



## THINKING OF STARTING A BUSINESS?

### THINKING OF STARTING A BUSINESS? – SBDC CLASSES

#### STEPPINGSTONES

|              |          |       |      |
|--------------|----------|-------|------|
| SBDC1005-001 | M (2/9)  | 6-8pm | FREE |
| SBDC1005-002 | M (4/20) | 6-8pm | FREE |

Do you want to start your own business? But maybe, not just yet? You are thinking 1, 2 or 5 years from now. This workshop is for you! Discover what steps you can take now to make the dream of starting your own business come true. Remember short-term planning will not yield long-term results. Take the first steps now! (Minimum class size is 6 and 25 maximum.)

#### START-UP ORIENTATION

|              |         |       |      |
|--------------|---------|-------|------|
| SBDC1001-001 | W (1/7) | 6-9pm | \$30 |
| SBDC1001-002 | T (2/3) | 6-9pm | \$30 |
| SBDC1001-003 | T (3/3) | 6-9pm | \$30 |
| SBDC1001-004 | T (4/7) | 6-9pm | \$30 |

Learn about legal structures, registration, licenses, market research, business planning, obtaining financing, insurance, taxes, employer responsibilities, and sources of assistance. (Minimum class size is 6 and 25 maximum.)

#### TAX 101

|              |          |          |      |
|--------------|----------|----------|------|
| SBDC1013-001 | T (1/20) | 6-9:30pm | \$40 |
| SBDC1013-002 | T (2/17) | 6-9:30pm | \$40 |
| SBDC1013-003 | T (3/17) | 6-9:30pm | \$40 |
| SBDC1013-004 | T (4/21) | 6-9:30pm | \$40 |

Through this workshop, learn the basics of business taxes including forms of different business entities, business use of home and car, record keeping, Schedules C, SE, and ES Form 1040 and more. (Minimum class size is 6 and 25 maximum.) *Instructor: Fran Coet CPA, CVA, & CFP, Coet & Coet PC.*

#### INTRODUCTION TO FINANCIAL STATEMENTS

|              |          |       |      |
|--------------|----------|-------|------|
| SBDC1011-001 | M (2/16) | 6-9pm | \$30 |
| SBDC1011-002 | M (4/27) | 6-9pm | \$30 |

This seminar will focus on understanding the relationships between financial statements (Income Statement, Balance Sheet and Statement of Cash Flows) and how they are calculated. Will provide overview of why they are important, what do they mean, and how can you can create them. Participants are encouraged to bring their financial statements and calculators. (Minimum class size is 6 and 25 maximum.)

#### INTRODUCTION TO FINANCIAL BENCHMARKING

|              |          |       |      |
|--------------|----------|-------|------|
| SBDC1015-001 | M (1/26) | 6-9pm | \$40 |
| SBDC1015-002 | M (3/16) | 6-9pm | \$40 |

Ever wonder who well your business is really doing? Looking for a way to make sure you are in line with your competitors? This seminar will focus on understanding various financial ratios, how they are used, and how to use them to analyze your business. Will provide overview of why they are important, what do they mean, and how can you can calculate them. Participants are encouraged to bring their financial statements and calculators. (Minimum class size is 6 and 25 maximum.)

#### STARTING YOUR SECOND LIFE

|              |          |        |      |
|--------------|----------|--------|------|
| SBDC2003-001 | T (2/10) | 12-1pm | FREE |
| SBDC2003-002 | M (4/6)  | 6-7pm  | FREE |

Receive a one hour introduction to the Immersive Virtual Reality known as Second Life. See opportunities for social networking, entertainment, and business creation. (Minimum class size is 6 and 25 maximum.) *Instructor: Chris Luchs or Kae Novak*

#### WEB 2.0 TOOLS FOR YOUR SMALL BUSINESS

|              |         |       |      |
|--------------|---------|-------|------|
| SBDC2023-001 | M (2/2) | 6-9pm | FREE |
| SBDC2023-002 | R (4/2) | 6-9pm | FREE |

Have you heard the term Web 2.0? This term is used to describe Blogging, Social Network Sites, Podcasting, Wiki, Twitter and Flickr. These are all new web applications that can augment your marketing and customer service. Come find about them, so you can decide if they will be beneficial to your business. (Minimum class size is 6 and 25 maximum.) *Instructor: Chris Luchs or Kae Novak*

#### COLORADO LEADING EDGE: NxLEVEL ENTREPRENEURSHIP

|              |              |       |       |
|--------------|--------------|-------|-------|
| SBDC2040-001 | W (1/21-5/6) | 6-9pm | \$380 |
|--------------|--------------|-------|-------|

Need to write a business plan? Looking for a course that will walk you through everything that you need for your business plan? This 15-week intensive course will provide you with all the tools and resources you need to finish your business plan by the end of the year. The course fee includes registration for two participants and one course text. An additional course text may be purchased for \$100. The NxLevel Entrepreneurial Training program is an award winning business training course designed for entrepreneurs seeking knowledge and practical skill for starting, managing and growing their businesses. By combining education, counseling and networking, the NxLevel Entrepreneurial Training Program helps entrepreneurs strategically plan their business' NxLevel of success! (Minimum class size is 8 and 25 maximum.) *Lead Instructor: Jesse Esparza*

#### BUSINESS PLANNING BOOT CAMP

|              |              |       |       |
|--------------|--------------|-------|-------|
| SBDC2024-001 | R (1/8-2/26) | 6-9pm | \$120 |
| SBDC2024-002 | R (3/5-4/23) | 6-9pm | \$120 |

Looking to jump start your business concept? This 8-week Boot Camp will help you quickly develop your business plan and determine the feasibility of launching your business. This workshop will consist of 12 hours of training and cover Entrepreneurial Essentials, Marketing, Organizational Issues, and Financial Overview. In addition, each participant will be required to schedule 3 hours of free, one-on-one counseling with an SBDC counselor. The goal of this Boot Camp is to allow participants to have business plan or feasibility study completed in 8 weeks. Classes will meet every other week to allow participants time to complete assignments and meet with their counselor. The course fee includes registration for two participants and one set of materials. An Additional set of materials are available for \$40. This Boot Camp is for anyone thinking of starting a business. A needs based scholarship is available for Adams County Residents to subsidize most of the cost of this program. Call 303-460-1032 for more information.

## DID YOU KNOW THAT WE OFFER TUTORING?

Many people don't have the time to take a class, or the dates and times for a class we offer don't work for their schedule. Working with one of our tutors can be another option. Tutoring is conducted on an hourly basis at a time that is convenient for you. Most of the tutoring is held on campus, but tutors are also willing to meet at a local gathering place in your community or at your workplace. For more information please call 303-404-5465.

### Registration Fees for Hourly Tutoring

| Types of Tutoring   | Rate Per Hour |
|---|---------------|
| Business Writing  | \$60          |
| English as a Second Language                                | \$45          |
| Foreign Languages   | \$45          |
| Microsoft Office Applications (Word, Excel, Access, etc.)   | \$40          |
| Multimedia and Graphic Design (InDesign, Illustrator, etc.) | \$60          |
| QuickBooks  | \$50          |

## GED PREPARATION at Westminster

303-404-5335 for information

### PREP CLASSES

If you never completed high school and want to improve your chances for future success, the GED may be the next step for you. Front Range Community College has resources and a plan to help you prepare for the GED test. We offer both self-paced and scheduled classes to help you study for the GED test.

For information on class options and help with registering, please attend one of our orientations in Room B1051. The dates are Wednesdays, Jan. 21, Jan. 28, or Feb. 4 from 5:50-6:30pm; and Tuesdays, Feb. 10, Feb. 17, or Feb. 24 from 1-2pm. For more information call 303-404-5335 or 303-404-5465.

#### PRE-GED PREPARATION: READING AND WRITING

|              |                |             |       |
|--------------|----------------|-------------|-------|
| GEDP1020-001 | M/W (3/2-5/11) | 5:35-6:50pm | \$120 |
|--------------|----------------|-------------|-------|

#### PRE-GED PREPARATION: MATH

|              |                 |          |       |
|--------------|-----------------|----------|-------|
| GEDP1010-001 | M/W (2/25-5/11) | 1-2:50pm | \$120 |
|--------------|-----------------|----------|-------|

#### PRE-GED PREPARATION: SELF-PACED

|              |             |            |       |
|--------------|-------------|------------|-------|
| GEDP1003-001 | (1/20-5/11) | Self-Paced | \$120 |
| GEDP1003-002 | (2/24-5/11) | Self-Paced | \$120 |

### ARE YOU READY TO TAKE THE GED TEST?

The official GED Test is offered at Front Range Community College through the Testing Center. The Center is located in room B1300. The test is offered every Monday, Tuesday, Thursday and Saturday that the Center is open. The charge for the entire GED test is \$80.00, or \$16.00 per test. Please see the Testing Center website at [www.frontrange.edu/GED](http://www.frontrange.edu/GED) for more information, or call 303-404-5338, option #1.

## English as a Second Language at Westminster Campus

### BASIC READING AND WRITING

|              |                |              |       |
|--------------|----------------|--------------|-------|
| ENSL1010-051 | T/R (1/27-5/7) | 9:30-11:30am | \$285 |
| ENSL1010-052 | T/R (1/27-5/7) | 6:30-8:30pm  | \$285 |

### BASIC LISTENING AND SPEAKING

|              |                |              |       |
|--------------|----------------|--------------|-------|
| ENSL1001-051 | M/W (1/26-5/6) | 9:30-11:30am | \$285 |
| ENSL1001-052 | M/W (1/26-5/6) | 6:30-8:30pm  | \$285 |

### LOW INTERMEDIATE READING AND WRITING

|              |                |              |       |
|--------------|----------------|--------------|-------|
| ENSL1011-051 | T/R (1/27-5/7) | 9:30-11:30am | \$285 |
| ENSL1011-052 | T/R (1/27-5/7) | 6:30-8:30pm  | \$285 |

### LOW INTERMEDIATE LISTENING AND SPEAKING

|              |                |              |       |
|--------------|----------------|--------------|-------|
| ENSL1002-051 | M/W (1/26-5/6) | 9:30-11:30am | \$285 |
| ENSL1002-052 | M/W (1/26-5/6) | 6:30-8:30pm  | \$285 |

### HIGH INTERMEDIATE READING AND WRITING

|              |                |              |       |
|--------------|----------------|--------------|-------|
| ENSL1012-051 | T/R (1/27-5/7) | 9:30-11:30am | \$285 |
| ENSL1012-052 | T/R (1/27-5/7) | 6:30-8:30pm  | \$285 |

### HIGH INTERMEDIATE LISTENING AND SPEAKING

|              |                |              |       |
|--------------|----------------|--------------|-------|
| ENSL1003-051 | M/W (1/26-5/6) | 9:30-11:30am | \$285 |
| ENSL1003-052 | M/W (1/26-5/6) | 6:30-8:30pm  | \$285 |

### LOW ADVANCED READING AND WRITING

|              |                |              |       |
|--------------|----------------|--------------|-------|
| ENSL1013-051 | T/R (1/27-5/7) | 9:30-11:30am | \$285 |
| ENSL1013-052 | T/R (1/27-5/7) | 6:30-8:30pm  | \$285 |

### LOW ADVANCED LISTENING AND SPEAKING

|              |                |              |       |
|--------------|----------------|--------------|-------|
| ENSL1004-051 | M/W (1/26-5/6) | 9:30-11:30am | \$285 |
| ENSL1004-052 | M/W (1/26-5/6) | 6:30-8:30pm  | \$285 |

### ADVANCED READING AND WRITING

|              |                |              |       |
|--------------|----------------|--------------|-------|
| ENSL1014-051 | T/R (1/27-5/7) | 9:30-11:30am | \$285 |
| ENSL1014-052 | T/R (1/27-5/7) | 6:30-8:30pm  | \$285 |

### ADVANCED LISTENING AND SPEAKING

|              |                |              |       |
|--------------|----------------|--------------|-------|
| ENSL1005-051 | M/W (1/26-5/6) | 9:30-11:30am | \$285 |
| ENSL1005-052 | M/W (1/26-5/6) | 6:30-8:30pm  | \$285 |

## ESL Orientation

All new students or those who took classes before August of 2007 must attend orientation.

The orientation is one to two hours long. Please arrive at least 5 minutes early before the start time of the session.

Orientation Dates: Jan. 13, 14, 15, 20, 21, 22  
Times: 11:30am OR 5:30pm  
Classroom: C1513

You can register and pay for class at the ESL office in room C2014.

#### ESL Office Hours

Monday – Thursday 9:00am to 5:00pm  
Friday 9:00am to 4:00pm

## Featured Programs

### MANAGING ACROSS GENERATIONS

|              |         |             |       |
|--------------|---------|-------------|-------|
| MNGT1074-001 | F (2/6) | 8:30-5:30pm | \$395 |
| MNGT1074-002 | F(3/20) | 8:30-5:30pm | \$395 |

There has always been a mix of generations working together in the workplace. What makes the working relationship issues among today's generations different from the challenges faced by workers in the 1940s or 1960s? During this interactive workshop, participants will examine the events and influences that have contributed to the differences in values and behaviors of each generational group from the boomers to the millennials. We'll identify ways to harness everyone's potential and create a more harmonious, productive workplace. Participants will listen to lectures and engage in group activities, personal reflection, discussion, and case studies. (Minimum class size is 12 and 20 maximum.) *Instructor: Susan Sanders*

### WORK SMARTER NOT HARDER

|              |                         |             |       |
|--------------|-------------------------|-------------|-------|
| BUSI2066-001 | R (2/5-3/5, skips 2/19) | 2:30-4:30pm | \$395 |
|--------------|-------------------------|-------------|-------|

*One-on-One Coaching Sessions: TBD by instructor and participants between 2/5-3/5.*

|              |                          |             |       |
|--------------|--------------------------|-------------|-------|
| BUSI2066-002 | F (4/24-5/22, skips 5/8) | 2:30-4:30pm | \$395 |
|--------------|--------------------------|-------------|-------|

*One-on-One Coaching Sessions: TBD by instructor and participants between 4/24-5/22.*

This course is not a "quick fix" time management seminar. It's a unique program that changes your work style and increases your productivity. The seminar portion offers strategies and techniques to redesign your workspace, streamline workflow and use time more effectively. You'll also receive one-on-one follow up coaching sessions at your office or workplace to address unique workflow challenges and develop a customized system to maximize your productivity. This course helps create long-term results—hopefully, eliminating the need for you to take another "time management" seminar again! (Minimum class size is 12 and 25 maximum.) *Instructor: Cathi Hight*

### THE ART AND PRACTICE OF PROJECT LEADERSHIP

|              |                  |         |                       |
|--------------|------------------|---------|-----------------------|
| BICT1093-100 | R/F (1/29, 1/30) | 8am-5pm | \$395 at Boulder Cty. |
| BICT1093-001 | R/F (5/7, 5/8)   | 8am-5pm | \$395 at Westminster  |

A successful project leader knows how to bring together, expedite, and monitor the essential elements of complex organizational tasks to align project and corporate objectives. This training will help participants identify and integrate the core technical task- and people-oriented skills required of successful project leaders who complete projects on time, within budget. The program focuses upon the practical project management tools, techniques, and methodologies one can use immediately to facilitate high-performance project teams. An experiential "do it" format is utilized to integrate essential learning. (Minimum class size is 12 and 25 maximum.) *Instructor: Bill Hubiak*

### CUSTOMER SERVICE STANDARDS

|              |         |          |       |
|--------------|---------|----------|-------|
| MNGT1075-001 | R (2/5) | 8am-12pm | \$395 |
|              | R (3/5) | 8-10am   |       |
|              | R (4/2) | 8am-12pm |       |

*One-on-One Coaching Sessions: TBD by instructor and participants.*

Do you want your employees to provide superior customer service? Do you want to develop employee buy-in and accountability to deliver service consistently? Are you looking for ways to evaluate your service levels and provide feedback to employees? This program will give you and/or your team the tools they need to deliver measurable results. Each class session is developmental and guides participants through the steps needed to take ownership of their customer service delivery and to develop strategies for monitoring and improving performance. (Minimum class size is 12 and 25 maximum.) *Instructor: Cathi Hight*

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- Careers in the oil & gas industry

### Classes start every month

Call today 720-542-7855 or 720-542-7856 for more information

[www.frontrange.edu/cdl](http://www.frontrange.edu/cdl)

Training conducted at: Center for Transportation Safety, 5700 E. 56th Ave, Commerce City, CO 80222

# Westminster Campus Professional Development

## FOREIGN LANGUAGE & CULTURE

The registration fee does not include the course textbook.

We offer a variety of non-credit foreign language programs where students learn the basic grammar, meaning, vocabulary and use of the language. Classes are taught with an integrated approach that emphasizes oral proficiency but also focuses on reading and writing appropriate for everyday communication. The program is appropriate for those hoping to travel to a foreign country or simply wanting to be able to communicate in the target language.

### CHINESE/MANDARIN LEVEL I

|                     |                      |                    |              |
|---------------------|----------------------|--------------------|--------------|
| <b>LANG1031-001</b> | <b>M (1/12-3/16)</b> | <b>6:30-8:30pm</b> | <b>\$165</b> |
|---------------------|----------------------|--------------------|--------------|

Covers but is not limited to practical and colloquial Chinese for business and travel, proper pronunciation and practical phrases for everyday conversation. Chinese characters will also be introduced along with an introduction to Chinese culture. The course text is *New Practical Chinese Reader*. It is available at Westminster FRCC bookstore. (Minimum class size is 8 and 25 maximum.) *Instructor: TBD*

### CHINESE/MANDARIN LEVEL II

|                     |                      |                    |              |
|---------------------|----------------------|--------------------|--------------|
| <b>LANG1032-001</b> | <b>W (1/14-3/18)</b> | <b>6:30-8:30pm</b> | <b>\$165</b> |
|---------------------|----------------------|--------------------|--------------|

Expands and reviews material covered in Chinese 1. Also covers but is not limited to more complex grammar and vocabulary needed for everyday conversation and activities, expanded use and understanding of Chinese characters, and further discussion of Chinese culture. The course text is *New Practical Chinese Reader*. It is available at Westminster FRCC bookstore. (Minimum class size is 8 and 25 maximum.) *Instructor: TBD*

### FRENCH LEVEL I

|                     |                      |                    |              |
|---------------------|----------------------|--------------------|--------------|
| <b>LANG1051-001</b> | <b>R (1/15-3/19)</b> | <b>6:30-8:30pm</b> | <b>\$165</b> |
|---------------------|----------------------|--------------------|--------------|

Covers but is not limited to the noun and definite and indefinite articles, present indicative tense and regular verbs. Themes include but are not limited to introductions, the city, restaurants and shopping, and emotions. The course text is *French Now!*. It is available at Westminster FRCC bookstore. (Minimum class size is 8 and 25 maximum.) *Instructor: TBD*

### FRENCH LEVEL II

|                     |                      |                    |              |
|---------------------|----------------------|--------------------|--------------|
| <b>LANG1052-001</b> | <b>T (1/13-3/17)</b> | <b>6:30-8:30pm</b> | <b>\$165</b> |
|---------------------|----------------------|--------------------|--------------|

Expands and reviews material covered in French 1. Also, covers but is not limited to present indicative tense of regular verbs, reflexive verbs, cardinal and ordinal numbers, time expressions, and use of the imperative. Themes include shopping and the marketplace, art, sports and leisure, travel and transportation. The course text is *French Now!*. It is available at Westminster FRCC bookstore. (Minimum class size is 8 and 25 maximum.) *Instructor: TBD*

### FRENCH LEVEL III

|                     |                      |                    |              |
|---------------------|----------------------|--------------------|--------------|
| <b>LANG1053-001</b> | <b>R (1/15-3/19)</b> | <b>6:30-8:30pm</b> | <b>\$165</b> |
|---------------------|----------------------|--------------------|--------------|

Expands and reviews material covered in French 2. Also, covers but is not limited to demonstrative pronouns, disjunctive pronouns, adjectives, adverbs and tag questions. Themes include but are not limited to school, meeting people, recreation and leisure, family, and health. The course text is *French Now!*. It is available at Westminster FRCC bookstore. (Minimum class size is 8 and 25 maximum.) *Instructor: TBD*

### ADVANCED FRENCH

|                     |                      |                    |              |
|---------------------|----------------------|--------------------|--------------|
| <b>LANG1054-001</b> | <b>T (1/13-3/17)</b> | <b>6:30-8:30pm</b> | <b>\$165</b> |
|---------------------|----------------------|--------------------|--------------|

Expands and reviews material covered in French 3. Also, covers but is not limited to negations, orthographically changing verbs, prepositions, infinitives, word order, and declaratives. Themes include but are not limited to sports and leisure, astrology, and family. The course text is *French Now!*. It is available at Westminster FRCC bookstore. (Minimum class size is 8 and 25 maximum.) *Instructor: TBD*

### GERMAN LEVEL I

|                     |                      |                    |              |
|---------------------|----------------------|--------------------|--------------|
| <b>LANG1061-001</b> | <b>T (1/13-3/17)</b> | <b>6:30-8:30pm</b> | <b>\$165</b> |
|---------------------|----------------------|--------------------|--------------|

Covers but is not limited to singular and plural nouns, present tense verbs, definite and indefinite articles, familiar and polite forms, Wh-question formation, pronouns, noun case, cardinal and ordinal numbers, possessive adjectives, and auxiliaries. Themes include but are not limited to introductions, transportation and travel, countries and languages. The course text is *Learn German the Fast and Fun Way*. It is available at Westminster FRCC bookstore. (Minimum class size is 8 and 25 maximum.) *Instructor: TBD*

### GERMAN LEVEL II

|                     |                      |                    |              |
|---------------------|----------------------|--------------------|--------------|
| <b>LANG1062-001</b> | <b>R (1/15-3/19)</b> | <b>6:30-8:30pm</b> | <b>\$165</b> |
|---------------------|----------------------|--------------------|--------------|

Expands and reviews material covered in German I. Also, covers but is not limited to direct and indirect objects, reflexive verbs, modals verbs, reflexive pronouns, personal pronouns. Themes include but are not limited to recreation and leisure, weather, transportation, and sports. The course text is *Learn German the Fast and Fun Way*. It is available at Westminster FRCC bookstore. (Minimum class size is 8 and 25 maximum.) *Instructor: TBD*

### JAPANESE LEVEL I

|                     |                      |                    |              |
|---------------------|----------------------|--------------------|--------------|
| <b>LANG1081-001</b> | <b>M (1/12-3/16)</b> | <b>6:30-8:30pm</b> | <b>\$165</b> |
|---------------------|----------------------|--------------------|--------------|

Covers but is not limited to basic pronunciation, personal pronouns, question formation, prepositions of place, weather and time expressions, and cardinal numbers. An introduction to Japanese culture is also covered along with katakana and hiragana. The course text is *Learn Japanese the Fast and Fun Way*, second edition. It is available at Westminster FRCC bookstore. (Minimum class size is 8 and 25 maximum.) *Instructor: TBD*

### JAPANESE LEVEL II

|                     |                      |                    |              |
|---------------------|----------------------|--------------------|--------------|
| <b>LANG1082-001</b> | <b>W (1/14-3/18)</b> | <b>6:30-8:30pm</b> | <b>\$165</b> |
|---------------------|----------------------|--------------------|--------------|

Expands and review material covered in Japanese 1. Also, covers but is not limited to verb usage, money and number expressions, more complex study of the Japanese alphabets including an introduction to Kanji. Continued study of Japanese culture is also covered. The course text is *Learn Japanese the Fast and Fun Way*, second edition. It is available at Westminster FRCC bookstore. (Minimum class size is 8 and 25 maximum.) *Instructor: TBD*

### SPANISH LEVEL I

|                     |                      |                    |              |
|---------------------|----------------------|--------------------|--------------|
| <b>LANG1091-001</b> | <b>W (1/14-3/18)</b> | <b>6:30-8:30pm</b> | <b>\$165</b> |
| <b>LANG1091-002</b> | <b>S (1/17-3/21)</b> | <b>9-11am</b>      | <b>\$165</b> |

Covers but is not limited to the noun and the definite article in singular and plural form, indefinite articles, conjugation of regular present tense verbs, simple negative and interrogative words, and an introduction to Hispanic culture in the United States. Themes include, home and work, school, the city, food, and health among others. The course text is *Spanish Now!*. It is available at Westminster FRCC bookstore. (Minimum class size is 8 and 25 maximum.) *Instructor: TBD*

### SPANISH LEVEL II

|                     |                      |                    |              |
|---------------------|----------------------|--------------------|--------------|
| <b>LANG1092-001</b> | <b>T (1/13-3/17)</b> | <b>6:30-8:30pm</b> | <b>\$165</b> |
|---------------------|----------------------|--------------------|--------------|

Expands and reviews material covered in Spanish 1. Also, covers but is not limited to cardinal numbers, time, days, months, dates, and seasons, present irregular verbs, prepositions, be-verbs and continued discussions of Hispanic culture in the United States. Themes include, vacation and travel, sports and leisure, and holidays among others. The course text is *Spanish Now!*. It is available at Westminster FRCC bookstore. (Minimum class size is 8 and 25 maximum.) *Instructor: TBD*

### SPANISH LEVEL III

|                     |                      |                    |              |
|---------------------|----------------------|--------------------|--------------|
| <b>LANG1093-001</b> | <b>R (1/15-3/19)</b> | <b>6:30-8:30pm</b> | <b>\$165</b> |
|---------------------|----------------------|--------------------|--------------|

Expands and reviews material covered in Spanish 2. Also, covers but is not limited to adjectives and comparatives, ordinal numbers, commands, possessive adjectives, and more complex discussions of Hispanic culture in the United States. Themes include, people, relationships, personalities, travel, and leisure among others. The course text is *Spanish Now!*. It is available at Westminster FRCC bookstore. (Minimum class size is 8 and 25 maximum.) *Instructor: TBD*

## BUSINESS WRITING & COMMUNICATION SKILLS

### BUSINESS WRITING FOR PROFESSIONALS

|                     |                               |                |              |
|---------------------|-------------------------------|----------------|--------------|
| <b>WRIT1001-001</b> | <b>Sat./Sun. (1/17, 1/18)</b> | <b>9am-2pm</b> | <b>\$199</b> |
| <b>WRIT1001-001</b> | <b>Sat./Sun. (3/28, 3/29)</b> | <b>9am-2pm</b> | <b>\$199</b> |

Have you ever received disappointing feedback about your writing on the job? Do you struggle to make your emails and reports clear, concise, and effective? Have the guidelines of grammar and punctuation become a long-lost memory? Is it time for a refresher on the basic elements of good writing – for business and beyond? In this fast-paced, interactive workshop, you will build the skills to improve all the aspects of your writing that you suspect you could be better at, but don't (yet) know how to change. We will review what the composition process involves; how to eliminate distracting "noise" in your communication; how to write for different audiences and purposes; and how to effectively revise your work. We will also go over the most common punctuation, spelling, vocabulary, and organization mistakes and teach you easy tricks for avoiding them. By the end of this class, the elements of clear and effective business writing will become second nature. Plus, you'll finally learn how to correctly use the ever-elusive semi-colon! (Minimum class size is 7 and 15 maximum.) *Instructor: Nancy Wadsworth*

### EFFECTIVE BUSINESS WRITING SEMINAR

|                     |                         |                |              |
|---------------------|-------------------------|----------------|--------------|
| <b>WRIT1002-001</b> | <b>T/R (2/10, 2/12)</b> | <b>6-9pm</b>   | <b>\$125</b> |
| <b>WRIT1002-002</b> | <b>F (4/3)</b>          | <b>9am-4pm</b> | <b>\$125</b> |

Did you ever sit down to write something important and didn't know where to start? So, you put off it off. And put it off. And put it off - until the deadline was now, and anxiety was twisting your gut. Ugh! During this interactive, hands-on, 6-hour workshop, you'll learn a tried-and-true process for creating winning documents. We'll discuss how to maintain credibility, assess your audience, and most important, get others to actually read your documents. We'll review some of the basics of correct usage (should it be principle or principal?), punctuation, and grammar, as well as practice editing and proofing documents. Writing doesn't have to be an ordeal – come learn ways to reduce your anxiety and increase your effectiveness. (Minimum class size is 5 and 15 maximum.) *Instructor: Susan Sanders*

### EFFECTIVE PRESENTATIONS

|                     |                         |                |              |
|---------------------|-------------------------|----------------|--------------|
| <b>BUSI1087-001</b> | <b>M/W (1/26, 1/28)</b> | <b>6-9pm</b>   | <b>\$125</b> |
| <b>BUSI1087-002</b> | <b>F (3/6)</b>          | <b>9am-4pm</b> | <b>\$125</b> |

Does speaking to a group of people make your palms sweat, your tongue swell, and your brain empty? Not to worry, you aren't alone. Come join us for a lively workshop to learn (and practice) the fundamentals of public speaking. You'll gain confidence by applying a simple, practical approach to develop and deliver effective presentations. And, we'll have a good time doing it - really! (Minimum class size is 5 and 15 maximum.) *Instructor: Susan Sanders*

## HORTICULTURE

### PLANT DISEASE AND PEST FIELD STUDY

|                     |                                 |                    |              |
|---------------------|---------------------------------|--------------------|--------------|
| <b>HRTC2011-001</b> | <b>W (1/21-5/6, skips 3/25)</b> | <b>3:30-6:20pm</b> | <b>\$220</b> |
|---------------------|---------------------------------|--------------------|--------------|

This course provides students the opportunity to conduct field studies of local weed, insect and disease problems. Students evaluate various situations and discuss actual problem diagnosis and site-specific remedies or preventatives for the problems they identify. *Prerequisite: Introduction to Horticulture, Landscape Plant Healthcare, or permission of instructor.* *Instructor: T. Blunt*

### COMMERCIAL PESTICIDE LICENSE TRAINING

|                     |                                 |              |              |
|---------------------|---------------------------------|--------------|--------------|
| <b>HRTC2012-001</b> | <b>W (1/21-5/6, skips 3/25)</b> | <b>7-9pm</b> | <b>\$310</b> |
|---------------------|---------------------------------|--------------|--------------|

Studies the requirements for the qualified supervisor license as outlined in the training manuals published by the Colorado Department of Agriculture. Students may elect to take the certified operator test if they do not meet the experience qualifications for the qualified supervisor license. Areas studied will include the general weeds, agricultural insect, plant disease, and industrial right-of-way tests administered by the Colorado Department of Agriculture. Students may elect to take any of the other tests available. *Prerequisite: Introduction to Horticulture, Landscape Plant Healthcare, or permission of instructor.* *Instructor: Ray Daugherty*

### WOODY LANDSCAPE PLANTS II

|                     |  |              |              |
|---------------------|--|--------------|--------------|
| <b>HRTC2017-001</b> | <b>T/R (1/20-5/5, skips 3/24 &amp; 26)</b> | <b>4-6pm</b> | <b>\$310</b> |
|---------------------|--|--------------|--------------|

Students will discuss the identification (common and botanical names), landscape usage and culture of regionally adapted plants. This course discusses deciduous and evergreen broadleaf shrubs and vines. *Instructor: Ray Daugherty*

**LANDSCAPE CONSTRUCTION BIDDING AND ESTIMATING**

|                     |                                  |                    |              |
|---------------------|----------------------------------|--------------------|--------------|
| <b>HRTC2024-001</b> | <b>M (1/26-5/11, skips 3/23)</b> | <b>6:30-8:30pm</b> | <b>\$220</b> |
|---------------------|----------------------------------|--------------------|--------------|

Students will discuss the process of bidding for landscape construction. Plan reading, quantity takeoffs, bidding and estimating practices and processes are covered. *Instructor: Dan Bacheler*

**INTRODUCTION TO SOIL SCIENCE**

|                     |  |              |              |
|---------------------|--|--------------|--------------|
| <b>HRTC2025-001</b> | <b>T/R (1/20-5/5, skips 3/24 &amp; 26)</b> | <b>7-9pm</b> | <b>\$400</b> |
|---------------------|--|--------------|--------------|

Students will cover the formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth. The principles of soil fertility and practice of fertilizer use is also discussed. *Instructor: Ray Daugherty*

**GREEN INDUSTRY BUSINESS OPERATIONS**

|                     |                                 |              |              |
|---------------------|---------------------------------|--------------|--------------|
| <b>HRTC2029-001</b> | <b>R (1/22-5/7, skips 3/26)</b> | <b>4-6pm</b> | <b>\$310</b> |
|---------------------|---------------------------------|--------------|--------------|

This course introduces students to the basics of landscape business management including establishing a business, retail and wholesale marketing and merchandising, and the operations of a landscape business. *Instructor: Dan Bacheler*

**PLANT PROPAGATION**

|                     |  |              |              |
|---------------------|--|--------------|--------------|
| <b>HRTC2035-001</b> | <b>M/W (1/21-5/6, skips 3/23 &amp; 3/25)</b> | <b>4-6pm</b> | <b>\$400</b> |
|---------------------|--|--------------|--------------|

This course covers the theory, biology, and practical applications of plant propagation technologies. This course discusses propagation by seed, cuttings, budding, grafting, layering and tissue culture. The course also discusses the propagation environment, techniques of stock plant management and seed handling. *Instructor: Ray Daugherty*

**SPANISH FOR THE PROFESSIONAL: LANDSCAPING TRADES**

|                     |  |                 |              |
|---------------------|--|-----------------|--------------|
| <b>HRTC2037-001</b> | <b>T/R (1/20-5/7, skips 3/24 &amp; 3/26)</b> | <b>7-8:15pm</b> | <b>\$310</b> |
|---------------------|--|-----------------|--------------|

Designed as an introduction to a working knowledge of the target language, cultural behaviors, and values useful to professionals in the landscape trades. *Instructor: TBD*

**EQUINE MANAGEMENT AND TRAINING PROGRAM****INTERNSHIPS**

|                     |                                    |            |              |
|---------------------|------------------------------------|------------|--------------|
| <b>HRSM1009-001</b> | <b>(1/12-4/20) 20 hours a week</b> | <b>TBD</b> | <b>\$499</b> |
| <b>HRSM1009-002</b> | <b>(1/12-4/20) 30 hours a week</b> | <b>TBD</b> | <b>\$599</b> |
| <b>HRSM1009-003</b> | <b>(1/12-4/20) 40 hours a week</b> | <b>TBD</b> | <b>\$699</b> |

**HORSE TRAINING AND HORSEMANSHIP LAB**

|                     |                    |            |              |
|---------------------|--------------------|------------|--------------|
| <b>HRSM1010-001</b> | <b>(1/12-4/20)</b> | <b>TBD</b> | <b>\$399</b> |
|---------------------|--------------------|------------|--------------|

**EQUINE SPECIAL TOPICS**

|                     |                      |                 |              |
|---------------------|----------------------|-----------------|--------------|
| <b>HRSM1002-001</b> | <b>T (1/13-4/14)</b> | <b>6-7:30pm</b> | <b>\$130</b> |
|---------------------|----------------------|-----------------|--------------|

**PUBLIC SPEAKING AND COMMUNICATIONS**

|                     |                       |                 |              |
|---------------------|-----------------------|-----------------|--------------|
| <b>HRSM1004-001</b> | <b>M/W (1/12-3/2)</b> | <b>6-7:30pm</b> | <b>\$130</b> |
|---------------------|-----------------------|-----------------|--------------|

**EQUINE MANAGEMENT I: BEHAVIOR**

|                     |                       |                    |              |
|---------------------|-----------------------|--------------------|--------------|
| <b>HRSM1013-001</b> | <b>M/W (1/12-3/2)</b> | <b>7:45-9:15pm</b> | <b>\$130</b> |
|---------------------|-----------------------|--------------------|--------------|

**EQUINE INDUSTRY & CAREERS**

|                     |                       |                 |              |
|---------------------|-----------------------|-----------------|--------------|
| <b>HRSM1001-001</b> | <b>M/W (3/4-4/20)</b> | <b>6-7:30pm</b> | <b>\$130</b> |
|---------------------|-----------------------|-----------------|--------------|

**EQUINE MANAGEMENT I: FACILITY**

|                     |                       |                    |              |
|---------------------|-----------------------|--------------------|--------------|
| <b>HRSM2013-001</b> | <b>M/W (3/4-4/20)</b> | <b>7:45-9:15pm</b> | <b>\$130</b> |
|---------------------|-----------------------|--------------------|--------------|

**MANAGEMENT****LEARNING NEGOTIATION SKILLS**

|                     |                         |                       |              |
|---------------------|-------------------------|-----------------------|--------------|
| <b>MNGT1038-001</b> | <b>T/R (2/24, 2/26)</b> | <b>6-8pm</b>          | <b>\$119</b> |
| <b>MNGT1038-002</b> | <b>F (4/10)</b>         | <b>8:30am-12:30pm</b> | <b>\$119</b> |

Take the mystery and misery out of negotiation – at home and at work. We have countless negotiations throughout every day. Too often we walk away feeling discouraged and defeated. During this lively workshop, you'll learn about the two crucial elements of every negotiation and the four styles of negotiating. We'll talk about strategies for getting what you want and need from every negotiation, and how you can avoid some of the potholes on the road to successful negotiating. (Minimum class size is 8 and 20 maximum.) *Instructor: Susan Sanders*

**CUSTOMER SERVICE STANDARDS**

|                     |                |                 |              |
|---------------------|----------------|-----------------|--------------|
| <b>MNGT1075-001</b> | <b>R (2/5)</b> | <b>8am-12pm</b> |              |
|                     | <b>R (3/5)</b> | <b>8-10am</b>   |              |
|                     | <b>R (4/2)</b> | <b>8am-12pm</b> | <b>\$395</b> |

**One-on-One Coaching Sessions: TBD by instructor and participants.**

Do you want your employees to provide superior customer service? Do you want to develop employee buy-in and accountability to deliver service consistently? Are you looking for ways to evaluate your service levels and provide feedback to employees? This program will give you and/or your team the tools they need to deliver measurable results. Each class session is developmental and guides participants through the steps needed to take ownership of their customer service delivery and to develop strategies for monitoring and improving performance. (Minimum class size is 12 and 25 maximum.) *Instructor: Cathi Hight*

**MANAGING ACROSS GENERATIONS**

|                     |                 |                      |              |
|---------------------|-----------------|----------------------|--------------|
| <b>MNGT1074-001</b> | <b>F (2/6)</b>  | <b>8:30am-5:30pm</b> | <b>\$395</b> |
| <b>MNGT1074-002</b> | <b>F (3/20)</b> | <b>8:30am-5:30pm</b> | <b>\$395</b> |

There has always been a mix of generations working together in the workplace. What makes the working relationship issues among today's generations different from the challenges faced by workers in the 1940s or 1960s? During this interactive workshop, participants will examine the events and influences that have contributed to the differences in values and behaviors of each generational group from the boomers to the millennials. We'll identify ways to harness everyone's potential and create a more harmonious, productive workplace. Participants will listen to lectures and engage in group activities, personal reflection, discussion, and case studies. (Minimum class size is 12 and 20 maximum.) *Instructor: Susan Sanders*

**WORK SMARTER NOT HARDER**

|                     |                                |                    |              |
|---------------------|--------------------------------|--------------------|--------------|
| <b>BUSI2066-001</b> | <b>R (2/5-3/5, skips 2/19)</b> | <b>2:30-4:30pm</b> | <b>\$395</b> |
|---------------------|--------------------------------|--------------------|--------------|

**One-on-One Coaching Sessions: TBD by instructor and participants between 2/5-3/5.**

|                     |                                 |                    |              |
|---------------------|---------------------------------|--------------------|--------------|
| <b>BUSI2066-002</b> | <b>F (4/24-5/22, skips 5/8)</b> | <b>2:30-4:30pm</b> | <b>\$395</b> |
|---------------------|---------------------------------|--------------------|--------------|

**One-on-One Coaching Sessions: TBD by instructor and participants between 4/24-5/22.**

This course is not a "quick fix" time management seminar. It's a unique program that changes your work style and increases your productivity. The seminar portion offers strategies and techniques to redesign your workspace, streamline workflow and use time more effectively. You'll also receive one-on-one follow up coaching sessions at your office or workplace to address unique workflow challenges and develop a customized system to maximize your productivity. This course helps create long-term results—hopefully, eliminating the need for you to take another "time management" seminar again! (Minimum class size is 12 and 25 maximum.) *Instructor: Cathi Hight*

**THE ART AND PRACTICE OF PROJECT LEADERSHIP**

|                     |                       |                |              |
|---------------------|-----------------------|----------------|--------------|
| <b>BICT1093-001</b> | <b>R/F (5/7, 5/8)</b> | <b>8am-5pm</b> | <b>\$395</b> |
|---------------------|-----------------------|----------------|--------------|

A successful project leader knows how to bring together, expedite, and monitor the essential elements of complex organizational tasks to align project and corporate objectives. This training will help participants identify and integrate the core technical task- and people-oriented skills required of successful project leaders who complete projects on time, within budget. The program focuses upon the practical project management tools, techniques, and methodologies one can use immediately to facilitate high-performance project teams. An experiential "do it" format is utilized to integrate essential learning. (Minimum class size is 12 and 25 maximum.) *Instructor: Bill Hubiak*

**SOFTWARE APPLICATIONS**

For full course descriptions, please visit our website at [wicipd.frontrange.edu](http://wicipd.frontrange.edu). Thank you.

**COMPUTERS WITHOUT FEAR: AN INTRODUCTION TO PERSONAL COMPUTING**

|                     |                         |                       |              |
|---------------------|-------------------------|-----------------------|--------------|
| <b>COMP1060-001</b> | <b>T/R (1/27, 1/29)</b> | <b>5:30-9:30pm</b>    | <b>\$119</b> |
| <b>COMP1060-002</b> | <b>S (2/21-2/28)</b>    | <b>8:30am-12:30pm</b> | <b>\$119</b> |
| <b>COMP1060-003</b> | <b>F (4/10)</b>         | <b>8:30am-5:30pm</b>  | <b>\$119</b> |
| <b>COMP1060-004</b> | <b>M/W (5/4, 5/6)</b>   | <b>5:30-9:30pm</b>    | <b>\$119</b> |

**NEXT LEVEL OF PERSONAL COMPUTING: WORKING WITH WINDOWS LEVEL 1**

|                     |                         |                       |              |
|---------------------|-------------------------|-----------------------|--------------|
| <b>COMP1061-001</b> | <b>T/R (2/3, 2/5)</b>   | <b>5:30-9:30pm</b>    | <b>\$119</b> |
| <b>COMP1061-002</b> | <b>S (3/7-3/14)</b>     | <b>8:30am-12:30pm</b> | <b>\$119</b> |
| <b>COMP1061-003</b> | <b>F (4/17)</b>         | <b>8:30am-5:30pm</b>  | <b>\$119</b> |
| <b>COMP1061-004</b> | <b>M/W (5/11, 5/13)</b> | <b>5:30-9:30pm</b>    | <b>\$119</b> |

**ADVANCED PERSONAL COMPUTING: WORKING WITH WINDOWS LEVEL 2**

|                     |                         |                       |              |
|---------------------|-------------------------|-----------------------|--------------|
| <b>COMP1062-001</b> | <b>T/R (2/10, 2/12)</b> | <b>5:30-9:30pm</b>    | <b>\$119</b> |
| <b>COMP1062-002</b> | <b>S (3/21-3/28)</b>    | <b>8:30am-12:30pm</b> | <b>\$119</b> |
| <b>COMP1062-003</b> | <b>F (4/24)</b>         | <b>8:30am-5:30pm</b>  | <b>\$119</b> |
| <b>COMP1062-004</b> | <b>M/W (5/18, 5/20)</b> | <b>5:30-9:30pm</b>    | <b>\$119</b> |

**ACCESS 2007 BEGINNING**

|                     |                         |                      |              |
|---------------------|-------------------------|----------------------|--------------|
| <b>COMP1021-001</b> | <b>M (1/26)</b>         | <b>8:30am-5:30pm</b> | <b>\$169</b> |
| <b>COMP1021-002</b> | <b>F (3/6)</b>          | <b>8:30am-5:30pm</b> | <b>\$169</b> |
| <b>COMP1021-003</b> | <b>T/R (3/31, 4/2)</b>  | <b>5:30-9:30pm</b>   | <b>\$169</b> |
| <b>COMP1021-004</b> | <b>M/W (4/13, 4/15)</b> | <b>5:30-9:30pm</b>   | <b>\$169</b> |

**ACCESS 2007 INTERMEDIATE**

|                     |                         |                      |              |
|---------------------|-------------------------|----------------------|--------------|
| <b>COMP1022-001</b> | <b>M (2/2)</b>          | <b>8:30am-5:30pm</b> | <b>\$169</b> |
| <b>COMP1022-002</b> | <b>F (3/13)</b>         | <b>8:30am-5:30pm</b> | <b>\$169</b> |
| <b>COMP1022-003</b> | <b>T/R (4/7, 4/9)</b>   | <b>5:30-9:30pm</b>   | <b>\$169</b> |
| <b>COMP1022-004</b> | <b>M/W (4/20, 4/22)</b> | <b>5:30-9:30pm</b>   | <b>\$169</b> |

**ACCESS 2007 ADVANCED**

|                     |                         |                      |              |
|---------------------|-------------------------|----------------------|--------------|
| <b>COMP1023-001</b> | <b>M (2/9)</b>          | <b>8:30am-5:30pm</b> | <b>\$169</b> |
| <b>COMP1023-002</b> | <b>F (3/20)</b>         | <b>8:30am-5:30pm</b> | <b>\$169</b> |
| <b>COMP1023-003</b> | <b>T/R (4/14, 4/16)</b> | <b>5:30-9:30pm</b>   | <b>\$169</b> |
| <b>COMP1023-004</b> | <b>M/W (4/27, 4/29)</b> | <b>5:30-9:30pm</b>   | <b>\$169</b> |

**EXCEL 2007 BEGINNING**

|                     |                         |                      |              |
|---------------------|-------------------------|----------------------|--------------|
| <b>COMP1011-001</b> | <b>W (1/28)</b>         | <b>8:30am-5:30pm</b> | <b>\$169</b> |
| <b>COMP1011-002</b> | <b>F (2/13)</b>         | <b>8:30am-5:30pm</b> | <b>\$169</b> |
| <b>COMP1011-003</b> | <b>T/R (3/10, 3/12)</b> | <b>5:30-9:30pm</b>   | <b>\$169</b> |
| <b>COMP1011-004</b> | <b>M/W (3/23, 3/25)</b> | <b>5:30-9:30pm</b>   | <b>\$169</b> |

**EXCEL 2007 INTERMEDIATE**

|                     |                         |                      |              |
|---------------------|-------------------------|----------------------|--------------|
| <b>COMP1012-001</b> | <b>W (2/4)</b>          | <b>8:30am-5:30pm</b> | <b>\$169</b> |
| <b>COMP1012-002</b> | <b>F (2/20)</b>         | <b>8:30am-5:30pm</b> | <b>\$169</b> |
| <b>COMP1012-003</b> | <b>T/R (3/17, 3/19)</b> | <b>5:30-9:30pm</b>   | <b>\$169</b> |
| <b>COMP1012-004</b> | <b>M/W (3/30, 4/1)</b>  | <b>5:30-9:30pm</b>   | <b>\$169</b> |

**EXCEL 2007 ADVANCED**

|                     |                         |                      |              |
|---------------------|-------------------------|----------------------|--------------|
| <b>COMP1013-001</b> | <b>W (2/11)</b>         | <b>8:30am-5:30pm</b> | <b>\$169</b> |
| <b>COMP1013-002</b> | <b>F (2/27)</b>         | <b>8:30am-5:30pm</b> | <b>\$169</b> |
| <b>COMP1013-003</b> | <b>T/R (3/24, 3/26)</b> | <b>5:30-9:30pm</b>   | <b>\$169</b> |
| <b>COMP1013-004</b> | <b>M/W (4/6, 4/8)</b>   | <b>5:30-9:30pm</b>   | <b>\$169</b> |

| <b>POWERPOINT 2007 BEGINNING</b> |                  |                |       |
|----------------------------------|------------------|----------------|-------|
| COMP1031-001                     | T/R (1/27, 1/29) | 8:30am-12:30pm | \$169 |
| COMP1031-002                     | F (3/27)         | 8:30am-5:30pm  | \$169 |
| COMP1031-003                     | T/R (4/21, 4/23) | 5:30-9:30pm    | \$169 |

| <b>POWERPOINT 2007 ADVANCED</b> |                  |                |       |
|---------------------------------|------------------|----------------|-------|
| COMP1032-001                    | T/R (2/3, 2/5)   | 8:30am-12:30pm | \$169 |
| COMP1032-002                    | F (4/3)          | 8:30am-5:30pm  | \$169 |
| COMP1032-003                    | T/R (4/28, 4/30) | 5:30-9:30pm    | \$169 |

| <b>WORD 2007 BEGINNING</b> |                  |               |       |
|----------------------------|------------------|---------------|-------|
| COMP1001-001               | F (1/23)         | 8:30am-5:30pm | \$169 |
| COMP1001-002               | T/R (2/17, 2/19) | 5:30-9:30pm   | \$169 |
| COMP1001-003               | M/W (3/2, 3/4)   | 5:30-9:30pm   | \$169 |

| <b>WORD 2007 INTERMEDIATE</b> |                  |               |       |
|-------------------------------|------------------|---------------|-------|
| COMP1002-001                  | F (1/30)         | 8:30am-5:30pm | \$169 |
| COMP1002-002                  | T/R (2/24, 2/26) | 5:30-9:30pm   | \$169 |
| COMP1002-003                  | M/W (3/9, 3/11)  | 5:30-9:30pm   | \$169 |

| <b>WORD 2007 ADVANCED</b> |                  |               |       |
|---------------------------|------------------|---------------|-------|
| COMP1003-001              | F (2/6)          | 8:30am-5:30pm | \$169 |
| COMP1003-002              | T/R (3/3, 3/5)   | 5:30-9:30pm   | \$169 |
| COMP1003-003              | M/W (3/16, 3/18) | 5:30-9:30pm   | \$169 |

| <b>MICROSOFT PROJECT BEGINNING</b> |                  |             |       |
|------------------------------------|------------------|-------------|-------|
| COMP1041-001                       | S (1/31)         | 8am-5pm     | \$179 |
| COMP1041-002                       | M/W (2/16, 2/18) | 5:30-9:30pm | \$179 |
| COMP1041-003                       | F (3/27)         | 8am-5pm     | \$179 |
| COMP1041-004                       | T/R (4/28, 4/30) | 5:30-9:30pm | \$179 |

| <b>MICROSOFT PROJECT ADVANCED</b> |                  |             |       |
|-----------------------------------|------------------|-------------|-------|
| COMP1042-001                      | S (2/7)          | 8am-5pm     | \$179 |
| COMP1042-002                      | M/W (2/23, 2/25) | 5:30-9:30pm | \$179 |
| COMP1042-003                      | F (4/3)          | 8am-5pm     | \$179 |
| COMP1042-004                      | T/R (5/5, 5/7)   | 5:30-9:30pm | \$179 |

| <b>QUICKBOOKS LEVEL I</b> |                  |         |       |
|---------------------------|------------------|---------|-------|
| COMP1171-001              | M/W (1/26, 1/28) | 6-9pm   | \$175 |
| COMP1171-002              | S (2/14)         | 9am-4pm | \$175 |
| COMP1171-003              | T (3/3)          | 9am-4pm | \$175 |
| COMP1171-004              | T/R (4/14, 4/16) | 6-9pm   | \$175 |
| COMP1171-005              | S (5/2)          | 9am-4pm | \$175 |

| <b>QUICKBOOKS LEVEL II</b> |                  |         |       |
|----------------------------|------------------|---------|-------|
| COMP1172-001               | M/W (2/2, 2/4)   | 6-9pm   | \$175 |
| COMP1172-002               | S (2/21)         | 9am-4pm | \$175 |
| COMP1172-003               | R (3/5)          | 9am-4pm | \$175 |
| COMP1172-004               | T/R (4/21, 4/23) | 6-9pm   | \$175 |
| COMP1172-005               | S (5/9)          | 9am-4pm | \$175 |

## MULTIMEDIA AND WEB DESIGN

| <b>DREAMWEAVER CS3 - LEVEL I</b> |               |               |       |
|----------------------------------|---------------|---------------|-------|
| COMP1221-001                     | M (1/26-2/23) | 6-9:30pm      | \$325 |
| COMP1221-002                     | S (3/14-3/21) | 8:30am-5:30pm | \$325 |

| <b>DREAMWEAVER CS3 - LEVEL II</b> |              |               |       |
|-----------------------------------|--------------|---------------|-------|
| COMP1222-001                      | M (3/2-3/30) | 6-9:30pm      | \$325 |
| COMP1222-002                      | S (4/4-4/11) | 8:30am-5:30pm | \$325 |

| <b>FLASH CS3 - LEVEL I</b> |                 |               |       |
|----------------------------|-----------------|---------------|-------|
| COMP1231-001               | T (1/20-2/17)   | 6-9:30pm      | \$325 |
| COMP1231-002               | M/T (5/18-5/19) | 8:30am-5:30pm | \$325 |

| <b>FLASH CS3 - LEVEL II</b> |                 |               |       |
|-----------------------------|-----------------|---------------|-------|
| COMP1232-001                | T (2/24-3/24)   | 6-9:30pm      | \$325 |
| COMP1232-002                | R/F (5/21-5/22) | 8:30am-5:30pm | \$325 |

| <b>INDESIGN CS3 - LEVEL I</b> |               |          |       |
|-------------------------------|---------------|----------|-------|
| GPHA1031-001                  | W (1/21-2/18) | 1-4pm    | \$325 |
| GPHA1031-002                  | T (3/31-4/28) | 6-9:30pm | \$325 |


| <b>INDESIGN CS3 - LEVEL II</b> |               |          |       |
|--------------------------------|---------------|----------|-------|
| GPHA1032-001                   | W (2/25-3/25) | 1-4pm    | \$325 |
| GPHA1032-002                   | T (5/5-6/2)   | 6-9:30pm | \$325 |

| <b>ILLUSTRATOR CS3 - LEVEL I</b> |                |          |       |
|----------------------------------|----------------|----------|-------|
| GPHA1011-001                     | Sat (1/24-2/7) | 9am-3pm  | \$325 |
| GPHA1011-002                     | M (4/6-5/4)    | 6-9:30pm | \$325 |


| <b>ILLUSTRATOR CS3 - LEVEL II</b> |                           |          |       |
|-----------------------------------|---------------------------|----------|-------|
| GPHA1012-001                      | Sat (2/14-2/28)           | 9am-3pm  | \$325 |
| GPHA1012-002                      | M (5/11-6/15, skips 5/25) | 6-9:30pm | \$325 |

| <b>PHOTOSHOP CS3 - LEVEL I</b> |                 |               |       |
|--------------------------------|-----------------|---------------|-------|
| GPHA1021-001                   | W (1/14-1/28)   | 5:30-9:30pm   | \$275 |
| GPHA1021-002                   | M/T (3/23-3/24) | 8:30am-3:30pm | \$275 |


| <b>PHOTOSHOP CS3 - LEVEL II</b> |                 |               |       |
|---------------------------------|-----------------|---------------|-------|
| GPHA1022-001                    | W (2/4-2/18)    | 5:30-9:30pm   | \$275 |
| GPHA1022-002                    | R/F (3/26-3/27) | 8:30am-3:30pm | \$275 |

| <b>PULLING IT ALTOGETHER: ADOBE FULL CIRCLE</b>  |          |                |      |
|---|----------|----------------|------|
| GPHA2002-001  | F (1/23) | 8:30am-12:30pm | \$99 |
| GPHA2002-002  | R (2/19) | 1-5pm          | \$99 |
| GPHA2002-003  | T (3/24) | 8:30am-12:30pm | \$99 |


Everyone knows Adobe makes industry-leading software products - Illustrator, Photoshop, Dreamweaver, Flash, InDesign. All fantastically successful and powerful tools for creativity and all the tools you need to create your best design work. What many people do not know is that all of Adobe's powerful suite of product work together for a near-seamless productivity solution for virtually any workflow. This course is perfect for individuals creating work in more than one media, and perfect for work groups in a team environment, sharing job functions in any project workflow. You'll learn how to make the most of the full range of creative tools in the Adobe Suite of products. Build a full project that uses media created in all elements of the Adobe suite, and then learn how changes you make in one part of the project instantly show up in your final project export. Learn how you can wear all the hats in any project workflow. Be the art director, the illustrator, the photographer, the web genius and the interactive multimedia producer. **Prerequisite:** A solid understanding of the Adobe suite of products. (Minimum class size is 6 and 15 maximum.) **Instructor:** Tim Meehan

| <b>GRAPHIC DESIGN PRINCIPLES FOR THE WORLD WIDE WEB</b>  |          |                |      |
|---|----------|----------------|------|
| GPHA2003-001  | F (1/30) | 8:30am-12:30pm | \$99 |
| GPHA2003-002  | R (2/26) | 1-5pm          | \$99 |
| GPHA2003-003  | R (3/26) | 8:30am-12:30pm | \$99 |

Think you know how to design graphics for the Web? Guess what. You do. Today's incredibly powerful design and production tools allow anyone to create their best work in a fraction of the time it used to take. It's easy. It's quick. But is it efficient? In this short-attention-span world of electronic delivery of information and ideas, building efficient web content is more important than ever. In this class, you'll learn the basic and most useful principles for creating efficient, fast-loading web content. We will review which graphic image file formats work best for which uses; how to gauge, measure and control typography; and how to manage dynamic interactive content. (Minimum class size is 6 and 15 maximum.) **Instructor:** Tim Meehan

| <b>HEY! BLOG THIS!</b>  |          |               |       |
|--|----------|---------------|-------|
| GPHA2004-001   | F (1/16) | 8:30am-5:30pm | \$199 |
| GPHA2004-002   | S (3/7)  | 8:30am-5:30pm | \$199 |
| GPHA2004-003   | F (5/15) | 8:30am-5:30pm | \$199 |

This course focuses on Blog and PODcasting fundamentals. We've all heard this terms: "Blog" and "PODcast" What are they? How do they work? Why should you care? In this class you'll learn the basics of creating and managing your own weblog and podcasts, but more importantly, you'll learn why learning to blog and podcast is important to you, your family and your bottom line. **Prerequisite:** Basic computer knowledge. (Minimum class size is 6 and 15 maximum.) **Instructor:** Tim Meehan

| <b>CURRENT PROJECTS SKILLS WORKSHOP: FOCUS ON MULTIMEDIA DESIGN</b>  |          |                        |             |
|---|----------|------------------------|-------------|
| GPHA2005-001  | R (1/15) | 8:30am-12:30 or 5:30pm | \$100/\$200 |
| GPHA2005-002  | W (3/25) | 8:30am-12:30 or 5:30pm | \$100/\$200 |
| GPHA2005-003  | T (5/12) | 8:30am-12:30 or 5:30pm | \$100/\$200 |

These workshops are designed by and for you! They are hands-on and project-based allowing participants the opportunity to obtain the skills needed to produce their own projects that they bring to class. We provide the classroom, computers, and expert. The workshop is limited to 8 students in order to provide one-on-one coaching. Full and half-day options are available. (Minimum class size is 5 and 8 maximum.) **Instructor:** Tim Meehan

## ARCHITECTURE & CONSTRUCTION

| <b>INTERNATIONAL BUILDING CODES</b> |                |       |       |
|-------------------------------------|----------------|-------|-------|
| CNST2001-001                        | M/W (1/26-3/4) | 6-9pm | \$259 |

Designed for contractors, architects and other related building professionals, the course provides an introduction to and explores the major commercial provisions of the 2006 International Building Code. Topics covered include: occupancy classification; types of construction; means of egress; fire sprinklers and fire-resistive construction; and administrative, accessibility and other non-structural aspects of the code. This class is appropriate and applicable for people who are working in areas that are still using older versions of the code. The instructor will highlight key changes/differences between the 2003 code and earlier codes that students may be using. **Required:** Textbook, 2006 International Building Code may be purchased in some local bookstores or can be ordered from the ICC (1-800-284-4406 or online at [www.iccsafe.org](http://www.iccsafe.org)). (Minimum class size is 10 and 20 maximum.) **Instructor:** Bob Foote

| <b>INTERNATIONAL RESIDENTIAL CODES</b> |                 |       |       |
|--|-----------------|-------|-------|
| CNST2006-001                           | M/W (3/30-4/29) | 6-9pm | \$259 |

This class will provide students with an in-depth review and understanding of the 2006 International Residential Code. It is designed for contractors, architects, real estate personnel, and other related professions. Topics covered include building planning; foundation, wall and roof construction; and plumbing and HVAC as regulated by this code. The class is appropriate and applicable for people who are working in areas that are still using older versions of the code. **Required:** Textbook, 2006 International Residential Code may be purchased in some local bookstores or can be ordered from the ICC (1-800-284-4406 or online at [www.iccsafe.org](http://www.iccsafe.org)). The workbook that accompanies this text is optional. (Minimum class size is 8 and 20 maximum.) **Instructor:** Bob Foote

**AUTOCAD LEVEL I**

|                     |                      |              |              |
|---------------------|----------------------|--------------|--------------|
| <b>CNST1011-001</b> | <b>F (1/30-3/13)</b> | <b>6-9pm</b> | <b>\$165</b> |
|---------------------|----------------------|--------------|--------------|

This course is a survey of AutoCAD software. Learn drawing, editing, hatch and display commands, create and edit text and dimensions, create blocks and attributes, utilize drawing aids, and plot a final project. Drawings will include mechanical parts, basic floor plan and small site plan. (Minimum class size is 8 and 18 maximum.) *Instructor: Rod Atkins*

**AUTOCAD 3D SOLIDS**

|                     |                                 |              |              |
|---------------------|---------------------------------|--------------|--------------|
| <b>CNST1014-001</b> | <b>F (3/20-5/8, skips 3/27)</b> | <b>6-9pm</b> | <b>\$165</b> |
|---------------------|---------------------------------|--------------|--------------|

Learn the difference between world and user coordinates, draw and edit 3D models, and plot models using 3D and conceptual visual styles. Students will model a small shed or select their own final project. Prerequisite AutoCAD Level I. (Minimum class size is 8 and 18 maximum.) *Instructor: Rod Atkins*

# Westminster Campus Personal Enrichment

**CREATING & DISCOVERING ART****ELITE GLASS BLOWING IN ONE DAY**

|                     |                   |                 |              |
|---------------------|-------------------|-----------------|--------------|
| <b>ARCR1021-001</b> | <b>S (1/10)</b>   | <b>11am-5pm</b> | <b>\$149</b> |
| <b>ARCR1021-002</b> | <b>S (1/24)</b>   | <b>11am-5pm</b> | <b>\$149</b> |
| <b>ARCR1021-003</b> | <b>Sun (2/15)</b> | <b>10am-4pm</b> | <b>\$149</b> |
| <b>ARCR1021-004</b> | <b>S (3/7)</b>    | <b>11am-5pm</b> | <b>\$149</b> |
| <b>ARCR1021-005</b> | <b>Sun (3/22)</b> | <b>10am-4pm</b> | <b>\$149</b> |
| <b>ARCR1021-006</b> | <b>S (4/4)</b>    | <b>11am-5pm</b> | <b>\$149</b> |
| <b>ARCR1021-007</b> | <b>Sun (4/19)</b> | <b>10am-4pm</b> | <b>\$149</b> |
| <b>ARCR1021-008</b> | <b>S (5/2)</b>    | <b>11am-5pm</b> | <b>\$149</b> |
| <b>ARCR1021-009</b> | <b>S (5/16)</b>   | <b>11am-5pm</b> | <b>\$149</b> |

Glass and fire have always been fascinating to people all over the world. In this hands-on glass blowing workshop you will learn how to manipulate molten glass on a blow pipe and puntel rod using glass blowing tools while incorporating color to create your own paperweight and shot glass. Each student will receive individual guidance from the instructor while gaining a working knowledge behind the principle of glass blowing. Health and safety guidelines will be reviewed. No prior experience is needed. **Required: \$85 materials fee payable to the instructor at the beginning of course.** This class is held off-campus at Agnes of Glass Studio at 2717 E. 40th Ave, Denver, and directions will be given at the time of registration. (Minimum class size is 1 and 6 maximum.) *Instructor: Agnes Sanchez*

**ELITE GLASS BLOWING LONG COURSE**

|                     |                      |                 |              |
|---------------------|----------------------|-----------------|--------------|
| <b>ARCR1022-001</b> | <b>F (1/9-1/23)</b>  | <b>5:30-9pm</b> | <b>\$300</b> |
| <b>ARCR1022-002</b> | <b>F (2/13-2/27)</b> | <b>5:30-9pm</b> | <b>\$300</b> |
| <b>ARCR1022-003</b> | <b>F (3/13-3/27)</b> | <b>5:30-9pm</b> | <b>\$300</b> |
| <b>ARCR1022-004</b> | <b>F (4/3-4/17)</b>  | <b>5:30-9pm</b> | <b>\$300</b> |
| <b>ARCR1022-005</b> | <b>F (5/15-5/29)</b> | <b>5:30-9pm</b> | <b>\$300</b> |

Learn the ancient art of glass blowing. In this hands-on workshop, students will work one-on-one with our trained instructors. After learning all facets of health and safety, students will be given demonstrations and learn about the physical properties of glass. In order to begin creating a work of art, students will begin the exhilarating process by gathering their own molten glass from the 2100 degree furnace, then shaping the glass using various methods including a marvering table, wooden blocks, wet newspaper and other glass tools. While focusing on basic hollow forms, students will learn how to transfer their work to a puntel rod for easier knock-off. A variety of colors may be applied using frits and powders as well as style techniques such as peacock feather design. Students will leave the class having created their own hand blown glass vase and bowl. No prior experience is needed. **Required: \$95 materials fee payable to the instructor at the beginning of course.** This class is held off-campus at Agnes of Glass Studio at 2717 E. 40th Ave, Denver, and directions will be given at the time of registration. (Minimum class size is 1 and 6 maximum.) *Instructor: Agnes Sanchez*

**JEWELRY MAKING WITH BEADS: BEGINNER AND INTERMEDIATE LEVEL**

|                     |                     |                      |              |
|---------------------|---------------------|----------------------|--------------|
| <b>ARCR1054-100</b> | <b>S (5/2-5/16)</b> | <b>9:30am-2:15pm</b> | <b>\$115</b> |
|---------------------|---------------------|----------------------|--------------|

This class is perfect for the beginner or intermediate level student. Beginning level students are shown basic skills and techniques while intermediate level students refine their basic skills to create more design focused and intricate jewelry. Whatever style you prefer, you'll learn the basics to create unique pieces using freshwater pearls, semi-precious stones, glass beads and more. In class projects include 2-5 pairs of earrings, 2 bracelets and 2 necklaces. There will also be instruction on bead buying and other jewelry making supplies. A starter set of beads and materials will be provided. Tools are available for use in class and for purchase. Don't forget to bring your lunch. There will be a ½ hour lunch break during the class session. **Required: \$65 materials fee payable to the instructor at the beginning of course.** (Minimum class size is 5 and 12 maximum.) *Instructor: Carol Baum*

**SO YOU SAY YOU CAN'T WRITE POETRY?**

|                     |                     |                 |             |
|---------------------|---------------------|-----------------|-------------|
| <b>WRIT2001-001</b> | <b>W (2/4-3/11)</b> | <b>7-8:30pm</b> | <b>\$89</b> |
| <b>WRIT2001-002</b> | <b>M (4/6-5/11)</b> | <b>7-8:30pm</b> | <b>\$89</b> |

As children we were natural poets, but by adulthood, we likely suppressed some of the sensibilities that enliven our reading and writing of poetry such as a fascination with wordplay and the infinite possibilities of language, an alert sensory perception, recognition and acceptance of our unique voice, and patience with our learning process. Designed for the beginning or tentative poet (although practiced poets will find it enriching, too!), this educational and fun workshop will present accessible poetic forms, sample poems, and prompts as structures that allow for the possibility of poetry as we uncover or recover our individual poetic voices. We will create a safe space for generating lots of original writing while attending to the particulars of craft: language choices, the poem's shape, and various poetic devices. (Minimum class size is 5 and 20 maximum.) *Instructor: Marj Hahne*

**CREATIVE WRITING FOR NON-WRITERS**

|                     |                     |               |             |
|---------------------|---------------------|---------------|-------------|
| <b>WRIT2002-001</b> | <b>R (2/5-3/12)</b> | <b>7-9pm</b>  | <b>\$89</b> |
| <b>WRIT2002-002</b> | <b>S (4/4-5/9)</b>  | <b>9-11am</b> | <b>\$89</b> |

Are you ready to banish the memories of critical teachers or judgmental family members who declared that you couldn't write and never would? Itching to try your hand at essays, fiction, free-verse poetry, haiku, greeting card verse, personal memoir, journaling, and other avenues of creative self-expression? In this upbeat, inspiring class, you'll sample a variety of writing forms without the stress of grades, over-zealous critics, or pressure to be published or paid for your writing. Come prepared to meet your inner writer and discover the enjoyment, satisfaction, emotional release and healing that creative writing can offer – in a safe and supportive setting where everyone's a writer as soon as they pick up a pencil and write! (Minimum class size is 6 and 20 maximum.) *Instructor: Rachel Snyder*

**EVERYDAY WRITING FOR NON-WRITERS**

|                     |                      |               |             |
|---------------------|----------------------|---------------|-------------|
| <b>WRIT2003-001</b> | <b>S (3/7-4/11)</b>  | <b>9-11am</b> | <b>\$89</b> |
| <b>WRIT2003-002</b> | <b>T (2/10-3/17)</b> | <b>7-9pm</b>  | <b>\$89</b> |

Do you freeze up at the thought of writing a personal note or holiday update for a friend or relative, or submitting a short Letter to the Editor to your local newspaper? Would you like to write to your elected representative, but you're embarrassed by your spelling or grammar? Are you stressed out if asked to write a brief article for your club newsletter, put together a year-end report, or even create a small ad, poster or flyer for an upcoming event? In this lively and supportive class, you'll have the opportunity to overcome your fears about writing and improve your vocabulary, punctuation, and grammar. Lots of writing practice in a safe, relaxed setting, plus time to work on personal projects-in-progress. (Minimum class size is 6 and 20 maximum.) *Instructor: Rachel Snyder*

**WRITE FROM THE INSIDE: THE BLUEPRINT FOR WRITING YOUR LIFE STORIES**

|                     |                 |                       |             |
|---------------------|-----------------|-----------------------|-------------|
| <b>WRIT1017-001</b> | <b>S (1/24)</b> | <b>9:30am-12:30pm</b> | <b>\$59</b> |
| <b>WRIT1017-002</b> | <b>S (2/21)</b> | <b>9:30am-12:30pm</b> | <b>\$59</b> |
| <b>WRIT1017-003</b> | <b>S (3/21)</b> | <b>9:30am-12:30pm</b> | <b>\$59</b> |
| <b>WRIT1017-004</b> | <b>S (4/18)</b> | <b>9:30am-12:30pm</b> | <b>\$59</b> |
| <b>WRIT1017-005</b> | <b>S (5/16)</b> | <b>9:30am-12:30pm</b> | <b>\$59</b> |

Do you have a story to tell? Wonder where to start? Have trouble focusing on what to write? Come find the excitement in discovering your life stories in unexpected places and write your own engaging memoir now. Discover the extraordinary in the ordinary, learn the lessons your life has taught you, and create your own story experiences. Take home a plan that will help you develop every story/chapter you write about your life. (Minimum class size is 3 and 15 maximum.) *Instructor: Lissa Forbes*

**THE ART OF CAPTURING A MOMENT**

|                     |                      |              |              |
|---------------------|----------------------|--------------|--------------|
| <b>WRIT1019-001</b> | <b>T (1/13-2/10)</b> | <b>7-9pm</b> | <b>\$149</b> |
| <b>WRIT1019-002</b> | <b>R (2/26-3/26)</b> | <b>7-9pm</b> | <b>\$149</b> |
| <b>WRIT1019-003</b> | <b>W (4/22-5/20)</b> | <b>7-9pm</b> | <b>\$149</b> |

Do you struggle to capture the details that make your writing sing? Lissa Ann Forbes is a master at writing stories and capturing moments. Her specialty is developing captivating, engaging stories from real life. But don't let that dissuade you; if you write fiction you will benefit from her process. She will give you some tips and tricks to develop the details that will keep your reader engaged. Learn how to focus on your senses, be observant, and pull your reader into your story. You will get lots of time on the page, time to share, and opportunity for feedback. This interactive course will help you jumpstart your project. (Minimum class size is 3 and 15 maximum.) *Instructor: Lissa Forbes*

**DRAWING**

|                     |                                  |                    |              |
|---------------------|----------------------------------|--------------------|--------------|
| <b>ARCR1014-001</b> | <b>M (1/12-3/9, skips 1/19)</b>  | <b>6:30-9:30pm</b> | <b>\$125</b> |
| <b>ARCR1014-002</b> | <b>M (3/16-5/11, skips 3/23)</b> | <b>6:30-9:30pm</b> | <b>\$125</b> |

Start enjoying your realistic drawing powers from the start! Learn to apply the prime artistic skills of observation and imagination. Instruction is tailored to individual drawing levels and personalized approaches. **Students should bring a 9"x12" sketch pad and #2 pencil to the first night of class.** (Minimum class size is 8 and 12 maximum.) *Instructor: Toni Verretta*

**OIL PAINTING FOR BEGINNERS**

|                     |                                  |                    |              |
|---------------------|----------------------------------|--------------------|--------------|
| <b>ARCR1002-001</b> | <b>T (1/13-3/3)</b>              | <b>6:30-9:30pm</b> | <b>\$125</b> |
| <b>ARCR1002-002</b> | <b>T (3/17-5/12, skips 3/24)</b> | <b>6:30-9:30pm</b> | <b>\$125</b> |

A class designed for beginners making it easy to jump right in and create! Participants will learn the techniques of oil painting that are essential to creating your own masterpiece. The techniques of brushwork and palette knife, as well as fundamentals of color mixing will be part of the class experience. **Required: Approximate cost of materials is \$95. Students will be given a supply list on the first night of class. Also, students should bring a 9"x12" sketch pad and #2 pencil to the first night of class.** (Minimum class size is 8 and 12 maximum.) *Instructor: Toni Verretta*

**PAINTING WORKSHOP**

|                     |                                  |                    |              |
|---------------------|----------------------------------|--------------------|--------------|
| <b>ARCR1003-001</b> | <b>W (1/14-3/11, skips 2/11)</b> | <b>6:30-9:30pm</b> | <b>\$125</b> |
| <b>ARCR1003-002</b> | <b>W (3/18-5/13, skips 3/25)</b> | <b>6:30-9:30pm</b> | <b>\$125</b> |

Do you need time, space, and occasional input while working on your masterpiece? Then this class is for you! This class is open to all oil, acrylic and watercolor painters. **Bring all your materials and works in progress to the first class.** (Minimum class size is 8 and 12 maximum.) *Instructor: Toni Verretta*

**BEGINNING WATERCOLOR**

|                     |                                  |                    |              |
|---------------------|----------------------------------|--------------------|--------------|
| <b>ARCR1001-001</b> | <b>R (1/15-3/12, skips 2/12)</b> | <b>6:30-9:30pm</b> | <b>\$125</b> |
| <b>ARCR1001-002</b> | <b>R (3/19-5/14, skips 3/26)</b> | <b>6:30-9:30pm</b> | <b>\$125</b> |

Learn to paint what you see using transparent watercolor. The color wheel and a variety of techniques of watercolor painting will be explored. **Required: Students will be given a supply list the first night of class. Approximate cost of materials for this class will be \$80. Also, students should bring a 9"x12" sketch pad and #2 pencil to the first night of class.** (Minimum class size is 8 and 12 maximum.) *Instructor: Toni Verretta*

**HOW TO SELL YOUR PHOTOGRAPHY IN YOUR SPARE TIME**

|                     |                      |                    |             |
|---------------------|----------------------|--------------------|-------------|
| <b>ARCR1205-001</b> | <b>W (1/21-2/11)</b> | <b>6:30-8:30pm</b> | <b>\$69</b> |
| <b>ARCR1205-002</b> | <b>W (4/22-5/13)</b> | <b>6:30-8:30pm</b> | <b>\$69</b> |

Some of the best photographs are never seen. If they are never seen, they never sell. In this course you will learn how to market your good photos to meet buyers' needs, how to find and contact potential buyers, how to protect your creative rights, and much more. You will be surprised how close your markets might be. If you want to make some extra money through your photography, in your spare time, this course is for you. (Minimum class size is 6 and 20 maximum.) *Instructor: Eli Vega*