 p.m., 1 Sessions  
Littleton Campus, \$39

### Stop Smoking with Hypnosis

*Sandra Gourd*

Stop smoking TODAY! By using safe and proven techniques including hypnosis, you can easily become a non-smoker for the rest of your life. You can erase the desire for tobacco completely from your mind. You can feel better, breathe better and save financially. Discover the tools you need to alleviate your emotional and physical cravings for tobacco and more, without gaining weight – today is the day you become a non-smoker! Please bring a pillow and blanket.

Tue, Feb 4-11, 6-9 p.m., 2 Sessions  
Littleton Campus, \$69

### Life Balance Workshop: Finding Balance In A Fast Paced World

*Hope Hughes*

In this two hour hands-on workshop, you'll explore how subtle shifts in focus can bring joy and balance into your everyday life. You'll be guided through an exercise of self-discovery to identify what balance means to you, where your imbalances are and how you can create the balance in your life that you want and deserve.

Sat, Feb 22, 1-3 p.m., 1 Session  
Littleton Campus, \$39

Tue, Apr 21, 6-8 p.m., 1 Session  
Littleton Campus, \$39

## SUSTAINABILITY

### Sustainability Theory and Practice Workshop Series

*Katelyn Roth*

What is Sustainability and how might our lifestyles be affecting the planet? What must we ask of ourselves to sustain humankind and the living planet on which we all depend? Let's discuss how we might be able to meet our own needs for survival and promote our general wellness while supporting the needs of the natural environment on a local and planetary scale. Come explore the many complex and interconnected facets of Sustainability in this workshop series as we look at the five important sectors related to sustainability: water, energy, food, waste handling, and transportation. Come to one workshop or come to them all as we touch on each in-depth with examples and available Q&A time.

Register for the Whole Series at a Discount!  
Littleton Campus, \$149 plus supplies

### Water – Part 1 of 5 in our Sustainability Workshop Series

*Katelyn Roth*

Join us as we learn how keeping our waterways healthy, clean, accessible, and biodiverse is critical to health and wellbeing. We will look closely at how the choices we make at each stage of the journey through the watershed are interconnected and have far-reaching consequences.

Mon, Feb 3, 6-8 p.m., 1 Session  
Littleton Campus, \$39 plus supplies

### Energy – Part 2 of 5 in our Sustainability Workshop Series

*Katelyn Roth*

Let's explore our relationships with fossil fuels, the associative environmental impact, and potential solutions.

Mon, Mar 9, 6-8 p.m., 1 Session  
Littleton Campus, \$39 plus supplies

### Food – Part 3 of 5 in our Sustainability Workshop Series

*Katelyn Roth*

Join us as we learn how our life choices, our patterns of consumption, what we choose to eat, and how we package it are affecting our health and that of the planet.

Mon, Mar 23, 6-8 p.m., 1 Session  
Littleton Campus, \$39 plus supplies



### Waste Handling – Part 4 of 5 in our Sustainability Workshop Series

*Katelyn Roth*

Let's explore our personal waste production and investigate ways to potentially lessen our creation of waste.

Mon, Apr 27, 6-8 p.m., 1 Session  
Littleton Campus, \$39 plus supplies

### Transportation – Part 5 of 5 in our Sustainability Workshop Series

*Katelyn Roth*

This week we will explore how our evolving transportation needs are shaping energy demands, the food we eat, and our health and that of the planet.

Mon, May 11, 6-8 p.m., 1 Session  
Littleton Campus, \$39 plus supplies

## FITNESS

### 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. Tai Chi stretching is practiced every class. Qi Gong (energy work) will also be introduced.

Please note: Tai Chi requires being able to bend knees, bear body weight on one leg while in motion.

Wed, Jan 29-Mar 18, 6:00-7:45 p.m., 8 Sessions  
Littleton Campus, \$199

Wed, Apr 1-May 20, 6:00-7:45 p.m., 8 Sessions  
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, Jan 22-May 11, 11:30 a.m.-12:20 p.m.,  
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, Jan 22-Apr 6, 4-5:15 p.m.  
Littleton Campus, \$149

Tue/Thu, Feb 25-May 12, 8-9:15 a.m.  
Littleton Campus, \$149

Mon/Wed, Feb 26-May 11, 1-2:15 p.m.  
Littleton Campus, \$149



## SilverSneakers / Renew Active Community Member Classes

You must have SilverSneakers/Renew Active ID in order to participate.

### Stretch and Posture

*Perri Cunningham*

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

Mon/Fri, Jan 21-May 12, 8:15-8:45 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker/Renew Active Members

### Core and 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, Jan 24-May 15, 9:15-9:45 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker/Renew Active Members

### Drums Alive Gold

*Patty Adams*

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

Wed, Jan 22-May 14, 9:30-10:30 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker/Renew Active 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, Jan 21-May 14, 9:30-10:30 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker/Renew Active 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, Jan 22-May 13, 10:30-11:30 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker/Renew Active 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, Jan 23-May 14, 8:30-9 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker/Renew Active 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, Jan 23-May 14, 9-9:30 a.m.

Littleton Campus, Fitness Center Studio, Free to SilverSneaker/Renew Active Members

# HOME IMPROVEMENT

## 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, Feb 5-12, 5:30-9 p.m., 2 Sessions

Littleton Campus, \$89 plus \$10 material fee to instructor

Wed, Mar 11-18, 5:30-9 p.m., 2 Sessions

Littleton Campus, \$89 plus \$10 material fee to instructor

## INTERIOR DECORATING

### Introduction to Interior Design

*Pam Smith*

Spring is a great time to refresh and renew your home. Learn design fundamentals and implement them to create a designer look. Explore color, paint, accessories, lighting and window treatments. Learn how to create a scaled floor plan with furniture placement. Learn cost effective ways to create the look you love!

Wed, Apr 1-22, 6:30-8:30 p.m., 4 Sessions

Littleton Campus, \$99 plus \$15 material fee to instructor

### Creating Spaces That Nurture Your Mind, Body & Soul



*Hope Hughes*

In this workshop, you'll learn how to turn any room in your home or office into a space that makes you feel good! Understand the science behind how the spaces we occupy affect our moods and our ability or inability to handle stress. In this interactive workshop, you'll learn to recognize and neutralize your personal stressors and gain insightful ideas on bringing in sights, sounds and smells that nurture your mind body and soul.

Sat, Mar 21, 1-3 p.m., 1 Session

Littleton Campus, \$39

Tue, May 5, 6-8 p.m., 1 Session

Littleton Campus, \$39



# PERSONAL FINANCE

## INVESTMENTS & REAL ESTATE

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

*Andre Ratkai*

What should I buy? When should I buy it? And more importantly, when should I sell? Learn to control your investments, rather than letting your investments control you. Manage and organize stock, mutual fund and 401(k) investments using a 7-factor scorecard that teaches you how to adapt to changing market conditions and how to recognize high-risk investments.

Thu, Feb 20-27, 6-9 p.m., 2 Sessions  
Littleton Campus, \$59 workbook included

Thu, Apr 23-30, 6-9 p.m., 2 Sessions  
Littleton Campus, \$59 workbook included

### 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.

Tue, Mar 24, 6:15-9:15 p.m.  
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, Mar 26, 6-9:15 p.m.  
Parker 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, Mar 31, 6-9:15 p.m.  
Littleton Campus, \$25 plus \$20 material fee to instructor

### 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, Feb 8, 10 a.m.-12:30 p.m., 1 Session  
Littleton Campus, \$39

Sat, Mar 7, 10 a.m.-12:30 p.m., 1 Session  
Littleton Campus, \$39

Sat, Apr 4, 10 a.m.-12:30 p.m., 1 Session  
Littleton Campus, \$39

Sat, May 2, 10 a.m.-12:30 p.m., 1 Session  
Littleton Campus, \$39

### Spare Room Spare Cash – Setting Up A Short-Term Rental In Your House Is Easier Than You Think

*Hope Hughes*

Learn how to turn any spare room into a short term rental money making machine. In this hands on workshop we'll cover exactly what you need to get started and how to make sure your place stays booked. You'll get insights on the most popular sites and what travelers are looking for, including amenities, special touches, pricing and money making add ons and more!

Tue, Mar 3, 6-8 p.m., 1 Session  
Littleton Campus, \$39

Sat, Apr 4, 1-3 p.m., 1 Session  
Littleton Campus, \$39

### 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, Feb 22, 10 a.m.-12:30 p.m., 1 Session  
Littleton Campus, \$39

Sat, Mar 21, 10 a.m.-12:30 p.m., 1 Session  
Littleton Campus, \$39

Sat, Apr 18, 10 a.m.-12:30 p.m., 1 Session  
Littleton Campus, \$39

Sat, May 16, 10 a.m.-12:30 p.m., 1 Session  
Littleton Campus, \$39

## RETIREMENT SUCCESS

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

*David Cook*

Make your wishes known about health care and asset distribution and determine the person(s) who will be responsible for carrying out your directives. State your preferences concerning the type of care you want to receive, what types of medical care you do not wish to receive and who you wish to act as your agent to carry out those wishes. Discuss the creation of a trust, and determine the best method of preparing your last will and testament.

Wed, Mar 25, 6-8 p.m.  
Littleton Campus, \$59/individuals and \$2 material fee to instructor  
Littleton Campus, \$79/couples and \$2 material fee to instructor

### 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, Jan 23-30, 6:30-9:30 p.m., 2 Sessions  
Littleton Campus, \$59 for individuals/\$59 for couples

Tue, Jan 28-Feb 4, 6:30-9:30 p.m., 2 Sessions  
Littleton Campus, \$59 for individuals/ \$59 for couples

Thu, May 14-21, 6:30-9:30 p.m., 2 Sessions  
Littleton Campus, \$59 for individuals/\$59 for couples

Tue, May 19-26, 6:30-9:30 p.m., 2 Sessions  
Littleton Campus, \$59 for individuals/ \$59 for couples

Find us online!





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, Jan 23-30, 9:30-11:30 a.m., 2 Sessions  
Parker Campus, \$35 for individuals/\$35 for couples

Tue, Jan 28-Feb 4, 1:00-3:00 p.m., 2 Sessions  
Parker Campus, \$35 for individuals/\$35 for couples

Thu, May 7-14, 9:30-11:30 a.m., 2 Sessions  
Parker Campus, \$35 for individuals/\$35 for couples

Tue, May 12-19, 1:00-3:00 p.m., 2 Sessions  
Parker Campus, \$35 for individuals/\$35 for couples

MODERN Retirement Planning

Todd Walker

MODERN Retirement Planning™ is workshop study FUN financial education course for 21st century successful professionals. With knowledge, you gain confidence. With confidence, you gain control. Take control of your retirement. Learn indispensable concepts needed to make informed decisions. Take away new tools to avoid mistakes and recognize smart solutions for your personal financial wellness. Discover ways to insulate yourself from the risk of rising taxes, how to enhance your Social Security benefits, strategies to protect against unexpected health related expenses, and how to overcome 21st century retirement challenges. How does it all fit together? What's the right path for you?! Sign up today to find out.

Thu, Feb 6-13, 6:30-9:30 p.m., 2 Sessions  
Northridge Rec Center, \$59 for individuals/\$59 for couples

Tue, Feb 11-18, 6:30-9:30 p.m., 2 Sessions  
Northridge Rec Center, \$59 for individuals/\$59 for couples

Thu, Feb 27-Mar 5, 6:30-9:30 p.m., 2 Sessions  
SCC Castle Rock, \$59 for individuals/\$59 for couples

Tue, Mar 3-10, 6:30-9:30 p.m., 2 Sessions  
SCC Castle Rock, \$59 for individuals/\$59 for couples

Thu, Mar 19-26, 6:30-9:30 p.m., 2 Sessions  
Littleton Campus, \$59 for individuals/\$59 for couples

Tue, Mar 24-31, 6:30-9:30 p.m., 2 Sessions  
Littleton Campus, \$59 for individuals/ \$59 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, Jan 23-30, 6:30-9:30 p.m., 2 Sessions  
Littleton Campus, \$59 for individuals/\$59 for couples  
Includes 235-page illustrated book

Tue, Jan 28-Feb 4, 6:30-9:30 p.m., 2 Sessions  
Littleton Campus, \$59 for individuals/ \$59 for couples  
Includes 235-page illustrated book

Thu, Feb 13-20, 6:30-9:30 p.m., 2 Sessions  
Parker Campus, \$59 for individuals/\$59 for couples  
Includes 235-page illustrated book

Wed, Feb 5-12, 6:30-9:30 p.m., 2 Sessions  
Parker Campus, \$59 for individuals/\$59 for couples  
Includes 235-page illustrated book

Thu, Feb 27-Mar 5, 6:30-9:30 p.m., 2 Sessions  
Northridge Rec Center, \$59 for individuals/\$59 for couples  
Includes 235-page illustrated book

Tue, Mar 3-10, 6:30-9:30 p.m., 2 Sessions  
Northridge Rec Center, \$59 for individuals/\$59 for couples  
Includes 235-page illustrated book

Thu, Mar 19-26, 6:30-9:30 p.m., 2 Sessions  
SCC Castle Rock, \$59 for individuals/\$59 for couples  
Includes 235-page illustrated book

Tue, Mar 24-31, 6:30-9:30 p.m., 2 Sessions  
SCC Castle Rock, \$59 for individuals/\$59 for couples  
Includes 235-page illustrated book

Thu, May 7-14, 6:30-9:30 p.m., 2 Sessions  
Littleton Campus, \$59 for individuals/\$59 for couples  
Includes 235-page illustrated book

Tue, May 12-19, 6:30-9:30 p.m., 2 Sessions  
Littleton Campus, \$59 for individuals/ \$59 for couples  
Includes 235-page illustrated book

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

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 prepayment are required. Courses meet on many weekends at Arapahoe Community College. Students who do not cancel within 48 business hours of the course will not receive a tuition refund or date transfer. For class schedule, availability and to register, visit [www.abateofcolo.org](http://www.abateofcolo.org) or call ABATE at 303-789-3264.



Underwater Camera  
an IANTD Certification

IANTD Action Camera Diver, IANTD UW Photography

Scott Van DeHey

Are you a certified scuba diver? Do you have a desire to learn underwater photography or underwater videography (Action Camera Diver)? Arapahoe Community College (ACC) now offers these two scuba courses through Workforce programs. In these two programs you will learn proper video/photography techniques, how to prepare your underwater housing/camera and much much more. Course scheduling is based on the student's availability, yes the students pick their schedule. You will become certified through the scuba agency International Association Nitrox Technical Divers (IANTD). For more information and to schedule your course contact Scott Van DeHey (Instructor) at [has-selblad1369@yahoo.com](mailto:has-selblad1369@yahoo.com).

Action Camera Diver  
Carmody Recreation Center, \$300 Includes Manual

IANTD UW Photography  
Carmody Recreation Center, \$280 Includes Manual



# WHAT YOU NEED TO KNOW . . .

## LOCATIONS

You can find maps of Arapahoe Community College facilities at [arapahoe.edu/wcp](http://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 obtain through the Student Life Office, Room M2820. For answers to specific questions, contact the Associate Dean of Judicial Affairs and Support Services.

### ROOMS

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

### PARKING-LITTLETON AND PARKER CAMPUSES

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

### RTD LIGHT RAIL

Light rail service is provided within 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](http://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.

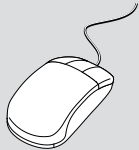
IF WE CANCEL A CLASS, a full refund will be sent to you via a check if you paid by a check or refunded to your credit card if you paid using a credit card. Refunds may take up to 2 weeks to be processed.



# SIGN ME UP!

## REGISTRATION INFO

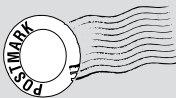
### ONLINE



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](http://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 • Spring 2020

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)
<i>SAMPLE</i>	Sample: Paramedic Refresher	<i>SAMPLE</i>	Sample: 1/23
			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 • Spring 2020

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)
<i>SAMPLE</i>	Sample: Paramedic Refresher	<i>SAMPLE</i>	Sample: 1/23
			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 & COMMUNITY PROGRAMS

January – May 2020

# LEARN • PLAY • GATHER

## A Note from the Director,

John Muir wrote, “Spring work is going on with joyful enthusiasm”, as he journaled on his progress towards becoming the father of national parks. This season we encourage you to work on your personal or professional progress with joyful enthusiasm. Whether it be learning a new skill, or touching up on new elements of a past passion. At ACC we have community courses to help you learn a new language or software, play with a new medium or instrument, and of course gather with your peers in one of our many community events. Start your year off with some “joyful enthusiasm”, and come learn, play, and grow with us!

## NEW CLASSES

- Beginning Japanese
- Event Management Workshops
- Beginning Knitting
- Sustainability Workshops
- Meditation 101
- MS Excel and Word 2019 & 365
- Entrepreneur Success  
– Make Your Business Profitable
- Creating Spaces the Nurture  
Mind, Body, & Soul
- Spare Room Spare Cash  
– Short Term Rentals

## BACK BY POPULAR DEMAND

- Acrylics
- Ceramics
- Drawing
- Photoshop
- Tai Chi
- Creative Writing
- Digital Photography
- Interior Design
- Calligraphy



## TABLE OF CONTENTS



### Professional and Career Programs

Career Exploration .....	8
Citizenship .....	11
Computer and Smartphone Skills .....	7
Computer Software Applications .....	7
Drones .....	10
Emergency Management .....	9
English as a Second Language .....	5
Equine Training and Management Certificate .....	12
GED Prep .....	8
Languages .....	5

Social Media and Digital Marketing .....	13
Writing and Grammar .....	8

### Personal Enrichment

Arts and Humanities	
Calligraphy .....	3
Great Books Series .....	5
Music .....	3
Painting .....	2
Photography .....	4

### Health and Wellness

Fitness .....	14
Home Improvement	
Interior Decorating .....	15
Personal Finance, Online Selling, Real Estate	
Investment Property .....	16
Recreation	
Motorcycle Training .....	17
SilverSneakers .....	15