LEARN. PLAY. GATHER.

FALL/WINTER PROGRAMS 2023

Create New Opportunities.

REGISTRATION NOW OPEN! arapahoe.edu/wcp | 303.797.5722
With new offerings in law, public speaking and communication, charcuterie, salsa dancing, social media certification, and more, we mean it when we say new classes added all the time.

Our focus is to serve our community (YOU) better. This philosophy is at the forefront of WCP’s efforts when considering which classes, apprenticeships, and programs to develop.

We constantly look for ways to inspire, teach, upskill, and reskill members of our community.

Remember, this is your place to learn, play and gather. Here’s to lifelong learning at WCP!

Thank you for choosing Workforce and Community Programs at Arapahoe Community College as your place to learn, play, and gather. We look forward to seeing you soon!

REGISTRATION IS OPEN!
arapahoe.edu/wcp or 303.797.5722
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Details & Registration: arapahoe.edu/wcp | 303.797.5722

LEARN.
PLAY.
GATHER.
COMMUNITY ART CLASSES

Beginning Wheel Throwing
This adult class offers an introduction to the basic practice of wheel thrown pottery. Skills covered include: wedging, centering, pulling, trimming and finishing ceramic forms with glaze. Each class starts with a specific skill-focused demonstration, and students can expect supportive guidance from our instructor.
Tue, 6-8:45pm, 9/19 - 10/24 $129+materials
Emilia Ealom ACC Littleton Campus

Chancery Hand Calligraphy
Calligraphy, from the Greek “Calli and Graphic” literally means “beautiful writing”. Chancery Hand is the first recognized calligraphic style of writing. You will learn everything from how to hold the pen in order to achieve the unique look of the Chancery Hand letters, to how to care for the pen so that it will serve you well for as long as you pursue the art of Calligraphy!
Thur, 6-8pm, 8/24 - 9/21 $129+materials
Evette Goldstein ACC Littleton Campus

Copperplate Calligraphy
Copperplate Calligraphy is a script ‘font’ that is achieved by writing with a flexible pen nib. By changing the pressure on the nib, the writer can replicate the calligraphic style of famous documents such as the Declaration of Independence and the Constitution.
Thur, 6-8pm, 9/28 - 10/26 $129+materials
Evette Goldstein ACC Littleton Campus

Mixed Media Workshop
Come gain inspiration and skills as we create among the autumn beauty of Hudson Gardens where we will begin this two-part creative workshop. We will learn techniques for creative thinking and expression as they apply to individual interest and style. On the second day we will meet at ACC’s Art and Design Building to apply our new skills to our projects that are sure to amaze. We’ll practice transferring images from our photos and/or sketches for use in painting and other art forms and learn basic drawing tips, how to create depth and incorporate color theory!
Fri, 1-4 pm, 9/22 - 9/29 $119
Kathleen Wucherpfennig ACC Littleton Campus

Knitting for Everyone
Knit hats, scarves, totes, blankets and so much more. Whether you’re new to knitting, it’s been a while or you want to learn new techniques, Knitting for Everyone is a class for all skill levels. From casting on to weaving in ends, you’ll learn how to make several beautiful projects. The instructor has dozens of projects for you to choose from that will help you learn how to knit or go beyond the basics. This is a fun class where you set your own pace. Patterns, step-by-step instructions, and videos are available to support you in your quest to master this skill, even when you’re not in class. Give yourself the gift of knitting, a hobby for all ages. Sign up with a friend, a family member or a neighbor and you’ll have the beginnings of a knitting club.
Thur, 6-9pm, 9/21 - 11/16 $219+materials
Sonia Berlinger ACC Littleton Campus

Simple Digital Scrapbooking: Yearbook Boot Camp
Print remains one of the best ways to preserve photos and memories! Give yours a share-able home! Come learn a simplified way of “scrapbooking” digitally and preserve one year’s worth of photos and memories in one heirloom-quality book in just two weeks. Students will have some basic instruction at the beginning and middle of each class, spending the remainder of the time creating pages in a digital book, with instructor help available throughout. At the end of the last class, students will be ready to submit their books for professional publishing. A variety of sizes and styles are available. Please note that the cost of the book itself and shipping are not included in the cost of the class.
NOTE: Students will need to bring photos from one year of their choosing (2015, 2019, etc.) to the first class. This may be on a thumb drive or a personal laptop. Students may use their own laptops in class if desired or use the computers in the classroom at ACC. If the first week’s assignments are not completed during class, students can easily finish up at home before the next class.
Thur, 6-8pm, 9/7 - 9/14 $59
Jennifer Wise ACC Littleton Campus
Basic Photo Organizing with Permanent Storage
Did you know that we take more photos every day than were taken in the entire 19th century? It’s no wonder we need some help organizing and managing them so that we can actually find, see, and enjoy them. Join Jennifer Wise, memory-keeping consultant since 2005, for a basic photo organization class. You’ll learn six steps to successful photo organization, following advice from photo experts, plus a method for permanently storing your photos. Come away from this one-hour online class with a structure, a system, and a solution.

Wed, 7-8pm, 10/4 $19
Tue, 7-8pm, 10/24 $19
Jennifer Wise ACC Virtual Course – Held via Zoom

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

Mon, 6:30-8:30pm, 9/18 $54
Will Camp ACC Virtual Course – Held via Zoom

Floral Design Certificate Program
Earn a certificate in Floral Design Principles after you successfully complete this series of four consecutive classes. Classes focus on fresh flower arranging and are taught by Crystal Oleskevich, who owns her own floral business. Your instructor will submit documentation for certification once you’ve completed all four of the required courses. Certificates are issued by Arapahoe Community College.

Courses Include: Introduction to Floral Design Principles Demonstration: Explore how to put flowers together using proven design principles. Get tips on purchasing fresh flowers and caring for flowers from your garden. Discuss the right tools and their care to create beautiful designs in this demonstration class. Concepts and Containers: Learn to create arrangements. Discuss styles including traditional, contemporary, oriental, funky, seasonal and special events. Explore color, focal point, pop, texture, volume and size. Make an arrangement to take home, container provided. Creating Style, Shape and Color: Learn to utilize shape and color to create a stylish arrangement for any occasion. Bring your own favorite vase or container and make an arrangement to take home. Arrangement Workshop and Critique: The culminating workshop brings your flower arranging skills together.

Tue, 6-9pm, 9/12 - 10/3 $219+$40 flower fee each class
Tue, 6-9pm, 10/17 - 11/7 $219+$40 flower fee each class
Crystal Oleskevich ACC Littleton Campus
PHOTOGRAPHY

Beginning Digital Photography
In this highly interactive course, you will learn the basics of what it takes to get the best pictures of family gatherings, vacations, weekend trips, or your other favorite photography subjects. You will learn about key buttons and dials on your camera, those menu items on the back of your camera, f/stops and shutter speeds, composition, lenses, the No.1 solution to the No.1 problem in photography, and much more.

Thur, 6-8:30pm, 9/14 - 9/28 $99
Thur, 6-8:30pm, 10/12 - 10/26 $99
Robert Montgomery ACC Littleton Campus

MUSIC

ACC String Orchestra
Join the ACC orchestra! Class is for players ages 12+.
You must have previous playing experience. Register at least 10 days prior to class start date.
Mon, 5:30-7:30pm, 8/21 - 12/11 $159
Jim Todd ACC Littleton Campus

ACC Choir
Join the ACC choir no matter what your music ability is!
Class is for adults. Please register at least 10 days prior to class start date.
Tue, 7-9pm, 8/22 - 12/12 $159
Misty Dupuis ACC Littleton Campus

ACC Jazz Ensemble
Join the ACC Jazz Band! Class is for adults. You must have previous playing experience. Register at least 10 days prior to class start date.
Thu, 6-8pm, 8/24 - 12/7 $159
Cecil Lewis ACC Littleton Campus

ACC Pop/Rock Ensemble
Join the ACC Pop/Rock Ensemble. Class is for adults. Previous playing experience preferred. Register at least 10 days prior to class start date.
Fri, 1-2:55pm, 8/25 - 12/8 $159
Aaron Walker ACC Littleton Campus

Times and dates for classes are arranged between student and instructor.
10 half-hour lessons, 8/21 - 12/12 $299
ACC Music Department ACC Littleton Campus

*Additional lessons available upon request.
ACADEMIC NONCREDIT CLASSES

**Drafting for Interiors (Academic Noncredit)**
This course introduces drafting tools and techniques used in Architectural Drawing. Students will also be introduced to reading and finding information in a set of Construction Drawings along with some construction terminology. They will also learn about basic wood frame construction techniques. At the conclusion of the course students will be able to draw, dimension, and note floor plans, elevations, and building sections. This course meets in person on Tuesdays, with an online component.

Tue, 9-11:30am, 8/22 - 12/12 $670
Genevieve McKenna      ACC Littleton Campus – Hybrid Course

**Extreme Adventure Photography (Academic Noncredit)**
This class introduces students to tools and techniques that will allow them to capture exciting, high quality professional images of a variety of outdoor adventure activities in physically demanding environments. Students enrolling in this course should be physically prepared to engage in extreme adventures. Examples include rodeos, rappelling, mountain biking, kayaking and white-water rafting, rock climbing, or any other extreme activities. This course will take advantage of local events/competitions and outdoor activities during field trips.

Thur, 1-5 pm, 8/24 - 12/7 $510
Francis Spontelli      ACC Littleton Campus

**Interior Design Fundamentals (Academic Noncredit)**
Introduces design elements, principles, and theory. Application techniques, emphasizing design relationships and composition will be explored. Basic skills and techniques of both visual and oral presentations will be introduced. This course meets in person on Thursdays, with an online component.

Thur, 12-2:30pm, 8/24 - 12/7 $670
Jacquelin Sanders      ACC Littleton Campus – Hybrid Course

**Creative Writing I (Academic Noncredit)**
Students learn about and write in the four major genres: poetry, fiction, creative nonfiction, and drama. This class is the foundation for other creative writing classes at ACC.

Mon/ Wed, 11:30am - 12:45pm, 8/21-12/11 $510
Andrea Mason           ACC Littleton Campus

**SketchUp (Academic Noncredit)**
Introduces techniques and common practices of 3D modeling using SketchUp software. Focuses on the creation and editing of virtual three-dimensional forms and volumes, and the organization of their elements through the various features of the software. Includes applying material and textures, changing the appearance of models with styles and shadows, and introduces the basic techniques of presenting and sharing the 3D model. This course meets in person on Tuesdays, with an online component.

Tue, 9-11am, 8/22 - 12/12 $510
Rebecca Terpstra       ACC Littleton Campus – Hybrid Course

**Ceramics I (Academic Noncredit)**
This course introduces traditional and contemporary approaches to ceramic form and processes with an emphasis on hand building techniques, and a basic introduction to the potter’s wheel. The course includes basic surface design, glaze, and kiln firing procedures. Emphasis is placed on individual style and using clay as a vehicle for expression. Students create work from both low- and high-fire clay bodies using a combination of coil, slab, extruded, wheel thrown and texturing techniques, surface slips, and glazes. An introduction to ideas about sculpture, the vessel, and the kiln firing process are presented. At the conclusion of this course, students will be well versed in hand building techniques, use of the wheel, and firing kilns. Students will also learn to develop strategies to translate an idea into sculptural and functional forms. Students purchase clay and tools; glazes and equipment provided.

Mon/Wed, 6-8:45 pm, 8/21 - 12/11 $510+materials
Jennifer Jeanelle      ACC Littleton Campus

**Printmaking I (Academic Noncredit)**
Learn the foundations of printmaking from relief to intaglio, screen printing and more in this class which introduces the basic techniques and skills of printmaking as a fine art media. Instruction includes an understanding of visual concepts as they relate to prints.

Tue/ Thur, 9-11:45am, 8/21 - 12/12 $510
Lisa DiMichele         ACC Littleton Campus
ACADEMIC NONCREDIT CLASSES (CONTINUED)

**Drawing I (Academic Noncredit)**
If you’ve ever wanted to be able to draw, now’s your chance! This course investigates the various approaches and media that students need to develop drawing skills and visual perception. You’ll practice observational drawing with pencil, charcoal, and ink to make accurate and creative drawings you can be proud of.

Mon/Wed, 6-8:45 pm, 8/21 - 12/11 $510
Lisa Adams  ACC Littleton Campus

**Jewelry and Metalwork I (Academic Noncredit)**
Learn how to work with metal! This course teaches the fundamentals of jewelry and metalsmithing. Projects begin with surface embellishment pieces that incorporate various surface finishes on metal, riveting, and forming. Additional projects include soldering a variety of joints, fabricating a box form, and creating a pendant with a bezel set stone.

ACC has one of the best equipped jewelry metals studios in Colorado. Each student will have their own jeweler’s bench and flex shaft during class.

Mon/Wed, 9-11:45am, 8/21 - 12/11 $510
Amy Bailey  ACC Littleton Campus

**Landscape Photography (Academic Noncredit)**
Do you love the great outdoors and capturing beautiful landscape and wildlife pictures? This class is for you! Here you’ll learn all the specialized tools and equipment needed to make great landscape photographs. We’ll learn to use smartphone apps for planning, techniques for capturing star trails and painting with light, using filters and Adobe Photoshop for enhancing images, and much more. Basic knowledge of photography is required (if you don’t have a foundation in photography, take the Digital Photography I class first!). Your instructor, Angela Faris Belt, will guide the class on two (optional) 4-day weekend travel trips to some spectacular landscapes in New Mexico and the Western Slope. This class meets in-person on Thursdays with an online component.

Thur, 1-3:45pm, 8/21 - 12/7 $510+supplies
Angela Belt  ACC Littleton Campus – Hybrid Course

**Figure Drawing I (Academic Noncredit)**
This intermediate-level class is for people who have a foundation in drawing and want to take their skills to the next level. It introduces the basic techniques of drawing the human figure. This class uses live models to study anatomy and illustrate skeletal structures and musculature as they relate to representing the human form.

Tue/Thur, 9-11:45pm, 8/22 - 12/12 $510
Yenegata Tawahade  ACC Littleton Campus

**Spanish for the Professional (Academic Noncredit)**
This course introduces students to a working knowledge of the Spanish language, cultural behaviors, and values useful in various professional fields such as healthcare, law enforcement, bilingual education, business, and others. Academic Noncredit classes are community seats in college level courses. Spots are limited so please register as soon as possible to ensure enrollment.

Upon completing this course, you will be able to:

- Reproduce the pronunciation and intonation of the Spanish language.
- Understand basic oral statements, instructions and questions.
- Apply learned vocabulary, phrases, and grammatical structures in simple conversations.
- Accurately use basic vocabulary and grammatical structures in simple writings such as forms and notes.
- Read and comprehend basic information.
- Demonstrate an awareness of appropriate cultural behaviors and values in common situations pertinent to the professional field.

Tue/Thur, 5-6:25pm, 9/5 - 12/12 $510
Paola Allani  ACC Littleton Campus
LAW

Our Courts is a nationally recognized program that offers nonpartisan informational presentations to further public knowledge and understanding of the state and federal courts in Colorado. Our Courts began in 2007 as a joint activity of the Colorado Judicial Institute and the Colorado Bar Association. Consistent with its purpose, Our Courts presentations and volunteer speakers take no position regarding any court case, legislation, ballot issue, or proposed change to the court system. Sign up for the series or pick and choose your courses.

**Speaker Series I**
This series includes four of Our Courts courses. The courses are: Colorado’s Judicial Merit Selection and Retention System; Our United States Courts; See You in Court: the Life of a Civil Lawsuit; and Law and Order: The Life of a Criminal Case.

Fri, 1-2:30pm, 9/8 - 9/29 $99
Our Courts ACC Littleton Campus

**Speaker Series II**
This series includes four of Our Courts courses. The courses are: The Rule of Law; Divorce in Colorado Courts; An Economic Fresh Start: Bankruptcy Basics; and An Introduction to U.S. Immigration Courts.

Wed, 6-7:30pm, 10/11 - 11/1 $99
Our Courts ACC Littleton Campus

**An Economic Fresh Start: Bankruptcy Basics**
Discusses how bankruptcy cases work, the history of bankruptcy and how it evolved into the current system, the different kinds of bankruptcy cases, and the components of an individual bankruptcy case.

Wed, 6-7:30pm, 10/25 $29
Our Courts ACC Littleton Campus

**An Introduction to U.S. Immigration Courts**
Introduces U.S. Immigration Courts, including how proceedings are brought and conducted in those courts, the nature of these proceedings, a party’s rights and remedies, appeal rights, and the roles of the judge, lawyers, parties, and interpreters.

Wed, 6-7:30pm, 11/1 $29
Our Courts ACC Littleton Campus

**Colorado’s Judicial Merit Selection & Retention System**
Explains Colorado’s procedures for selecting, evaluating, and retaining judges and Coloradans’ significant roles in those processes.

Fri, 1-2:30pm, 9/8 $29
Our Courts ACC Littleton Campus
**LAW (CONTINUED)**

**Divorce in Colorado Courts**
Discusses how divorce cases proceed in Colorado, the differing interests at stake, the issues that need to be addressed in a divorce case, how such cases typically get resolved, and the role of the court in such cases.

Wed, 6-7:30pm, 10/18 $29
Our Courts ACC Littleton Campus

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**Our United States Courts**
Discusses the types of cases that are heard in federal courts, how federal judges are selected, and the procedures that keep the federal courts fair and impartial.

Fri, 1-2:30pm, 9/15 $29
Our Courts ACC Littleton Campus

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**The Rule of Law**
Explains the concept of the rule of law, what comprises it, and the courts’ role in preserving it. Our Courts is a nationally recognized program that offers nonpartisan informational presentations to further public knowledge and understanding of the state and federal courts in Colorado.

Wed, 6-7:30pm, 10/11 $29
Our Courts ACC Littleton Campus

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**See You in Court: the Life of a Civil Lawsuit**
Discusses the purposes of civil lawsuits, a party’s rights and remedies in such lawsuits, how lawsuits are brought and proceed, what really happens at trial, and the roles the judge, jury, and lawyers play in these proceedings.

Fri, 1-2:30pm, 9/22 $29
Our Courts ACC Littleton Campus

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**Law and Order: The Life of a Criminal Case**
Discusses how criminal cases are brought and proceed, the setting of bail, the plea-bargaining process, what really happens in a criminal trial, the roles of the judge, jury, prosecution and defense in criminal trials, and how judges determine the appropriate sentence after a conviction.

Fri, 1-2:30pm, 9/29 $29
Our Courts ACC Littleton Campus

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**Career Forward**
HAS THE PANDEMIC IMPACTED YOUR EMPLOYMENT?
ACC is proud to partner with the Colorado Department of Higher Education’s COSI program to help provide programming and financial support for participants. Scan the QR Code to learn more!
BUSINESS SKILLS

Create a Website for Fun, Profit and Business
Discover the best copy/paste, drag and drop website builders that will meet your needs and create an appealing, modern, dynamic, small business website. Included is a complete comparison review of the top Website and E-commerce store builders. Determine proper planning and layout with an attention-grabbing Initial Focal Point. Learn Search Engine Optimization (SEO), Social Media Marketing, and the Tips and Traps, Dos and Don'ts of website design. Discover the No. 1 secret to a successful website and the No. 1 mistake that will ruin a business website! Taught by a multi award-winning instructor and published author from Seattle.

Tue, 6-9pm, 10/3
Kevin Boyd
ACC Virtual Course–Held via Zoom

$79

Event Project Management – Session I
ACC’s popular Event Project Management Certificate program is back in 2023. Designed for working adults, this fast-track evening program provides you with the building blocks of project management through the lens of planning events at a professional level. From administrative or emerging leaders responsible for meetings and events in their organization, to individuals responsible for an upcoming family reunion or fundraising event for a favorite nonprofit organization, to those in business wanting to gain the transferable skill of project management, this certificate has something for everyone! You will learn the basics of event planning from an experienced, certified, and degreed industry professional. During the first semester, you will learn the specific principles of traditional project management. Through application of these principles in an event setting you will master the following concepts, all while identifying and managing risk and required changes along the way. During the second semester, these specific project management principles will be expanded in application to specific types of events including galas, fundraisers, sporting events, corporate meetings, conferences and tradeshows, identifying unique components for each along the way. Our instructor, Andrea Peterson, has over 25 years’ experience in the events industry, is a recently designated CMP Fellow, and has taught for nearly a decade in the meetings and events discipline.

Wed, 6-9pm, 9/13-11/15
Andrea Peterson
ACC Littleton Campus

$899

Branding — The Most Powerful Marketing Concept
A semester of classes, divided by five modules, utilizing the main applications of the brand concept. By the end of the course, the student will be able to identify the brand process of big and small organizations. Which in turn will help their professional path with real applications out in the workplace and the individual as a Marketing/Business professional.

Tue, 6-8pm, 9/19-10/17
Cherington Reis Boarin
ACC Littleton Campus

$179

Public Speaking for Professionals
A semester long of classes divided by three modules going through the main applications of the Public Speaking concept. By the end of the course the student will be able to present in front of large audiences, with more confidence. Presentations are one of the most important professional skills to make the right impression for a job, school matter or personal business.

Tue, 6-8pm, 11/7-12/12
Cherington Reis Boarin
ACC Littleton Campus

$179

Communication Skills for Business (CSB)
CSB gives job candidates the proof they understand good communication and have the skills needed to be effective and efficient in their jobs, which can save the company time and money.

All certification courses include:

• Online courseware with practice exams and videos
• Exam voucher
• Scheduled one-on-one proctoring and tutoring

WIOA funding opportunities are available.

Mon/Wed, 11am-1pm, 10/2-10/25
Multiple Instructors
ACC Littleton Campus

$1,999

New Classes Added All The Time! | 303.797.5722
BUSINESS SKILLS (CONTINUED)

Coaching Leadership Style
This course will focus on what a coaching leader is and how to adopt the coaching leadership style. It will also cover the coaching skills and competencies that organically improve emotional intelligence and take communications and creating actions forward with your team to a deeper level:

- Thorough understanding of leadership theory and various leadership models/styles
- Identify and understand your specific leadership style(s)
- Coaching leadership competencies
- Communication skills at the coaching level
- Using the coaching style to lead your team through partnership
- Relationship between emotional intelligence and coaching leadership
- Foster individual/team growth through action forward and accountability plans
- Support your team in recognizing their own radical responsibility
- Real-life case studies

Whether taught live or virtually, this course is designed using interactive, experiential adult learning methods and tools. The course also provides certification for the proficiencies of a coaching leadership style.

Sell it on eBay!
Discover if your item will sell or not in just one minute! Learn how to create a seller account, pre-listing preparation, create a listing, upload photos, accept online payments, and determine shipping costs. Includes insider tips, tricks and traps, what to sell and not to sell, where to get FREE shipping supplies and FREE home pickup. Learn proven listing strategies that get the most clicks, draw the highest bids, beat your competition and close the sale. Covers eBay marketplace research, and how to create a profitable niche. Includes Photography tips that will make your items “pop.” Plus, how to sell antiques, collectibles and large items you don’t want to ship. Taught by a multi-award-winning instructor and published eBay author from Seattle.

Mon, 6-9pm, 10/2 $99
Wed, 6-9pm, 10/4 $99
Kevin Boyd ACC Virtual Course – Held via Zoom

Don’t Throw It Away – Sell It Online!
Get rid of your “stuff” and get paid! There are several phone apps and platforms that provide an excellent way for you to generate revenue by selling your unwanted used items or by creating a new e-commerce business. This class presents the most popular yet easy-to-use apps for each of the top categories including furniture, electronics, clothing, books, art, and more. Learn which used items sell best and what can’t be sold. Includes photography tips, pros and cons, dos and don’ts, tips and strategies, costs and how to get paid. So, determine which apps are the best match for the items you want to sell.

Thur, 6-9pm, 10/12 $79
Kevin Boyd ACC Virtual Course – Held via Zoom

“KEVIN IS THE TOP EBAY EXPERT, AND YOU NEED TO TAKE HIS CLASS! HE IS PHENOMENAL AND HIGHLY ORGANIZED AND BE SURE YOU PAY CLOSE ATTENTION, SO HIS DEEPLY RESEARCHED TIPS DON’T SLIP BY YOU. HE’S ALSO HILARIOUS!” – STUDENT
Google G-Suite Certification
G-Suite addresses common workplace activities using cloud-based tools to create and share documents, spreadsheets, presentations, and files. Users demonstrate the ability to communicate effectively with email and online meeting solutions.

All certification courses include:
• Online courseware with practice exams and videos
• Exam voucher
• Scheduled one-on-one proctoring and tutoring

WIOA funding opportunities are available.
Fri/Sat, 9am-4pm, 11/3 - 11/4 $1,999
Multiple Instructors ACC Littleton Campus

Social Media Certification
Provides foundational social media marketing skills to grow followers, engagement, and business results.

All certification courses include:
• Online courseware with practice exams and videos
• Exam voucher
• Scheduled one-on-one proctoring and tutoring

WIOA funding opportunities are available.
Fri/Sat, 9:30am-12:30pm, 12/8 - 12/9 $1,999
Multiple Instructors ACC Littleton Campus

Microsoft Excel 2019 & 365 Level 1
Microsoft Excel Level 1 teaches some of the most essential introductory skills for using the Excel app. Introductory topics include identifying parts of the Office user interface; entering, editing, and formatting entries; selecting cells and ranges; creating and modifying basic formulas; applying relative and absolute cell referencing in formulas, inserting charts and tables; creating a template; and sorting and filtering data. Students will be in a computer lab where they will be able to develop and apply skills. Book included.

Tue/Thur, 6-8pm, 10/24 - 11/2 $169
Brett Corbitt ACC Littleton Campus

Microsoft Excel 2019 & 365 Level 2
Microsoft Excel Level 2 covers key Excel skills. Among others, intermediate topics include themes, cell styles, and number formats, using functions for dates and numbers, conditional functions, text functions, and lookup functions. Students will be in a computer lab where they will be able to develop and apply skills. Book included.

Tue/Thur, 6-8pm, 11/7 - 11/16 $169
Brett Corbitt ACC Littleton Campus
COMPUTER SKILLS (CONTINUED)

Digital Marketing Bootcamp
The Digital Marketing program is designed to help students interested in marketing to create a portfolio and begin an entry-level position in the digital marketing field. The curriculum is a project-based course that blends marketing theory, critical thinking skills, and practical experience to prepare students for an entry-level position in a growth industry. Students will become proficient in advertising platforms such as Facebook, Google, Instagram, Twitter, and LinkedIn. Our program provides a fast-paced, detailed curriculum with a full-breadth of digital marketing knowledge in order to be a competitive applicant in an ever-growing job market. Digital Marketing jobs are growing 112 percent faster than the U.S. national average job growth. Upon completion of the program students will be equipped with the tools to be successful at jobs such as marketing coordinator, social media advertising coordinator, branding coordinator, junior UX designer, and more.

Thur, 7-8:30pm, 9/28/23 - 2/1/24 $3,999
Promineo Tech ACC Virtual Course – Held via Slack

Wed, 7-8:30pm, 10/25/23 - 2/28/24 $3,999
Promineo Tech ACC Virtual Course – Held via Slack

Tue, 7-8:30pm, 11/28/23 - 3/19/24 $3,999
Promineo Tech ACC Virtual Course – Held via Slack

Thu, 7-8:30pm, 12/14/23 - 4/11/24 $3,999
Promineo Tech ACC Virtual Course – Held via Slack

CODING BOOTCAMPS

Big Data Engineering
The 26-week Big Data Engineering Program is designed to introduce the technically inclined student to the technologies and methodologies requested by hiring companies and used by real world data engineers. This program is fast paced and will cover a breadth of technologies, including Python programming, Hadoop and cloud-based services in Amazon Web Services (AWS). The student will also be introduced to such methods as data wrangling, munging, ingesting and modeling for analytics. By the end of the program the successful student will be prepared for an entry level position as a data engineer, Python programmer, or business intelligence developer.

Tue, 7-8:30pm, 8/29/23 - 3/12/24 $4,999
Thu, 7-8:30pm, 11/30/23 - 6/6/24 $4,999
Promineo Tech ACC Virtual Class – Held via Slack

Front End Software Developer
Front end software developers build the pieces of applications and websites that users see and interact with. This involves creating components that look good and provide functionality when a user interacts with them. It also involves interacting with Back End applications and displaying data in an aesthetically pleasing manner. If you enjoy creating something visually appealing or seeing impressive results come from what you create, the Front End program will be a great fit for you.

Thur, 7-8:30pm, 11/28/23 - 4/16/24 $3,999
Tue, 7-8:30pm, 12/14/23 - 4/25/24 $3,999
Promineo Tech ACC Virtual Class – Held via Slack

Back End Software Developer
Back end software developers are in charge of building applications that do the behind-the-scenes work. This typically involves receiving requests from a Front End application, processing the request, reading and writing to a database and responding back to requests from other applications. If you enjoy working with data, defining and optimizing processes and knowing how things work behind the scenes, the Back End program will be a great fit for you.

Wed, 7-8:30pm, 10/25/23 - 3/6/24 $3,999
Thu, 7-8:30pm, 12/14/23 - 4/25/24 $3,999
Promineo Tech ACC Virtual Class – Held via Slack
STUDY ABROAD with ACC

LISBON, SEVILLE, MADRID & BARCELONA — May 27–June 7, 2024

Every program is intentionally designed to feature guided learning, cultural engagement, program immersion, and experiences to drive global competency development, and connect your learning to ACC programs focusing in Art, Creative Writing, Humanities, Photography and Spanish.

Register now to receive early enrollment discounts, lower monthly payment and start participating in our fundraising! All students welcome to participate.

To learn more, contact: Trish Sangelo
trish.sangelo@arapahoe.edu

New Classes Added All The Time! | 303.797.5722

LANGUAGE – SPANISH

Beginning Spanish 100
This course is designed to promote beginner writing and oral communication. Vocabulary in context, grammar, and cultural units will be covered. Upon completion of this course, students will be able to greet and introduce themselves to others, tell time, describe weather conditions, recognize cognates, talk about personality/physical traits, to discuss what people do using the regular present tense of –ar, –er, and -ir verbs, express how people are feeling and how to express possession.

Wed, 6-8pm, 9/20 - 11/1 $149+optional book
John Soister ACC Littleton Campus
Tue/Thur, 6-7pm, 10/10 - 11/16 $149+required book
Jimena Pearson ACC Littleton Campus

Beginning Spanish 101
This course is designed to promote intermediate writing and oral communication. Vocabulary in context, grammar, and cultural units will be covered. Upon completion of this course, students will be able to convey likes and dislikes, narrate an action in progress (present progressive), describe plans and convey what will happen in the future (ir+a+infinitive), express opinions by talking about what they want or what they prefer (stem-changing verbs), point out demonstrative adjectives, discuss to whom or for whom an action takes place, and avoid repetition in speaking and writing (OD and ID pronouns), talk about events in the past (Preterite), talk about knowing people or knowing how to do things (Saber & Conocer), and talk about daily routines (reflexive verbs).

Wed, 6-8pm, 11/8 - 12/20 $149+optional book
John Soister ACC Littleton Campus

Intermediate Spanish 202
This course is designed to promote effective and advance reading, writing and oral communication. Vocabulary in context, grammar, and cultural units will be covered. Upon completion of this course, students will be able to discuss possible actions in the present and future, to convey hypothetical or contrary to fact statements (Si clauses), to refer to completed actions or past actions that are relevance in the present (Preterito perfecto del Subjuntivo), to discuss actions completed before others in the past (Pluscuamperfecto de Indicativo), to refer to actions or conditions that had taken place before another past occurrence (Pluscuamperfecto del Subjuntivo/pluperfect subjunctive), to express what will have happened at a certain point (Futuro perfecto), to express what would have occurred but did not (Condicional perfecto), to express unexpected occurrences, to relate impersonal information (se impersonal), and to emphasize size or express affection or ridicule (diminutives and augmentatives).

Sat, 10am-12pm, 11/11/23 - 1/13/24 $149 +required book
Jimena Pearson ACC Littleton Campus
**LANGUAGE – SPANISH (CONTINUED)**

**Spanish for the Professional** *(Academic Noncredit)*

This course introduces students to a working knowledge of the Spanish language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others. Academic Noncredit classes are community seats in college level courses. Spots are limited so please register as soon as possible to ensure enrollment.

Upon completing this course, you will be able to:
- Reproduce the pronunciation and intonation of the Spanish language.
- Understand basic oral statements, instructions and questions.
- Apply learned vocabulary, phrases, and grammatical structures in simple conversations.
- Accurately use basic vocabulary and grammatical structures in simple writings such as forms and notes.
- Demonstrate an awareness of appropriate cultural behaviors and values in common situations pertinent to the professional field.

**Tue/Thur, 5-6:25pm, 9/5 - 12/12**  
Paola Allani  
ACC Littleton Campus  
$510  

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**French I**

Parlez-vous français? Let’s begin speaking French as of this semester! Learn how to ask for directions, order food, make a reservation, ask about the weather, buy everyday items at boulangeries and markets. Use your French to navigate your everyday life in a French speaking country. Each meeting will have a cultural focus so that we cover the basics of the language and culture. Students will be asked to come up with their own desired goals and topics as well. Our meetings will be relaxed and fun and each student will be able to communicate at a basic level at the end of this course. Allons-y!! Let’s start!!

This course is designed to promote very beginning oral communication. Vocabulary in context, grammar, and cultural units will be covered. Upon completion of this course, students will be able to greet and introduce themselves to others, to tell time and at what time and event takes place, to describe weather conditions, to recognize French words based on their similarity to English words, to talk about personality/physical traits, to discuss what people do using the regular present tense of -er, -ir, and -re verbs, to express how people are feeling, their physical and emotional states and their location, to use comparisons to specify which of two people, places, or things has a lesser, equal, or greater degree of a particular quality, and finally students will learn how to express possession.

**Sat, 9:15-11:15am, 9/9 - 11/11**  
Fawzia Ahmad  
ACC Littleton Campus  
$229  

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**French II**

Do you want a refresher French course or to build on the French Conversation course from last semester? This class will help you to expand your communication in French. We will have fun with more everyday situations in which you would need French to communicate such as: sending a text message, speaking on the phone, what to say to a bank teller, how to ask you museum guide the correct question (and understand his/her answer), communicating with a French family that your child is staying with and/or communicating with a French family whose child you are hosting, etc. Join us for this content-rich and fun course!

**Sat, 1:30-3pm, 9/9 - 11/11**  
Fawzia Ahmad  
ACC Littleton Campus  
$189  

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**Travel Abroad to Morocco: Marrakech, the Sahara & Fes**  
**JULY 11-22, 2024**

We host small group adventure tours for our adult ACC community. Enjoy beautiful landscapes, ancient architecture, and cultural landmarks. This trip includes customized guided tours, flights, hotels, local food, and a unique cultural experience.

**Learn more Thurs, Sept 7, 6pm on Zoom**  
**Email trish.sangelo@arapahoe.edu to RSVP for this info session.**
## English as a Second Language and Citizenship

### Beginning English as a Second Language (ESL)
For beginners who speak little English. Learn to speak, read and begin to write in the English language. Discover fun facts about Colorado while you learn. Please place yourself where you think you fit. First day of class assessments will be held to determine if you placed yourself correctly.

Tue/Thur, 6-8pm, 10/3 - 12/12  $199+book
Victoria Martysh  ACC Littleton Campus

### Intermediate English as a Second Language (ESL)
If you have completed Beginning English as Second Language, or if you can speak and read English at the fourth grade level, this is the appropriate class for you. Please place yourself where you think you fit.

Tue/Thur, 6-8pm, 10/3 - 12/12  $199+book
To Be Announced  ACC Littleton Campus

### Advanced English as a Second Language (ESL)
Get more confident in your reading, writing, and conversational skills. This is a continuation of Intermediate English as a Second Language; new students may obtain permission from the instructor to attend.

Tue/Thur, 6-8pm, 10/3 - 12/12  $199+book
To Be Announced  ACC Littleton Campus

### English Conversation
Practice your English skills through conversations, role playing, fun and engaging games, and more. Learn about American culture through hands-on activities and presentations from guest speakers. Gain confidence in this new environment thru language development and cultural understanding. Explore resources to help you be successful.

Mon, 6-8pm, 10/9 - 12/11  $185
Victoria Martysh  ACC Littleton Campus

### Becoming a US Citizen
Designed to successfully navigate your road to citizenship. Learn the fundamentals of U.S. History and Civics, as well as step-by-step details of your Citizenship N-400 Application. Prepare for your USCIS citizenship interview with English comprehension and speaking lessons woven throughout the course. Individual attention is provided.

Wed, 6-8:30pm, 10/11 - 12/20  $235
Victoria Martysh  ACC Littleton Campus

## American Sign Language

### Beginning American Sign Language (ASL) Part I
Beginning ASL Part I is designed to include all the cultural information students should know if they never take another ASL class again, including basic ASL skills, presented in a fun, interesting manner intended to draw them to additional ASL classes. Additional classes will build greater vocabulary while having cultural understanding already in place.

Thu, 6:30-8pm, 9/21 - 11/16  $149
Jennifer Wise  ACC Littleton Campus

### Beginning American Sign Language (ASL) Part II
Beginning ASL Part II is designed as a follow-up to Beginning ASL Part I or for those that have some knowledge of deaf culture and American Sign Language, to build greater vocabulary while having cultural understanding already in place. Additional time to use previously-learned signs will be provided through activities and developing signed conversations.

Thu, 6-6:30pm, 9/21 - 11/16  $149
Jennifer Wise  ACC Hybrid Course

### Intermediate American Sign Language (ASL) Part I
Intermediate ASL Part I is designed as a follow-up to the Beginning ASL Part I and Part II classes to build greater ASL fluency through grammatical features and vocabulary while having cultural understanding already in place. This 6-week class will be taught as an online Flipped class. Each lesson is designed to be 90 minutes, with approximately 60 minutes of instruction learned individually using instructor-recorded videos (and supplemental videos), with the live (Zoom) portion of class being 30 minutes.

Wed, 6-6:30pm, 10/4 - 11/8  $99
Jennifer Wise  ACC Hybrid Course – Held via Zoom
WOMEN AND FINANCE SERIES

Women and Finance – Series (Three classes)
Now more than ever, women are focused on their finances and prioritizing their financial well-being. Having a solid planning process is the first step in achieving your financial goals. This series will allow you to take charge of your finances, change your fiscal mindset, build real wealth and plan for unexpected expenses. Gain the confidence to handle your money and build a roadmap to a sound future. Pick and choose individual courses or enroll in the series.

**Women and Finance – Retirement**
Part of a complete retirement plan is protecting savings from life events and understanding your options. This course is designed to take the confusion out of Medicare, Social Security, life insurance and long-term care. We will also discuss getting your estate in order and managing the stress of taking care of aging parents. This will allow you to determine the best, most efficient way to protect yourself, your family, and your life savings.

- **Wed, 6-8pm, 11/8**
  - $49
  - Nadia Shokohi  
  - ACC Littleton Campus

**Women and Finance – Investing**
Get started on your financial journey by looking at your current financial situation and making sure you can meet your short- and long-term goals. When it comes to creating a plan for your finances, it’s important that you have key foundational elements in place. Learn how investing works, the different types of investments and what is right for YOU. This class will help you understand investment strategies and lay out the next steps.

- **Wed, 6-8pm, 9/13**
  - $49
  - Nadia Shokohi  
  - ACC Littleton Campus

**Women and Finance – Financial Planning**
Now that you have your finances in order, you can focus on strategies to build a stronger financial plan or discover how to address unexpected events that can negatively affect your retirement assets. Full of information presented by expert guests, this class will allow you to position yourself to realize your personal financial goals.

- **Wed, 6-8pm, 10/11**
  - $49
  - Nadia Shokohi  
  - ACC Littleton Campus

**Women and Finance – Estate Planning**
A good estate plan has many different parts to it. Learn how to protect your family by creating a comprehensive estate plan. We’ll cover which documents you need based on your individual situation. We’ll also discuss the benefits, drawbacks, and how to avoid probate.

- **Wed, 10am-12pm, 9/19**
  - $49
  - Stephanie Dahl  
  - ACC Littleton Campus

RETIREMENT PLANNING

**Retirement Planning Today**
Retirement Planning Today explains time-tested strategies that help you to make informed financial decisions. Plan for your future with confidence. Build a nest egg, protect your assets and create a retirement plan that matches your goals and values. Determine the savings you need to retire today or in the future.

- **Thu, 6:30-9:30pm, 9/14 - 9/21**
  - $59
  - Milt Murphy  
  - ACC Littleton Campus

- **Tue, 6:30-9:30pm, 9/19 - 9/26**
  - $59
  - Milt Murphy  
  - ACC Littleton Campus

- **Thu, 6:30-9:30pm, 9/28 - 10/5**
  - $59
  - Milt Murphy  
  - Highlands Ranch Recreation Center-Northridge

- **Tue, 6:30-9:30pm, 10/3 - 10/10**
  - $59
  - Milt Murphy  
  - Chaparral High School

- **Thu, 6-9pm, 10/12 - 10/19**
  - $59
  - Milt Murphy  
  - Highlands Ranch Recreation Center-Northridge

- **Thu, 6-9pm, 10/17 - 10/24**
  - $59
  - Milt Murphy  
  - Highlands Ranch Recreation Center-Northridge

*For November & December classes, visit our website

**“EXCELLENT COURSE – INFORMATIVE AND ENGAGING!”**

- **STUDENT**

ESTATE PLANNING

**Estate Planning**
A good estate plan has many different parts to it. Learn how to protect your family by creating a comprehensive estate plan. We’ll cover which documents you need based on your individual situation. We’ll also discuss the benefits, drawbacks, and how to avoid probate.

- **Tue, 10am-12pm, 9/19**
  - $49
  - Milt Murphy  
  - ACC Littleton Campus

- **Wed, 6-8pm, 10/25**
  - $49
  - ACC Littleton Campus

- **Tue/Thu, 6-7pm, 11/14 - 11/16**
  - $49
  - Stephanie Dahl  
  - ACC Littleton Campus
REAL ESTATE

Managing Your Rental Properties
Learn how to screen your prospective tenants and keep the bad ones out. Be aware of “dos and don’ts” when dealing with tenants. If you must evict, how? Have a pool of qualified service people that respond quickly. We’ll explain how to keep your property rented when others have vacancies. We also review the Fair Housing Laws in addition to a detailed discussion of a lease. Is professional property management for you? An individual meeting with the instructor is included for no additional fee. This class is taught by Jim Flint, CRS, a veteran with over 35 years of experience in Denver investment real estate or Dan Hagstrom, also a veteran real estate manager and investor. If you have questions, please call Jim Flint at 303.759.2222.

Wed, 6-9:15pm, 10/18 $49+$20 material fee
Wed, 6-9:15pm, 11/15 $49+$20 material fee
Multiple Instructors ACC Littleton Campus

Alternatives to Traditional Real Estate Investing
Look at real estate investing from an angle other than single family homes, duplexes, or condos. There are a world of options out there: commercial property, assisted living homes, partnerships, and more! Learn how to create a business plan for your investment, including financing options, management, and the formulas you need to measure your ROI. While this class is aimed at people who have already discovered the advantages of investing in real estate, it can also be suitable for those who simply are ready to diversify into investments other than the stock market. A personalized meeting is included at no additional fee. The Instructor, Jim Flint, CRS, has over 35 years of experience with real estate in five states. If you have questions, please call Jim Flint at 303.759.2222.

Tue, 6-9:15pm, 10/23 $49+$20 material fee
Jim Flint ACC Littleton Campus

Fundamentals of Real Estate Investing
Learn how to avoid trouble and vacancies. This class is taught by Jim Flint a 30-year veteran of Denver investment real estate, and Jason Meyer a 10-year veteran property manager that currently manages over 400 units. Learn how to screen your prospective tenants and keep the bad ones out. Be aware of “dos and don’ts” when dealing with tenants. If you must evict, how? Have a pool of qualified service people that respond quickly. We’ll explain how to keep your property rented when others have vacancies. We also review the Fair Housing Laws. Is professional property management for you? Included is a copy of a lease used in over 400 housing units. If you have questions, please call Jim Flint at 303.759.2222.

Mon, 6-9:15pm, 9/13 $49+$20 material fee
Multiple Instructors ACC Littleton Campus
WELLNESS & FITNESS

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

Wed, 6-8pm, 9/12 - 10/10  
John Ameen  
$149 + $5 material fee

Embracing Your Empathetic Gifts
Are you highly sensitive or empathic? Do you wonder if you’re being affected by your environment and people around you? If so, this workshop is for you! You’ll discover which of your sensitivities are more pronounced and how you can learn to use them as superpowers. Navigating the world as a sensitive individual can be challenging, but it can also be empowering. In this workshop, you’ll learn how to step into your powerful abilities without fear or anxiety. You’ll also learn effective ways of grounding and protecting your energy including the use of breath work and crystals, how to use your gift to navigate your everyday world with confidence, and how to use your empathic abilities as a springboard to increase your psychic awareness.

Wed, 5:30-8:30pm, 10/11 - 10/18  
Hope Hughes  
$109

Holy Fire Reiki Level I
Holy Fire Reiki is a type of Reiki energy and a system of Reiki healing based on Holy Fire energy. This energy has been active in the world since ancient times. In this class, you will learn this new form of Reiki healing which is a natural and simple healing method that balances the energies in your body. Reiki works on all levels – physical, mental, emotional, and spiritual. The class includes the Holy Fire Reiki I Placement with complete instruction on how to use Reiki to heal yourself and others.

Tue, 6-9pm, 10/10 - 10/17  
Sandra Gourd  
$89 + $20 material fee

Beginning Salsa Dance
This four-week salsa class is perfect for beginners who want to learn the basics of this lively and joyful dance style. Led by an experienced instructor, you’ll learn essential footwork, timing, and partner connection techniques. Each class will build on the previous one, so you’ll progress quickly and confidently. In addition to learning new moves, you’ll also get a great workout and meet new people who share your passion for dancing. Don’t miss this exciting opportunity to add some joy to your life!

Thur, 6:30-7:30pm, 9/7 - 9/28  
$49

Thur, 6:30-7:30pm, 10/5 - 10/26  
$49

Thur, 6:30-7:30pm, 11/2 - 11/30  
$49

Jessie Keller  
ACC Littleton Campus

Principles of Ayurvedic Medicine
This course is designed for healthcare practitioners as well as individuals interested in the holistic knowledge and ideologies of preventative and supportive healthcare. At the end of this course, you will be familiar with:

- The basics of consciousness-based and multi-layered ancient Indian Ayurvedic medicine;
- The relationship between human physiology, psychology and the cycles of nature;
- Identifying the possible root causes of ailments using techniques such as basic pulse reading;
- Incorporating the Four Pillars of Health — digestion, elimination, purification and sleep hygiene — to bring balance to the overall state of health according to Ayurvedic medicine.

Sat, 9am-12:30pm, 10/7 - 11/11  
$429

Asal Shokati  
ACC Littleton Campus
Beginning Tai Chi
Why should I learn Tai Chi? Tai Chi is an ancient Chinese martial art and a form of moving meditation, defense, and exercise. It has both martial and health aspects and is practiced by millions in China and throughout the world. Tai Chi is also a discipline and a way of life, and introduces focus, balance, harmony, flexibility, and yielding to conflicts. The main goal of learning Tai Chi today is to gain the Tai Chi philosophy and to promote good health. This is an on-going, multi-level beginning class with two or more groups. It will take several class sessions to learn the forms. There are both class and group learning activities. You’ll have opportunities to interact and practice in your level group. It is encouraged to help each other in group activities and to practice with a partner outside classes. If you want to refresh your life, lift up your spirit, or try something new and good, sign up for the class!

Thur, 6:30-8pm, 9/7 - 9/28 $99
Thur, 6:30-8pm, 11/2 - 11/30 $99
Rich Mulvey ACC Littleton Campus

Thrive as an Introvert in Today’s World
Being an introvert is a superpower. In this course, learn how to use your superpowers to thrive in today’s world while building your courage, confidence and unleashing your voice.

Tue, 6-7:30pm, 10/24 - 11/7 $169
Cathy Reilly ACC Littleton Campus

Unleash Your Voice
Have you ever needed to use your voice yet fell silent? Do you feel a hesitation when you’re about to speak and hold back? Our past can influence our future, leading to negative self-talk and self-sabotage, keeping us silent and afraid to speak. We hold ourselves back out of fear. In this class, you will learn the psychology behind our hesitation, how to shift the negative self-talk to build confidence, self-esteem, and ultimately give yourself permission to use your voice.

Sat, 10am-12pm, 9/16 - 9/30 $169
Cathy Reilly ACC Littleton Campus

Working with Crystals
Do you love crystals? Do you feel drawn to them but don’t know why… or don’t know what to do with them once you bring them home? In this interactive workshop you’ll discover how to choose the right crystals, get to know them, and how to unlock your intuition and feel their energy. We’ll practice feeling their unique vibrations so that you can connect with your crystals on a deeper level and discover the secrets of selecting the ones meant for you!

Wed, 5:30-8:30pm, 11/1 - 11/8 $109
Hope Hughes ACC Littleton Campus

“THIS IS ONE OF THE BEST CLASSES I HAVE TAKEN. RICH REALLY KNOWS TAI CHI AND HE IS A GREAT TEACHER. WE MADE AMAZING PROGRESS DESPITE HAVING ONLY 4 CLASSES. THIS IS A CLASS I WILL TAKE OVER AND OVER WHEN IT IS OFFERED SO THAT I CAN KEEP GETTING BETTER.” -STUDENT
**EQUINE**

**Horse Training and Horsemanship Lab**
Hands-on practice in the skills and methods for ground handling foals, yearlings and older horses; green broke training; retraining and finishing horses. Students must complete an average of 10 hours of lab work and 4 hours of independent study weekly. ACC Off-campus course: Dates, times, and locations arranged with instructor.

Dates and times arranged, 9/11 - 12/20 $399
Damian Ficca ACC Off Campus Course (arranged)

**Nutrition and Feeding I**
Study the history of feeding horses and examine their needs for vitamins, minerals, energy, macro and micronutrients, water, concentrates, commercial feeds, special feeds/ additives, and supplements/conditioners.

Mon/Wed, 6-7:30pm, 9/11 - 10/25 $199
Damian Ficca ACC Littleton Campus

**Digestive System**
Learn about the anatomy and physiology of the digestive system including the metabolic problems and diseases that affect this system, injuries, and control of parasites.

Mon/Wed, 7:30-9:00pm, 9/11 - 10/25 $199
Damian Ficca ACC Littleton Campus

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

Tue, 6-7:30pm, 9/12 - 12/19 $199
Damian Ficca ACC Littleton Campus

**Skeleton System**
Gain an in-depth understanding of your horse’s skeletal system in order to better manage its long-term health and development. This course will cover the key elements of the skeleton, connective tissues, muscles, joints, and movement.

Mon/Wed, 7:30-9pm, 10/30 - 12/20 $199
Damian Ficca ACC Littleton Campus

**Nutrition and Feeding II**
A continuation of Nutrition and Feeding I, this course will cover grass hay, alfalfa hay, pasture, special diets, feeding programs and how to balance a ration. Pre-requisite: Nutrition and Feeding I.

Mon/Wed, 6-7:30pm, 10/30 - 12/20 $199
Damian Ficca ACC Littleton Campus

*For additional classes and clinics, visit our website*

**OTHER HOBBY**

**Beekeeping for Newbees**
Thinking of becoming a beekeeper, or just interested in learning more about the honeybee? This is an introductory class to learn the basics about bees and how to care for them. We will cover bee basics, hive management, creating a bee-friendly space, and all things honey! Come learn about the tiny but mighty honeybee, how bees affect our world, and how we can participate with them.

Sat, 9am-12 pm, 9/30 $39
Keysha Boggess ACC Littleton Campus

**First Year Beekeeping and Beeyond**
This class will help beginning beekeepers succeed during your first bee season and beeyond! Learn how to install your bees, perform hive inspections, understand what your bees need and how to help them thrive. We will dive deep into what to expect your first year and you’ll be ready to

Sat, 9am-2:30pm, 10/21 $79
Keysha Boggess ACC Littleton Campus

“THANK YOU! KEYSHA WAS SO CALM, HAPPY, AND PASSIONATE ABOUT BEEKEEPING. I APPRECIATE HER ‘CAN DO’ ATTITUDE AND ABILITY TO MAKE SOMETHING THAT CAN BE MADE VERY COMPLICATED, PROFESSIONAL, AND SCARY SEEM QUITE DOABLE AND ENJOYABLE. I HIGHLY RECOMMEND THIS COURSE TO OTHERS.”

**Charcuterie 101**
This two-hour class will walk through the process of creating charcuterie and the history behind it. Each participant will get to take home a wooden board with the contents they have created. Supplies included.

Tue, 6-8pm, 10/10 $99
Karen Kirkland ACC Littleton Campus

Details & Registration: arapahoe.edu/wcp | 303.797.5722
RISE PROGRAM

Begin Again: A Social Skills Course for Individuals with Brain Injury
A traumatic brain injury (TBI) can completely upend your life, impacting your relationships, social functioning, and overall mental well-being. If you’re seeking to regain control and start anew, our 10-week, 30-hour course is here to support you on your journey.

The Begin Again course, the latest addition to our renowned RISE program, offers a comprehensive approach to help you rebuild your identity and develop crucial social skills. Throughout the course, we will employ an innovative narrative approach that places you at the center of your own story. By using engaging storytelling techniques, we aim to create a safe and empowering environment that encourages personal growth and exploration.

Begin Again provides a structured framework for your recovery journey. Our curriculum is thoughtfully designed to address various aspects of TBI rehabilitation, focusing on understanding TBI, rebuilding your identity, enhancing social skills, managing emotional well-being, and embracing life transitions.

At the end of the non-credit course, you will have gained valuable skills, insights, and a newfound sense of empowerment to navigate your life post-TBI. Join our supportive community in Begin Again, and let’s work together to create a brighter future filled with hope and possibility.

Wed, 4-6pm, 9/27 - 12/6
Cory Wendling
ACC Virtual Course

$559

SAIL: Self Advocacy for Independent Life
Join our transformative non-credit course, where we follow the evidence-based SAIL curriculum designed for individuals navigating life after ABI. This comprehensive program emphasizes self-advocacy and self-management skills across five core areas:

- Self-Assessment and Goal Setting: Assess your needs and set attainable post-injury goals.
- Wellness: Foster physical, emotional, cognitive, and social well-being.
- Cognitive Skills: Develop problem-solving, memory, attention, and decision-making techniques.
- Information and Resources: Access knowledge and resources for effective self-management and self-advocacy.
- Psycho-Social Skills: Cultivate successful interactions at home, in the community, at school, and at work.

This course offers a supportive and engaging learning environment. Through interactive discussions, exercises, and real-life scenarios, gain valuable insights and skills to navigate your life post-ABI confidently.

Enroll in SAIL today to embark on a transformative journey of self-advocacy and empowerment. Become an effective self-advocate and manager of your own life, unlocking your potential for personal growth, independence, and successful reintegration after ABI. Let’s navigate this path together.

9/26 - 12/5
$699
Tue, 9-11:30am
ACC Littleton Campus
Thu, 12:30-1:15pm
ACC Virtual Course
Cory Wendling

*For additional classes and clinics, visit our website

"WHEN I STARTED TELLING MY NARRATIVE OR MY STORY ABOUT MY STRENGTHS AND DREAMS, SOMETHING CHANGED INSIDE ME. I SEE MYSELF DIFFERENTLY NOW, LIKE I KNOW MORE ABOUT WHO I AM AND WHAT I CAN BECOME."

RISE student

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ONLINE PROFESSIONAL SKILLS CLASSES

Discover a wide range of highly interactive courses that you can take entirely over the Internet. Courses are led by expert instructors, many of whom are nationally known authors. These courses are affordable, fun, fast, convenient, and geared just for you. Whether you are looking to expand your skill set, earn professional credits, or learn something new, our online professional development courses and certificates pair perfectly with a busy schedule.

<table>
<thead>
<tr>
<th>Photography</th>
<th>Course Hours</th>
<th>Course Price</th>
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<tr>
<td>Mastering Your Digital SLR Camera</td>
<td>24</td>
<td>$129</td>
</tr>
<tr>
<td>Photographing Nature with Your Digital Camera</td>
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<td>$129</td>
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<td>Photographing People with Your Digital Camera</td>
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<td>Secrets of Better Photography</td>
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<tr>
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<tr>
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<tr>
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<td>Grammar for ESL</td>
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<td>Instant Italian</td>
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<td>Spanish for Medical Professionals</td>
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<td>Speed Spanish I</td>
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<td>Speed Spanish III</td>
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<td>Spanish for Banking</td>
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<td>Spanish for Construction</td>
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<td>Spanish for Educators</td>
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<td>Spanish for Firefighters</td>
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<td>Spanish for Food Service</td>
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<td>Spanish for Health Care</td>
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<td>Spanish for Law Enforcement</td>
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<td>Spanish for Manufacturing and Warehousing</td>
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<td>Spanish for Social Services</td>
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## Communication & Leadership

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<th>Course</th>
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<td>Achieving Success with Difficult People</td>
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<td>Becoming a Better Leader</td>
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<td>Communicating Collaboratively</td>
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<tr>
<td>Effective Business Writing</td>
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<td>$99</td>
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<tr>
<td>Effective Emails, Memos, and Letters</td>
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<td>Effective Presentations</td>
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<td>Effective Public Speaking</td>
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<tr>
<td>Fundamentals of Supervision &amp; Management</td>
<td>24</td>
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<tr>
<td>Get Assertive!</td>
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<td>Interpersonal Communication</td>
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<td>Keys to Effective Communication</td>
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<tr>
<td>Leadership</td>
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<tr>
<td>Leading and Managing Small Businesses</td>
<td>3</td>
<td>$79</td>
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<tr>
<td>Mastering Public Speaking</td>
<td>24</td>
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<tr>
<td>Helping Elderly Parents</td>
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## Career Training Programs

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<tr>
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<tr>
<td>Adobe Certified Professional</td>
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<tr>
<td>Certified Admin Professional with MS Office Specialist</td>
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<tr>
<td>Certified Phlebotomy Technician</td>
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<td>Clinical Dental Assistant</td>
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<tr>
<td>Electrical Technician</td>
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<tr>
<td>Entrepreneurship: Startup and Business Management</td>
<td>200</td>
<td>$2,795</td>
</tr>
<tr>
<td>Freight Broker/Agent Training</td>
<td>100</td>
<td>$1,895</td>
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<tr>
<td>HVAC/R Certified Technician</td>
<td>330</td>
<td>$2,895</td>
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<tr>
<td>Medical Billing and Coding</td>
<td>370</td>
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<tr>
<td>Optician Certification Training</td>
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<td>$1,995</td>
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<tr>
<td>Peer Support Specialist</td>
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<td>Residential Electrician</td>
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<td>Technical Writing Certification</td>
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<td>Certified Bookkeeper</td>
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<tr>
<td>CompTIA Security +</td>
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# Online Professional Skills Classes (Continued)

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<thead>
<tr>
<th>Computer Applications &amp; Skills</th>
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<td>Introduction to Photoshop CC</td>
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<tr>
<td>Introduction to InDesign CC</td>
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<tr>
<td>Introduction to Lightroom Classic CC</td>
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<td>Photoshop Elements for the Digital Photographer</td>
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<tr>
<td>Photoshop Elements for the Digital Photographer II</td>
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<td>Basic CompTIA A+ Certification Prep</td>
<td>24</td>
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<td>Computer Skills for the Workplace</td>
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<td>Creating Web Pages</td>
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<td>Creating WordPress Websites</td>
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<tr>
<td>Introduction to Java Programming</td>
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<td>Introduction to PC Troubleshooting</td>
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<td>Introduction to Programming</td>
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<td>Introduction to Python 3 Programming</td>
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<td>Microsoft Excel 2019/365 – Introduction</td>
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<tr>
<td>Microsoft Excel 2019/365 – Intermediate</td>
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<td>Microsoft Excel – Advanced Skills</td>
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<td>Microsoft Excel – Pivot Tables</td>
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<td>Microsoft PowerPoint 2019/Office 365 – Introduction</td>
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<td>Microsoft PowerPoint – Visual</td>
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<td>Microsoft Word 2019/Office 365 – Introduction</td>
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<td>QuickBooks Online – Basics</td>
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<td>SQL – Introduction</td>
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<tr>
<td>SQL – Intermediate</td>
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Learn How You Can Earn While You Learn at ACC!

[arapahoe.edu/apprenticeship]
## Business and Marketing

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Hours</th>
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<tr>
<td>Accounting Fundamentals</td>
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<td>Accounting Fundamentals II</td>
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<td>Administrative Assistant Fundamentals</td>
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<td>Administrative Assistant Applications</td>
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<tr>
<td>Advanced Grant Proposal Writing</td>
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<td>A to Z Grant Writing</td>
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<td>Conversion Rate Optimization</td>
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<td>Digital Marketing Strategy</td>
<td>3</td>
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<td>Introduction to Business Analysis</td>
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<tr>
<td>Introduction to Nonprofit Management</td>
<td>24</td>
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<tr>
<td>Keys to Successful Money Management</td>
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<td>Marketing Automation</td>
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<td>Marketing Your Business on the Internet</td>
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<tr>
<td>Mobile Marketing</td>
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<tr>
<td>Modern Marketing: Strategy &amp; Execution</td>
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<td>Paid Search (PPC)</td>
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<td>Project Management Fundamentals</td>
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<td>Real Estate Investing</td>
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<td>Search Engine Optimization</td>
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<td>Social Media Marketing</td>
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<tr>
<td>Start Your Own Online Business</td>
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<td>Stocks, Bonds, and – Investing Oh My!</td>
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<td>$129</td>
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<td>Using Social Media in Business</td>
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<td>Web Analytics</td>
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<tr>
<td>Introduction to Crystal Reports</td>
<td>24</td>
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APPRENTICESHIPS OVERVIEW

ACC Apprenticeships – Earn While You Learn

What is an Apprenticeship?
An apprenticeship is a program that combines customized instruction with structured on-the-job training in skilled trades. The apprentice learns hands-on skills under the supervision of a professional and in the classroom, while earning a salary. By combining your education and paid experience with our employer partners, you’ll be able to launch your career even faster.

Benefits of an Apprenticeship
- Wrap-around support through student navigation for program enrollment and tuition assistance
- Paid work experience with wage increases
- ACC certificate or degree
- Industry credential after passing the certification exam
- Professional work experience
- Award winning programs!

Check out our website to learn more about our apprenticeships!

ACCOMMITTMENT
Combine customized instruction with structured on-the-job training. By combining your education and paid experience with our employer partners, you’ll be able to
LAUNCH YOUR CAREER EVEN FASTER.

Scan the QR Code to learn more
HEALTHCARE APPRENTICESHIPS

Medical Assisting Apprenticeship
A medical assistant is an allied health professional who supports the work of physicians, nurse practitioners, physician assistants, and other health professionals in a clinic setting. They are cross trained to perform administrative and clinical duties as a patient liaison. The scope of work differs among practice specialties. Earning potential for a medical assistant in Colorado is between $17.40-$25.53\(^*\).

The Medical Assistant Apprenticeship Program is a six-month program that prepares students to take the Certified Clinical Medical Assistant (CCMA) test through the National Healthcareer Association. Apprentices will be hired by an employer partner as Medical Assistant Apprentices while completing their medical assistant training through Arapahoe Community College. Once you have completed your training you could be hired full-time at a facility as a Medical Assistant. The Medical Assistant Apprenticeship Program is a competency-based program that will prepare you to become a Medical Assistant in various healthcare settings.

**Program Cost:** Estimated $5,700
- FAFSA eligible
- Scholarship opportunities

**Qualifications/Requirements**
- High school diploma/GED
- No medical experience required
*\( \text{wage range O}\text{-Net} \)

"THE COURSE IS ACCELERATED INTO A SIX-MONTH PROGRAM, WHICH REALLY SOLIDIFIED MY WANT TO BE A PART OF THE APPRENTICESHIP. I COULD GET OUT AND START MAKING A DIFFERENCE IN MY COMMUNITY THE MOMENT THE PROGRAM STARTED."

Medical Laboratory Technician (MLT) Apprenticeship
MLTs are allied health professionals who work to perform tests on patient samples to prevent and diagnose both diseases and illnesses. MLTs generally work under the supervision of a Medical Laboratory Scientist or lab manager in laboratories where they perform tests such as analyzing body fluids, tissue, and other substances. MLTs apply technical knowledge in ways that ensure quality test results for patients and their providers.

The MLT Apprenticeship is a paid 12-month program that guides students through the completion of an accredited program. Apprentices will be hired by our employer partner while completing their MLT training through Arapahoe Community College. Earning Potential for an MLT in Colorado is $17.91-$42.55\(^*\).

**Program Cost:** Estimated $6,500
- FAFSA eligible
- Scholarship opportunities

**Qualifications/Requirements**
- High school diploma/GED
- Completed general education courses with a “C” or above for the Medical Laboratory Technology, AAS
- No medical experience required
*\( \text{wage range O}\text{-Net} \)
APPRENTICESHIPS COMING SOON

Neurodiagnostic Technician (EEG) Certificate of Completion
An EEG technician specializes in running electroencephalogram (EEG) tests, which are used to monitor brain activity and detect abnormalities. They operate specialized medical devices that scan a patient’s brain to show electrical activity. This can help doctors diagnose a wide range of neurological disorders. The EEG training program is a 10-month program that prepares students to take the Registered Electro-encephalographic Technologist certification (R. EEG T.) through ABRET. Students will complete coursework through Arapahoe Community College and clinical hours through a local hospital. The EEG program is a competency-based training program that will prepare the student to become an EEG Tech in hospital settings.

Ophthalmic Assistant Apprenticeship
An Ophthalmic Assistant aids ophthalmologists in caring for patients’ eyes and eyesight. They typically work in ophthalmology clinics assisting with eye exams, administering treatments, and other patient care duties. The Ophthalmic Assistant Apprenticeship is currently in development, and we are excited to launch the program soon. Register for one of our regular info sessions to learn more about this exciting opportunity.

“THIS PROGRAM CHANGED MY LIFE. I HAD TO LEAVE A JOB THAT REQUIRED HEAVY LIFTING DUE TO MEDICAL REASONS, AND THIS APPRENTICESHIP PROGRAM GAVE ME THE CHANCE TO CONTINUE HELPING PEOPLE AND DO WORK I LOVE EVERY DAY.”

– FORMER HEALTHCARE APPRENTICE

Register for an upcoming apprenticeship info session
Policies & Procedures

Registration & Confirmation
- **Registration** — Visit arapahoe.edu/wcp to register online or call 303.797.5722 to register over the phone.
- **Confirmation** — An order receipt along with a confirmation email will be sent upon registration.
- **Welcome Email** — You will receive a welcome email, which includes a parking permit, room number, and campus maps approximately 3 to 4 business days prior to the start of your class.

Course Cancellations, Drops & Refunds
- Students will receive a 100% refund for any class which is canceled.
- Students will receive a 100% refund for any drops made prior to the first class. After the first class, no refunds will be given.
- If paid by credit card/charge, you’re eligible for a refund to the original card provided it is still valid and the payment is not over 184 days old.
- If paid by check or cash, a refund check from the State of Colorado will be sent to the person who is registered for the course. This may differ from the person who paid for the course, unless other arrangements are made. Do not stop payment.

Accommodation
- Reasonable accommodation will be provided upon request if you have a disability. Please notify the Workforce & Community Programs, 303.797.5722, a minimum of 30 days prior to the start date of the course. Further information and forms are available through the Disability Access Services office.

Contact Workforce and Community Programs
- Call 303.797.5722 or email wcp@arapahoe.edu — 9am-6pm, Monday -Thursday and 9am-4pm, Friday.

Online Class Registration
For ease and convenience, register online at: arapahoe.edu/wcp

- **New Students**: You will need to create a user profile before you can register for a class.
- **Returning Students**: Already have a user profile? Simply sign-in with your username and password

In-Person Registration
2nd Floor, Littleton Campus, Room 2405

Phone Registration
303.797.5722

Refund Policy
We recognize that schedules may change. If you need to cancel or drop a class, please review our refund policy at: arapahoe.edu/workforce-community-programs/policies

New WCP Video

Scan to download.
New Classes Added All The Time!

Scan to sign up for our weekly WCP Newsletter!