

# ACE

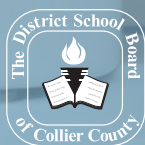
Adult+Community Education

A PROGRAM OF  
COLLIER COUNTY  
PUBLIC SCHOOLS

**FREE**  
Take One

**SPRING 2014**  
April – May

**Class Schedule**



A Message from the  
Superintendent  
Page 2

NEW CLASS:

## Make a Golf Cart Seat Cover

Page 10

**ALSO INSIDE:** Aprenda Inglés/Aprann Anglè | GED Classes



[www.CollierAdultEd.com](http://www.CollierAdultEd.com)



# Superintendent's Message



**THERE IS MUCH TO TELL YOU** about as we prepare to begin our Spring Session. We are expanding our offerings across the county with brand new classes being held at Lorenzo Walker Institute of Technology (LWIT) and Lely High School. We are constantly looking for ways to enhance your experience. Holding classes in convenient locations is certainly a big part of this. Our new registration system, put in place at

the start of the Spring Session last year, is getting rave reviews. We are making it easier than ever to register for the classes you wish to take well in advance of the first class meeting. When you thumb through this catalog, I am certain you will find a class that is just right for you, be it one to help you use the latest technology or perhaps one of our popular language offerings in French, German, Italian, or Spanish. We strive to be responsive to your needs and welcome ideas for new classes as well as new instructors to teach them. Please share your ideas with us today at [communityedinfo@collierschools.com](mailto:communityedinfo@collierschools.com).

*Dr. Kamela Patton*  
Superintendent – Collier County Public Schools

## The District School Board of Collier County, Florida



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Mrs. Pat Carroll



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**MEMBER**  
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**MEMBER**  
Mr. Roy M. Terry



Party Time Dances, page 10



How to Market Your Small Business, page 22



Being Productive on Your iPad, page 8

## Check Out What's **NEW** for Spring 2014

# Class Schedule

**SPRING 2014**

April – May

Course Title	Course Number	Book Required	Course Description		
<b>Spanish, Conversation, Beginning Level 1</b>	<b>3080029</b>	<b>BOOK</b>	Learn a foreign language! In this course you will learn the basics of the Spanish language by developing your skills step-by-step.		
<b>Wednesday   6:30 - 8:30 pm   Start: Apr. 16, End: May 21, 2014   6   BCHS   531   Percel   \$79</b>					
Day of Class	Class Time	Class Schedule	Sessions	Room	Fee
			Location*	Instructor	

\*For address and map, please see page 27.

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# Computers & Technology

## COMPUTER BASICS

### **Beginning Computers, Level 1** 1060021

Do you feel like the computer world is passing you by? If you wish to get started using a computer, this class is for you! You will learn important computer terminology, how to use a computer and how to create and manage files. You will begin to explore the many ways you can use a computer today. This class is PC (Windows Personal Computer) based and focuses on using key Microsoft programs. We will equip you with the basics and no previous experience is necessary. This is not designed for Macintosh users.

**Monday | 3:30 - 5:30 pm | Start: Apr. 14, End: May 19 | 6 | BCHS | 163 | Clarke | \$79**

**Tuesday | 6:30 - 8:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 163 | Maxfield | \$79**

### **Beginning Computers, Level 2** 1060022

For students who have taken a beginning course or already have some basic skills.

**Thursday | 3:00 - 5:00 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 702 | Ventry | \$79**

### **Introduction to Facebook, Part 1** 1060025

Learn how to connect with friends, family, colleagues and businesses through the power of social media. In this one-day class, you will be taught the basics of how Facebook works, common mistakes, and security issues to keep in mind. This is an open forum class. Participation is encouraged! Students will be given the opportunity to set up accounts if desired.

**Tuesday | 4:30 - 6:30 pm | Start: Apr. 22, End: Apr. 22 | 1 | BCHS | 715 | Untura | \$23**

**Monday | 4:30 - 6:30 pm | Start: May 5, End: May 5 | 1 | BCHS | 715 | Untura | \$23**

### **Introduction to Facebook, Part 2** 1060027

Interested in the social networking phenomenon? If you've learned the basics of Facebook, join us to learn more about how to update your status, manage your timeline, tag photos and posts, add/delete/restrict relationships, add photos/videos and more. Students will be able to work on a previously established Facebook account during the class.

**Tuesday | 4:30 - 6:30 pm | Start: Apr. 29, End: Apr. 29 | 1 | BCHS | 715 | Untura | \$23**

### **Introduction to Skype** 1060026

Learn the ins and outs of Skype, an online interface for audio and video calls, during this one-time introductory class. You'll explore the interface, learn how to install the program, and create an account to make audio or video calls.

**Tuesday | 4:30 - 6:30 pm | Start: May 6, End: May 6 | 1 | BCHS | 715 | Untura | \$23**

### **Windows 7, Basics** 1060019

If you've mastered the basics of using a computer, learn more about the Windows 7 operating system in this class. You'll learn to work with the desktop, manage files, install and open programs, and discover the various sub-programs within Windows. Prerequisite: students need to have taken a beginning computer course or have basic computer knowledge to take this class. In this instructor-guided course, each student is assigned his/her own computer in our comfortable up-to-date computer lab.

**Wednesday | 3:30 - 5:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 163 | Clarke | \$79**

### **Windows 8, Basics** 1060020

If you've mastered the basics of using a computer, learn more about the new Windows 8 operating system in this class. You'll learn to work with the desktop, manage files, install and open programs, and discover the various sub-programs within Windows. Prerequisite: students need to have taken a beginning computer course or have basic computer knowledge to take this class. In this instructor-guided course, each student is assigned his/her own computer in our comfortable up-to-date computer lab.

**Tuesday | 3:30 - 5:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 163 | Clarke | \$79**

**Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 163 | Untura | \$79**





## **Windows 8, the Next Step** 1060024

Learn to use Windows 8 features above the basic skill level. For students who have taken the Windows 8, Basics course, or who have experience using Windows 8.

Thursday | 3:30 - 5:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 163 | Clarke | \$79

## **COMPUTER SOFTWARE**

### **Adobe InDesign, Beginning** 1040001

Take desktop publishing to the next level with this introductory hands-on training. Learn how to use InDesign to design and create professional print documents, including brochures, postcards, business cards, letterhead, and multi-page documents. You'll become familiar with InDesign tools, creating and saving documents, working with color and type, and manipulating images brought in from another program.

Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 711 | Baco | \$79

### **Adobe Photoshop, Beginning** 1040065

Learn the fundamentals of graphic design using Adobe Photoshop. Explore basic concepts of image editing, including working with the toolbox, selections, resizing, layers, image resolution, and more.

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 711 | Morrison | \$79

### **Adobe Photoshop, Intermediate** 1040066

An in-depth study of Photoshop, including working with masks, channels, actions, adjustment layers, photo retouch, photo enhancing, etc. Students may bring in projects, such as digital photographs on which they are working.

Tuesday | 6:30 - 8:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 711 | Morrison | \$79

### **AutoCAD, Beginning** 1040068

Drafting, auto menus, command menus, and table menus using the AutoCAD software will be covered.

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 725 | Raines | \$89

### **AutoCAD, Intermediate** 4060004

This course focuses on beginning architectural drafting using Auto CAD software.

Monday | 6:30 - 8:30 pm | Start: Apr. 14, End: May 19 | 6 | BCHS | 725 | Raines | \$89

### **Introduction to Microsoft Outlook 2013** 1040083 **ONLINE**

Want to learn Microsoft Outlook 2013 quickly? Want to become a confident and productive user of this powerful program without having to memorize a lot of technical mumbo-jumbo? In this course, you'll see what's new in Outlook 2013 and get up and running with the most important aspects of the program, starting with mastering the new Windows 8 style look and feel. From there, you'll quickly learn how to manage your email, calendar, and contacts, and how to streamline and automate your work with keyboard shortcuts, rules, Search Folders, and Quick Steps.

Start: Apr. 16, End: June 6 | 12 | Online Class | Mann | \$99

# Computers & Technology



## **Introduction to Microsoft Publisher 2013** 1040079 **ONLINE**

In this course, you'll learn to use Microsoft Publisher 2013 to create impressive publications. It's perfect for beginners who want to learn how to produce professional-quality newsletters, fliers, letterheads, and brochures. You'll start by learning how to navigate the Publisher workspace using the ribbon, and how to access both local and online Publisher templates. Next, you'll find out how to create and manage text, pictures, graphics, and other elements, such as tables and shapes, and see how you can use these different components to create a variety of documents.

**Start: Apr. 16, End: June 6 | 12 | Online Class | Simmons | \$99**

## **Microsoft Excel, Level 1** 4060007

Learn how to use the popular spreadsheet component of MS Office, and find out how spreadsheets can be used for home and business in a variety of ways.

**Tuesday | 5:00 - 7:00 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 702 | Ventry | \$79**

## **Microsoft Excel, Level 2** 4060008

For students who have taken a beginning Excel course or have experience using the Excel program. Topics include working with charts and graphics, sharing and distributing Excel workbooks, managing and importing data and more.

**Tuesday | 7:00 - 9:00 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 702 | Ventry | \$79**

## **Microsoft Word, Beginning** 1040062

Looking to perfect your letter writing or learn how to use the word processing program everyone wants to know? Maybe you're starting a home business and need to know some basic word processing skills to help get you on your way. From creating, editing, and saving a document (letter) to formatting, adding clip art and tables, Word can fit your needs. Every session is filled with fun and casual "hands-on" learning adventures.

**Thursday | 5:00 - 7:00 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 702 | Ventry | \$79**

## **Microsoft Word, Intermediate** 4060009

This class is designed for students currently using MS Word on their home or office computer. Emphasis will be on procedures, functions and formatting techniques using Word.

**Thursday | 7:00 - 9:00 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 702 | Ventry | \$79**

## **Photoshop Elements, Beginning** 1040080

Explore the fun world of photo editing. Adjust the lighting on photos and clone parts of one photo onto another. We will incorporate multiple photos into projects and use photo frames, text and elements. Learn how to create and work with layers.

**Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 711 | Raines | \$87**

### *Student Testimonial*

"A great learning environment. Our teacher challenges us to learn and enjoy the experience."

—Jim C., ACE Student



## **QuickBooks, Beginning** 4060003

Keep account of your small business or personal finances more effectively using QuickBooks 2013. Learn how to process invoices, payments, enter and pay bills, reconcile bank accounts, and create detailed reports - making it easier and more effective to keep your books.

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 715 | Sturgeon | \$89

## **Skills for Today's Job Market, Level 1** 1040075

Need a quick introduction to the most widely used computer programs in the local job market? Learn the basics of these Office 2010 programs: Word, Excel, Outlook, and PowerPoint. Hands-on practice in these important programs will give you the foundation you need to be prepared for most of today's jobs in the increasingly competitive job market. Also covered are some Windows file management skills. Students must have some experience with a Windows-based computer, file saving, some typing and mouse skills.

Monday | 5:00 - 7:00 pm | Start: Apr. 14, End: May 19 | 6 | BCHS | 702 | Ventry | \$79

## **Skills for Today's Job Market, Level 2** 4060006

For a more in-depth training in Microsoft Office 2007 and 2010 programs—Word, Excel, Outlook, and PowerPoint—this course is for you! Hands-on practice in these important programs will give you the skills you need to be prepared for most of today's jobs in the increasingly competitive job market. Also covered are Windows file management skills. Students must have some experience with a Windows-based computer, file saving, good typing and mouse skills (suggested to be taken after completion of Level 1).

Monday | 7:00 - 9:00 pm | Start: Apr. 14, End: May 19 | 6 | BCHS | 702 | Ventry | \$79

## **Two-in-one Office: Word and Excel** 1040081

Do you have limited time and need to learn the Word & Excel applications that Microsoft offers? This course is for "experienced" computer users who can continue the learning experience on their own. Topics covered will include Mail Merge, Envelopes and Labels; Columns and Tables; Charts; and Working with Formulas and Functions.

Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 164 | Anderson | \$87

## PHONES, TABLETS & MORE

### **Accessing Your Android Tablet, Beginning** 1080001

This course will provide you with an introduction to the Android operating system for tablet computers and show you how to utilize all of the wonderful applications (or apps) that are available for it. We'll cover everything from unboxing your tablet and identifying the hardware and functions, to accessing the apps available and how they can assist you in everyday tasks. By the end of this course users will have a newfound knowledge into the Android world, and will be able to do more than just email and browse the internet on their tablets.

Wednesday | 3:30 - 5:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 467 | Daenzer | \$79

### **Accessing Your Android Tablet, Advanced** 1080015

If you're comfortable using your android tablet for e-mail, photos, and surfing the web, have you ever wanted to learn how to use it for organizational tasks or increased productivity? Learn about paid and free apps for Android that are specifically designed for task lists, document sharing, file tagging, and more.

Tuesday | 3:30 - 5:30 pm | Start: Apr. 15, End: Apr. 29 | 3 | BCHS | TBD | Daenzer | \$49

### **Android Phone Tips and Tricks** 1080005

This class will teach tips and tricks to make using your Android phone easy, fun and rewarding. The Android phone is a versatile tool with a surprising number of applications (apps). This class will help you set up the default apps that come with the Android as well as the best apps that are free (or inexpensive) and most helpful and useful to you. Learn how to set up email, use GPS, shoot high-definition (HD) video to store, send as email, or post online; get a Wi-Fi connection, and even watch movies or TV shows. Also learn how to save battery life and decrease frequency of charging.

Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | TBD | Daenzer | \$79



# Computers & Technology

## Being Productive on Your iPad 1080017 **NEW**

Getting and staying organized and productive can be a challenge, but your iPad can help! In addition to the basic apps, there are a number of free and low cost applications to assist in taking notes, tracking budgets, developing shopping lists, planning events, and more.

Tuesday | 3:00 - 5:00 pm | Start: Apr. 29, End: May 6 | 2 | LWIT | Media Center | Coleman | \$37

## iPad Cloud: What Is It & How Do I Switch? 1080010

If you already know the basics of using your iPad, now learn the ins and outs of the iPad Cloud.

Tuesday | 3:00 - 5:00 pm | Start: Apr. 15, End: Apr. 22 | 2 | LWIT | Media Center | Coleman | \$37

Monday | 4:30 - 6:30 pm | Start: Apr. 21, End: Apr. 28 | 2 | BCHS | 431 | Untura | \$37

## iPad Crash Course 1080013 **NEW**

Ready to learn all about your new iPad? Come to this course and we will cover the basics such as how to use the touch screen and what the icons mean that come with the iPad. From basic care, to surfing the web, to introduction to the App Store, learn how to troubleshoot common problems, helpful tips and tricks and even how to save battery life. Bring your iPad charged and ready to go!

Monday | 4:30 - 6:30 pm | Start: Apr. 14, End: Apr. 14 | 1 | BCHS | 431 | Untura, Luiz | \$23

## iPad, Level 1 1080003

Get the most out of your new iPad. You'll be amazed at the different apps that are available and how they can enrich your life. Your iPad has the capacity to be your virtual jukebox, robust entertainment center, portable library, navigation assistant, weatherman, and so much more. Enjoy the games and hobbies you love. Increase your productivity at work and home. Learn how to update your iPad without having to buy the latest version.

Tuesday | 3:30 - 5:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 431 | Maxfield | \$79

Wednesday | 3:00 - 5:00 pm | Start: Apr. 16, End: May 21 | 6 | LWIT | Media Center | Coleman | \$79

Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 467 | Nelson | \$79

## iPad, Level 2 1080004

So you think you have learned all there is to learn for the iPad. Get ready to explore how to create Word documents and PowerPoint presentations using various apps. Also, learn how to take and edit pictures with your iPad. Create engaging movies and music, all with the touch of a finger. Learn how to update your iPad without having to buy the latest version.

Thursday | 4:30 - 6:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 431 | Untura | \$79

## iPhone Crash Course 1080014 **NEW**

Ready to learn all about your new iPhone? We will cover all the basics such as how to make calls, send text messages, and share photos with family and friends. From basic care, to surfing the web, to introduction to the App Store, learn how to troubleshoot common problems, helpful tips and tricks and even how to save battery life. Bring your iPhone charged and ready to go!

Tuesday | 4:30 - 6:30 pm | Start: Apr. 15, End: Apr. 15 | 1 | BCHS | 431 | Untura | \$23

## iPhone Tips and Tricks 1080002

This class will teach tips and tricks to make using your iPhone easy, fun and rewarding. The iPhone is a versatile tool with a surprising number of applications (apps). This class will help you set up the default apps that come with the iPhone as well as the best apps that are free (or inexpensive) and most helpful and useful to you. Learn how to set up email, use GPS, shoot high-definition (HD) video to store, send as email, or post online; get a Wi-Fi connection, and even watch movies or TV shows. Also learn how to save battery life and decrease frequency of charging. Learn how to update your iPhone without having to buy the latest version.

Wednesday | 4:30 - 6:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 431 | Untura | \$79

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 467 | Nelson | \$79



### Working with Photos on Your iPad 1080016

This one-session class about photos on the iPad covers all the essentials of working with photos. You will learn how to get photos from your camera to your iPad and how to organize and do minor editing of the pictures when they are on your iPad. It also will cover how to get the pictures to and from your computer and the iCloud.

Monday | 4:30 - 6:30 pm | Start: Apr. 28, End: Apr. 28 | 1 | BCHS | 431 | Untura | \$23

Tuesday | 4:30 - 6:30 pm | Start: May 13, End: May 13 | 1 | BCHS | 431 | Untura | \$23

## WEB TECHNOLOGY

### Creating Web Pages 1100020 ONLINE

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables.

Start: Apr. 16, End: June 6 | 12 | Online Class | Power | \$99

### Creating WordPress Websites 2140022 ONLINE

Want to build an attractive, sophisticated blog or website without having to learn any special coding? WordPress is the answer you're looking for! WordPress is one of the world's most popular Web design tools because it's free, it's easy to use, and it produces professional results. In these lessons, you'll get hands-on experience with this powerful tool as you create your own WordPress site and blog.

Start: Apr. 16, End: June 6 | 12 | Online Class | Agress | \$99

## CRAFTS

### Pine Needle Weaving 2020011

Learn how to make beautiful, decorative pine needle baskets. Each student will complete at least one basket by the end of the class. You will learn how to collect and prepare pine needles for weaving, basic stitches in making a basket, and how to preserve a finished basket. There is an additional \$15 material fee to be paid to the instructor the first day of class.

Thursday | 4:00 - 5:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 712 | Holmes | \$79

Thursday | 6:00 - 7:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 712 | Holmes | \$79

### Sewing 2020009

Would you like to learn how to sew or have you forgotten how to use your sewing machine? Do you need a refresher course on how to hem dresses/pants? Would you like to sew your own soft lounge pajamas? No sewing experience necessary. Bring your own machine or use one of ours. No supplies needed for the first class. Ages 10-100 welcome! Learn to sew and save money by sewing your own clothes and decorator items. They'll be more precious because they're one-of-a-kind and you made them!

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 732 | Rice | \$79

## Creative Endeavors



### **Sewing Project: Make a Golf Cart Seat Cover** 2020017 **NEW**

If you already know the basics of sewing, join us for a special project-based class as we make custom seat covers for golf carts. Seat covers for golf carts are becoming increasingly popular for both golfers and everyday riders. Bring your own machine or use one of ours. You will need to bring one yard of fleece to the first class. These seat covers can make great one-of-a-kind gifts!

Thursday | 3:30 - 5:30 pm | Start: Apr. 17, End: May 1 | 3 | BCHS | 732 | Rice | \$49

Thursday | 3:30 - 5:30 pm | Start: May 8, End: May 22 | 3 | BCHS | 732 | Rice | \$49

## DANCE

### **Hip Hop** 2040002

From HOW TO to KNOW HOW, this Beginner to Advanced Hip Hop class is about working the basics and introducing choreography by combining movements and developing flow for the beginner to intermediate dancers and developing and incorporating styling into routines for advanced dancers. The class is designed to give confidence in your hip hop journey. Learn two choreographed routines and brush up on some new and old-school techniques.

Thursday | 5:30 - 6:30 pm | Start: May 1, End: May 22 | 4 | BCHS | Cafeteria | Bowen | \$37

### **Party Time Dances** 2040004 **NEW**

Learn the steps that go with the music we all love. Whether going on a cruise, to a wedding, country club dance, or just a dance hall, learn the Hustle, Swing, Salsa, Cha Cha, Rumba, Waltz, Foxtrot, and Electric slide - all the favorites taught by two professional dance instructors.

Wednesday | 6:00 - 8:00 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | Cafeteria | Kubica | \$79

### **Rhythm Ballroom, Beginning** 2040001

A fun introductory class on the basics of rhythm ballroom dancing, including: Rumba, Cha Cha, Merengue, Mamba and Salsa. Designed to get you up on the dance floor in a short period of time or to reestablish the basics you forgot from long ago.

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | Cafeteria | Gobeil & Bowen | \$79

## PAINTING & DRAWING

### **Contemporary/Abstract Fun with Acrylic, Beginning** 2080001

When life stresses you, immerse yourself in Art! Discover the unbelievable fun of creating abstraction with acrylic paints. You will awaken the talent you never knew you had. Paint your thoughts on canvas and everyday objects. Your enjoyment relies on the stretch of your imagination. Bring whatever supplies you have to the first class. The teacher will provide a list of supplies needed for the remaining classes.

Wednesday | 3:30 - 5:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 445 | Perez-Benitoa | \$79

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 445 | Babcock | \$79



**Drawing 1** 2080003

Anyone can draw...this means you! This class is designed to help you develop the skill of drawing what you see, not what you know. You'll learn about shapes, shading, contour drawing, negative space, and more. This class provides a thorough, enjoyable, step-by-step introduction to drawing. Just bring a #2 pencil to the first class. A supply list will be handed out.

Wednesday | 3:45 - 5:45 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 732 | Kirk | \$79

Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 732 | Kirk | \$79

**Drawing 2** 2080002

This course is designed to augment the Drawing 1 class. You'll learn techniques for life drawing and explore the use of different drawing materials. Bring your materials from the first course so that we can get started right away.

Tuesday | 4:30 - 6:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 732 | Kirk | \$79

**Watercolor, Beginning** 2080004

This course is designed for beginners and for those who want to review the basics. A new painting will be started each week. Subjects include flowers, animals, buildings, and landscapes. Bring whatever supplies you have to the first class.

Monday | 3:30 - 5:30 pm | Start: Apr. 14, End: May 19 | 6 | BCHS | 445 | Perez-Benitoa | \$79

**Watercolor, General** 2080008

For students who have completed at least one course of beginning watercolor. Topics will include: painting wet into wet, wet into dry, shading, texturing, backgrounds, and color. The following subjects will be included: landscapes, flowers, beachscapes, buildings, and more. Bring whatever supplies you have to the first class.

Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 712 | Wilson | \$79

**Watercolor, Intermediate and Advanced** 2080012

For those who want to expand their experience in watercolor painting. Learn to use varied techniques.

Tuesday | 3:30 - 5:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 712 | Tigchelaar | \$79

**PHOTOGRAPHY****Canon Digital Camera, Basics** 2100009

This class is designed to teach you how to get the most out of your Canon digital camera. All of the features and controls found on the simplest point-and-shoot model to the most advanced D-SLR will be covered. You will learn what each control and function are for and when and how to use them to capture the images you see. No camera or photography experience is necessary, just the desire to learn.

Tuesday | 6:30 - 8:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 465 | Saunders | \$79

**How to Use Your Digital Camera** 2100011

Have fun with this hands-on class to gain a thorough understanding of the symbols, buttons and functions of your digital camera. You'll learn how, why and when to use your camera like a pro when the auto settings just won't do the job. From "What's in the box?" to "What's a histogram?" you will achieve a basic understanding of your digital camera and the many projects the world of photography will inspire you to explore and create. Bring your camera, your fully charged camera battery, and your user's guide to class.

Wednesday | 3:30 - 5:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 463 | Harrigan | \$79

*Student Testimonial*

"Adult Education is a great service to our community. In my experience, I have learned a lot and met some very nice people."

—Diane B., ACE Student



## Creative Endeavors



### POTTERY

#### Pottery 2120001

A hands-on, education-based, course designed for beginner through advanced potters. At the end of the course, all students should have at least four finished projects. Instructions in hand building and the potter's wheel are included in the curriculum, along with many glazing approaches. There is an additional \$40 lab fee for clay and glazes to be paid the first day of class to the instructor.

Tuesday | 3:00 - 5:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 710 | Meistrell | \$99

Tuesday | 6:00 - 8:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 710 | Meistrell | \$99

### WRITING

#### Revision Decisions 2140036

The real work of writing happens during the revision stage in the writing process. Revision is not editing; it's time to rethink pacing and development to ensure that the author is sharing his or her story (for fiction) or knowledge (for nonfiction) in the best possible way to impact the reader. In this combination class and intensive workshop, participants will use a variety of revision techniques, complete in-class exercises, and share both exercises and excerpts of manuscript revisions with the group for feedback. Students may work with the same manuscript or several different manuscripts during the 6-week course. (Note: These techniques may not work well with poetry.) Bring a short 2-page writing sample to the first class.

Tuesday | 3:30 - 5:30 pm | Start: Apr. 15, End: May 20 | 6 | LHS | 204 | Wroble | \$87

#### Self-Publishing Part I: Options & Overview 2140042

Finding a publisher is hard work! And if you've considered self-publishing, you realize how overwhelming it can be. In this course we'll explore all the options, including Kindle Direct Publishing (KDP), NookPublisher, and Smashwords and how they compare with print-on-demand (POD). Discover services such as BookBaby and how they can make the process easier. Learn about all the steps involved and what you'll need to consider to find the best route for your specific project.

Monday | 6:30 - 8:30 pm | Start: Apr. 14, End: May 5 | 4 | BCHS | 730 | Wroble | \$77

#### Writing Craft: Creating Characters and Conflict 2140044

Having trouble creating characters that the reader believes could be real people? In this one-night class we will focus on how to turn cardboard characters into well-rounded personalities that will engage readers. Participants will also learn how to incorporate the essential parts into the story or novel. Students will complete several in-class exercises with time to share and discuss for improvement.

Tuesday | 6:30 - 8:30 pm | Start: Apr. 15, End: Apr. 15 | 1 | LHS | 204 | Wroble | \$23

#### Student Testimonial

"A friendly atmosphere where the teachers are knowledgeable and patient. Great place to make new acquaintances, too."

—Jenny C., ACE Student



**Writing Craft: Dialogue Details** 2140041

In this one-time craft class we'll focus on how to properly punctuate and format dialogue, use it to craft scenes that show rather than tell, and use it to provide story and character background. Balancing dialogue with narrative, incorporating actions and thoughts while maintaining viewpoint will be covered. Students will complete several in-class exercises with time to share and discuss for improvement. All writing levels welcome.

**Tuesday | 6:30 - 8:30 pm | Start: May 6, End: May 6 | 1 | LHS | 204 | Wroble | \$23**

**Thursday | 3:30 - 5:30 pm | Start: May 22, End: May 22 | 1 | BCHS | 730 | Wroble | \$23**

**Writing Craft: Plot Twists** 2140037

In this one-time craft class we'll complete several fun in-class activities to demonstrate how to add intriguing plot twists and turns to a story or novel. We will discuss story arc and pacing plus the essential details for plotting: character motivation/desire, action, and temporary resolutions. Time is allotted to share in-class writing for feedback and discussion. All writing levels welcome.

**Tuesday | 6:30 - 8:30 pm | Start: Apr. 22, End: Apr. 22 | 1 | LHS | 204 | Wroble | \$23**

**Thursday | 3:30 - 5:30 pm | Start: May 15, End: May 15 | 1 | BCHS | 730 | Wroble | \$23**

**Writing Craft: Point of View** 2140045

Point of view, also called viewpoint, is a tough writing element to master. It's too easy to shift point of view and confuse the reader. Deciding which character to use as your viewpoint character is also a key decision to make up front. In this one-night craft class we'll discuss the different options for point of view and complete several in-class activities to demonstrate how to maintain single, limited viewpoint. Time is allotted to share in-class writing for feedback and discussion.

**Tuesday | 6:30 - 8:30 pm | Start: Apr. 29, End: Apr. 29 | 1 | LHS | 204 | Wroble | \$23**

**Writing Craft: The Novel Synopsis** 2140046

The book synopsis is an essential part of every book submission package but what exactly do editors and agents look for? In this one-night class we'll focus on crafting an enticing but thorough summary of the book project to hook an editor or agent with tips to keep in mind when writing for a fiction project as well as a nonfiction project. Participants will complete in-class exercise with time to share and discuss for improvement. Tips on finding and following editorial guidelines will also be covered.

**Tuesday | 6:30 - 8:30 pm | Start: May 13, End: May 13 | 1 | LHS | 204 | Wroble | \$23**

**Writing Craft: The Submission Package** 2140038

What exactly do editors and agents look for in a book submission package? In this one-time class we'll focus on crafting the pieces that make up the book submission package: synopsis, chapter summary (for fiction) or outline (for nonfiction) and tips for polishing the first five pages to make the best impression. Students will complete several in-class exercises with time to share and discuss for improvement. Tips on finding and following guidelines will be covered.

**Tuesday | 6:30 - 8:30 pm | Start: May 20, End: May 20 | 1 | LHS | 204 | Wroble | \$23**

**Writing Fiction: Genre Details** 2140043

Do you enjoy reading and writing short stories? Do you also love to read romance, mysteries, fantasy or science fiction? Then you'll enjoy writing stories for those categories, called genres. We'll discuss what classifies a story into a genre and the elements to consider when writing for each. We'll also cover subcategories of the genre such as cozy or detective within the mystery category. Participants will learn from published examples while applying fiction techniques and genre details to their own writing. Through hands-on writing exercises we'll explore the fiction elements as they relate to each category of writing including conflict, characterization, plot, viewpoint, and dialog.

**Monday | 6:30 - 8:30 pm | Start: May 12, End: May 19 | 2 | BCHS | 730 | Wroble | \$37**



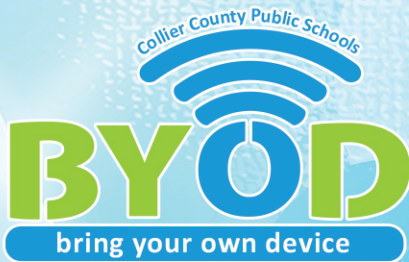
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## Creative Endeavors – Personal Enrichment



### Writing Memoir and Personal Experience 2140002

Have you led an exciting life? Do you enjoy sharing past experiences with others? Are you working on a book of memories for your family? This class will help you navigate through the islands of your memory as you learn to select and develop key events from your past, focus on the people and drama, incorporate description and create a story arc to maintain reader interest as you craft engaging life stories to share with friends, family, and other readers. In-class exercises are designed to help students explore elements of memoir writing with class time devoted to personal projects for feedback and guidance. Writers of all levels welcome.

Monday | 3:30 - 5:30 pm | Start: Apr. 14, End: May 19 | 6 | BCHS | 730 | Wroble | \$79

### Writing Short Stories 2140039

Do you enjoy reading short stories? Would you like to write fiction but don't have time to devote to a novel? Write a short story! In this class, designed for beginners or anyone wishing to explore short stories, participants will learn from published examples while applying short fiction techniques to their own writing. Through hands-on writing exercises they will harness ideas and write a short story in three stages. We'll explore conflict, characterization, viewpoint, and description as they contribute to plot. Tips on using viewpoint and sensory detail to engage readers, as well as story length and structure will be covered.

Thursday | 3:30 - 5:30 pm | Start: Apr. 17, End: May 8 | 4 | BCHS | 730 | Wroble | \$77

### Writing Workshop, Guided Revision 2140029

This is a workshop for non-beginners that allows writers to make progress on their own works-in-progress—whether poems, short stories, memoir, novels, or articles—while receiving feedback and guidance. Whether you want to write for fun or profit, making time to improve your writing is important. Learn from other writers as we share manuscripts written outside of class to discuss what works and what needs reworking for clarity and/or audience. Excerpts shared during class will have a length limit dependent on the size of the group. Bring a short 2-page writing sample to the first class.

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 730 | Wroble | \$79

## COOKING

We are excited to offer a variety of cooking courses with professionally trained chefs as our instructors. Advance registration is required for all cooking classes and a special refund policy applies (see page 26 for details).

### Beginning Fruit & Vegetable Carving 3050005

Learn to create beautiful vegetables, dress up those platters, or make vegetable centerpieces. No cookie cutters used here! There is an additional \$30 materials fee payable (via check or cash) to LWIT at the first class, which will include the cost of a small vegetable centerpiece you can take home at the end of class. Registration deadline is April 17.

Tuesday, Thursday | 3:00 - 6:00 pm | Start: Apr. 22, End: Apr. 24 | 2 | LWIT | 5-119 | Mahoney | \$49



## **Farm to Table Cooking** 3050007

Vegetables are becoming the “center of the plate.” Learn innovative ways to serve fresh vegetables and tropical fruits. Our Florida gardens are a bounty for your dinner table! There is an additional \$25 materials fee payable (via check or cash) to LWIT at the first class. Registration deadline is May 1.

**Tuesday | 4:00 - 6:30 pm | Start: May 6, End: May 20 | 3 | LWIT | 5-123 | Leonard | \$69**

## **Healthy Asian Cooking** 3050008

Learn how to cook the most popular dishes of Chinese cuisine through instructor demonstrations and active participation. You’ll make healthy alternatives to popular Chinese takeout specialties, while also learning about the Chinese culture. There is an additional \$25 materials fee payable (via check or cash) to LWIT at the first class. Registration deadline is April 9.

**Monday | 6:30 - 8:30 pm | Start: Apr. 14, End: Apr. 28 | 3 | LWIT | 5-119 | Hendricks | \$57**

## **Quick & Easy Weeknight Dinners** 3050009

As our schedules get busier, finding time to make healthy, quick meals can be tough. Join us and learn how to make a variety of easy, delicious and quick weeknight dinners. Minimizing time in the kitchen leads to more time at the table! There is an additional \$25 materials fee payable (via check or cash) to LWIT at the first class. Registration deadline is April 30.

**Monday | 6:30 - 8:30 pm | Start: May 5, End: May 19 | 3 | LWIT | 5-119 | Hendricks | \$57**

## **EXERCISE & HEALTH**

### **Pilates** 3040018

Develop every aspect of physical fitness: Strength, flexibility, coordination, agility, and endurance. Pilates dramatically transforms the way your body looks, feels, and performs. A large variety of core exercises are performed, which are invigorating and challenging—working the entire body. Bring a mat, large towel, and hand weights. All ages welcome.

**Tuesday | 6:30 - 8:00 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | Varies | Hoge | \$79**

**Thursday | 6:30 - 8:00 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 203 | Hoge | \$79**

### **Pilates, Lite** 3040019

Easy exercises to lose weight and tone up. All exercises will be modified to meet your fitness level, body type, etc. Gentle and effective techniques will be used. Benefits are: develops flexibility and endurance, improves balance and circulation, enhances mobility and agility, and increases range of motion. Bring a mat and a large towel. All ages are welcome.

**Wednesday | 6:30 - 8:00 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | Aud | Hoge | \$79**

### **Tai Chi** 3040015

Practice “Meditation in Motion” with gentle, graceful, flowing movements that will reduce stress and improve your health by improving muscle strength and definition and by increasing flexibility, energy, stamina, agility and feelings of well-being. Learn basic techniques that are applicable for all levels. Bring mat or large towel.

**Wednesday | 7:00 - 8:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 203 | Caccamesi | \$79**

### **Yoga** 3040020

All levels and ages welcome. Yoga combines gentle stretches with strengthening and breathing exercises. A yoga practice brings more strength, vitality, concentration, relaxation and awareness. Many people find yoga props (blocks, straps, etc.) helpful to achieve more effective movement and better balance. Bring a towel and mat to the first class.

**Tuesday | 3:00 - 4:00 pm | Start: Apr. 15, End: May 20 | 6 | LWIT | 4-112 | Roman | \$49**

## Personal Enrichment



### **Zumba - Beginner to Intermediate** 3040027

Forget the workout, just lose yourself in the music and find yourself in shape with Zumba! Zumba classes feature exotic rhythms set to high-energy Latin and international beats. This class will feature a thorough Zumba program for all ages with modified movements along with accelerated movements. Please wear comfortable clothes that you can move around in (and don't mind getting a little sweaty) and comfortable shoes with sturdy support.

**Thursday | 4:30 - 5:30 pm | Start: May 1, End: May 22 | 4 | BCHS | Cafeteria | Bowen | \$37**

### **Zumba Gold for Baby Boomers** 3040025

Zumba classes create a party like atmosphere that is incredibly fun, different, is so easy to follow, that EVERYONE of any age can do it! The Gold class, however, is less intense, with dance routines designed for beginners and older adults using modified movements. This class will include: zesty Latin music, like salsa, merengue, cumbia and reggaeton; the exhilarating, easy-to-follow moves; and the invigorating, party-like atmosphere. For your first trip to a Zumba class, wear comfortable clothes that you can move around in (and don't mind getting a little sweaty) and comfortable shoes with sturdy support. Most participants wear typical exercise clothes: athletic pants, shorts, leggings, tank tops, t-shirts, etc. The most common type of shoes are flat-soled sneakers. Bring water and a towel.

**Monday, Thursday | 4:30 - 5:30 pm | Start: Apr. 14, End: May 22 | 12 | LWIT | 4-112 | Green | \$89**

## FINANCE & INVESTMENTS

### **All About Bonds** 3060017

Improve your investing knowledge as you understand the fundamentals of bonds. You'll learn about the three main type of bonds: government bond, from 3-month Treasuries to 30-year bonds and how interest rates are determined; corporate bonds, what the ratings mean from AAA to D; and municipal bonds, comparing the returns to the investor's tax bracket. This course won't just throw a bunch of terms at you, expecting you to memorize everything. The instructor takes the time to explain concepts in detail so you understand how and why things work in the bond world.

**Monday | 6:30 - 8:30 pm | Start: Apr. 14, End: Apr. 28 | 3 | BCHS | 427 | Belcastro | \$49**

### **Charting Stocks** 3060016

Learn to chart stocks in order to identify buy signals and sell signals, which will enable you to create, maintain, and monitor your stock holdings. This course is based on Technical Analysis and encompasses the use of the 3 Box Reversal Method of Point and Figure charting. The essence of the instruction is to blend the fundamental information with technical patterns to help the investor to make a better determination of what stocks to buy or avoid, and which stocks that should be sold if held in a portfolio.

**Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: May 7 | 4 | BCHS | 427 | Belcastro | \$69**

## Real Estate 3060015

Learn current Naples trends and recent market statistics; the best way to buy/sell Real Estate in today's market; what is the true value of a home, and what banks are looking at. Learn how to buy short sales, foreclosures, and bank-owned properties. Learn how the content of Real Estate contracts can have ramifications on a purchase or sale. Guest speakers include a Real Estate lawyer, a Mortgage Banker on rates and new types of mortgages, and an insurance agent to speak on how to save on your homeowner's insurance. Field trip to County Clerk's office to a foreclosure sale is scheduled.

Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 465 | York | \$79

## Trading Options Using Think or Swim 3060012

Options can be used in nearly every investing situation. Learn the unique attributes of options, as well as how to adopt a new thinking process that using options requires. Using options is simply another way of broadening your investing opportunities, helping you to develop a balanced, diverse portfolio and protect your investments.

Monday | 6:30 - 8:30 pm | Start: Apr. 14, End: May 19 | 6 | BCHS | 427 | Taillon | \$79

## Your Financial Life: Tools to Organize, Simplify & Optimize 3060020 **NEW**

Today's financial landscape is becoming increasingly complex with constant changes to: investment products and services, income and estate tax legislation, health insurance options and in the financial markets. In this course, you will learn unbiased, professional strategies from a CERTIFIED FINANCIAL PLANNER that will allow you to make smart financial decisions and identify gaps in your current financial plan. Each session will provide you with practical tips and tools to organize, simplify, and optimize your personal financial plan. We will discuss and sort through various financial, tax, insurance and estate planning strategies that you can apply to your personal situation. Upon completion of this course, you will have the tools and detailed strategies to help you strengthen your financial future."

Wednesday | 3:30 - 5:30 pm | Start: Apr. 16, End: Apr. 23 | 2 | BCHS | 404 | Keric | \$37

Wednesday | 3:30 - 5:30 pm | Start: Apr. 30, End: May 7 | 2 | BCHS | 404 | Keric | \$37

## LANGUAGES

### FRENCH **BOOK**

Learn a foreign language! In this course you will learn the basics of the French language by developing your skills step-by-step. Pronunciation, vocabulary, and grammar are stressed. The textbook *French Made Simple* is used in our French classes. Limited quantities of the book are available through our Adult & Community Education office or may be purchased from another vendor before class begins.

#### French, Conversation, Beginning Level 1 3080037

Wednesday | 3:30 - 5:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 404 | Dorvily | \$79

#### French, Conversation, Beginning Level 2 3080044

Thursday | 3:30 - 5:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | TBD | Dorvily | \$79

#### French, Conversation, Beginning Level 3 3080052

Tuesday | 3:30 - 5:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 433 | Bond | \$79

#### French, Conversaton, Intermediate/Advanced 3080038

Tuesday | 6:30 - 8:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | TBD | Hill | \$79

## GERMAN

You will learn the basics of the German language by developing your skills step-by-step. You will get to know the country and its people, learn about their holidays and their customs. Fun activities, games, CDs and DVDs will help you start to understand the German you need for real-life situations. You will also learn some key words and phrases that are helpful when travelling the country. You will build grammar and vocabulary skills through audio and video activities and acquire the language by listening, speaking and writing.





### German, Conversation, Beginning Level 1 3080023

Tuesday | 6:30 - 8:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 422 | Klinkmann | \$79

### German, Conversation, Beginning Level 2 3080023

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 422 | Klinkmann | \$79

### German, Conversation, Advanced 3080022

Fun activities and games will help you improve your German listening, speaking and writing ability. You will engage in conversation, provide and obtain information, express feelings and emotions, and exchange opinions on a variety of topics. You will be actively engaged in a learning environment that incorporates face-to-face interaction, interpersonal and small-group skills as well as group processing. You will understand the relationship between practice, the products and perspectives of the culture studied.

Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 422 | Klinkmann | \$79

## ITALIAN **BOOK**

Learn a foreign language! In this course you will learn the basics of the Italian language by developing your skills step-by-step. Pronunciation, vocabulary and grammar are stressed. The textbook *Italian Made Simple* is used in our Beginning and Intermediate Italian classes. Limited quantities of the book are available through our Adult & Community Education office or may be purchased from another vendor before class begins.

### Italian, Conversation, Beginning Level 2 3080025

Wednesday | 3:30 - 5:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 461 | Stuhr | \$79

### Italian, Conversation, Beginning Level 3 3080026

Tuesday | 3:30 - 5:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 422 | Mariani | \$79

### Italian, Conversation, Beginning Level 4 3080027

Tuesday | 6:30 - 8:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 461 | Stuhr | \$79

### Italian, Conversation, Intermediate Level 1 3080054

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 461 | Stuhr | \$79

### Italian, Conversation, Intermediate Level 3 3080055

Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 461 | Stuhr | \$79

### Italian, Conversation, Advanced 3080048

The textbook *Read & Think Italian* is used in this course. Limited quantities of the book are available through our Adult & Community Education office or may be purchased from another vendor before class begins.

Thursday | 3:30 - 5:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 461 | Stuhr | \$79



## RUSSIAN

### Russian, Intermediate 3080043

This course will expand your vocabulary and writing skills step-by-step.

Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 730 | Kucherenko | \$79

## SIGN LANGUAGE **BOOK**

The textbook *A Basic Course in America Sign Language, Second Edition*, is used in our Sign Language courses. Limited quantities of the book are available through our Adult & Community Education office or may be purchased from another vendor before class begins.

### Sign Language, Beginning 3080020

This course offers a variety of verbs along with vocabulary for more fluent signing. It stresses the manual alphabet, numbers, and basic signs needed for communication. Students will learn signs, construct their own sentences, and sign them to the class. American Sign Language (ASL) is used.

Tuesday | 7:30 - 9:00 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 463 | Royce | \$84

### Sign Language, Non-Beginning 3080019

Go beyond the basics! Complete the textbook from the beginning course and begin to use sign language resources to sign poems, songs, or personal short projects. Practice not using your voice and begin to communicate with American Sign Language (ASL) with peers in the class.

Tuesday | 6:00 - 7:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 463 | Royce | \$84

## SPANISH

### SPANISH, CONVERSATION, BEGINNING LEVELS **BOOK**

Learn a foreign language! In these classes you will learn the basics of the Spanish language by developing your skills step-by-step. We are in the process of transitioning the textbook used in our Spanish courses. Book information can be found when registering for a class online or by contacting our Adult & Community Education office.

### Spanish, Conversation, Beginning Level 1 3080029

Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 531 | Percel | \$79

### Spanish, Conversation, Beginning Level 2 3080030

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 15 | 5 | BCHS | 430 | Boesche | \$69

### Spanish, Conversation, Beginning Level 3 3080031

Tuesday | 3:30 - 5:30 pm | Start: Apr. 15, End: May 13 | 5 | LHS | 206 | Boesche | \$69

Wednesday | 3:30 - 5:30 pm | Start: Apr. 16, End: May 14 | 5 | BCHS | 430 | Boesche | \$69

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 531 | Florez | \$79

**Spanish, Conversation, Beginning Level 4** 3080032

Tuesday | 6:30 - 8:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 531 | Florez | \$79

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 434 | Cancellier | \$79

**SPANISH, CONVERSATION, INTERMEDIATE LEVELS** **BOOK**

Take your Spanish skills to the next level. You will engage in conversation, provide and obtain information, express feelings and emotions, and exchange opinions on a variety of topics. We are in the process of transitioning the textbook used in our Spanish courses. Book information can be found when registering for a class online or by contacting our Adult & Community Education office.

**Spanish, Conversation, Intermediate Level 4** 3080051

Thursday | 3:30 - 5:30 pm | Start: Apr. 17, End: May 15 | 5 | BCHS | 430 | Boesche | \$69

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 433 | Kaplan | \$79

**Spanish, Conversation, Intermediate/Advanced** 3080035

Tuesday | 6:30 - 8:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 434 | Cancellier | \$79

**Spanish, Conversation, Advanced** 3080036

This course description: Join an advanced-level Spanish class to improve your reading, listening and speaking skills. Enjoy an informal classroom ambiance with group discussions. These classes are conducted primarily in Spanish.

Tuesday | 6:30 - 8:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 433 | Kaplan | \$79

Wednesday | 3:30 - 5:30 pm | Start: Apr. 16, End: May 21 | 6 | BCHS | 531 | Blum | \$79

Thursday | 3:30 - 5:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 422 | Freyberg | \$79

**SPORTS & RECREATION****Golf, Beginning** 3100001

This course utilizes the program, "Starting New at Golf," a fun, positive golfing experience that is an ideal way to develop a golf swing or fine tune your present swing. You'll learn about equipment, proper fundamentals, golf etiquette, and rules. This course will prepare you to take your game to the golf course. Equipment is provided for the class.

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 404 | Horton | \$79

**Saltwater Fishing, Southwest Florida, Part 1** 3100003

This course designed to educate the beginning saltwater angler with the How, Where, and Why of our local waters. This includes instruction on the use of tackle, tide charts and knot tying, as well as lessons on equipment maintenance and "reading the water" to make you an accomplished angler. Inshore, nearshore and beach fishing are included.

Tuesday | 6:30 - 8:30 pm | Start: Apr. 15, End: May 20 | 6 | BCHS | 430 | Modys | \$79

**COMMUNICATION & MARKETING****English Pronunciation with an American Accent - Part 1** 4040008

If you already know basic everyday English (such as ESL) but have difficulty with English pronunciation or carry a strong accent then this new exciting class is for you! Tired of having to repeat yourself or not understanding fast speech? Learn the principles of proper English pronunciation quickly and discover the main features of American accent.

Thursday | 6:45 - 8:45 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 465 | Shakoor | \$79





### English Pronunciation with an American Accent - Part 2 4040007

You learned the theory and concepts of Pronunciation & Accent for individual words in Part 1. Now is the time to put them to use and take it to the next level: the full spoken sentence. The advanced class not only helps you practice & master Part I material but it also shows you how certain words may sound different inside a sentence, for example, "fo-ra-veech" when saying "4 of each." Discover also the many ways in which rapid American speech can sound so different than its isolated word content, as in, "iwa-za-laa-dee-zi-er" for "it was a lot easier." The result: Both your speech and comprehension improve!

Monday | 7:00 - 9:00 pm | Start: Apr. 14, End: May 19 | 6 | BCHS | 465 | Shakoor | \$79

### How to Market Your Small Business 4040018 **NEW**

If you own or manage a small business or consider yourself a "solo entrepreneur" you will want to learn how marketing has changed. The secret to success is creating that perfect marketing mix that attracts the customers you want to serve. This class will outline all the options and help you create a customized marketing plan that you can execute immediately.

Wednesday | 6:30 - 8:30 pm | Start: May 7, End: May 21 | 3 | BCHS | 404 | Avola | \$49

### The New Way to Sell Using Social Media 4040017 **NEW**

The Internet has changed many of the ways business is conducted. Social media also has impacted the sales profession. If your success is dependent on generating sales, this class will present how to use social media to attract qualified prospects and, most importantly, you will learn how to convert social conversations into real sales production.

Wednesday | 6:30 - 8:30 pm | Start: Apr. 16, End: Apr. 30 | 3 | BCHS | 404 | Avola | \$49

## JOB SEARCH

### Adult Career Transitions 101 4160026

Whether by choice or not, many adults face the challenges of changing jobs! In a small group, we'll evaluate participants' interests, strengths, values and passions. We'll investigate local, state and national occupational outlooks and wages. We'll explore job seeking strategies and resources including resumes, interviews and online job hunting. Each session is limited to 10 participants.

Tuesday | 5:00 - 6:00 pm | Start: May 6, End: May 6 | 1 | BCHS | Media Center | Schnappauf | FREE

## START YOUR OWN BUSINESS

### Entrepreneurship or Starting Your Own Business 4120008

Learn the basics of starting your own business including business planning and formation; legal aspects and accounting basics as well as marketing & sales in the 21st century using state-of-the-art media.

Thursday | 6:30 - 8:30 pm | Start: Apr. 17, End: May 22 | 6 | BCHS | 463 | Anderson | \$79



# Become a U.S. Citizen

Learn about the USCIS application, interview, Civics and English test as well as the rights and responsibilities of citizenship.

## Session Dates

Spring April 14<sup>th</sup> - May 29<sup>th</sup>  
Summer June 9<sup>th</sup> - July 24<sup>th</sup>



## English and GED Classes

Day and Evening Classes available

## Starting June 16<sup>th</sup>



For more information call  
**239.377-1300**  
**[www.collieradulthood.com](http://www.collieradulthood.com)**

**TUITION FEES**

**IN-STATE \$30**

**OUT-OF-STATE \$120**

**FOR MORE INFORMATION (239) 377-1300**



# Instructor Facilitated Online Courses

LEARN FROM THE COMFORT OF HOME! WE OFFER HUNDREDS OF ONLINE COURSES.



Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night. New course sessions begin monthly.

## How to Get Started:

1. Visit our website: [www.collieradulthood.com](http://www.collieradulthood.com) and go to the Community Education section.
2. Browse our schedule online. You can use the search function to just display our online classes.
3. You'll find a syllabus and any technical requirements in the course description for all online classes.
4. Complete your registration just as you would for our regular classroom-based courses.
5. When your course starts, you'll use your login information to access your online classroom.

*Requirements: All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements.*

## Our Online Class Offerings Include:

### Introduction to Microsoft Access

Locate, print, and automate access to all types of information.

### Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double entry bookkeeping, financial reporting, and more.

### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

**Questions? Please contact our office at 239-377-1234 or visit our website: [www.collieradulthood.com](http://www.collieradulthood.com).**



# Registration Information for Community Education Classes

## Four Easy Ways To Register

### Online

Go to [www.CollierAdultEd.com](http://www.CollierAdultEd.com)  
(Visa or MasterCard only)

### Phone

Call 239-377-1234 (Visa or MasterCard only)

### Mail

Using the envelope enclosed in this catalog, mail your registration with payment (check or money order, payable to CCPS Adult Ed) directly to:

**Barron Collier High School**  
**Attn: Adult + Community Education**  
**5600 Cougar Drive**  
**Naples, FL 34109**

Registration forms are also available for download on our website: [www.CollierAdultEd.com](http://www.CollierAdultEd.com).

### In Person

Register in person at our ACE office at Barron Collier High School (5600 Cougar Dr., Naples). Registrations are no longer processed in the classroom.

### Register Early

Although registrations are accepted up to and including the day of class (for most classes), the decision to run or cancel a class is made two (2) business days before the scheduled class start date, so register early to avoid disappointment! This could ensure your spot in a class that may fill up quickly or prevent your class from being cancelled due to insufficient enrollment.

## REGISTRATION CONFIRMATION

If you provide your e-mail address when registering, you will receive a class confirmation and transaction receipt via email once your registration is processed. If you do not provide an email address, we will mail a confirmation if your registration is received more than 5 business days before the class start date.

## CANCELLED CLASSES/SCHEDULE CHANGES

We make every effort to maintain the schedule of classes as announced in our catalog. However, we reserve the right to cancel classes, change instructors, switch rooms, and combine classes when necessary. ACE is not bound by printing errors in our publication.

If a class is cancelled or rescheduled you may request a transfer to another section of the same class, another class, an electronic credit voucher, or a refund of your enrollment fee. Each registered student will be notified by e-mail and/or phone about class cancellations or schedule changes.

Please check your student profile to make sure your contact information is current.

## COURSE BOOKS AND MATERIALS

Instructions for the purchase of books and/or other materials will be included in the course description and are also available from our registration staff.

## REFUNDS

Refunds for classes will not be given after the first class. If you need to withdraw from a class after it has started, a prorated credit voucher, based on the number of classes remaining and the date the withdrawal was requested, may be obtained for use toward any future class fee. Credit vouchers issued on or after June 1, 2013, are valid for 12 months. Please contact our office at (239) 377-1234 with any refund/withdrawal requests.

Full refunds are given if we cancel a class due to insufficient enrollment.

Please note the following special circumstances:

- Materials fees and textbook purchases are nonrefundable once class has started.
- For cooking or classes meeting two or fewer times, you must contact our office two (2) or more business days prior to the start date of your class to qualify for a full refund of your registration fee.
- There are no refunds for courses that are delivered via our online vendor, Ed2Go.

Refunds are not issued for missed classes and classes are not pro-rated if you sign up after a class has started.

## CLASS TRANSFERS

Transfers between classes are subject to class availability and must be requested before the second scheduled class. Please contact the ACE office to request a transfer.

## VISITORS

Visitors are not allowed in classes. All participants must be registered through the ACE office.

## GIFT CERTIFICATES

Looking for a great gift idea? Buy a gift card for someone. Gift cards are available in any amount and are redeemable for any ACE class listed in this catalog. Please contact our office to purchase a gift card today.

## QUESTIONS? NOT SURE WHAT CLASS TO TAKE?

We're happy to answer your questions.  
Please call us at (239) 377-1234 or  
email [communityedinform@collierschools.com](mailto:communityedinform@collierschools.com).

- 1 Barron Collier High School (BCHS)**  
5600 Cougar Drive  
Naples, FL 34109
- 2 Immokalee Technical Center (iTech)**  
508 N. 9th Street  
Immokalee, FL 34142
- 3 Golden Gate High School (GGHS)**  
2925 Titan Way  
Naples, FL 34116
- 4 Golden Gate Adult Learning Center**  
2701 48th Terrace SW  
Naples, FL 34116
- 5 Lely High School (LHS)**  
1 Lely High School Boulevard  
Naples, FL 34113
- 6 Lorenzo Walker Institute of Technology (LWIT)**  
3702 Estey Avenue  
Naples, FL 34104
- 7 Gulf Coast High School (GCHS)**  
7878 Shark Way  
Naples, FL 34119



## Important Dates

**Spring Session Dates**  
April 14 – May 29, 2014

**Summer Session Dates**  
June 9 – July 24, 2014

**Fall 1 Session Dates**  
September 8 – October 16, 2014

**Fall 2 Session Dates**  
October 27 – December 18, 2014

### No Classes – ACE Office Closed

March 24 – 28, 2014

April 18, 2014

May 26, 2014



No person in this district, shall, on the basis of race, national origin, sex, disability, marital status, religion, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in employment conditions or practices conducted by The District School Board of Collier County.

The District School Board of Collier County provides high quality educational experiences enabling all students to achieve their maximum potential in a safe, positive environment. For questions or complaints (adults) regarding the Educational Equity Act, Title IX, Section 504 (Rehabilitation Act), or the Americans with Disabilities Act, contact Debbie Terry, Executive Director of Human Resources, (239) 377-0344. For questions or complaints (students) regarding the Educational Equity Act, Title IX, or The Age Discrimination Act of 1975, contact Diedra Landrum, Coordinator of Student Services/Guidance & Counseling, (239) 377-0517. For questions or complaints (students) regarding Section 504 (Rehabilitation Act) and the Americans with Disabilities Act, contact Gina White, Psychologist on Special Assignment, (239) 377- 0521. The address for the above contacts is: The District School Board of Collier County, 5775 Osceola Trail, Naples, FL 34109.

# Class Schedule

**SPRING 2014**

April – May

Register online at  
[www.CollierAdultEd.com](http://www.CollierAdultEd.com)  
or call (239) 377-1234.



Adult + Community Education  
Barron Collier High School  
5600 Cougar Drive  
Naples, FL 34109

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## Check Out What's **NEW** for Spring 2014

Being Productive on Your iPad	<b>PAGE 8</b>
iPad Crash Course	<b>PAGE 8</b>
iPhone Crash Course	<b>PAGE 8</b>
Party Time Dances	<b>PAGE 10</b>
Sewing Project: Make a Golf Cart Seat Cover	<b>PAGE 10</b>
Your Financial Life: Tools to Organize, Simplify & Optimize	<b>PAGE 18</b>
How to Market Your Small Business	<b>PAGE 22</b>
The New Way to Sell Using Social Media	<b>PAGE 22</b>

New classes are listed throughout the catalog.

LOOK FOR THE **NEW** ICON.



### Administration

**DIRECTOR,  
POST-SECONDARY &  
ADULT PROGRAMS**

**Mrs. Marilyn Massaro**  
(239) 377-0210

**COORDINATOR,  
COMMUNITY EDUCATION**

**Mrs. Robin Murchison**  
(239) 377-1234

**COORDINATOR,  
WORKFORCE EDUCATION**

**Ms. Threasa Miller**  
(239) 377-1319