

# Spring 2020

## PROFESSIONAL AND CAREER PROGRAMS

### Career Exploration

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

##### *Course Description*

In what could be the most enlightening 2 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.

##### *Course Offerings*

Dates	Hours	Days	Campus	Price
February 22	10-12PM	Saturday	Littleton Campus	\$54.00

#### Entrepreneur Success - Make Your Business Profitable - NEW

##### *Course Description*

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.

##### *Course Offerings*

Dates	Hours	Days	Campus	Price
February 3	6:30-8:30PM	Monday	Littleton Campus	\$54.00

## COMPUTER AND SMARTPHONE SKILLS

### Computer Basics for Laptop and Desktop Devices

##### *Course Description*

If you have little or no experience with personal computers and want to learn the basics this class is perfect for you. Explore the main components of a typical computer system and the basic elements of the Windows interface. Navigate in Windows Explorer, organize files and folders, search for items on a computer, and personalize Windows. Learn to use an Internet browser and explore tips for routine maintenance.

##### *Course Offerings*

Dates	Hours	Days	Campus	Price
April 7-16	6-8PM	Tuesday and Thursday	Littleton Campus	\$129.00

## Get the Most from Your Android Devices Hands-on

### *Course Description*

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

### *Course Offerings*

Dates	Hours	Days	Campus	Price
February 4-13	4:30-6:30PM	Tuesday and Thursday	Littleton Campus	\$129.00
April 20-23	4:30-6:30PM	Monday through Thursday	Littleton Campus	\$129.00

## GED PREPARATION

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

Limited GED Course Scholarships are available based on financial need and offered on a first-come first-serve basis. Visit [Arapahoe.edu/wcp](http://Arapahoe.edu/wcp), email [acc.wcp@arapahoe.edu](mailto:acc.wcp@arapahoe.edu), or call 303.797.5722 to request a scholarship application.

## Mathematics and Science for GED

### *Course Description*

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

### *Course Offerings*

Dates	Hours	Days	Campus	Price
February 11-April 14	6-8:30PM	Tuesday	Littleton Campus	\$115.00
February 29-May 9	9-11:30PM	Saturday	Littleton Campus	\$115.00

## English and Social Studies for GED

### *Course Description*

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

### *Course Offerings*

Dates	Hours	Days	Campus	Price
February 13-April 16	6-8:30PM	Thursday	Littleton Campus	\$115.00
February 29-May 9	12-2:30PM	Saturday	Littleton Campus	\$115.00

## WRITING, GRAMMAR, AND COMMUNICATION

## Writing Skills and Grammar Refresher

### *Course Description*

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

### *Course Offerings*

Dates	Hours	Days	Campus	Price
February 1-22	9:30-12PM	Saturday	Littleton Campus	\$9900
April 2-23	6-8:30PM	Thursday	Littleton Campus	\$99.00

## Beginners Creative Writing Workshop

### *Course Description*

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.

### *Course Offerings*

Dates	Hours	Days	Campus	Price
February 7 <sup>th</sup>	11:30-2:30PM	Friday	Littleton Campus	\$99.00
February 28 <sup>th</sup>	12-3PM	Friday	Littleton Campus	\$99.00
March 20 <sup>th</sup>	12:30-3:30PM	Friday	Littleton Campus	\$99.00
April 10 <sup>th</sup>	1-4PM	Friday	Littleton Campus	\$99.00

## Literary Magazine

### *Course Description*

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.

### *Course Offerings*

Dates	Hours	Days	Campus	Price
January 21-May 12	4-5:14PM	Tuesday and Thursday	Littleton Campus	\$510.00

## Fiction Writing

### *Course Description*

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

### *Course Offerings*

Dates	Hours	Days	Campus	Price
February 5-May 6	5:30-8:15PM	Wednesday	Littleton Campus	\$510.00

## Creative Writing I

### *Course Description*

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.

### *Course Offerings*

Dates	Hours	Days	Campus	Price
January 21-May 12	1-2:15PM	Tuesday and Thursday	Littleton Campus	\$510.00
January 22-May 12	10-11:15PM	Monday and Wednesday	Littleton Campus	\$510.00

## Creative Writing I (online)

### *Course Description*

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

### *Course Offerings*

Dates	Hours	Days	Campus	Price
February 4-May 12	Online	Online	Littleton Campus	\$510.00

## ENGLISH AS A SECOND LANGUAGE

### English as a Second Language Orientation Session

#### *English as a Second Language Orientation Description*

All new students must attend an orientation session before registering for classes. This session will consist of a placement assessment and overview of the English as a Second Language program at ACC.

#### *English as a Second Language Orientation Options*

Dates	Time	Day	Campus	Price
January 29	10:00AM	Wednesday	Littleton	Free
January 29	6:00PM	Wednesday	Littleton	Free
January 30	10:00AM	Thursday	Littleton	Free
January 30	6:00PM	Thursday	Littleton	Free
January 31	10:00AM	Friday	Littleton	Free
February 5	10:00AM	Wednesday	Littleton	Free
February 5	6:00PM	Wednesday	Littleton	Free
February 6	10:00AM	Thursday	Littleton	Free
February 6	6:00PM	Thursday	Littleton	Free
February 7	10:00AM	Friday	Littleton	Free

### Beginning English as a Second Language

#### *Course Offerings*

Dates	Time	Day	Campus	Price
February 10-April 15	9:30-11:30AM	Monday/Wednesday	Littleton	\$185.00
February 11-April 16	6:30-11:30PM	Wednesday	Littleton	\$185.00

## Intermediate English as a Second Language

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 10-April 15	9:30-11:30AM	Monday/Wednesday	Littleton	\$185.00
February 11-April 16	6:30-11:30PM	Wednesday	Littleton	\$185.00

## Advanced English as a Second Language

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 10-April 15	9:30-11:30AM	Monday/Wednesday	Littleton	\$185.00
February 11-April 16	6:30-11:30PM	Wednesday	Littleton	\$185.00

## College Prep – English as a Second Language

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 10-April 15	9:30-11:30AM	Monday/Wednesday	Littleton	\$185.00
February 11-April 16	6:30-11:30PM	Wednesday	Littleton	\$185.00

## English Conversation and Culture Club

### *Course Description*

Practice your English skills through conversations, roleplaying, fun and engaging games, and more. Learn about American culture through hands-on activities and presentations from guest speakers. Feel more confident in this new environment through language development and cultural understanding. Explore resources to help you be successful. Pre-requisite is current enrollment in an ACC ESL course.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 17-April 6	6:30-8:30PM	Monday	Littleton	\$10

## COMPUTER SOFTWARE APPLICATIONS

### Microsoft Office Excel 2019 & 365 - NEW

#### *Course Description*

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.

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 21-March 6	9-4PM	Friday	Parker	\$539.00
April 14-30	6-9PM	Tuesday and Thursday	Littleton	\$539.00

## Microsoft Office Word 2019 & 365 – NEW

### *Course Description*

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.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
March 10-26	6-9PM	Tuesday and Thursday	Littleton	\$539.00
May 1-5	9-4PM	Friday	Parker	\$539.00

## Introduction to QuickBooks Online

### *Course Description*

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.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 4-25	6-8PM	Tuesday	Littleton	\$199.00
March 28-April 5 <sup>th</sup>	10-12PM	Saturday	Littleton	\$199.00

## EMERGENCY MANAGEMENT

### EMT Refresher

#### *Course Description*

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

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 18-February 15	8-5PM	Saturday	Littleton	\$385.00

### Paramedic Refresher

#### *Course Description*

The goal of the Paramedic Refresher course is to provide a review of content and skills required for certificate renewal at the paramedic level. Included is 44 hours of instruction and 12 hours of lab time. The course meets or exceeds all National Continued Competency Program and the Colorado Paramedic certificate renewal requirements. It is designed to refresh and reinforce previous knowledge and explore new concepts. The instructors provide clinically relevant information to

help stay current on the latest medical and trauma management methods. Course content includes online components. This course is also an excellent opportunity to network with other Paramedics from across the region. Your eligibility to re-certify must be verified by you with the National Registry and the State of Colorado. If you are admitted into the Paramedic Refresher course, Arapahoe Community College EMS makes no guarantee of your ability to recertify through National Registry or the State of Colorado. For course content, please call the Don Stroup at 303.797.5233 or email Don.Stroup@arapahoe.edu

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 23-February 13	8-5PM	Monday and Wednesday	Littleton	\$495.00

## EMS Skill Instructor

#### *Course Description*

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

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
May 11	8-5PM	Monday	Littleton	\$119.00

## Colorado EMS Primary Instructor

#### *Course Description*

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

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
May 12-13	8-5PM	Tuesday and Wednesday	Littleton	\$329.00

## Colorado EMS Training Administration Orientation

#### *Course Description*

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

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
May 14	8-5PM	Thursday	Littleton	\$79.00

## BLS Provider

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Price
January 17	9-2PM	Friday	Littleton	\$79.00
January 25	9-2PM	Saturday	Littleton	\$79.00
May 16	9-2PM	Saturday	Littleton	\$79.00
May 30	9-2PM	Saturday	Littleton	\$79.00

## BLS Renewal Skills Session

### *Course Description*

This 2 hour course meets the American Heart Association BLS Provider Renewal requirements to remain current with BLS Provider CPR certification. If you have a current BLS for Healthcare Providers or BLS Provider card due to expire, or within 60-days expired, you can register for the Renewal Course. A copy of your current card must be presented at the time of the course. This renewal course will review all aspects of the initial provider course. To receive a course completion card/certificate, students will be required to successfully demonstrate appropriate CPR with the use of an AED and complete the BLS exam at a score greater than 84%. An AHA BLS Provider manual is required during the class. Books are not provided.

### *Course Offerings*

Dates	Time	Day	Campus	Price
January 17	2-4PM	Friday	Littleton	\$39.00
January 25	2-4PM	Saturday	Littleton	\$39.00
May 16	2-4PM	Saturday	Littleton	\$39.00
May 30	2-4PM	Saturday	Littleton	\$39.00

## Heartsaver First Aid, CPR and AED

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Price
March 28	9-4PM	Saturday	Littleton	\$99.00
June 6	9-4PM	Saturday	Littleton	\$99.00

## EQUINE



## 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.

### *Course Offerings*

Dates	Time	Day	Campus	Price
January 6th – April 13th.	20 Hours a week	Arranged	Arranged	\$499.00
January 6th – April 13th.	30 Hours a week	Arranged	Arranged	\$599.00
January 6th – April 13th.	40 Hours a week	Arranged	Arranged	\$699.00

## Teaching Methods for Horse Training and Riding Instruction I

### *Course Description*

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.

### *Course Offerings*

Dates	Time	Day	Campus	Price
January 8th – February 24	6-7:30pm	Monday & Wednesday	Littleton	\$199.00

## Arena Training and Teaching Methods Level I

### *Course Description*

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.

### *Course Offerings*

Dates	Time	Day	Campus	Price
January 8th – February 24	7:45-9:15pm	Monday & Wednesday	Littleton	\$199.00

## Teaching Methods for Horse Training and Riding Instruction II

### *Course Description*

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.

### *Course Offerings*

Dates	Time	Day	Campus	Price
February 26-April 13	6-7:30PM	Monday & Wednesday	Littleton	\$199.00

## Arena Training and Teaching Methods Level II

### *Course Description*

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.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 26-April 13	7:45-9:15PM	Monday & Wednesday	Littleton	\$199.00

## Equine Special Topics

### *Course Description*

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

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 7-April 7	6-7:30PM	Tuesday	Littleton	\$199.00

## Horse Training and Horsemanship Lab

### *Course Description*

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

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 6-April 13	Arranged	Arranged	Arranged	\$399.00

## 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.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
March 17-April 7	6-9PM	Tuesday	Littleton	\$276.00
April 14-May 5	6-9PM	Tuesday	Littleton	\$276.00

# LANGUAGES

## Introduction to American Sign Language

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Price
February 18-April 28	6-8PM	Tuesday	Littleton	\$199.00

## Intermediate American Sign Language

### *Course Description*

A follow-up course to "Introduction to American Sign Language," this 10-week class is for students with some basic knowledge of and communication skills in American Sign Language. This class will expand students' basic conversational skills, building on vocabulary and knowledge learned in the introductory class.

### *Course Offerings*

Dates	Time	Day	Campus	Price
February 19-April 29	6:30-8:30PM	Wednesday	Parker	\$199.00

## Continuing with French 2-3

### *Course Description*

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.

### *Course Offerings*

Dates	Time	Day	Campus	Price
January 25- March 28	12:30-2:30PM	Saturday	Littleton	\$199.00

## French for Travelers

### *Course Description*

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 French courses.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
May 11-20	12-30-2:30PM	Monday and Wednesday	Littleton	\$199.00

## Beginning Conversational German

### *Course Description*

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

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
April 7-May 19	7-9PM	Tuesday	Littleton	\$179.00

## Beginning Spanish

### *Course Description*

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

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 5 – April 8	6-8PM	Thursday	Littleton	\$199.00
February 25 – April 28	6-7:30PM	Wednesday	Parker	\$199.00
February 29 – May 2	5-6:30PM	Saturday	Castle Rock	\$199.00

## Intermediate Spanish

### *Course Description*

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

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 3 <sup>rd</sup> – March 23	6-8PM	Monday	Parker	\$159.00
February 4 <sup>th</sup> – April 7 <sup>th</sup>	6-8PM	Tuesday	Littleton	\$199.00

## Advanced Spanish

### *Course Description*

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.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 5 – March 25	12:30-2:30PM	Wednesday	Littleton	\$199.00

## Intro to Spanish for Health Professionals

### *Course Description*

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.

### *Course Offerings*

Dates	Time	Day	Campus	Price
February 5 <sup>th</sup> – May 6 <sup>th</sup>	4:45-5:45PM	Wednesday	Parker	\$185.00

## Cultural Perspectives of the Spanish Speaking World

### *Course Description*

This course offers a deeper look into contemporary aspects of the Spanish culture and world. Also, it will help you increase your Spanish language skills. This course is recommended for those who already have a basic knowledge of Spanish language, or have taken SPA 111 and SPA 112.

### *Course Offerings*

Dates	Time	Day	Campus	Price
February 19-April 29	6:30-8:30PM	Wednesday	Parker	\$199.00

## Latin and the Romance Languages and English

### *Course Description*

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.

### *Course Offerings*

Dates	Time	Day	Campus	Price
February 5-April 8	6:5-8PM	Wednesday	Littleton	\$199.00

## Beginning Mandarin Chinese

### *Course Description*

If your life has anything to do with China, or if you are interested in China, this class will get you started on the right path. You will learn the phonetic Chinese pronunciation system, basic vocabulary, expressions, sentence patterns, and simple conversations. You will also gain knowledge about Chinese characters and Chinese culture. The essentials offered in this class will continue to assist you to use and to learn the language after this class. Bring \$25 (cash or check) class material fee (course manual, audio files, and handouts) to the instructor at the 1st class.

### *Course Offerings*

Dates	Time	Day	Campus	Price
January 28 – April 7	6-8PM	Tuesday	Littleton	\$199.00

## Beginning Japanese

### *Course Description*

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.

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 15 – March 18	6-7:45PM	Wednesday	Littleton	\$199.00

## MEDIATION

### Becoming a Professional Mediator

#### *Course Description*

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

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
March 23 <sup>rd</sup>	6:30-8:30PM	Monday	Littleton	\$49.00

### Basic Mediation 40-Hour Certificate Program

#### *Course Description*

Join the burgeoning field of professional mediation. With more courts ordering litigants to mediation, corporations implementing internal dispute resolution programs, and neighborhood associations realizing the long-term benefits of amicably resolved disputes between neighbors, is it any wonder that mediation is one of the fastest-growing professions across the country? Get the fundamental concepts, skills, and practice essential skills to add professional mediation to your skill set. It meets the voluntary training guideline set forth by the Colorado Council of Mediators and Mediation Organizations (CCM). Certificate of completion awarded upon successful completion of course.

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
May 8-17	9-5PM	Friday/Saturday/Sunday	Littleton	\$599.00

## SOCIAL MEDIA DIGITAL MARKETING

### How to Use Social Networking to Boost Your Business

#### *Course Description*

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

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 3 <sup>rd</sup>	6-9PM	Monday	Littleton	\$79.00

## Facebook Your Way to Business Success: Facebook Deep Dive

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Price
February 5 <sup>th</sup>	6-9PM	Wednesday	Littleton	\$79.00

## Introduction to Facebook Advertising: Secrets to Boost Your Likes and Vie

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Price
February 6 <sup>th</sup>	6-9PM	Thursday	Littleton	\$79.00

## WORDPRESS AND SEARCH ENGINE OPTIMIZATION

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

#### *Course Description*

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.

#### *Course Offerings*

Dates	Time	Day	Campus	Price
February 5 – March 25	6-9PM	Wednesday	Littleton	\$315.00

## Get Found Online!

### *Course Description*

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 in order 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.

### *Course Offerings*

Dates	Time	Day	Campus	Price
April 1-8	6-9PM	Wednesday	Littleton	\$379.00

## PERSONAL ENRICHMENT PROGRAMS

### CALLIGRAPHY

#### Chancery Hand Calligraphy

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Price
January 30-February 27	6-8PM	Thursday	Littleton	\$109.00

#### Copperplate Calligraphy

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Price
March 12 – April 9	6-8PM	Thursday	Littleton	\$109.00

#### Illuminated Letters

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Price
April 23 <sup>rd</sup> – May 21 <sup>st</sup>	6-8PM	Thursday	Littleton	\$109.00



# DRAWING

## You Can Draw!

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Price
January 30 – March 5	7-9PM	Thursday	Littleton	\$129.00
March 12-April 16	7-9PM	Thursday	Littleton	\$129.00
April 23 <sup>rd</sup> – May 14	7-9PM	Thursday	Littleton	\$129.00

## Jewelry and Metalwork

### Jewelry and Metalwork I

#### *Course Description*

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.

#### *Course Offerings*

Dates	Time	Day	Campus	Price
January 22 – May 11	1-3:45PM	Monday & Wednesday	Littleton	\$510.00
January 21 – May 12	1-3:45PM	Tuesday & Thursday	Littleton	\$510.00

# MUSIC

## ACC String Orchestra

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Price
January 27 – May 11	5:30-7:30PM	Monday	Littleton	\$159.00

## 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.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 21 – May 12	7-9PM	Tuesday	Littleton	\$69.00

## 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.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 23 – May 7	6-8PM	Thursday	Littleton	\$159.00

## 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.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 24 – May 8	1-3PM	Friday	Littleton	\$159.00

## Jazz Fusion Ensemble

### *Course Description*

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

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 23 – May 7	3-5PM	Thursday	Littleton	\$159.00

## Private Instrument Lessons

### *Course Description*

For all levels and abilities of aspiring musicians over age 8. Receive 10 half-hour private lessons over 10 weeks set up to meet your schedule. When registering, specify the string, woodwind, brass, or guitar instrument. Refunds will not be given for missed lessons. Lesson can begin meeting any time between January 21st and May 12th based on instructor availability and approval. Lesson days and times are established between you and the instructor.

### *Course Offerings*

<b>Instrrment</b>	<b>Price</b>	<b>Dates</b>	<b>Location</b>
Piano	\$299.00	Arranged	Littleton
Strings	\$299.00	Arranged	Littleton
Brass	\$299.00	Arranged	Littleton
Guitar	\$299.00	Arranged	Littleton
Voice	\$299.00	Arranged	Littleton

# Theatre

## Improv and the Art of Everyday Communications

### *Course Description*

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.

### *Course Offerings*

Dates	Time	Day	Campus	Price
February 4 – March 10	6:30-8:30PM	Tuesday	Parker	\$69.00
April 7 – May 12	6:30-8:30PM	Tuesday	Parker	\$69.00

# PAINTING

## Exploring Acrylics

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Price
January 31 <sup>st</sup> – March 6	1-4PM	Friday	Littleton	\$179.00

## Exploring Pouring Acrylics - Workshop

### *Course Descriptio*

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

### *Course Offerings*

Dates	Time	Day	Campus	Price
Mach 24 – March 25	9:30-3PM	Tuesday & Wednesday	Littleton	\$119.00

## Exploring Collage

### *Course Descriptio*

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.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
April 17	9:30-3:30PM	Friday	Littleton	\$119.00

## Exploring Mixed Media

### *Course Descriptio*

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

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
March 20 – April 10	1-4PM	Friday	Littleton	\$119.00

## Expand Mixed Media

### *Course Descriptio*

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

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 7 – 28	10-1PM	Friday	Private Studio	\$119.00

## Oil Painting – Beginning and All Levels

### *Course Description*

What do you want to paint? Landscapes, still life, flowers, animals, people and portraits? With this classic approach to realism and impressionism, you will have a solid foundation to paint any subject that is meaningful to you. Learn about brushes, painting techniques and color theory, as you complete assigned exercises and progress at your own pace. A fun and 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.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 30 – March 5	2-4:30PM	Thursday	Littleton	\$179.00
January 30 – March 5	5:30-8PM	Thursday	Littleton	\$179.00
April 16 – May 21	2-4:30PM	Thursday	Littleton	\$179.00
April 16 – May 21	5:30-8PM	Thursday	Littleton	\$179.00

## Beginning Watercolor

### *Course Descriptio*

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

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 28 – March 3	7-9PM	Tuesday	Littleton	\$129.00
March 10 – April 14	7-9PM	Tuesday	Littleton	\$129.00
April 21 – May 12	7-9PM	Tuesday	Littleton	\$129.00

## About Color

### *Course Description*

Let's play with color in a 2 days of 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 a experienced artist, this class will help you make better choices and paintings!

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 22 – 23	10-12:30PM	Saturday & Sunday	Littleton	\$129.00
April 25-26	10-12:30PM	Saturday & Sunday	Littleton	\$129.00

## Painting Spring Flowers

### *Course Description*

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 translating 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.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
April 7 – May 12	5:30-8PM	Tuesday	Littleton	\$129.00

## Snow, Snow, Snow - Painting Winter Scenes

### *Course Description*

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.\

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 30 – February 27	5:30-8PM	Tuesday	Littleton	\$129.00

## Permission to Play!

### *Course Description*

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.

#### *Course Offerings*

Dates	Time	Day	Campus	Price
January 28 – March 3	1:30-4:30	Tuesday	Littleton	\$179.00

## PHOTOGRAPHY

### Better Photography with iPhone and iPad

#### *Course Description*

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

#### *Course Offerings*

Dates	Time	Day	Campus	Price
March 24	6-9PM	Tuesday	Littleton	\$49.00

### Beginning Digital Photography

#### *Course Description*

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

#### *Course Offerings*

Dates	Time	Day	Campus	Price
April 6-20	6-8:30PM	Monday	Parker	\$109.00

### Intermediate Digital Photography

#### *Course Descriptio*

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!

#### *Course Offerings*

Dates	Time	Day	Campus	Price
March 22	9-4PM	Friday	Littleton	\$99.00

## Introduction to Photoshop

### *Course Description*

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.

### *Course Offerings*

Dates	Time	Day	Campus	Price
April 7 – May 12	6-8PM	Tuesday	Littleton	\$95.00

## Adobe Lightroom Crash Course

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Price
April 9-May 14	6-8PM	Thursday	Littleton	\$95.00

## HEALTH AND WELLNESS

### Daily Strategies for Living Positively: The Science of Happiness

#### *Course Description*

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

#### *Course Offerings*

Dates	Time	Day	Campus	Price
January 28 – February 25	6-8PM	Tuesday	Littleton	\$119.00
March 24 – April 21	6-8PM	Tuesday	Littleton	\$119.00

## Stop Smoking with Hypnosis

### *Course Descriptio*

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.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 4-11	6-9M	Tuesday	Littleton	\$69.00

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

### *Course Descriptio*

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.

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 4-11	6-9M	Tuesday	Littleton	\$69.00

## FITNESS

### Beginning Tai Chi

#### *Course Descriptio*

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.

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 29 – March 18	6-7:45PM	Wednesday	Littleton	\$199.00
April 1 – May 20	6-7:45PM	Wednesday	Littleton	\$199.00

### Pilates Matwork I

#### *Course Descriptio*

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

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 22 – May 11	11:30-12:20PM	Monday & Wednesday	Littleton	\$149.00

### Yoga I

#### *Course Description*

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

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
January 22 – April 6	4-5:15PM	Monday & Wednesday	Littleton	\$149.00
February 25 – May 12	8-9:15PM	Tuesday & Thrusday	Littleton	\$149.00



Dates	Time	Day	Campus	Price
February 26 – May 11	1-2:15PM	Monday & Wednesday	Littleton	\$149.00

## HOME AND GARDEN

### Basic Electricity for the Homeowne

#### *Course Description*

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

#### *Course Offerings*

Dates	Time	Day	Campus	Price
February 5-12	5:30 – 9PM	Wednesday	Littleton	\$79.00
March 11 - 18	5:30 – 9PM	Wednesday	Littleton	\$79.00

### Introduction to Interior Design

#### *Course Description*

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!

#### *Course Offerings*

Dates	Time	Day	Campus	Price
April 1-22	6:30-8:30PM	Wednesday	Littleton	\$99.00

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

#### *Course Description*

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.

#### *Course Offerings*

Dates	Time	Day	Campus	Price
April 1-22	6:30-8:30PM	Wednesday	Littleton	\$99.00

## PERSONAL FINANCE

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

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Individual Price	Couple Price
March 25	6-8M	Wednesday	Littleton	\$59.00	\$79.00

## Wealth Creation Today

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Individual Price	Couple Price
January 23-30	6:30-9:30PM	Thursday	Littleton	\$59.00	\$59.00
January 28-February 4	6:30-9:30PM	Tuesday	Littleton	\$59.00	\$59.00
February 6-13	6:30-9:30PM	Thursday	Rec Center	\$59.00	\$59.00
February 11-18	6:30-9:30PM	Tuesday	Rec Center	\$59.00	\$59.00
February 27 – March 5	6:30-9:30PM	Thursday	Sturm Castle Rock	\$59.00	\$59.00
March 3 - 10	6:30-9:30PM	Tuesday	Sturm Castle Rock	\$59.00	\$59.00
March 19-26	6:30-9:30PM	Thursday	Parker	\$59.00	\$59.00
March 24 - 31	6:30-9:30PM	Tuesday	Parker	\$59.00	\$59.00
May 14 - 21	6:30-9:30PM	Thursday	Littleton	\$59.00	\$59.00
May 19 - 26	6:30-9:30PM	Tuesday	Littleton	\$59.00	\$59.00

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

### *Course Description*

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.

### *Course Offerings*

Dates	Time	Day	Campus	Price
February 20-27	6-9M	Thursday	Littleton	\$59.00
April 23 – 30	6-9PM	Thursday	Littleton	\$59.00

# Retirement Success

## Retirement Planning Today

### *Course Description*

Live a "rich life." Discover 5 strategies to manage investment risks, 11 ways to save money on this year's taxes, important questions to ask before buying insurance coverage, how to invest in and take money out of your company's retirement plan. Determine the savings you need to retire today or in the future.

### *Course Offerings*

Dates	Time	Day	Campus	Individual Price	Couple Price
January 23-30	6:30-9:30PM	Thursday	Littleton	\$59.00	\$59.00
January 28-February 4	6:30-9:30PM	Tuesday	Littleton	\$59.00	\$59.00
February 6-13	6:30-9:30PM	Thursday	Rec Center	\$59.00	\$59.00
February 11-18	6:30-9:30PM	Tuesday	Rec Center	\$59.00	\$59.00
February 27 – March 5	6:30-9:30PM	Thursday	Sturm Castle Rock	\$59.00	\$59.00
March 3 - 10	6:30-9:30PM	Tuesday	Sturm Castle Rock	\$59.00	\$59.00
March 19-26	6:30-9:30PM	Thursday	Parker	\$59.00	\$59.00
March 24 - 31	6:30-9:30PM	Tuesday	Parker	\$59.00	\$59.00
May 14 - 21	6:30-9:30PM	Thursday	Littleton	\$59.00	\$59.00
May 19 - 26	6:30-9:30PM	Tuesday	Littleton	\$59.00	\$59.00

## Rejuvenate Your Retirement

### *Course Description*

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

### *Course Offerings*

Dates	Time	Day	Campus	Individual Price	Couple Price
January 23-30	9:30-11:30AM	Thursday	Parker	\$35.00	\$35.00
January 28-February 4	1-3PM	Tuesday	Parker	\$59.00	\$59.00
May 7-14	9:30-11:30AM	Thursday	Parker	\$59.00	\$59.00
May 12-19	1-3PM	Tuesday	Parker	\$59.00	\$59.00

# INVESTMENT PROPERTY & REAL ESTATE

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

### *Course Descriptio*

Learn an analytical approach to investing. You can be your own boss and never get fired! What is best to own? Single family, 4 plex, commercial, industrial, triple net lease buildings? Find that diamond in the rough! Learn how to get 15% or more on your money, 1031 Exchanges and Reverse Exchanges, and how to reduce your income taxes. You can get cash flow starting day one Learn how to know when to maximize profit. Learn how to buy homes at foreclosure sales, how much money is needed and how to bid. An individual meeting with the instructor is included. The instructor, Jim

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

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Individual Price</b>	<b>Couple Price</b>
March 24	6:15-9:15PM	Tuesday	Parker	\$49.00	\$79.00

## Managing Your Rental Properties: How to Avoid Trouble and Vacancies

#### *Course Description*

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.

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Individual Price</b>	<b>Couple Price</b>
March 26	6:15-9:15PM	Thursday	Parker	\$49.00	\$79.00

## Alternatives to Traditional Real Estate Investing: Diversify Your Portfolio

#### *Course Description*

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.

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
March 31	6-9:15PM	Tuesday	Parker	\$25.00

## Home Buyer Basics – Be Prepared!

#### *Course Description*

In this real estate market it's more important than ever for buyers to be prepared to enter the market. This class has been designed to give you the information you need to be a successful home buyer. As a student you will understand the home buying process from start to finish; the current Denver Metro real estate market; how to describe your new home; how to choose the right real estate broker and be provided with a checklist for viewing homes. We will also review tips and techniques for writing a strong offer. You will leave the class with the all information you need for your home buying process to be a success.

#### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 8	10-12PM	Saturday	Littleton	\$25.00
March 7	10-12PM	Saturday	Littleton	\$25.00

Dates	Time	Day	Campus	Price
April 4	10-12PM	Saturday	Littleton	\$25.00
May 2	10-12PM	Saturday	Littleton	\$25.00

## How to Sell Your Home – The Basics

### *Course Description*

It's not as easy as you may think to sell your home in this market for the best price and terms. Take this class for answers to your most important questions. The class covers the challenges of selling in a quickly moving market, the importance of the right pricing strategy and what it really costs to sell a home, and you will learn negotiation tips and techniques. You will be provided with information on how to navigate the entire process including: staging, listing, internet distribution, inspection and appraisal negotiations and a review of critical contracts and forms. Every student will be offered a free comparative market analysis of their home.

### *Course Offerings*

Dates	Time	Day	Campus	Price
February 22	10-12PM	Saturday	Littleton	\$25.00
March 21	10-12PM	Saturday	Littleton	\$25.00
April 18	10-12PM	Saturday	Littleton	\$25.00
May 16	10-12PM	Saturday	Littleton	\$25.00

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

### *Course Description*

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!

### *Course Offerings*

Dates	Time	Day	Campus	Price
February 22 <sup>nd</sup>	10-12:30PM	Saturday	Littleton	\$25.00

## RECREATION

### Drones 101 for the Hobbyist

#### *Course Description*

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

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
May 16 <sup>th</sup>	9-12PM	Saturday	Littleton	\$59.00

## Drone License Preparation Course

### *Course Description*

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

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 18-27	6-9M	Tuesday	Littleton	\$95.00

## AARP Smart Driver

### *Course Description*

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

### *Course Offerings*

<b>Dates</b>	<b>Time</b>	<b>Day</b>	<b>Campus</b>	<b>Price</b>
February 22	9-1PM	Saturday	Littleton	Free
April 25	9-1PM	Saturday	Littleton	Free