



Spring
2014

CREATE YOUR COMMUNITY HERE

Spring
2014

- Get ready to plant your perennials
- Discover Pinterest
- Plan financial security for your special needs dependent
- Understand the Affordable Care Act
- Raise chickens in the city
- Forge in the garden
- Get your Medicare questions answered

CREATE YOUR COMMUNITY HERE



ARAPAHOE
COMMUNITY COLLEGE
Community Education
5900 S Santa Fe Dr • Littleton, CO 80120
arapahoe.edu/communityed



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

Postal Patron

Non-Profit Organization
U.S. Postage
PAID
Littleton, CO 80120
Permit No. 131

BUSINESS SUCCESS

eBAY

eBay 1 - The Basics of Selling

Kevin Boyd

Clear the closet. Get part-time income. Start an eBay business. Learn to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Discover "Tips, Tricks and the Traps" to avoid. Determine shipping costs, where to get FREE shipping supplies, print shipping labels from your home computer and get FREE home pickup. Optional workbooks available for purchase during class. Taught by multi-award winning eBay instructor and published author.

Wed, May 14, 6-9 p.m.
BUSI 1008S01-81206

Littleton Campus
\$59

eBay 2 - Advanced Selling Strategies

Kevin Boyd

Learn the "secret strategies" that draw the most bids, maximize sales and beat your competition. Learn to find a profitable niche, what to sell, what to avoid and how to use drop shippers to minimize inventory costs. Includes eBay research, marketing and photography tips, eBay stores, plus FREE automation tools to streamline your eBay selling.

Thu, May 15, 6-9 p.m.
BUSI 1009S01-81207

Littleton Campus
\$59

eBay 1&2 – eBay Combination Discount

Register for both eBay 1 - The Basics of Selling and eBay 2 - Advanced Selling Strategies at the same time and receive a discount!

Wed, May 14 & Thu, May 15, 6-9 p.m.
BUSI 1011S01-81481

Littleton Campus
\$109

BUSINESS PLAN

Create Your Business Plan

David Laverty

Go beyond your idea and create a business plan the financiers will consider. Review sample plans, learn to write effectively, organize financial data and develop a solid financial plan, and discover grants and loan funding sources for your business.

Tue, Mar 11-25, 6:30-9 p.m., 3 wks
BUSI 1081W01-81355

Littleton Campus
\$99, \$10 material fee to instructor



FINANCES

Money Management for Small Business

David Laverty

Managing cashflow is vital for surviving and thriving in small business. Strategies for maintaining sufficient working capital is fundamental. Knowing the structure of a balance sheet and income statement as well as the difference between these two documents is vital to success. Get practical information on a wide variety of options for obtaining business financing to launch or expand your company. Discover valuable tips for making the best use of money on a daily basis to reduce your stress and improve your business efficiency.

Tue, Apr 29, 6-8 p.m.
BUSI 2004S01-81436

Littleton Campus
\$59, \$5 material fee to instructor

QuickBooks Boot Camp: A Demonstration

Cynthia Francis

Learn all the essentials to get started on QuickBooks and the tools to set up good record keeping for your business. Understand the basics of proper accounting, how it works in QuickBooks, and what those financial reports mean to you. This is a demonstration class, not hands-on.

Thu, Apr 10, 6:30-9:30 p.m.
BUSI 1082S01-80456

Littleton Campus
\$79

Thu, May 1, 6:30-9:30 p.m.
BUSI 1082SP1-81211

Parker Campus
\$79

QuickBooks Hands-on

Cynthia Francis

Bring your laptop, paperwork and questions. Set up your company file in proper form through hands-on guidance and individual instruction. Prerequisite: QuickBooks Boot Camp or permission of instructor. Bring a laptop with QuickBooks.

Thu, Apr 17, 6:30-9:30 p.m.
BUSI 1083S01-80457

Littleton Campus
\$89

QuickBooks Power Session

Cynthia Francis

Practical, real-world examples, how-to tips, and shortcuts to improve your QuickBooks skills! Discover customizing templates and reports, efficiency tips, best practices and useful shortcuts. Prerequisite: basic working knowledge of QuickBooks. Bring a laptop with QuickBooks.

Thu, Apr 24, 6:30-9:30 p.m.
BUSI 1084S01-80459

Littleton Campus
\$89



CREATE WEBSITE

Create a Website for Fun, Profit, and Business!

Kevin Boyd

No programming required! Discover easy-to-use design tools that can build your personal or business website in 60 minutes. Get traffic immediately using pay-per-click ads on Google, MSN, Yahoo! and Facebook. Get ranked by the three major search engines (SEO). Learn the dos and don'ts, tips and traps of website design. Discover Internet market research tools to determine what to sell, what to avoid, and how to create a money-generating affiliate website with no products required. Optional workbooks available for purchase during class.

Sat, May 17, 9-3 p.m.
BUSI 1079S01-81208

Littleton Campus
\$99

Get to the Top of Google

Jennifer Croft

More people turn to the web to look for products, services, and information. It is vital that you have a website that can be easily found in the search engines. Get your website to the top of Google, Yahoo, and MSN and realize there is no need to pay for clicks or banner ads.

Mon, Mar 10, 6-8 p.m.
BUSI 1075W01-80229

Littleton Campus
\$59, \$5 material fee to instructor

BUSINESS START-UP

Starting a Business in Colorado

David Laverty

Explore the pre-startup and startup steps to building your business on a firm foundation. Avoid the pitfalls that cause so many businesses to fail and protect your personal assets. Receive a Colorado Business Resource Guide and discover where to find reliable business information.

Tue, Mar 4, 6:30-9:30 p.m.
BUSI 1024WP1-80215

Parker Campus
\$59, \$5 material fee to instructor

Tue, Apr 22, 6:30-9:30 p.m.
BUSI 1024S01-80452

Littleton Campus
\$59, \$5 material fee to instructor

ONLINE CLASSES

Fun! Fast! Convenient! Great Content! Get a Certificate!

Ask us how to try the first lesson of a course for FREE!

All these courses are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links.



JOB SPECIFIC

<i>Secrets of the Caterer</i>	ONLI 1001	\$119
<i>Wow, What a great Event!</i>	ONLI 1127	\$119

START-UP

<i>Start Your Own Small Business</i>	ONLI 2082	\$119
<i>Start Your Own Arts and Crafts Business</i>	ONLI 2106	\$119
<i>Start Your Own Gift Basket Business</i>	ONLI 2204	\$119
<i>Start a Pet Sitting Business</i>	ONLI 1173	\$119
<i>Start and Operate Your Own Home-Based Business</i>	ONLI 1005	\$119
<i>Start a Consulting Practice</i>	ONLI 1006	\$119
<i>Small Business Marketing on a Shoestring</i>	ONLI 1089	\$119
<i>Marketing Your Business on the Internet</i>	ONLI 1132	\$119
<i>Creating a Successful Business Plan</i>	ONLI 1131	\$119
<i>Managing Customer Service</i>	ONLI 1170	\$119

FINANCES FOR BUSINESS

<i>Business Finance for Non Finance Personnel</i>	ONLI 1246	\$119
<i>Introduction to Peachtree Accounting 2012</i>	ONLI 1052	\$119
<i>Introduction to Crystal Reports 10</i>	ONLI 1054	\$119
<i>Intermediate QuickBooks 2012</i>	ONLI 1208	\$119
<i>Accounting Fundamentals</i>	ONLI 1242	\$119
<i>Accounting Fundamentals II</i>	ONLI 1243	\$119
<i>Introduction to QuickBooks 2012</i>	ONLI 1245	\$119
<i>Introduction to Crystal Reports</i>	ONLI 2212	\$119
<i>Introduction to QuickBooks 2011</i>	ONLI 2216	\$119
<i>Performing Payroll in QuickBooks 2011</i>	ONLI 2217	\$119

BEST PRACTICES, PMP, PMI

<i>Understanding the Human Resources Function</i>	ONLI 1081	\$119
<i>Mastery of Business Fundamentals</i>	ONLI 1082	\$119
<i>Purchasing Fundamentals</i>	ONLI 1084	\$119
<i>Total Quality Fundamentals</i>	ONLI 1181	\$119
<i>Six Sigma: Total Quality Application</i>	ONLI 1182	\$119
<i>Introduction to Business Analysis</i>	ONLI 1086	\$119
<i>Distribution and Logistics Management</i>	ONLI 1087	\$119
<i>Supply Chain Management Fundamentals</i>	ONLI 1088	\$119
<i>Fundamentals of Supervision and Management</i>	ONLI 1078	\$119
<i>Fundamentals of Supervision and Management II</i>	ONLI 1079	\$119
<i>Building Teams That Work</i>	ONLI 1179	\$119
<i>PMP Certification Preparation 1</i>	ONLI 2052	\$129
<i>PMP Certification Preparation 2</i>	ONLI 2053	\$129
<i>Keys to Effective Communication</i>	ONLI 1142	\$119
<i>High Speed Project Management</i>	ONLI 1074	\$119
<i>Project Management Fundamentals</i>	ONLI 1076	\$119
<i>Project Management Applications</i>	ONLI 1077	\$119
<i>Leadership</i>	ONLI 1016	\$119

BUSINESS WRITING

<i>Business and Marketing Writing</i>	ONLI 1240	\$119
<i>Effective Business Writing</i>	ONLI 1109	\$119

EBAY

<i>Learn to Buy and Sell on eBay</i>	ONLI 1007	\$119
--------------------------------------	-----------	-------

SALES

<i>Professional Sales Skills</i>	ONLI 1133	\$119
<i>Effective Selling</i>	ONLI 1134	\$119

ADMINISTRATIVE ASSISTANT

<i>Administrative Assistant Fundamentals</i>	ONLI 1080	\$119
<i>Administrative Assistant Applications</i>	ONLI 1180	\$119

WRITING



GET PUBLISHED

Get Published Now! Nuts and Bolts, Tricks and Tips

Renee Pawlish

Learn from a best-selling author how you can get published and make money. Discuss tips for ebook publication, formatting a book, Kindle Direct Publishing, Barnes & Noble, ISBN and copyright issues, find an artist, use social media and so much more!

Wed, Apr 23-May 14, 6:30-8:30 p.m., 4 wks

Littleton Campus

WRIT 1021S01-81465 \$89

CREATIVE WRITING

Essentials of Creative Writing

Patricia Jackson

Learn the fundamentals of creative writing while working on your own short story, novel, non-fiction, children's literature or screenwriting. Get guidance from a published writer, creativity coach and teacher in a supportive atmosphere.

Wed, Apr 9-Jun 11, 6:30-9:30 p.m., 10 wks

Littleton Campus

WRIT 1010S01-80895 \$199, \$7 material fee to instructor

CHILDREN

Writing Children's Books

Michael and Caroline Carroll

Dust off that story or idea you've been working on and bring it to the workshop for positive critique and polish. Come explore the adventure of writing and illustrating children's books, from finding the right publisher to writing a good proposal. Receive a wide range of handouts!

Sat, Apr 12, 10-3 p.m.

Littleton Campus

WRIT 1002S01-81466 \$139

Learn to illustrate children's books. See the Drawing, Painting, and More section of this schedule.

ONLINE

Work at your own pace and still get help!

Try an online writing class.

Great information for a great value!



Writing Your First Fiction Novel: Getting Started Now!

Sue Vidars

A fast-paced class. Live and breathe writing with two lectures per week and online class discussions on a closed and secure internet loop. Lectures cover finding the best idea and genre, developing a memorable character and villain, choosing a good plot, setting up a story board and finishing with everyone writing a scene. Provide a working email address upon registration. Sue will contact you a few days before the class begins.

Apr 1-29, 4 wks

WRIT 1016S01-81533

Online Class

\$100

Other online options

GENRES

<i>Writing Young Adult Fiction</i>	ONLI 1100	\$119
<i>Writing for Children</i>	ONLI 1113	\$119
<i>The Craft of Magazine Writing</i>	ONLI 1061	\$119
<i>Mystery Writing</i>	ONLI 1114	\$119
<i>Introduction to Screenwriting</i>	ONLI 1191	\$119
<i>Breaking into Sitcom Writing</i>	ONLI 1194	\$119
<i>Travel Writing</i>	ONLI 1118	\$119
<i>Write Your Life Story</i>	ONLI 1115	\$119
<i>Writing and Selling Self-Help Books</i>	ONLI 2205	\$119
<i>Write and Publish Your Nonfiction Book</i>	ONLI 1029	\$119

ESSENTIALS

<i>Writing Essentials</i>	ONLI 1055	\$119
<i>Grammar Refresher</i>	ONLI 1060	\$119
<i>Writeriffic: Creativity Training</i>		
<i>For Writers</i>	ONLI 1062	\$119
<i>Research Methods for Writers</i>	ONLI 1065	\$119
<i>Fundamentals of Technical Writing</i>	ONLI 1066	\$119
<i>Introduction to Journaling</i>	ONLI 1097	\$119
<i>Beginning Writer's Workshop</i>	ONLI 1110	\$119
<i>Writeriffic 2: Advance Creative Training</i>		
<i>for Writers</i>	ONLI 1111	\$119
<i>The Keys to Effective Editing</i>	ONLI 1112	\$119
<i>Write Like a Pro</i>	ONLI 1119	\$119
<i>A Writer's Guide to Descriptive Settings</i>	ONLI 1120	\$119
<i>Advanced Fiction Writing</i>	ONLI 1176	\$119
<i>Beginner's Guide to Getting Published</i>	ONLI 1116	\$119
<i>Introduction to Internet Writing Markets</i>	ONLI 1122	\$119
<i>Publish and Sell Your e-books</i>	ONLI 1202	\$119



We need your help going green!

Provide your email address on your registration form as we move to paperless communication and still provide you with vital information about courses and services.

COMPUTER, TABLETS, SMARTPHONES

Bring a flash drive with you to any of these classes if you want to save your work.



TABLETS AND SMARTPHONES

Get the Most from Your Apple iOS Devices Hands-on

Steve Sande

Get the personal assistance you need! Through hands-on interaction with an Apple expert and author, discover the features of your mobile iPad, iPod touch, and iPhone devices. Explore: settings, browsers, email, and network connectivity; Apple apps, iLife and iWork apps suites; the App Store, buying apps, music, movies, books and TV shows; using an iOS device instead of a regular PC; photo and video fun, and more. No experience is necessary. Bring your tablet computer or smartphone. *Fee includes Steve's book, "Talking to Siri: Learning the Language of Apple's Intelligent Assistant (2nd edition)".

Thu, Apr 10-May 8, 6-8 p.m., 5 wks Littleton Campus
COMP 1025S01-80931 \$109, \$12 book fee* to instructor

SOCIAL MEDIA

Social Media Basics: Success for the Absolute Newbie

Courtney Brewer

Discover how to connect with family and friends online, share photos and videos, read news, research products and services including coupons, and build personal and professional online networks. Learn how to set up a blog. Navigate and manage your profiles using a variety of social networks like: Pinterest, Facebook, Twitter, LinkedIn, YouTube, and Skype.

Tue, Apr 22-May 6, 6-8 p.m., 3 wks Littleton Campus
COMP 1030S01-80918 \$99, \$5 material fee to instructor

What's All the Buzz about Pinterest?

NEW

Jessica Moots

Explore what Pinterest has to offer and learn all the Pinterest basics. Create an account, create boards, follow items of interest and learn how to pin. Prior computer experience and an email account required to create a Pinterest account.

Wed, Apr 16, 6-9 p.m. Littleton Campus
COMP 1034S01-81494 \$49

Create a Blog: For Fun and Profit!

NEW

Jessica Moots

Learn and explore the basics of blogging. Create a basic blog account adding themes, designs, graphics and content of your choice. Learn how to add posts, add followers and other items of interest. Prior computer experience and an email account required to create a blog.

Wed, Apr 23-30, 6-9 p.m., 2 wks Littleton Campus
COMP 1036S01-81495 \$69

Discover Instagram!

NEW

Jessica Moots

Discover the latest in photo and video sharing using your smartphone using the Instagram app. Create an Instagram account, find and follow others. Learn how to edit photos and videos, tag and share with followers. Prior computer experience, an email account and smartphone required to create an Instagram account.

Wed, May 7, 6-9 p.m. Littleton Campus
COMP 1038S01-81496 \$49

WINDOWS

Windows 7

Still have Windows 7? Explore this operating system. Organize information on your computer and file management systems. Learn to log onto the computer, discover tools and programs, create files and folders.

Mon, May 5-12, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1002S01-80521 \$175, includes manual

MICROSOFT EXCEL

Introduction to Microsoft Excel 2013

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

Tue, Apr 8-15, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1007S01-80524 \$175, includes manual

Fri, May 2, 9-4 p.m. Parker Campus
COMP 1007SP1-80523 \$175, includes manual

Intermediate Microsoft Excel 2013

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

Tue, Apr 22-29, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1008S01-80525 \$175, includes manual

Fri, May 9, 9-4 p.m. Parker Campus
COMP 1008SP1-80526 \$175, includes manual

Advanced Microsoft Excel 2013

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

Fri, Mar 7, 9-4 p.m. Parker Campus
COMP 1209WP1-80203 \$175, includes manual

Tue, May 6-13, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1209S01-81216 \$175, includes manual

Fri, May 16, 9-4 p.m. Parker Campus
COMP 1209SP1-80527 \$175, includes manual



POWERPOINT

Introduction to Microsoft PowerPoint 2013

Create effective slideshows. Use views, help menu. Learn to add, delete, rearrange slides; change fonts, size, color. use cut, copy, and paste; insert, resize, align, and connect objects; understand draw tool bar commands; insert pictures and formatting. Prerequisite: understanding of basic computer terminology, functions, and mouse usage.

Wed, Apr 23-30, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1015S01-81441 \$175, includes manual

COMPUTER OVERVIEW

Computers for the Newbie

If you have no prior knowledge of computers or need extra time and assistance exploring the basic aspects and functions of a computer, understanding computer terminology, and using a mouse, this class is for you.

Mon, Apr 7-14, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1006S01-81440 \$129, includes manual

Computer Basics

For those with some very basic knowledge of the computer, learn more and get comfortable. Explore computer terminology, major operating systems and applications, processor speeds, RAM, and understand hard drives and other topics. Practice keyboard and mouse skills and create a document.

Mon, Apr 21-28, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1001S01-80519 \$129, includes manual

CREATE YOUR COMMUNITY HERE

WORD

Introduction to Microsoft Word 2013

Create, edit and save documents; explore cut, copy, paste and delete text word commands. Practice formatting and paragraph features, bullets and numbered lists; check grammar and spelling; and use the thesaurus. Prerequisite: Windows knowledge.

*Mon, Mar 10-17, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1204W01-81090 \$175, includes manual*

*Wed, May 14-21, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1204S01-80530 \$175, includes manual*

Intermediate Microsoft Word 2013

Explore styles, section breaks, and columns and how to format tables. Use graphics, draw and edit shapes, and create text boxes. Learn how to print out labels and envelopes. Prerequisite: Introduction to Word or equivalent knowledge.

*Mon, Mar 24-31, 6:30-9:30 p.m., 2 wks Littleton Campus
COMP 1205W01-81091 \$175, includes manual*

ACCESS

Beginning Microsoft Access 2013

Explore relational databases, work tables, create and maintain records, produce reports and use programming techniques that enhance Access applications. Prerequisite: Windows knowledge.

*Fri, Apr 11, 9-4 p.m. Parker Campus
COMP 1210SP1-80532 \$175, includes manual*

Intermediate Microsoft Access 2013

Explore relational databases, related tables, complex queries, advanced form design, reports and print, charges, and pivot tables and charts. Prerequisite: Beginning Access or equivalent knowledge.

*Fri, Apr 18, 9-4 p.m. Parker Campus
COMP 1211SP1-81217 \$175, includes manual*

Advanced Microsoft Access 2013

Practice querying with SQL, advanced queries, macros, advanced macros, importing, exporting, and linking and database management. Prerequisite: Intermediate Access or equivalent knowledge.

*Fri, Apr 25, 9-4 p.m. Parker Campus
COMP 1212SP1-81218 \$175, includes manual*



ONLINE APPLICATION CLASSES

We offer all MS Office application classes for versions 2007-2010 online. Go to arapahoe.edu/communityed and follow the online links to ed2go.



ONLINE COMPUTER CLASSES

Fun! Fast! Convenient! Great Content! Get a Certificate! Ask us how to try the first lesson of a course for FREE!

All these courses are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links.

Keyboarding ONLI 1022 \$119
Introduction to PC Troubleshooting ONLI 1214 \$119
Introduction to Windows 7 ONLI 2214 \$119

PROGRAMMING

Introduction to Programming ONLI 1093 \$119
Introduction to Linux ONLI 1024 \$119
Introduction to Visual Basic ONLI 1026 \$119
Introduction to Java Programming ONLI 1042 \$119
Intermediate Java Programming ONLI 1213 \$119
C# Programming for the Absolute Beginner ONLI 1043 \$119

Intermediate C# Programming ONLI 1044 \$119
C++ for the Absolute Beginner ONLI 1226 \$119
Introduction to Perl Programming ONLI 1045 \$119
Mac, iPhone, and iPad Programming ONLI 1072 \$119
Introduction to Visual Basic 2008 ONLI 1099 \$119
Intermediate Visual Basic 2008 ONLI 1209 \$119
Introduction to Python 2.5 Programming ONLI 1197 \$119
Introduction to Python 3 Programming ONLI 1203 \$119
Introduction to Ruby Programming ONLI 2061 \$119
Introduction to Ajax Programming ONLI 2081 \$119

OTHER

Introduction to CorelDRAW X5 ONLI 1034 \$119
Introduction to Adobe Illustrator CS4 ONLI 1117 \$119
Introduction to Adobe Acrobat X ONLI 1174 \$119
Introduction to Illustrator CS5 ONLI 2220 \$119
Creating Mobile Apps with HTML 5 ONLI 2103 \$119
Introduction to Networking ONLI 1215 \$119
Intermediate Networking ONLI 1216 \$119
Wireless Networking ONLI 1217 \$119
Introduction to PC Security ONLI 1056 \$119
Advanced PC Security ONLI 1057 \$119
Introduction to Google Analytics ONLI 2083 \$119
Introduction to Database Development ONLI 1075 \$119
Introduction to SQL ONLI 1223 \$119
Intermediate SQL ONLI 1038 \$119
Introduction to Oracle ONLI 1224 \$119
Intermediate Oracle ONLI 1225 \$119

CERTIFICATION PREP

CompTIA Security+ Certification Prep 2 ONLI 1250 \$139
Advanced CompTIA A+ Certification Prep ONLI 2046 \$139
Basic Comp TIA A+ Certification Prep ONLI 2047 \$139
CompTIA Network+ Certification Prep ONLI 2048 \$139
CompTIA Security+ Certification Prep ONLI 2049 \$139
Intermediate CompTIA A+ Certification Prep ONLI 2050 \$139
PMP Certification Preparation 1 ONLI 2052 \$129
PMP Certification Preparation 2 ONLI 2053 \$129

PERSONAL DEVELOPMENT

RETIREMENT

**Rewarding Retirement!
Designing Your Time, Fulfilling Your Life**

Linda Sorrento

Prepare for the non-financial aspect of your retirement. Whether you are still years away or are counting the months, learn the steps to help you get ready and craft your unique plan. Align your values, interests, and gifts to achieve balance in this new phase of life. Explore tools and resources needed to start your transition immediately or when you are ready. Get ideas for what you will do.

*Thu, May 8, 6-9 p.m.
PERS 1080S01-80893*

*Littleton Campus
\$59*

See other retirement classes in the Personal Finance section of this schedule.

GENEALOGY AND HERITAGE

Genealogy 101: An Introduction to Finding your Roots

Bert Paredes

Discover effective techniques for researching your family tree. Explore the best collections of free online data and local resources. Discuss the US census, the right software, and other tools to help you organize and preserve your information. Connect with others who have the same research interests and can provide invaluable assistance in your searches.

*Sat, May 10, 9-noon
PERS 1057S01-80890*

*Littleton Campus
\$59, \$3 material fee to instructor*

German Genealogy

Bert Paredes

Learn the basics of tracing your German roots. Discuss the unique challenges of researching German records and how best to overcome them. Discover how to find and understand useful records and reference information without actually knowing German. An overview of the best online sources for German genealogy information will prepare you to succeed in your quest.

*Sat, Mar 8, 9-noon
PERS 1058W01- 80763*

*Littleton Campus
\$59, \$3 material fee to instructor*

*Sat, May 17, 9-noon
PERS 1058S01-81464*

*Littleton Campus
\$59, \$3 material fee to instructor*



EMOTIONAL FREEDOM TECHNIQUE (EFT)

Improve Well Being, Eliminate Fears, Forget Phobias

Vicki Nelson

The popularity of EFT (also called “tapping”) is spreading rapidly around the world. Learn EFT and be amazed at the changes in you. Stop rearranging your life around fears, phobias, past traumas, grief, unresolved physical issues and worry. Dissolve issues you’ve had your whole life. Kids use EFT to grow up free of the emotional baggage that burdens most adults. Register a week prior to start to receive a free copy of the instructor’s e-book, The Key to Eliminating Stress Permanently.

Mon, May 5-12, 6:15-8:45 p.m., 2 wks Littleton Campus
PERS 1075S01-80888 \$69, \$5 material fee to instructor

How to Raise an Emotionally Healthy Child While You’re Still a Mess, Yourself



Vicki Nelson

Create a practical, written, do-able strategy to guide you through the stresses of parenting. Practice responses that bring relief into situations, instead of worry, arguments or isolation. Learn to provide your kids with do-it-yourself tools that have been part of the instructor’s son’s emotional self-care toolkit. Gain a perspective on emotional wellbeing that empowers you to respond in new ways that help free you and your kids from the burden and interference of emotional baggage. Feel lighter, more certain, and enthusiastic again about being a parent. Get a foundation for moving forward in love and joy.

Thu, May 1-15, 6:15-8:45 p.m., 3 wks Littleton Campus
PERS 1097S01-81463 \$125, \$5 material fee to instructor

ONLINE CLASSES

Fun! Fast! Convenient! Great Content!
Get a Certificate! Ask us how to try the first lesson of a course for FREE! All these courses are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links.



MATH SKILLS

<i>Introduction to Algebra</i>	<i>ONLI 1067</i>	<i>\$119</i>
<i>Math Refresher</i>	<i>ONLI 1146</i>	<i>\$119</i>
<i>Medical Math</i>	<i>ONLI 2215</i>	<i>\$119</i>
<i>Introduction to Statistics</i>	<i>ONLI 1184</i>	<i>\$119</i>

COMMUNICATION

<i>Mastering Public Speaking</i>	<i>ONLI 1135</i>	<i>\$119</i>
<i>Keys to Effective Communication</i>	<i>ONLI 1142</i>	<i>\$119</i>
<i>Interpersonal Communication</i>	<i>ONLI 1143</i>	<i>\$119</i>
<i>Achieving Success with Difficult People</i>	<i>ONLI 1092</i>	<i>\$119</i>

MISCELLANEOUS

<i>Merrill Ream Speed Reading</i>	<i>ONLI 1091</i>	<i>\$119</i>
<i>Pleasures of Poetry</i>	<i>ONLI 1121</i>	<i>\$119</i>
<i>Assisting Aging Parents</i>	<i>ONLI 1158</i>	<i>\$119</i>
<i>Genealogy Basics</i>	<i>ONLI 1159</i>	<i>\$119</i>
<i>Get Funny!</i>	<i>ONLI 1165</i>	<i>\$119</i>
<i>Listen to Your Heart, and Success will Follow</i>	<i>ONLI 1171</i>	<i>\$119</i>
<i>Skills for Making Great Decisions</i>	<i>ONLI 1188</i>	<i>\$119</i>
<i>Navigating Divorce</i>	<i>ONLI 1247</i>	<i>\$119</i>
<i>Managing Life as a Single Parent</i>	<i>ONLI 2091</i>	<i>\$119</i>

PERSONAL FINANCE

SOCIAL SECURITY

Maximizing Your Social Security: Finding Your Best Strategy

Jim Guiffre

For most of us, Social Security is our only source of guaranteed income that we can count on for the rest of our lives. One in four baby boomers will live to age 90 and one in ten will live to 95. Planning your Social Security benefit has never been more important. Discover the options available to married couples, divorced individuals, and widows and widowers that result in higher monthly checks, maximum lifetime benefits and a more secure retirement. Maximize your Social Security benefit! Medicare Benefits will not be discussed.

Tue, May 13, 6:30-8:30 p.m. Littleton Campus
PERS 1029S01-81468 \$59/individuals, \$3 material fee to instructor
PERS 1029S99-81469 \$79/couples, \$3 material fee to instructor

HEALTHCARE

Medicare 101



Larry Hanan

Confused about Medicare? You are not alone. Each day, 10,000 Americans become eligible for Medicare and most have no idea how to make the transition to Medicare. Get an edge to make the right decisions. Discuss:

- A Summary of the 4 Medicare Parts
- Medicare Eligibility and Penalties
- Medicare Supplemental Insurance (Medigap Insurance)
- Medicare Advantage Plans vs. Original Medicare
- Medicare Prescription Drug Coverage (Part D)
- Medicaid and Medicare Savings Programs
- The Effect of the Affordable Care Act on Medicare

Thu, May 1, 6:30-8:30 p.m. Littleton Campus
PERS 1085S01-81499 \$59/individuals, \$3 material fee to instructor
PERS 1085S99-81500 \$79/couples, \$3 material fee to instructor

The Affordable Care Act and the Colorado Healthcare Insurance Marketplace: What Do I Do?



Larry Hanan

An estimated 40 million Americans do not have healthcare insurance. The Affordable Care Act (Obamacare) passed in 2009. More than 60 provisions have been implemented, and in 2014, 11 more are to be implemented including the “individual mandate”. Are you confused about this legislation and its impact on you? Explore the more significant changes this law requires and discuss its significance. Politics aside! Discuss the facts and myths to assist you in navigating the current health insurance landscape to help you make the choices that are in your best interest. Discuss individual health insurance plans, explore tax subsidies that you may be eligible for, and learn about Medicaid expansion. Brokers, insurance agents, and other healthcare professionals are welcome to attend.

Wed, Mar 26, 6:30-8:30 p.m. Littleton Campus
PERS 1087S01-81501 \$39

10 Basic Financial Steps for Special Needs Caregivers



Met Life Staff

Are you a caregiver of a person with special needs? Discover 10 basic steps to help you get started to prepare for the financial future of your dependent. Get answers to the question, “What will happen to my dependent after I’m gone?” Some needs will always be present and they must be carefully considered and planned for appropriately. Discuss critical issues such as applying for government benefits, Social Security and Medicaid, creating a Special Needs Trust, the importance of a will and considering a Letter of Intent. Taking these 10 basic steps now can help ensure the type of care and quality of life for your loved one.

Thu, Apr 17, 6:30-8:30 p.m. Littleton Campus
PERS 1099S01-81507 \$39

The IRA Advantage



Met Life Staff

Discover how additional tax benefits can strengthen your retirement plan and learn the difference between traditional and Roth IRAs.

Tue, Apr 22, 6:30-8:30 p.m. Littleton Campus
PERS 1111S01-81506 \$39

Income for Life



Met Life Staff

Discover what annuities are, how they work, and how they can help protect your future. Topics include: fixed vs. variable annuities, payout options, and choosing an annuity

Thu, Apr 24, 6:30-8:30 p.m. Littleton Campus
PERS 1113S01-81505 \$39

Investing 201



Mike Clark

Get in depth info about investing in stocks and bonds. Explore tax implications, performance measurement, managing risk, determining the right investments, and common investing terminology.

Tue, Apr 29, 6:30-8:30 p.m. Littleton Campus
PERS 1116S01-81532 \$39

FRUGALITY

The Joy of Frugal Living: Outsmart the Consumer Culture and Have Fun Doing It!

Michael and Caroline Carroll

Is it possible to live debt-free? The instructors, married couple Michael and Caroline, have experienced the joys of living frugally for 33 years. Discover creative ways to stop overspending start saving, and live debt-free. Come learn how to live cheaply, simply and happily.

Sat, Apr 26, 9-noon Littleton Campus
PERS 1108S01-81459 \$59/individuals
PERS 1108S99-81460 \$79/couples

COLLEGE FUNDING

How to Find College Financial Aid

Meghan Cave

Beat the high costs of your child's education. Discover strategies and tips to save thousands of dollars and double or triple financial aid eligibility. Explore how middle and upper-middle class parents pay close to nothing for their children's education; find scholarships, grants and low-interest loans. Avoid common and costly mistakes when completing forms.

Tue, Mar 4, 6-8:30 p.m.
PERS 1001W01-80032
PERS 1001W99-80033

Littleton Campus
\$49/individuals
\$69/couples

Tue, May 6, 6-8:30 p.m.
PERS 1001S01-80562
PERS 1001S99-80563

Littleton Campus
\$49/individuals
\$69/couples

WILLS AND TRUSTS

Living Wills & Trusts: Protect Yourself

David Cook

Discover the difference between a Will, Living Will and a Living Trust. Discuss documents needed to admit a relative to a nursing home. Learn about estate taxes and probate. Answer questions about what you can do yourself and when and how much to pay a lawyer.

Wed, Apr 23, 6-8 p.m.

Littleton Campus

PERS 1033S01-80408 \$59/individuals, \$2 material fee to instructor
PERS 1033S99-80409 \$79/couples, \$2 material fee to instructor



INVESTMENT SUCCESS

Invest Academy: Financial Self-Defense in an Age of Wall Street Excess

Andre Ratkai

Take back control of your personal and retirement investments. Manage and organize stock, mutual fund or 401(k) investments. Use a 7-factor scorecard that uses few key fundamental ("what to buy") and technical ("when to buy") factors to adapt to changing conditions. Learn to avoid risky securities and when to sell.

Thu, May 1-8, 6-9 p.m., 2 wks

Littleton Campus

PERS 1048S01-80401 \$99/individuals, \$10 workbook fee to instructor

PERS 1048S99-80402 \$119/couples, \$10-\$20 workbook fee to instructor

INVESTMENT PROPERTY

Fundamentals of Real Estate Investing: You Can Profit in This Buyer's Market

Jim Flint

Get 10% return on your money. Create wealth for retirement. Buy homes at foreclosure auctions. Own real estate with your IRA. Learn to buy HUDs and foreclosures, 1031 exchanges, and reverse exchanges. Get cash flow starting in one day. Take an analytical approach to investing.

Tue, Apr 22, 6:15-9:30 p.m.

Littleton Campus

PERS 1004S01-80398 \$49/individuals, \$20 material fee to instructor

PERS 1004S99-80399 \$79/Couples, \$20 material fee to instructor

Managing Your Rental Properties: How to Avoid Trouble and Vacancies

Bill Cooper

Screen prospective tenants and keep the bad ones out. Be aware of the "dos and don'ts" when dealing with tenants. Have a pool of qualified service people. Review fair housing laws. Understand why a good lease is your best friend and keep your property rented. Discuss how inexpensive professional property management can be and eliminate landlord headaches.

Thu, Apr 24, 6:15-9:30 p.m.

Littleton Campus

PERS 1005S01-80397 \$49, \$20 material fee to instructor

STOCK MARKET

The Basics of Day Trading

Paul Thomas

You can supplement or replace current income. Consider trading and how neuroscience combined with the fundamentals of trading leads to success. Discuss principles of trading: price action, price patterns, moving averages, reversal patterns, and supply and demand. Understand the psychology of trading. Avoid conditions that lead to dysfunctional trading behaviors.

Tue, Apr 8-15, 6-9 p.m., 2 wks

Littleton Campus

PERS 1115S01-81228 \$179, \$10 optional material fee to instructor

Thu, May 8-15, 6-9 p.m., 2 wks

Parker Campus

PERS 1115SP1-80900 \$179, \$10 optional material fee to instructor

How an Ordinary Guy in Denver Beats the Stock Market



Dean Adams

Learn and immediately implement an extraordinarily simple and proven investment strategy. Reduce your mutual fund costs, and determine which financial instruments will instantly generate greater returns. Absolutely avoid market crashes and use results-based strategies to aid you in achieving your long-term financial goals. This class does not teach stock trading or promote any investment products.

Tue, Apr 15-22, 6-9 p.m., 2 wks

Littleton Campus

PERS 1021S01-81239 \$59

Tue, May 6-13, 6-9 p.m., 2 wks

Littleton Campus

PERS 1021S02-81477 \$59

RETIREMENT SUCCESS

Rewarding Retirement!

Designing Your Time, Fulfilling Your Life

Linda Sorrento

Prepare for the non-financial aspect of your retirement. Whether you are still years away or are counting the months, learn the steps to help you get ready and craft your unique plan. Align your values, interests, and gifts to achieve balance in this new phase of life. Explore tools and resources needed to start your transition immediately or when you are ready. Get ideas for what you will do.

Thu, May 8, 6-9 p.m.

Littleton Campus

PERS 1080S01-80893 \$59

Retirement Planning Today

Todd Walker/Blaine Wiltshire

Live a "rich life." Discover 5 strategies to manage investment risks, 11 ways to save money on this year's taxes, important questions to ask before buying insurance coverage, how to invest in and take money out of your company's retirement plan. Determine the savings you need to retire today or in the future. *Includes 235-page illustrated book.

Thu, Mar 13-20, 6:30-9:30 p.m., 2 wks

South Metro

Chamber of Commerce

PERS 1032W05-81395 \$59/individuals*
PERS 1032W98-81132 \$59/couples*

Tue, Mar 18-25, 6:30-9:30 p.m., 2 wks

South Metro

Chamber of Commerce

PERS 1032W06-81396 \$59/individuals*
PERS 1032W99-81134 \$59/couples*

Thu, May 8-15, 6:30-9:30 p.m., 2 wks

South High School

PERS 1032S01-80873 \$59/individuals*
PERS 1032S96-80874 \$59/couples*

Tue, May 13-20, 6:30-9:30 p.m., 2 wks

South High School

PERS 1032S02-80875 \$59/individuals*
PERS 1032S97-80876 \$59/couples*

ONLINE CLASSES



Fun! Fast! Convenient! Great Content! Get a Certificate! Ask us how to try the first lesson of a course for FREE! All these courses are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links.

MONEY MANAGEMENT

Keys to Successful Money Management ONLI 1147 \$119
Where Does All My Money Go? ONLI 1148 \$119
Personal Finance ONLI 1149 \$119
Protect Your Money, Credit, and Identity ONLI 2201 \$119

STOCKS AND MORE

Stocks, Bonds, and Investing: Oh My! ONLI 1150 \$119
The Analysis and Valuation of Stocks ONLI 1151 \$119
Introduction to Stock Options ONLI 1152 \$119

REAL ESTATE

Real Estate Investing ONLI 2085 \$119
Real Estate Investing II: Financing Your Property ONLI 2086 \$119

CAREER FOCUS

CAREER PLANNING

The Clues To Finding Your Best Job Ever! Find a Job Series. If you are still looking for work or are “underemployed,” this series of classes will get you on the right track! Not getting responses to your resumes? Getting interviews but not getting job offers? Confused about the role of social media in the search? It’s easier than you think. Uncover the clues! One student in a previous class doubled her salary on the very next job she landed by applying these skills. Classes taught by Linda Sorrento.

Where Are the Jobs and How Do I Find Them?

Most jobs are “hidden.” Discover where you can find them—now! Accelerate your search with low and high-tech job search strategies with skills you already have! Social Media and LinkedIn (Connections and Groups) are powerful tools for your search. Create a LinkedIn profile or improve the one you already have. Bring your laptop if you have one or work on the one in class with coaching from the instructor.

Wed, Apr 23, 6-8 p.m.
BUSI 2013S01- 81437

Littleton Campus
\$59

Clues to Your Resume Makeover

Have you been putting off revising your resume? Focus and get it done. Tailor it to represent you. Discover free online electronic portfolios and why this can give you an edge. Learn a simple technique that will save you time and impress the employer with a cover letter. Discover how to distribute your resume effectively. Bring a current resume if you have one (either print or electronic version) or you can start from scratch!

Wed, Apr 30, 6-8 p.m.
BUSI 2014S01- 81438

Littleton Campus
\$59

Clues to Hitting a Homerun On Interviews and Follow-Up Strategies

Examine tough questions and how to answer them. Discuss and prepare for commonly used “behavioral” questions. Discover questions to ask and ones to avoid. Learn to handle one on one and group interviews. Explore the organization, prepare what to say, to do, and to wear. Present your best self. Follow-up is key and goes beyond thank you notes, both email and snail mail. Prepare for salary negotiations so you are not leaving money on the table. If you didn’t get the job—what do you do now? Discover a simple technique not used by most applicants that works!

Wed, May 7, 6-8 p.m.
BUSI 2015S01-81439

Littleton Campus
\$59

VOICE OVER

You’re On the Air: How to Really Make It in Voice-Overs!

Jillian Nielsen

Voice-overs are hot today and you don’t have to be an actor to get voice-over work. Discover exciting new ways to beat the competition. Turn voice-overs into a thriving full or part-time business! Step up to the mic and do some practice recording. Discuss the all-important ‘demo’ and how to have it produced.

Mon, Apr 7, 7-9 p.m.
BUSI 1019S01- 80473

Littleton Campus
\$54

MEDIATION

Becoming a Professional Mediator

Trish Elledge

Are you looking for a career change, want to add adjunct revenue to your current counseling or law practice, or know that facilitating peaceful settlements is your life-long calling? Learn to understand the world of professional mediation as an overall industry, its pros and cons, related job opportunities, training requirements, training resources and other topics.

Mon, Apr 21, 6:30-9 p.m.
BUSI 1032S01-81492

Littleton Campus
\$49, \$5 material fee to instructor

Basic Mediation Certificate

Trish Elledge

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

Fri and Sat, Jun 6-7, 13-14, 9-5 p.m.
and Sun, Jun 8 and 15, 10-3 p.m., 2 wks
BUSI 1001S01-81493

Littleton Campus
\$450, \$25 material fee to instructor



RN REFRESHER

Want to get back into nursing? The Refresher Program is designed for the RN who has been away from the nursing workforce and would like to update their nursing knowledge and review clinical skills in preparation for re-entry into active practice. These intensive courses are offered 2 times per year: spring and summer and include classroom and online theory, skills lab, and practical experience.

Call 303-734-3701 or e-mail workforce@arapahoe.edu for more information regarding the application process and upcoming dates.

MANAGE EVENTS

Event Management Certification Program

Become an Event Manager Generalist or Specialist! Fast Track evening programming for working adults. Program approved by the Colorado Festival and Events Association. Classes held at the ACC Parker Campus.

Choose from:

3-week programs:

- Hotel Event Specialist
- Wedding Event Specialist
- Convention Event Specialist
- Event Manger Entrepreneur
- Non-Profit Event Specialist

Call 303-734-3701 for more information or e-mail:
workforce@arapahoe.edu
Visit our website: arapahoe.edu/workforce

FREE INFORMATION SEMINAR

Medical Billing Program

Learn more about this growing field.
Call 303.734.3701 for more information
or to make a reservation.



ONLINE CLASSES

Fun! Fast! Convenient! Great Content!

Get a Certificate! Ask us how to try the first lesson of a course for FREE! All these courses are conducted online. For more information, go to arapahoe.edu/community and follow the online links.

CATERING

Individual Excellence: Secrets of Career Success **ONLI 1144 \$119**

VETERINARY

Become a Veterinary Assistant **ONLI 1003 \$119**

Become a Veterinary Assistant II: Canine Reproduction **ONLI 2075 \$119**

Become a Veterinary Assistant III: Practical Skills **ONLI 2076 \$119**

HEALTH

Explore a Career in a Dental Office **ONLI 2054 \$119**

Become a Physical Therapy Aide **ONLI 2074 \$119**

Explore a Career in Medical Transcription **ONLI 2078 \$119**

Become an Optical Assistant **ONLI 2098 \$119**

Explore Career in Medical Coding **ONLI 2101 \$119**

Explore a Career Administrative Medical Assistant **ONLI 1053 \$119**

HIPAA Compliance **ONLI 2077 \$119**

Medical Terminology: A Word Association Approach **ONLI 2080 \$119**

TRAVEL

Get Paid to Travel **ONLI 1141 \$119**

RECREATION / TRAVEL / MUSIC

LESSONS

Private Instrument and Voice Lessons

For all levels and abilities of aspiring musicians over age 8. Receive 10 half-hour private lessons over 10 weeks set up to meet your schedule. When registering, specify the string, woodwind, trumpet, or guitar instrument. Refunds will not be given for missed lessons. Lessons meet between April 7-June 13 as established between you and the instructor.

<i>Private Piano</i>	<i>ARHU 1020S01-80511</i>
<i>Private Strings</i>	<i>ARHU 1021S01-80512</i>
<i>Private Woodwinds</i>	<i>ARHU 1022S01-80513</i>
<i>Private Brass</i>	<i>ARHU 1023S01-80514</i>
<i>Private Drums</i>	<i>ARHU 1024S01-80515</i>
<i>Private Voice</i>	<i>ARHU 1025S01-80516</i>
<i>Private Guitar</i>	<i>ARHU 1027S01-80517</i>
<i>Private Mandolin</i>	<i>ARHU 2010S01-80507</i>
<i>Littleton Campus</i>	<i>\$269</i>

TRAVEL

Fly Cheap, Stay Cheap, Travel Cheap

Ron Stern

Find the lowest fares, alternative cruises for less, frequent flyer tickets for less than \$1, drive a new car for free, live for free room and board in exotic locations, get the lowest price deals on hotels, B&Bs, Broadway show tickets and more. Discover these and many other Internet bargains. *Optional fee is Ron's "Fly Cheap, Stay Cheap, Travel Cheap" booklet.

<i>Tue, Apr 1, 7-9 p.m.</i>	<i>Littleton Campus</i>
<i>TRVL 1007W02- 81388</i>	<i>\$49, \$15 optional booklet fee*</i>
<i>Tue, Jun 3, 6-8 p.m.</i>	<i>Littleton Campus</i>
<i>TRVL 1007S01-80449</i>	<i>\$49, \$15 optional booklet fee*</i>

COMMUNITY ED MEMBERSHIP



For only \$39 per year, you can enhance the benefits of lifelong learning by enjoying the following:

- Discounts on some software and hardware purchases available in the ACC Bookstore
- Use of Arapahoe Community College library
- Free use of gym's indoor track and free blood pressure check upon request
- \$10 off membership to ACC Fitness Center
- Buy 3 get 1 free on select courses

To join, you must register for a course. Call us at 303-797-5722 or check the membership fee box on the registration form and include payment.

DANCE

Beginners Country Western Variety for Couples

Have fun and enjoy the aerobic benefit of dancing! If you have no experience with Country Western dancing, learn the basics and tools for the Two-Step, Country Waltz, Triple-Step, Country Swing, Cotton-Eyed Joe, One-Step and the Electric Slide line dance.

<i>Wed, Mar 5-26, 8-9:30 p.m., 4 wks</i>	<i>Grandview Grange</i>
<i>ARCR 1001W03-80046</i>	<i>\$55</i>
<i>Wed, Apr 2-23, 8-9:30 p.m., 4 wks</i>	<i>Grandview Grange</i>
<i>ARCR 1001S01-80415</i>	<i>\$55</i>
<i>Wed, Apr 30-May 21, 8-9:30 p.m., 4 wks</i>	<i>Grandview Grange</i>
<i>ARCR 1001S02-80416</i>	<i>\$55</i>
<i>Wed, Jun 4-25, 8-9:30 p.m., 4 wks</i>	<i>Grandview Grange</i>
<i>ARCR 1001S03-81461</i>	<i>\$55</i>

Beginners Ballroom Variety for Couples

Beginners Ballroom Variety for Couples Ballroom is back! Big Band sound and Ballroom nightclubs are the rage. Come and learn the basics to ballroom dancing including Foxtrot, Waltz, Swing, Cha Cha, Rumba, and Tango. GREAT FUN in a comfortable atmosphere.

<i>Tue, Mar 4-25, 8-9:30 p.m., 4 wks</i>	<i>Grandview Grange</i>
<i>ARCR 1005W03- 80031</i>	<i>\$55</i>
<i>Tue, Apr 1-22, 8-9:30 p.m., 4 wks</i>	<i>Grandview Grange</i>
<i>ARCR 1005S01-80410</i>	<i>\$55</i>
<i>Tue, Apr 29-May 20, 8-9:30 p.m., 4 wks</i>	<i>Grandview Grange</i>
<i>ARCR 1005S02-80411</i>	<i>\$55</i>
<i>Tue, Jun 3-24, 8-9:30 p.m., 4 wks</i>	<i>Grandview Grange</i>
<i>ARCR 1005S03-81462</i>	<i>\$55</i>

GOLF

Golf Basics: Get in the Swing!

Tim Taylor

Receive personal attention in these small classes. Learn and practice golf fundamentals including proper grip, alignment, posture, and basic swing. Discuss types of equipment before making a purchase. Explore equipment such as the different types of woods, irons, and putters. Learn proper grip, address alignment, posture, and the basic swing. Learn chipping, putting, full swing, and the basics of course play and etiquette.*First class meets on the ACC south lawn along Santa Fe. Walk and play at Broken Tee Par 3 course the second and third week. Wear loose clothing, tennis shoes, or golf shoes with soft spikes. Golf clubs provided if needed.

<i>Wed, Apr 30-May 14, 6-7:30 p.m., 3 wks</i>	<i>Littleton Campus/ Broken Tee Golf Course*</i>
<i>RECR 1035S01-80440</i>	<i>\$129, \$5 playing fee to instructor</i>

BRIDGE

These classes are held at Norma Sands Studio, 5250 Leetsdale Drive, Ste 135, Denver, 80246.

Play of the Hand

Norma Sands

Improve your card game! Learn to approach a hand logically and develop the best line of play and basic principles of defense.

Mon, Apr 7-May 12, 7-9 p.m., 6 wks *Norma Sands Studio*
RECR 1009S01-81488 *\$82, \$15 material fee to instructor*

Wed, Apr 9-May 14, 10 a.m.-noon, 6 wks *Norma Sands Studio*
RECR 1009S02-81489 *\$82, \$15 material fee to instructor*

Basic Bridge

Norma Sands

For the new player or for those who have played bridge, this is a great way to challenge your mind and meet new people. Combines instruction, card play, and introduces bidding and basic tactics.

Thu, Apr 10-May 15, 2:15-4:15 p.m., 6 wks *Norma Sands Studio*
RECR 1011S01-81490 *\$82, \$15 material fee to instructor*

Thu, Apr 10-May 15, 7-9 p.m., 6 wks *Norma Sands Studio*
RECR 1011S02-81491 *\$82, \$15 material fee to instructor*

MOTORCYCLES

Courses will follow the Motorcycle Safety Foundation curriculum and are taught by instructors from ABATE of Colorado. For all motorcycle classes, helmets, full-fingered gloves, long-sleeved shirt, long pants, eye protection, as well as sturdy, over-the-ankle shoes are required for all riding sessions. Loaner helmets are available for use in the class. Pre-registration and prepayment are required. Courses meet on many weekends at Arapahoe Community College. Students who do not cancel within 48 business hours of the course will not receive a tuition refund or date transfer. For class schedule, availability and to register, visit www.abateofcolo.org or call ABATE at 303-789-3264.



DRAWING, PAINTING AND MORE

WELDING

Welding for Art's Sake: Beginning Welding

Cathy Hiatt/Diane Larson

Discover the tools and techniques to create welded art pieces. Learn basic metal fabrication using acetylene torch, plasma cutter and MIG welder. Explore varied finishing techniques using sand blaster, polishing/grinding equipment and heat coloration using oxy-acetylene torches. With one-on-one instruction and guidance, design and create a metal sculpture using various metal objects and scrap steel. *These classes are held at the Metal Shop, 3311 W. 71st Ave., Westminster.

Thu, Apr 10, 5-8 p.m. *Metal Shop*
ARCR 1215S01-81240 \$160, \$30 material fee to instructor

Sat, Apr 26, 11 a.m.-2 p.m. *Metal Shop*
ARCR 1215S02-81241 \$160, \$30 material fee to instructor

Thu, May 15, 5-8 p.m. *Metal Shop*
ARCR 1215S03-81242 \$160, \$30 material fee to instructor

Advanced Welding Workshop

Cathy Hiatt/Diane Larson

Continue your welding skills. Work as a team developing designs and creating a metal sculpture. Enjoy unlimited access to scrap metal, found metal objects and processed steel and the expertise and guidance of three instructors. Pre-requisite: Beginning Welding

Sun, May 4, 11-3 p.m. *Metal Shop*
ARCR 1216S01-81475 \$200, \$30 material fee to instructor

BLACKSMITHING

Forging for the Garden

Harry Burdett

Discover decorative and functional iron work for the outdoors. Standing and hanging plant hooks, decorative floral forms, trellises, and gate hinges and latches will be demonstrated. Wear boots and cotton clothes. No sneakers or polyester. Safety glasses provided. No experience necessary.

Fri, Mar 21-Apr 11, 11-5 p.m., 4 wks *Burdett Metalsmithing Shop*
ARCR 1219W01-81370 \$475, \$40 material fee to instructor

Basic Knife Making



Harry Burdett

Explore the fundamentals of blade construction. Begin with high carbon steel, and forge the way to a finished blade. Learn to use the forge, grinders, and other tools in developing functional knives in high carbon steel. Hardening, tempering, handle construction, and leather sheath making also demonstrated. No experience necessary.

Fri, Apr 25-May 16, 11-5 p.m., 4 wks *Burdett Metalsmithing Shop*
ARCR 1220S01-81476 \$475 plus \$40 material fee to instructor

NEEDLE ARTS

Create Some Spring Fun and Get Hooked: On Crocheting!

Shelly Stephens

Crocheting is the newest craze of an old skill. Gain tips, knowledge and crochet creatively while you relax and meet new crochet friends. Practice yarns and crochet hooks are provided for first-timers or bring your own special project. Left-handers are welcome.

Wed, Apr 9-30, 6-8 p.m., 4 wks *Littleton Campus*
ARCR 1122S01-80390 \$79

Lunch and Crochet: Get Hooked

Shelly Stephens

Bring your lunch and learn or continue to crochet. Make some handmade items and impress your family and friends. Handmade crochet items make great gifts anytime of the year!

Wed, Mar 5-26, 11:30-1:30 p.m., 4 wks *Littleton Campus*
ARCR 1123W01-81372 \$79

SEWING

Sewing Skills for Beginners or as a Refresher

June Greiman

Practice basic sewing skills or continue to develop and hone your craft. Use a pattern, select appropriate material, and construct an easy project. Bring your working machine/manual, enthusiasm and the required equipment and supplies the first night. Supply list found online. Pre-requisites: know how to thread your machine and wind a bobbin.

Tue, Apr 15-May 6, 6:30 to 8:30 p.m., 4 wks *Littleton Campus*
ARCR 1127S01-80391 \$79

WOODCARVING

Beginning Woodcarving

Jack Bayman

Learn the steps of woodcarving! Carve wildlife such as birds, animals, fish, and more. Practice roughing out, relieving, texturing, painting and mounting. Selection of wood and tools will be covered. Material fee varies depending on your project. Bring a drop cloth.

Wed, Apr 9-May 28, 6:30-9 p.m., 8 wks *Littleton Campus*
ARCR 1055S01- 80394 \$149, \$20-\$30 material fee to instructor



ILLUSTRATION

Illustrating Children's Books



Gail Nelson

Have you ever had the creative desire to illustrate a children's book? If so, this hands-on class is for you! Explore how to develop a storyboard from a manuscript, draw sketches to-scale, and turn the sketches into finished illustrations. Examples, discussions, and drawing time are included. Bring your story to illustrate or choose a children's story from the public domain. Learn from an award-winning artist, graphic designer, children's book illustrator, and author.

Tue, Apr 8-15, 6-9 p.m., 2 wks *Littleton Campus*
ARCR 1080S01-81497 \$69, \$3 material fee to instructor

CALLIGRAPHY AND ILLUMINATIONS

Beginning and Continuing Calligraphy

Evette Goldstein

Learn Chancery Italic Calligraphy. Discover the joy of self-expression through this beautiful ancient art form. *If you are left handed, the material fee will be \$6 more. Notify the office upon registration in order that materials will be ordered in time for course start date.

Thu, Apr 10-May 8, 6-8 p.m., 5 wks *Littleton Campus*
ARCR 1104S01-81442 \$99, \$40 material fee to instructor*

Illuminations

Evette Goldstein

Learn this ancient art. Illuminations can be used to enhance quotes and poems written in calligraphy or as "stand alone" framed art work. Basic calligraphy skills are helpful. Supply list found online.

Thu, May 15-Jun 12, 6-8 p.m., 5 wks *Littleton Campus*
ARCR 1114S01-80837 \$99

DRAWING

You Can Draw!

Brian Brennan

Learn to draw anything you see! Explore line, texture, tone, perspective, shape, shading and composition. Bring drawing paper, ruler, and any type of pencil and eraser to first class. More detailed supply list found online and will be discussed at first class.

Thu, Apr 10-May 15, 6:30-9 p.m., 6 wks *Littleton Campus*
ARCR 1101S01-80387 \$139, plus materials

Continuing Drawing

Brian Brennan

For those who have taken Brian's You Can Draw! class or have some drawing experience. Continue to build your drawing skills. More detailed supply list found online and will be discussed at first class.

Tue, Apr 8-May 13, 6:30-9 p.m., 6 wks *Littleton Campus*
ARCR 1103S01-81443 \$139, plus materials

CREATE YOUR COMMUNITY HERE

PEN AND INK

Pen and Ink: Traditional and Non-Traditional Drawing

Staff

Explore various approaches to pen and ink drawing including collage, wash, mixed media, and black glue. Supplies for the first class are provided. Additional material list will be provided at the first class. Some materials may be purchased from instructor.

Tue, Apr 8-May 13, 6-9 p.m., 6 wks Littleton Campus
ARCR 1208S01-81243 \$139, plus materials

PAINTING

Joy of Pastel

Joy Schultz

Learn different types of pastels and papers. Explore a variety of techniques including color mixing. Create an interesting composition and express yourself using value, color temperature and intensity with a variety of subject matter. No experience necessary.

Tue, Mar 4-25, 1:40-4:30 p.m., 4 wks Littleton Campus
ARCR 1088W01-81374 \$99

Beginning-Intermediate Oil Painting

Valorie Snyder

Learn about the various types of brushes, how to apply paint, painting techniques and color theory. Choose your subjects and complete assigned exercises and progress at your pace. Build on what you already know. Includes lectures, notes, demonstrations, and individual help. Supply list at valoriesnyderart.blogspot.com.

Thu, Apr 10-May 15, 2-5 p.m., 6 wks Littleton Campus
ARCR 1061S01-80380 \$139, plus materials

Thu, Apr 10-May 15, 6-9 p.m., 6 wks Littleton Campus
ARCR 1061S02-80381 \$139, plus materials

Advanced Oil Painting

Valorie Snyder

For painters with a comfortable grasp of painting techniques, brushwork, and color mixing. Possible topics of focus include alla prima painting, painting faster, advanced color mixing, still life compositions, and old master approaches or opt to work on your own project. Supply list at valoriesnyderart.blogspot.com.

Tue, Apr 8-May 13, 6-9 p.m., 6 wks Littleton Campus
ARCR 1205S01-81222 \$139, plus materials

Beginning and Intermediate Watercolor

Marilyn Cassidy

Discover a variety of approaches to watercolor through demonstrations, practice, and critiques. Explore watercolor artists. For intermediate students, refine your own techniques and explore others. Supply list found online. Bring a drop cloth.

Wed, Apr 9-May 14, 6:30-9:30 p.m., 6 wks Littleton Campus
ARCR 1200S01-81225 \$139, plus materials

Beginning Watercolor

Joy Schultz

Learn the techniques used in watercolor painting: drawing, mixing colors, types of papers, wet on wet, dry brush, spatter, negative painting, experimental scrapings, layered, etc. to give you a working knowledge of watercolor. Supply list found online. Bring a drop cloth.

Tue, May 13-June 10, 1:30-4:30 p.m., 5 wks Littleton Campus
ARCR 1110S01-81444 \$139, plus materials

Exploring Acrylics

Joy Schultz

Explore mixing and layering colors, brushwork, various surfaces, and many possible techniques such as opaque, broken color, impasto, knife painting, texturing, tonal under painting, glazing, and wet on wet. Bring photos you have to work from. No experience necessary.

Tue, Apr 8-May 6, 1:30-4:30 p.m., 5 wks Littleton Campus
ARCR 1109S01-80383 \$139

PHOTOGRAPHY



BASIC

Beginning Digital Photography

Eli Vega/Bob Montgomery

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

Thu, Mar 6-20, 6-8:45 p.m., 3 wks Littleton Campus
ARCR 1132W02-81118 \$99, \$3 material fee to instructor (Eli)

Mon, Apr 7-21, 6-8:45 p.m., 3 wks Parker Campus
ARCR 1132SP1-80372 \$99, \$3 material fee to instructor (Bob)

Thu, May 22-Jun 5, 6-8:45 p.m., 3 wks Littleton Campus
ARCR 1132S01-80373 \$99, \$3 material fee to instructor (Eli)

FUNDamentals of Digital Photography Made Easy

Don Mammoser

Discover the fundamental concepts for making beautiful, successful photos. Professional photographer and author Don Mammoser is a fun, enthusiastic teacher, and enjoys helping beginners gain a comprehensive understanding of the principles of photography and digital cameras. No matter what type of digital camera you have, you will become a more confident photographer.

Tue, Apr 22/29 and Thu, Apr 24, 6:30-8:30 p.m., 3 classes Littleton Campus
ARCR 1210S01-81234 \$119



ADOBE

Photoshop Elements Basics

Amy Folkestad

Learn to organize your images and to enhance and fix your digital photos. Bring your laptop (PC or Mac) preferably loaded with Elements 11 (or a minimum of version 9 or newer) image editing software. Organize and enhance digital photos. Bring images that you would like to use. Manage photos, practice editing tools, explore cover layers, create artistic affects, remove unwanted objects.

Tue, Apr 8-15, 6-9 p.m., 2 wks
ARCR 1145S01-80376

Littleton Campus
\$109

Photoshop Elements II

Amy Folkestad

Expand your skills in Photoshop Elements. Improve lighting, color, distortion and sharpness. Practice levels, non-destructive layers, masks, blending, skin tone corrections and Photomerge. Explore collage, basic graphic design digital scrapbooking and bookmaking tips. Bring laptop (PC or Mac) with Elements software 11 (or a minimum of version 9 or newer), and images you want to improve. Photoshop Elements Basic class or equivalent understanding required.

Tue, Apr 22-29, 6-9 p.m., 2 wks
ARCR 1146S01-81236

Littleton Campus
\$109

Photoshop Help Night

Amy Folkestad

Get help on a project, assistance organizing your photos, or receive additional review of material covered in Amy's previous Photoshop classes. Small class size allows for individualized instruction. Bring your laptop with the files you are working with, as well as the Photoshop version you are working with (Elements or CS). Prerequisite: Photoshop courses, or equivalent level of understanding

Tue, May 6, 6-9 p.m.
ARCR 1139S01-81482

Littleton Campus
\$99

Photoshop CS5 or CS6

Amy Folkestad

Learn to utilize the full version of Photoshop. Explore file types, color profiles, workflow and organization tips, including the use of Bridge. Discover layers, effects (such as drop shadows, bevels, and artistic filters), the clone stamp, text options, color swatches, clipping masks, layer masks, how to group layers, actions, and other commonly used features of the program. Bring your laptop (PC or Mac), preferably loaded with CS5 or CS6.

Tue, May 13-Jun 3, 6-9 p.m., 4 wks
ARCR 1158S01-81487

Littleton Campus
\$179

Adobe Lightroom 3-5

Amy Folkestad

Learn the digital developing tricks of professionals by turning your computer into a digital darkroom using Lightroom 3-5, the preferred software of professional photographers. This program provides multiple intuitive ways to control the image quality of one single image or entire batches of images, as well as ways to keep a vast collection of images organized. Take this class for fun or use it as a way to expand or start a business. Bring your laptop (PC or Mac) to classes loaded with Lightroom 3-5 as well as images you can work with.

Tue, Jun 10-17, 6-9 p.m., 2 wks
ARCR 1144S01-80845

Littleton Campus
\$109



WORKSHOP

Photography From the Heart: One-Day Workshop

Richard Steckel

Join award-winning photographer, Dr. Richard Steckel and see the world differently forever. Come away confident that your heart dictates what your eye tells you to photograph. Discover the five key categories of photography. Receive one hour of personal instruction after class and a copy of The Milestone Project Book. Visit www.incommonimages.org. "The instructor has such an amazing heart for photography."

Sat, May 3, 9-3 p.m.
ARCR 1092S01-80557

Littleton Campus
\$99

COLOR

Bits & Bytes of Color:

Introduction to Digital Workflow

Doug Reese

You've invested a lot in your digital camera - don't let software dim your creative vision. Discover the power of a color managed workflow to create stunning images for slideshows, web or inkjet printing. Learn principles that apply to any image editor and leave with tips you can use right away. Change your photography for GOOD! Doug Reese is an Adobe Certified Expert in Ps CS6 and Adobe Camera Raw. Cameras and laptops not needed, just a passion for photography.

Sat, Apr 26, 9-4:30 p.m.

Littleton Campus
ARCR 1149S01-81467 \$69, \$6 material fee to instructor

RIGHT BRAIN PHOTOGRAPHY

Right Brain Photography

Eli Vega

Discover technical know-how and creative aesthetics using left and right brain principles. Create the best photo images. Discover new methods from Eli's models, concepts, and principles that form these paradigms while discussing images created from those paradigms/models.

Thu, Apr 10-24, 6-8:45 p.m., 3 wks Littleton Campus
ARCR 1154S01-80375 \$99, \$3 material fee to instructor

SELL PHOTOS

How to Sell Your Photography in Your Spare Time

Eli Vega

Learn to market your photos to meet buyers' needs, find and contact potential buyers, establish your prices, protect your creative rights, and more. Make extra money with your photography in your spare time.

Thu, May 1-15, 6-8:45 p.m., 3 wks Littleton Campus
ARCR 1152S01-80374 \$99, \$3 material fee to instructor

ONLINE CLASSES

Fun! Fast! Convenient! Great Content! Get a Certificate! Ask us how to try the first lesson of a course for FREE!

All these courses are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links.



BASIC

<i>Discover Digital Photography</i>	ONLI 1021	\$119
<i>Travel Photography for the Digital Photographer</i>	ONLI 1070	\$119
<i>Secrets of Better Photography</i>	ONLI 1248	\$119
<i>Introduction to Digital Scrapbooking</i>	ONLI 2089	\$119

ADOBE

<i>Introduction to Photoshop CS4</i>	ONLI 1030	\$119
<i>Intermediate Photoshop CS4</i>	ONLI 1037	\$119
<i>Intermediate Photoshop CS5</i>	ONLI 1040	\$119
<i>Photoshop Elements 10 for the Digital Photographer</i>	ONLI 1068	\$119
<i>Photoshop Elements 10 for the Digital Photographer II</i>	ONLI 1069	\$119
<i>Photoshop Elements 7 for the Digital Photographer II</i>	ONLI 1101	\$119
<i>Photoshop Elements 7 for the Digital Photographer</i>	ONLI 2065	\$119
<i>Introduction to Photoshop CS5</i>	ONLI 2207	\$119
<i>Photoshop Elements 9 for the Digital Photographer</i>	ONLI 2210	\$119
<i>Photoshop Elements 9 for the Digital Photographer II</i>	ONLI 2221	\$119
<i>Photoshop CS6 for the Digital Photographer II</i>	ONLI 1198	\$119
<i>Introduction to Photoshop CS6</i>	ONLI 1205	\$119
<i>Photoshop CS6 for the Digital Photographer</i>	ONLI 1220	\$119
<i>Photoshop CS5 for the Digital Photographer</i>	ONLI 2058	\$119
<i>Photoshop CS5 for the Digital Photographer II</i>	ONLI 2059	\$119
<i>Intermediate Photoshop CS6</i>	ONLI 2069	\$119

HOME AND GARDEN

PERENNIALS

Plant Now! Perennial Workshop

Debbi Robie-Novotny

Learn how to plant perennial flowers; key places to plant on your site; how to shape your garden; how to prepare your soil (where to purchase tools and ground preparation); how to combine color, height, and texture in flowers; where to purchase nursery stock; planting procedures; and maintenance. Sample garden layouts and slides shown.

Sat, Apr 26, 9-noon
HRTC 1003S01-80484

Littleton Campus
\$49

URBAN FARMING

Backyard Chicken Basics



Jim Typrowicz

Have you thought about raising chickens as pets or for eggs? Learn about your city's regulations, breed types best for Colorado, where to get chickens, brooder basics, coops, chicken runs and more.

Wed, Mar 5, 6:30-9:15 p.m.
INDS 1041W01-81385

Littleton Campus
\$49

Wed, Apr 30, 6:30-9:15 p.m.
INDS 1041S01-81458

Littleton Campus
\$49

INTERIOR DECORATING

Discover Basic Interior Decorating

Staff

Discover six design fundamentals to put into practice now. Sketch a room to scale and create the best floor plan. Discuss architectural elements, color theory, lighting, accessorizing, floor planning, stretching your budget, and furniture style compatibility.

Wed, Apr 16-May 7, 6:30-8:30 p.m., 4 wks **Littleton Campus**
INDS 1009S01-80500 \$89, \$15 material fee to instructor

ONLINE CLASSES



Fun! Fast! Convenient! Great Content!

Get a Certificate! Ask us how to try the first lesson of a course for FREE! All these courses are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links.

Start Your Own Edible Garden ONLI 1047 \$119
Growing Plants for Fun and Profit ONLI 2062 \$119
Introduction to Interior Design ONLI 2203 \$119



FUN GARDENING CLASSES

Take any of these fun classes and take home a basket, container, or learn what grows in Colorado.

Mile High Magic: Plant What Grows in the Rocky Mountain Region

Crystal Oleskevich

Have you experienced frustration gardening in our wonderful climate with our not so wonderful soils? Learn the basics of gardening in the Denver area and the skills necessary to become an enthusiastic gardener. Discuss soils, amendments, appropriate plant material (perennials, annuals, shrubs, vines, trees) both native and non-native. Be prepared with materials and information to better equip you to enjoy successful gardening in the Rockies.

Thu, May 8, 6-9 p.m. The Hudson Gardens and Event Center
HRTC 1006S01-80488 \$59

FLORAL DESIGN CERTIFICATE

Earn a certificate in Floral Design Principles after you successfully complete the following series of courses or you may take classes individually. You will have one year from initial registration to complete the program. A minimum number of students is required for each class. Classes focus on fresh flower arranging and are taught by Crystal Oleskevich who owns her own floral business. Classes are scheduled at The Hudson Gardens and Event Center.

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.

Thu, Apr 10, 6-9 p.m., The Hudson Gardens and Event Center
HRTC 1013S01-80490 \$59

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. *Registration deadline Apr 14.

Thu, Apr 17, 6-9 p.m. The Hudson Gardens and Event Center
HRTC 1033S01-80903 \$59, \$25 material fee to instructor

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. *Registration deadline Mar 3 for March class and Apr 21 for April class.

Thu, Mar 6, 6-9 p.m. The Hudson Gardens and Event Center
HRTC 1034W01-80756 \$59, \$25 material fee to instructor

Thu, Apr 24, 6-9 p.m. The Hudson Gardens and Event Center
HRTC 1034S01-80904 \$59, \$25 material fee to instructor

Arrangement Workshop and Critique

The culminating workshop brings your flower arranging skills together. Make an arrangement to take home. *Registration deadline Mar 10 for March class and Apr 28 for May class.

Thu, Mar 13, 6-9 p.m. The Hudson Gardens and Event Center
HRTC 1035W01-80757 \$59, \$25 material fee to instructor

Thu, May 1, 6-9 p.m. The Hudson Gardens and Event Center
HRTC 1035S01-80905 \$59, \$25 material fee to instructor



HEALTH, FITNESS, BEAUTY

BODY CARE

All-Natural Skin Care

Christina Blume

Create facial steams with herbs, cleansing grains and creams, masques (including alpha hydroxy), herbal toners, astringents, acne/blemish treatments, and creamy moisturizers. Learn to make a lip balm and a profoundly healing cream for damaged skin and premature wrinkling. Take home a handout, bag of steaming herbs, a 6 week supply of moisturizer and a pot of lip balm.

Sat, May 17, 9:30-11:30 a.m.
WLNS 1006S01-80950

Littleton Campus
\$44, \$30 material fee to instructor

Easy Cold Process Soap Making

Christina Blume

Through demonstration, learn to make cold process soap. Home-made soap contains moisturizing glycerin and is free of harsh preservatives and other chemicals. Make your own soap for holiday gifts this year! Take home handout full of recipes, websites, and resources plus a bar of the handmade soap and a bottle of fragrance oil.

Sat, Mar 1, 9:30-11:30 a.m.
WLNS 1009W01-80157

Littleton Campus
\$44, \$26 material fee to instructor

Herbal First Aid Kits for Hiking, Biking, and Camping

Christina Blume

Learn how to make herbal first aid kits for minor emergencies. Be prepared to take care of bumps, bruises, burns, stop bleeding, shock, etc. Make your kit as basic or comprehensive as you wish. Learn to make tinctures and salves. Take home an extensive handout, an eyewash packet, and wound salve, plus an herbal antibacterial tincture for internal and external use.

Wed, May 28, 6:30-8:30 p.m.
WLNS 1016S01-81445

Littleton Campus
\$44, \$26 material fee to instructor

WEIGHTS

Strong Women

Terri Billings

Weight training builds muscle, increases metabolism, burns fat and is the basis of a strong, firm muscular body. Increase strength, improve balance, coordination, flexibility and body awareness through resistance exercises using machines, free weights, bands, fit balls, and medicine balls.

Wed, Apr 9-May 14, 5-6 p.m., 6 wks

WLNS 1036S01-80430

Littleton Campus
Fitness Center
\$99



MASSAGE

How to Give a Full Body Massage

Steven Stroud

Learn a variety of massage techniques to share with family and friends, including ways to support your own body while giving a massage. Learn to massage the legs, arms, back, shoulders and neck. Wear a comfortable swim suit or shorts and bring a set of sheets, a towel and non-fragrant oil and/or lotion. You must be at least 18 years of age to enroll. Questions? Contact instructor at steve4massage@gmail.com.

Wed, Apr 9-30, 6:30-8:30 p.m., 4 wks
WLNS 1014S01-80425

Littleton Campus
\$99

HEALING TOUCH

Healing Touch with Reiki

Sandra Gourd

Discover ancient forms of healing including Reiki, Reconnective Healing, sound healing, and other simple methods. Receive the Oneness Blessing. Balance your energies and connect directly to the Universal life-force healing energies and bring physical, mental, emotional, and spiritual body and mind into balance.

Thu, May 8-15, 6-9 p.m., 2 wks

WLNS 1048S01-81446 **Littleton Campus**
\$69, \$20 material fee to instructor

HYPNOSIS

Stop Smoking with Hypnosis

Sandra Gourd

Learn safe and proven techniques of hypnosis. Become a non-smoker for the rest of your life. Erase the desire for tobacco completely. Feel better, breathe better and save money. Discover the tools to alleviate your emotional and physical cravings for tobacco. Take control without anxiety or weight gain.

Thu, Apr 17-24, 6-9 p.m., 2 wks

WLNS 1017S01-80427 **Littleton Campus**
\$69

LOSE WEIGHT

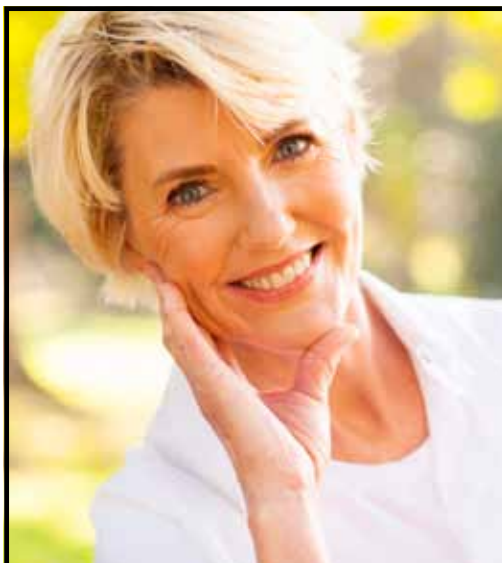
Achieve Your Ideal Weight with Hypnosis

Sandra Gourd

Get tools and learn skills to achieve your ideal weight. Alleviate your emotional and physical cravings for unhealthy foods and poor lifestyle. With hypnosis, erase the desire for unhealthy foods from your mind and get the motivation to lose weight in a natural yet effortless way. Feel better emotionally and physically and control your life to finally succeed in achieving your ideal weight.

Thu, April 22-May 20, 6-9 p.m., 5 wks

WLNS 1027S01-81233 **Littleton Campus**
\$139, \$10 material fee to instructor



Living Well and Learning More after 50!

Courses are designed especially for your life, your home, your work.

Bring a friend or find others who are actively engaging themselves in learning.

Create your community here!

- Medicare 101
- The Affordable Care Act and You
- Caring for an Aging Parent
- How to Start a Business in Colorado
- Retirement Planning
- You Can Draw
- Language, Culture, and Travels classes
- Photography
- Social Media Basics
- Creative Writing

Hundreds of other classes may also be of interest to you. Explore the schedule!

No time to take a traditional classroom class? Then check out hundreds of online courses.

CPR - SAVE A LIFE

CPR and AED

Focus on infant, child, adult CPR, rescue breathing, and choking. Discuss heart disease and strokes, and proper use of the AED. Includes digital manual and a two year certification upon successful completion for both portions through the American Safety and Health Institute. A non health-care provider class.

Sat, Apr 12, 8:30-12:30 p.m.
WLNS 1053S01-80428

Littleton Campus
\$79

CPR, AED and Basic First Aid

Focus on infant, child, and adult CPR, rescue breathing and choking. Develop basic first aid knowledge, skills, and confidence. Includes digital manual and a two year certification upon successful completion for both portions through the American Safety and Health Institute. A non-health care provider class. Lunch break not included.

Sat, May 3, 8:30-2:30 p.m.
WLNS 1055S01-80429

Littleton Campus
\$89

CAREGIVERS



Caring For an Aging Parent

Ted Manzanares

Caring for a spouse, relative, or friend can be an overwhelming circumstance. Discover relevant information on anticipating a loved one's daily living needs, preparing for the responsibilities of being a caregiver, including the financial, mental and physical impact caregivers may face. Get helpful planning options, tips and resources.

Thu, May 1, 6:30-8:30 p.m.
WLNS 1073S01-81508

Littleton Campus
\$39

RELEXOLOGY

How to Give a Foot Massage

Sandra Gourd

Get the basics on how to give a foot massage using Reflexology techniques. Learn to use gentle pressure to work the reflex points of the foot on not only yourself, but on your friends and your family. These reflex points correspond to different areas of the body and can reduce stress while improving health and promoting relaxation.

Thu, May 29-Jun 5, 6-9 p.m., 2 wks
WLNS 1029S01-81447

Littleton Campus
\$69, \$20 material fee to instructor

TAI CHI

Beginning Tai Chi Standard Yang Style

Kyri Comyn

Daily Tai Chi practice relieves stress and tension, increases energy and tranquility, regulates the body's internal systems, and improves balance, flexibility, strength, and physical-mental harmony and well-being. Learn stances, movements and forms. May not be appropriate for those with physical limitations.

Wed, Apr 2-Jun 4, 6:30-8:30 p.m., 10 wks
WLNS 1013S01-81454

Littleton Campus
\$189

ONLINE



Fun! Fast! Convenient! Great Content!
Get a Certificate! Ask us how to try the first lesson of a course for FREE!

All these courses are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links.

Luscious, Low-fat, Lightning-Quick Meals ONLI 1153 \$119
Handling Medical Emergencies ONLI 1155 \$119
Introduction to Natural Health and Healing ONLI 1156 \$119

ACC Fitness Center and Pool Membership

Get fit now by joining the ACC Fitness Center.

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

Please call 303-797-5850
for more information.

PILATES

Beginner Reformer Pilates

Motion on Mainstreet Staff

Use machines to build full body strength and flexibility. The Reformer was designed by Joseph Pilates to work the body in an athletic and therapeutic way. The springs and pulleys can be finely adjusted to tailor the workout exactly to your ability. There are 4 machines for 4 people for individualized attention. Each 4-week session is held at Motion on Mainstreet, 2329 W Main St #107, in downtown Littleton.

Mon, Apr 7-28, 6-7 p.m., 4 wks
WLNS 1033S01-81448

\$100

Tue, Apr 8-29, 9-10 a.m., 4 wks
WLNS 1033S02-81449

\$100

Sat, Apr 12-May 3, 12-1 p.m., 4 wks
WLNS 1033S03-81450

\$100

Mon, May 5-26, 6-7 p.m., 4 wks
WLNS 1033S04-81451

\$100

Tue, May 6-27, 9-10 a.m., 4 wks
WLNS 1033S05-81452

\$100

Sat, May 10-31, 12-1 p.m., 4 wks
WLNS 1033S06-81453

\$100



The Gift of Class

Spring is just around the corner! With spring comes Mother's Day, Father's Day, birthdays, anniversaries....

This season there's a better way to show you care! Why not give the gift of class? Fuel your loved ones' passion for learning with a gift certificate for a non-credit class in Community Education at Arapahoe Community College. Make someone's day a little "brighter"!

We offer classes in computers and applications, art, personal finance and career focus, language, and many more! Find our schedule online at <http://www.arapahoe.edu/communityed> or call 303.797.5722.

LANGUAGE AND CULTURE

CHINESE

Beginning Mandarin Chinese I

Holly Yang

Discover this must-learn language in today's world. Learn about the standard Pin-Yin pronunciation system, basic vocabulary, sentence patterns, and expressions. Explore character writing system and Chinese culture.

Wed, Apr 9-May 7, 6:30-8 p.m., 5 wks Littleton Campus
LANG 1063S01-81455 \$119, plus \$25 books/CD fee to instructor

Beginning Mandarin Chinese II

Holly Yang

Expand your Chinese vocabulary, sentence patterns and expressions. Learn to apply the Pin-Yin pronunciation systems to use the dictionary which will assist you to continue learning Chinese after this class. A continuation of Beginning Mandarin Chinese I which is a prerequisite or obtain permission of instructor.

Wed, May 14-Jun 11, 6:30-8 p.m., 5 wks Littleton Campus
LANG 1064S01-81456 \$119

ITALIAN

Basic Conversational Italian

Rita Gasbarro

Discover the Italian language and culture. Learn grammar and vocabulary skills for travel, art, and music.

Tue, Apr 8-Jun 3, 6:30-8:30 p.m., 9 wks Littleton Campus
LANG 1080S01-80355 \$199, plus book

GERMAN

Conversational German

Birgid Howell

Immerse yourself in conversational German which emphasizes spoken language, simple vocabulary, phrases, travel and business. Begin with the basics of the language and advance quickly to help you converse comfortably.

Mon, Apr 7-Jun 2, 7-9 p.m., 9 wks Littleton Campus
LANG 1010S01-80359 \$199, plus book

FRENCH

French Conversation

Kerstin Schultz

Practice conversation skills for communicating while traveling to France or other French speaking countries. Learn phrases for shopping, reading menus and ordering food, understanding directions and more. Get the necessary tools to help you communicate with more confidence.

Wed, Apr 9-Jun 4, 6:30-8:30 p.m., 9 wks Littleton Campus
LANG 1017S01-80357 \$199, \$10 material fee to instructor

ONLINE

Fun! Fast! Convenient! Great Content! Get a Certificate! Ask us how to try the first lesson of a course for FREE! All these courses are conducted online. For more information, go to arapahoe.edu/communityed and follow the online links.



ENGLISH AS A SECOND LANGUAGE

Writing for ESL	ONLI 1105	\$119
Grammar for ESL	ONLI 1106	\$119
Easy English I	ONLI 2070	\$119
Easy English 2	ONLI 2090	\$119
Easy English 3	ONLI 2211	\$119

ITALIAN

Instant Italian	ONLI 1175	\$119
-----------------	-----------	-------

SPANISH

Speed Spanish I	ONLI 1233	\$119
Speed Spanish II	ONLI 1234	\$119
Speed Spanish III	ONLI 1235	\$119
Spanish (Latin American)	ONLI 2237	\$99

FRENCH

Beginning Conversational French	ONLI 1236	\$119
---------------------------------	-----------	-------

JAPANESE

Conversational Japanese	ONLI 2064	\$119
-------------------------	-----------	-------

CHINESE

Mandarin Chinese	ONLI 2234	\$99
------------------	-----------	------

OTHER

Dutch	ONLI 2236	\$99
Portuguese	ONLI 2239	\$99
German	ONLI 2249	\$99

JOB-SPECIFIC SPANISH

Learn Spanish for your job. These classes are conducted online. For more information go to arapahoe.edu/communityed and follow the online links to Language Authority. Try a free demo! *Eligible for 2.0 CEUs

Spanish for Healthcare	ONLI 2225	\$129*
Spanish for Banking	ONLI 2226	\$99
Spanish for Customer Service	ONLI 2227	\$99
Spanish for Real Estate	ONLI 2228	\$129*
Spanish for Law Enforcement	ONLI 2229	\$99
Spanish for 911 Dispatch	ONLI 2230	\$99
Spanish for EMS and Fire	ONLI 2231	\$99
Spanish for Teachers	ONLI 2232	\$129*
Spanish for Corrections	ONLI 2233	\$99
Spanish for Park Rangers	ONLI 2238	\$99

ENGLISH

Beginning English as a Second Language

Josefina Tuason

For beginners who speak little English. Learn to speak, read and begin to write in the English language.

Tue, Apr 8-May 27, 6-8:30 p.m., 8 wks Littleton Campus
LANG 1004S01-80361 \$179, plus book

Intermediate English as a Second Language

Bobbi Shupe

If you have completed Beginning English as a Second Language, or if you can speak and read English at the 4th grade level, this is the appropriate class for you.

Mon, Apr 7-May 26, 6-8:30 p.m., 8 wks Littleton Campus
LANG 1005S01-80363 \$179, plus book

Advanced English as a Second Language

Bobbi Shupe

Get more confident in your reading, writing, and conversational skills. This is a continuation of Intermediate English as a Second Language or you may obtain permission of the instructor.

Thu, Apr 10-May 29, 6-8:30 p.m., 8 wks Littleton Campus
LANG 1003S01-80899 \$179, plus book

SPANISH

Survival Spanish for Travelers

Enrique Rosado

You can negotiate for hotels, bargain with vendors in shops, be easily understood in restaurants, and handle unforeseen medical and travel emergencies. Leave with a mastery of simple sentence construction, expressions for dialoging successfully and a "cheat" sheet.

Sat, Apr 12, 9-noon Littleton Campus
LANG 1008S01-80353 \$49, \$5 material fee to instructor

Beginning Spanish I

Maria Carrasco Stone / Enrique Rosado

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

Tue, Apr 8-May 6, 6-7:30 p.m., 5 wks Highlands Ranch H.S.
LANG 1020SH1-80340 \$119, \$15 material fee to instructor

Thu, Apr 10-May 8, 6:30-8:30 p.m., 5 wks Littleton Campus
LANG 1020S01-80341 \$119, \$15 material fee to instructor

Beginning Spanish II

Maria Carrasco Stone / Enrique Rosado

Improve your skills learned in Beginning Spanish I which is a prerequisite or you may obtain permission of the instructor before enrolling.

Tue, May 13-Jun 10, 6-7:30 p.m., 5 wks Highlands Ranch H.S.
LANG 1021SH1-80343 \$119, \$15 material fee to instructor

Thu, May 15-Jun 12, 6:30-8:30 p.m., 5 wks Littleton Campus
LANG 1021S01-80344 \$119, \$15 material fee to instructor

Spanish Out-Loud



Maria Carrasco Stone

Reinforce what you have learned in previous Spanish courses at ACC. Read and discuss a series of fun, current events, newspaper articles, short stories, and more. Engage in spontaneous conversation topics, cultural discussions, role-playing, and short dialogues, while learning new vocabulary and strengthening your conversational skills. Students should be currently easily speaking in the present tense.

Mon, Apr 7-Jun 9, 7:30-9 p.m., 10 wks Littleton Campus
LANG 1026-S01-81498 \$199, \$15 material fee to instructor

GED PREPARATION

EARN YOUR GED!

If you are 17 years of age or older, register for these preparation courses which are designed to help you improve skills to complete the GED exam. Take a free pre-GED test online at GEDcomputer.com and 4tests.com. Your scores will indicate whether you are ready to take the official test or if you should take a preparation class.

These classes prepare you for the new GED test which changed in January 2014 and is now offered online only. You may re-register and pay for these courses each term until you are ready to take the GED test. The course tuition does not include the official GED Test fee. More information about taking the test is available through the ACC Testing Center or by calling 303.797.5993.

*Books/Materials – Go to arapahoe.edu/communityed and follow the Supplies, Books, and Materials link to get book information.

Limited GED Course Scholarships are available based on financial need and offered on a first-come first-serve basis. Pick up the application form in A1215. Deadline for applying is March 15.

Mathematics and Science for GED

Shelly Stephens

An individualized program of instruction focusing on the Mathematics and Science sections of the exam. Bring a calculator. Register by Apr 1.

Tue, Apr 8-Jun 3, 6-8:30 p.m., 9 wks *Littleton Campus*
GEDP 1001S01-80364 *\$139, plus book**

Wed, Apr 9-Jun 4, 8:30-11 a.m., 9 wks *Littleton Campus*
GEDP 1001S02-80365 *\$139, plus book**

English and Social Studies for GED

Michael Austin

An individualized program of instruction focusing on the Language Arts, Grammar, Reading, and Social Studies sections of the exam. Register by Apr 1. *No class May 26.

Mon, Apr 7-Jun 9*, 8:30-11 a.m., 9 wks *Littleton Campus*
GEDP 1002S01-80366 *\$139, plus book**

Thu, Apr 10-Jun 5, 6-8:30 p.m., 9 wks *Littleton Campus*
GEDP 1002S02-80367 *\$139, plus book**

GED Prep Online

These classes are conducted online. For more information go to arapahoe.edu/communityed and follow the online links to ed2go.

GED Test Prep Five Subjects	ONLI 1237	\$179
GED Test Prep Language Arts	ONLI 1238	\$139
GED Test Prep Math	ONLI 1239	\$139

YOUTH COLLEGE

SCHOOL SUCCESS

Study Smart

Amy Folkestad

Tired of spending so much time on studying? Wish you could remember more information in a shorter period of time? Learn scientifically proven ways to study smarter and, as a result, retain more information in a shorter period of time. Play games to help your brain's function. Discover apps that will improve your study time. (Grades 6-12)

Sat, Mar 14, 9-2 p.m. *Littleton Campus*
YTHC 1005S01-80351 *\$89, includes materials*

Organizational Skills to Enhance Learning

Amy Folkestad

Based on the book, "Seven Habits of Highly Effective Teens", by Sean Covey, learn organization strategies that will benefit your studies and your life. Improve your personal space to focus clearly on school goals. Organize your thoughts and structure work habits. Simplify your life and keep attention on what is really important for your success. (Grades 6-12)

Sat, Mar 21, 9-2 p.m. *Littleton Campus*
YTHC 1006S01-81545 *\$89, includes book*

ACT TEST PREP

ACT test dates Spring:
April 12, June 14

ACT Math Exam: Improve Your Scores

Gain confidence and prepare for a successful ACT math test score. Discover the exams structure, complete similar test problem types, and reinforce math skills for better preparation. (Grades 8-12 or younger with permission of instructor)

Sat, Apr 19-26, 1-4 p.m. *Littleton Campus*
YTHC 1034S01-80349 *\$99, includes workbook*

ACT English Exam: Improve Your Scores

Gain confidence and prepare for a successful ACT exam. Discover where you can improve verbal test skills. Learn about the writing test, test taking techniques and controlling anxiety. Review grammar and comprehension. Build your confidence. (Grades 8-12 or younger with permission of instructor)

Sat, Apr 19-26, 9-noon *Littleton Campus*
YTHC 1035S01-80346 *\$99, includes workbook*



Get ready for Summer School and Summer Youth College!

Call us to be put on our mailing list. Summer School will begin in June and Summer Youth College, with over 200 summer courses and camps for children grades 3-12, begin the end of June. These will include a S.T.E.M. Academy, School Success Camp, and Cultural Arts Camp.

303.797.5722

ONLINE HIGH SCHOOL



A New Way to Earn a High School Diploma

Community Education, in cooperation with ed2go, the industry leader in online continuing education, has partnered with Smart Horizons Career Online High School to offer adults seeking secondary education completion a new and dynamic way: a fully-accredited online high school diploma. It is an affordable, flexible, and convenient way to learn at your own pace and prepare for a career!

Through this partnership, adults who have not earned a high school diploma can receive a high-quality education completely online from an accredited high school.

In addition to traditional high school courses, you can select from the following career paths to receive additional training.

Choose a Career Path that is Right for You:

- **Child Care Training** *ONLI 2195*
- **Office Management Training** *ONLI 2196*
- **Certified Protection Officer Training** *ONLI 2197*
- **Homeland Security Training** *ONLI 2198*
- **Certified Transportation Services Training** *ONLI 2199*
- **General Career Preparation** *ONLI 2200*

Career Support:

- **Academic and career coaching**
- **Certified instructors offer academic support**
- **Career Portfolio to give you the tools you need to find a job**

It's never too late to complete your education, enroll today! Cost is \$1295 for 750 hours of instruction. Payment plans available. Contact us for more information: 303.797.5722

WHAT YOU NEED TO KNOW . . .

LOCATIONS

You can find maps of Arapahoe Community College facilities at www.arapahoe.edu by clicking on the About ACC link. You will also find detailed building maps showing classroom locations. To print a map to any of the following locations from the Internet, go to arapahoe.edu/communityed and then the link to location, maps, parking.

ACC LITTLETON CAMPUS

5900 South Santa Fe Drive, Littleton, 80120

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

ACC PARKER CAMPUS

15653 Brookstone Drive, Parker, 80134 (Lincoln and Chambers)

ART & DESIGN CENTER

2400 West Alamo Street, Littleton, 80120

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

CHURCH STREET BUILDING

2625 West Church Ave., Littleton, 80120

Directly north and across the street from the main campus on Church Avenue.

GRANDVIEW GRANGE

2280 East Noble Place, Centennial, 80121

(Near Arapahoe and University)

HIGHLANDS RANCH HIGH SCHOOL

9375 Cresthill Lane, Highlands Ranch, 80130

SOUTH HIGH SCHOOL

1700 East Louisiana Avenue, Denver, 80210

SOUTH METRO DENVER CHAMBER OF COMMERCE

2154 East Commons Avenue Suite 342, Centennial 80122

Located within the Streets at SouthGlenn shopping center at the corner of University Blvd. and Arapahoe Road

THE HUDSON GARDENS & EVENT CENTER

6115 South Santa Fe Drive, Littleton 80120

Slightly southwest of the main campus

OTHER LOCATIONS

Addresses for other locations are indicated with the class information.

OFFICE HOURS

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

POLICIES/OTHER INFO

BOOKS AND MATERIALS

Some courses require a textbook. You may contact the ACC Bookstore at 303.797.5676 for more information. Generally, hours of operation are Monday-Tuesday 8:00 a.m.-6:00 p.m. and Wednesday-Friday 8:00 a.m.-5:00 p.m. The Bookstore is located on the first floor of the main campus building. Some courses require a material fee which is payable to the instructor. This helps cover the cost of supplies, extra printing, insurance, or other items. Information regarding material fees is included with the course description.

VISION/MISSION

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

TEACHERS NEEDED

The Community Education Program is looking for teachers in Arapahoe, Douglas, and southern Jefferson counties in certain languages, arts and crafts, and leisure activities. Send a cover letter, resume, and overview of the course you feel qualified to teach to Arapahoe Community College, Community Education Program, 5900 S. Santa Fe Drive, Littleton, CO. 80120 or submit your proposal through our web site at www.arapahoe.edu. Click on Community Education.

ACCOMMODATION

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

SELF-SUPPORTING PROGRAM

The Community Education Program at ACC receives no state tax monies. It is totally self-supported by your enrollment fees.

DRUG AND ALCOHOL PREVENTION PROGRAM

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

EQUAL OPPORTUNITY

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

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

WHO MAY ENROLL?

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

ROOMS

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

PARKING-LITTLETON AND PARKER CAMPUSES

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

RTD LIGHT RAIL

Light rail service is provided within 1 block from the Littleton Campus at the Littleton Downtown Station.

REGISTRATION TIPS

We do not pro-rate course tuition and/or fees for late registrations. We cannot guarantee enrollment in every course until your registration is processed. Some courses are limited in size, so we encourage you to register early.

CONFIRMATIONS

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

COURSE CANCELLATION

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

REFUNDS

To drop a course which meets a minimum of three sessions and receive a refund less a \$10 registration fee, call the Community Education Program Office, 303.797.5722 the day following the first session, except for computer courses which must be dropped 24 hours prior to scheduled date. ABSOLUTELY no refunds will be made after that time. To drop a course which meets two sessions or less and receive a refund less a \$10 registration fee, call the Community Education Program Office, 303.797.5722 no later than 24 hours prior to the scheduled date. ABSOLUTELY no refunds will be made after the course has been held. Some courses have special refund policies. That information is included with the course description.

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

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

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

REGISTRATION INFO



ONLINE

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

Visit us at arapahoe.edu/communityed. Follow the registration links. Complete the secure online registration form, include credit card information, and hit the submit button.



MAIL IN

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



FAX IN

For credit card registration only, complete the registration form and fax it to 303.797.2647. You may also fax us a question and we will answer your inquiry.



WALK IN

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



PHONE IN

For credit card registration only, call 303.797.5722 or 303.797.5608 Monday-Friday, 8 a.m.-5 p.m. If our line is busy, leave us a message. We will return your call as soon as possible, usually the same business day. We want to give you the same amount of time on the phone as we do our other customers, so please be patient. After 5 p.m., you may leave us a message on our 24-hour voice mail system. We will return your call the next business day.

RELAY COLORADO

Call the ACC TTY 1.800.659.2656

COLLEGE CLOSURE

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

SIGN ME UP!



COMMUNITY EDUCATION REGISTRATION Spring 2014

ID _____
For office use only

Last Name		First Name		Middle
Address		Apt#	City	Zip
Email		Primary Phone #		Secondary Phone #
Birthdate (month/day/year)		Female _____	Male _____	Check here if you are an au pair student _____

COURSE NUMBER	COURSE TITLE	START DATE	TUITION (exclude material fee)
Sample: ARCR 1024501-88888	SAMPLE Portrait/People Photography	SAMPLE Apr 7	SAMPLE \$79
Promo/discount code #, if applicable			
			TOTAL

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

Card # _____

Card issued to _____

Expiration date _____

Make checks payable to A.C.C.

Check # _____ \$ _____
Amount

We do not accept cash payments

Mail to:

Community Education Program
5900 S Santa Fe Drive
Littleton, CO 80120



REMINDERS



Parking Permit and Location Information

For classes held on an ACC campus, we will e-mail the parking permit / location information a few days prior to class.

Go to arapahoe.edu/communityed or see opposite page for other class locations.

Textbook and Supply Information

Textbook and supply information can be found on our website arapahoe.edu/communityed. Click on **Supplies, Books, Materials**.



GOT QUESTIONS?

Chat live Monday-Friday 8:30 a.m.-5 p.m.

Click on the **Live Chat** icon on our website

arapahoe.edu/communityed

or check out our **FAQ** section
(click on FAQs in left menu)

MAKE CONNECTIONS

this spring with some of our new classes!

Where do you get your community?
How do you connect with family,
friends, and other interesting people?
Try ACC! With over 200 seminars,
workshops, online, and hands-on
courses, you can network with like-
minded folks while you explore cultures,
plan your finances, improve job skills,
or discover new talents. Maybe there is
a topic or skill you have wanted to try.
Now is the time! Make that commit-
ment! Take the plunge! Get connected
at ACC this spring!

Spring
2014

- Illustrating Children's Books
- Raising an Emotionally Healthy Child
- Caring for an Aging Parent
- Create a Blog for Fun or Profit
- Get Income for Life!
- Discover Instagram
- Investing 201
- Basic Knife Making
- The IRA Advantage



CREATE YOUR COMMUNITY HERE

TABLE OF CONTENTS

Books and Materials	18
Business	2
Career Focus	8
Computer, Tablets, Smartphones	4
Drawing/Painting, and more	10
Blacksmithing, Artistic Welding	
Drawing	
Needle Crafts	
Painting	
Sewing	
Woodcarving	

GED Preparation	17
Health, Fitness, Beauty	14
Home and Garden	13
Language and Culture	16
Locations	18
Membership Information	9
Music	9
Online Classes are listed throughout schedule	
Personal Development	5
Personal Finance	6

Photography	11
Policies	18
Recreation/Travel	9
Refunds/Drops	18
Registration	19
Writing	3
Youth College	17