

**AUTOCAD LEVEL I**

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

**OUTDOOR PHOTOGRAPHY: CREATING A PHOTOGRAPHIC EYE**

**ARCR1220-001 W (2/18-3/11) 6:30-8:30pm \$99**

This interactive and fun course is for beginning to intermediate photography enthusiasts. You will see, hear, discuss, practice and learn. Students will view photographs creating a frame of reference, learn photographic "seeing" principles, discover the technical know-how of exposure, zooming and filtering, learn about creative focus, practice creating motion in still photography and receiving feedback on their own work. There will be a review of f-stops, shutter speeds and other photography basics. *Students should bring their camera and manual, lens(es) and preferred filters to the first night of class.* (Minimum class size is 6 and 20 maximum.) *Instructor: Eli Vega*

**SEEING WITH YOUR IMAGINATION** NEW!

**ARCR1221-001 W (3/25-4/8) 6:30-8:30pm \$69**

This class for any level photographer who wants to go beyond the technical know-how of photography. The best photography is a two-sided coin of technical know-how and the creative aesthetics side. This course is about creative aesthetics. Some courses teach how to create a photographic eye. This course will teach you how stop seeing with your eye and begin seeing with your imagination. There will be examples of what "seeing with your imagination" looks like; there will be in-class discussion; class assignments; and a critique of your imagination. Do you see what I see? (Minimum class size is 6 and 20 maximum.) *Instructor: Eli Vega*

**DIGITAL PHOTOGRAPHY FOR THE HOBBYIST**

**ARCR1203-001 M (1/26-2/9) 6-9pm \$135**

**ARCR1203-002 R (4/2-4/16) 6-9pm \$135**

This class introduces basic concepts of photography using a digital camera, practical tips for taking better photographs and digital image editing using Adobe Photoshop Elements. Assignments in-between classes are given to reinforce concepts and provide individual critiques in good composition. The editing segment will introduce image adjustments, retouching, and settings for printing or email use. The course textbook is the responsibility of the student. The title will be provided at the time of registration. *Requirement: Bring your camera and manual to class. Prerequisite: basic computer skills are recommended.* (Minimum class size is 5 and 12 maximum.) *Instructor: Bruce Breshears*

**MOVING BEYOND POINT AND SHOOT PHOTOGRAPHY I**

**ARCR1201-001 W (1/21-2/11) 6-9pm \$145**

**ARCR1201-002 T (4/14-5/5) 6-9pm \$145**

Have you wondered what a professional sees through the lens of an SLR camera? Go beyond snapshots in auto mode to use more camera controls for greater creative expression. Learn more technical aspects of good exposure, trade-offs of the exposure triangle, meter limitations, f/# and depth of field, shutter speed and avoiding blurred images, and setting ISO. Learn creative approaches to different subjects. Assignments given in-between classes use your SLR/DSLR camera to reinforce concepts and provide individual critiques in good composition. Emphasis is on digital, but also relevant to 35mm SLR. Film and processing costs not included. The course textbook is the responsibility of the student. The title will be provided at the time of registration. *Required: Bring your camera and manual to class.* (Minimum class size is 5 and 12 maximum.) *Instructor: Bruce Breshears*

**MOVING BEYOND POINT AND SHOOT PHOTOGRAPHY II** NEW!

**ARCR2201-001 W (3/25-4/8) 6-9pm \$145**

This class explores image composition and design elements to help you learn more about the artistic side of being a photographer. We cover several topics related to understanding and developing skills in visual awareness, interpretation, expression and style. In practice this will help you more creatively express your viewpoint on a subject as well as discover the visual clues that bring more harmony and meaning to an image. Assignments will be given to reinforce material and put to use those technical skills learned in part 1 of this series of classes. Includes individual in-class critiques. *Prerequisites: Digital camera, computer literacy and completion of MBPS1 class or equivalent knowledge and skills.* The course textbook is the responsibility of the student and the title will be provided at the time of registration. (Minimum class size is 5 and 12 maximum.) *Instructor: Bruce Breshears*

**BLACK AND WHITE DIGITAL PHOTOGRAPHY I**

**ARCR1202-001 W (2/25-3/18) 6-9pm \$125**

Discover new methods to create black and white photos with more artistic and visual impact using your digital camera and Adobe Photoshop (and Elements). Learn how easy it can be to apply Zone System tone and texture concepts to achieve better exposure techniques beyond the basics with your camera. A variety of digital darkroom conversion methods will be presented step-by-step to create and enhance black and white images, including hand coloring techniques. Photo assignments will be given for use in class plus critiques to improve composition and creativity. The course textbook is the responsibility of the student. The title will be provided at the time of registration. *Requirements and prerequisites: Digital camera, computer literacy, knowledge of photography basics equivalent to the Moving Beyond Point and Shoot class.* (Minimum class size is 5 and 12 maximum.) *Instructor: Bruce Breshears*

**ADVANCED TOPICS IN PHOTOGRAPHY I: STUDIO & LIGHTING WORKSHOP**

**ARCR1204-001 M (2/16-3/9) 6-9pm \$145**

This class presents topics in photographic lighting, light science and creative lighting methods. Apply concepts in class with hands-on set up of a lighting kit and props. Topics include understanding properties and limitations of light, white balance, basic lighting techniques to convey 3D form, triangular 3-point lighting for portraiture, using a hand-held light meter and a brief introduction of fill flash techniques with a camera-mounted external flash. There will be in-class projects using your own digital camera. The course textbook is the responsibility of the student. The title will be provided at the time of registration. *Requirement: \$25 materials fee payable to the instructor during the first class. Prerequisite: A basic to intermediate understanding of photography is recommended.* (Minimum class size is 5 and 12 maximum.) *Instructor: Bruce Breshears*

**ADVANCED TOPICS IN PHOTOGRAPHY II: FLASH PHOTOGRAPHY WORKSHOP**

**ARCR2204-001 M (3/16-4/6) 6-9pm \$125**

*Does flash photography seem complicated with unpredictable results?* This class explains the 'mysteries' behind using a flash for basic and creative lighting with both classroom presentations and hands on practice sessions. Learn how to use external flash units on or off-camera for direct, fill, bounce and slave multi-flash techniques. Learn the pros and cons of flash systems from manual to dedicated auto and TTL to advanced TTL in DSLR cameras. Emphasis is on digital. Some additional flash units and equipment, brackets and cords are supplied for use in class. The course textbook is the responsibility of the student. The title will be provided at the time of registration. *Required: \$25 materials fee payable to the instructor during the first class. Bring your SLR camera, flash and manuals to class. Prerequisite: "Moving Beyond Point & Shoot" course or equivalent. A basic to intermediate understanding of photography and completion of the Advanced Topics in Photography II class is recommended.* (Minimum class size is 5 and 12 maximum.) *Instructor: Bruce Breshears*

**ADVANCED TOPICS IN PHOTOGRAPHY III: PHOTOGRAPHY TECHNOLOGY WORKSHOP**

**ARCR2205-001 M (4/13-4/27) 6-9pm \$125**

*Have you ever wondered what really causes a lens to have depth of field (dof), how a polarizer works or why the colors on a print don't match the monitor?* This advanced level class takes an in-depth look at current digital photographic technologies. Subjects include optical properties and features of camera lenses, dof and hyperfocus, aberrations, understanding MTF performance specs when shopping for a lens, auto-focus systems and 35mm equivalence. Also learn how camera meters get fooled, getting better exposure using tone & texture concepts form the Zone System, color management and science for digital imaging and Camera RAW format for high-bit editing. Depth of field tables will be created and printed for a lens of your choice. The course textbook is the responsibility of the student. The title will be provided at the time of registration. *Prerequisite: a basic to intermediate understanding of photography is recommended.* (Minimum class size is 5 and 12 maximum.) *Instructor: Bruce Breshears*

**INTRODUCTION TO PHOTOSHOP ELEMENTS AND THE DIGITAL WORKFLOW**

**GPHA1028-001 R (1/8-1/29, skips 1/22) 6-9pm \$149**

**GPHA1028-002 R (3/5-3/26) 6-8pm \$149**

This course will cover the basic digital photography workflow using Photoshop Elements 6. We will start with how to acquire and import images into Elements then move to mastering the core functions of the Elements Organizer by learning to tag, sort, find and group images into albums. Participants will also learn the importance of archiving images, and how to perform archiving tasks as well as how to use the automatic and quick fix editing features in order to create basic image enhancements. Finally, we'll learn how Elements provides the capabilities to share and create cool things with your photos. This will be a hands-on class with the objective of becoming familiar with the core features. (Minimum class size is 5 and 12 maximum.) *Prerequisite: Basic PC computer skills are required. Instructor: Keith Maul*

**ADVANCED PHOTOSHOP ELEMENTS AND THE DIGITAL PHOTOGRAPHY**

**GPHA1029-001 T (2/3-2/24) 6-8pm \$149**

**GPHA1029-002 T (4/7-4/28) 6-8pm \$149**

Now that you have a basic level of comfort with the core features of Photoshop Elements 6, it is time to take it to the next level. In this class, students will start with the features of the editor - organizer integration, the basic tools palette and the bin. We'll explore how to apply the features in the tools palette to make your photos into masterpieces. You'll learn the difference between "levels", "layers", and "lassos" as we methodically build up the necessary skills to make real-world photo enhancements. This skills-oriented class will cover color correction, color enhancement - including black and white - conversions, sharpening, retouching and special features such as Photomerge. (Minimum class size is 5 and 12 maximum.) *Prerequisite: Basic PC computer skills are required and a solid understanding of Photoshop Elements 6. Instructor: Keith Maul*

**ARCHITECTURE, DESIGN & GARDENING**

**INTERIOR DESIGN I: THE BASICS**

**INDS1016-001 M (3/9) 6:30-9pm \$39**

**INDS1016-002 T (4/14) 6:30-9pm \$39**

Learn the first things a professional interior designer addresses to make a successful project. We will cover the items seldom addressed on TV or in magazines. You will practice and take home the six basic principles of design and learn the steps needed to carry a project through to completion. (Minimum class size is 10 and 20 maximum.) *Instructor: Sharon Breay*

**INTERIOR DESIGN II: COLOR**

**INDS1017-001 M (3/16) 6:30-9pm \$39**

**INDS1017-002 T (4/21) 6:30-6pm \$39**

Ever wonder if you're using color correctly? Learn how to create the ideal color scheme for "your own" personality and setting. Be amazed by examples of how colors change in relation to one another. Fun exercises give you the ability to create on your own color schemes. (Minimum class size is 10 and 20 maximum.) *Instructor: Sharon Breay*

**INTERIOR DESIGN III: LIGHTING**

**INDS1018-001 M (3/23) 6:30-9pm \$39**

**INDS1018-002 T (4/28) 6:30-9pm \$39**

Lighting is the most important element in building an environment - particularly our homes and gardens - yet it is the most overlooked and least understood component in design today. Learn how to address both quantity and quality by drawing your own lighting plan to create the environment you want. (Minimum class size is 10 and 20 maximum.) *Instructor: Sharon Breay*

**INTERIOR DESIGN IV: ART AND ACCESSORIES**

**INDS1019-001 M (3/30) 6:30-9pm \$39**

**INDS1019-002 T (5/5) 6:30-9pm \$39**

Have you ever wondered how interior designers arrange a group of pictures or table accessories? This course will review the basics of hanging art and groupings of accessories. This is an excellent skill that compliments the basics of design. (Minimum class size is 10 and 20 maximum.) *Instructor: Sharon Breay*

**WORKPLACE DESIGN: IMPROVING PRODUCTIVITY AND IMAGE** NEW!

**INDS1022-001 M (4/6) 6:30-9pm \$49**

**INDS1022-002 S (4/25) 9-11:30am \$49**

Is the work space for your business actually a leading factor for increasing productivity and "selling" your image or product? Learn how to create a workspace that is best for your particular company, and your particular budget. (Minimum class size is 10 and 20 maximum.) *Instructor: Sharon Breay*

**HOME IMPROVEMENT & CONSTRUCTION**

**THE MORNING AFTER CLOSING: BASIC HOME MAINTENANCE** NEW!

**CNST1004-001 T (5/5) 6-8pm \$60**

Everything you wanted to know about your home but were afraid to ask. You will learn how to properly care for and maintain your home. We will cover the basics of your structural, electrical, plumbing and HVAC systems. You will learn the proper way to do many tasks from repairing a screen to caulking your tub. You will be given "how to" tutorials and maintenance checklists along with many helpful hints along the way. **This class is held at a construction workshop in Denver.** Directions provided at time of registration. (Minimum class size is 1 and 8 maximum.) *Instructor: Judy Browne*

**DO YOU HEAR WATER? PLUMBING BASICS**

CNST1002-001	W (2/4)	6-9pm	\$75
CNST1002-002	S (3/14)	1-4pm	\$75

Does your toilet seem to flush all on its own? Did you buy a new water feature for your living room to mask the dripping sound coming from the kitchen? Learn how to stop these annoying sounds and save money at the same time! In this course participants will cover the basics of your home plumbing system focusing on toilets, faucets, bath tub, showers and drains. After the class you will be able to fix a running or leaky toilet, repair or replace your faucets and be able to troubleshoot problems with your tub and shower. You will also learn what maintenance tasks are required to keep your plumbing system working smoothly and prevent water leaks from damaging your home. **This class is held at a construction workshop in Denver.** Directions provided at time of registration. (Minimum class size is 1 and 8 maximum.) *Instructor: Judy Browne*

**WHAT THE GUYS NEVER TELL US PART 1: BASIC POWER TOOLS**

CNST1001-001	S (2/21)	1-4pm	\$75
CNST1001-002	S (4/11)	1-4pm	\$75

This fun, hands-on class will help participants learn how to safely and efficiently operate two of the most common and versatile power tools - the cordless power drill and cordless circular saw. During class you will identify the parts and functions of each tool, learn how to identify and select proper drill and screwdriver bits, and how to select and change the blade on a circular saw. Best of all, you will have up to 2 hours of practice with these tools. **This class is held at a construction workshop in Denver.** Directions provided at time of registration. (Minimum class size is 1 and 8 maximum.) *Instructor: Judy Browne*

**WHAT THE GUYS NEVER TELL US PART 2: BASIC CARPENTRY**

CNST1003-001	S (2/28)	9am-12pm	\$75
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This is a fun, interactive class where you will learn basic carpentry skills while making and assembling your very own toolbox! During class you will learn: a review of power tool safety and operation; how to identify and use basic carpentry tools; how to make and assemble a small toolbox. Best of all - You will have over 2 hours of applying your new carpentry skills. This class is held at a construction workshop in Denver. Directions provided at time of registration. Prerequisite: For safety reasons and to ensure the best experience for all students you must complete "What the Guys Never Tell Us - Part 1". **This class is held at a construction workshop in Denver.** (Minimum class size is 1 and 8 maximum.) *Instructor: Judy Browne*

**FINALLY FIXING THAT HOLE: DRYWALL REPAIR**

CNST1021-001	S (2/7)	9-11am	\$55
CNST1021-002	T (3/17)	6-8pm	\$55

Would you like to learn how to patch and repair drywall from a small dent to a large hole? During this class participants will learn simple home maintenance safety tips, what drywall is, why it is used and how it is installed, how to identify and use drywall repair tools and materials. You will have an opportunity to practice patching and repairing drywall. **This class is held at a construction workshop in Denver.** Directions provided at time of registration. (Minimum class size is 1 and 8 maximum.) *Instructor: Judy Browne*

**MY SCREWS ARE LOOSE - HANGING THINGS ON WALLS AND CEILINGS**

CNST1022-001	S (2/21)	9-11am	\$55
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Learn the ins and outs of hanging things on your walls and ceilings. During this class participants will learn the best way to hang things, the different types of hardware, and how to use them properly. There will be an hour of actual hands-on practice installing different types of hangers and anchors. **This class is held at a construction workshop in Denver.** Directions provided at time of registration. (Minimum class size is 1 and 8 maximum.) *Instructor: Judy Browne*

**OLD FAITHFUL IN YOUR BACKYARD: SPRINKLER SYSTEM MAINTENANCE AND REPAIR**

CNST1023-001	S (4/25)	9am-12pm	\$100
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In this class you will learn the basics of trouble shooting your sprinkler system. You will learn everything you need to know to safely and correctly repair or replace your sprinkler heads, risers, connectors, and piping. You will also learn the proper way to shut down and start up your system each season to prevent freezing and breaking of your pipes and components. **This class is held at a construction workshop in Denver.** Directions provided at time of registration. (Minimum class size is 1 and 8 maximum.) *Instructor: Judy Browne*

**WELLNESS FOR THE MIND-BODY-SOUL****INTRODUCTION TO T'AI CHI**

WLNS1013-001	S (2/7-3/28)	8:30-9:30am	\$49
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Although T'ai Chi is a martial art that is made up of movements that can be applied in self-defense, it is widely practiced throughout the world for its health benefits. The movements are based on the interplay between yin and yang energies and on the circulation of "chi." They are slow, relaxed and done without any muscular tension or contraction. This introductory course is for the beginner and provides a foundation of 64 movements. (Minimum class size is 8 and 20 maximum.) *Instructor: Robert Wesley*

**SPIRITUALLY SPEAKING**

WLNS1006-001	W (4/1-5/13)	6:30-8:30pm	\$50
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This class will explore and expand your perceptions about who we really are based on the writings of Deepak Chopra, Wayne Dyer, David Hawkins, Neale Donald Walsch, Caroline Myss, Marianne Williamson, Greg Braden, Michael Talbot and many others - we will pull from over 40 authors. These perceptions come from scientific, experiential, ancient, and religious writings that may or may not be familiar to you. Applying these core revelations to one's life will be healing, enlightening, and life enhancing. The course will be guided by a syllabus and many handouts, large and small group exchanges, and "quizzes". Guest speakers, DVD's, CD's, and partial book recitations will also be a part of each class session. **Required: \$10 materials fee payable to the instructor at the beginning of course.** (Minimum class size is 10 and 20 maximum.) *Instructor: Jerry Vaughn*

**YOGA - BENEFITS AND ESSENTIAL TOOLS FOR STRESS REDUCTION AND OPTIMAL HEALTH**

WLNS1016-001	R (3/5-3/19)	7-8:30pm	\$59
WLNS1016-002	S (4/4-4/18)	9-10:30am	\$59

Ever wonder what all the hype is about yoga these days? This class will provide a broad overview and introduction to the healing art and science of this 5000 year-old practice. You will learn simple yet profound yoga concepts, poses and breathing techniques that you can use at home, work, or anywhere to reduce stress and optimize the health of your body, mind, and spirit. (Minimum class size is 10 and 25 maximum.) *Instructor: Shelli Schilke*

**RECREATION AND TRAVEL****COLORADO ON THE CHEAP**

TRVL1007-001	W (1/21)	6-8pm	\$29
TRVL1007-002	W (3/18)	6-8pm	\$29
TRVL1007-003	W (5/13)	6-8pm	\$29

Don't let the high cost of gas and airline tickets keep you from traveling. Colorado is a gold mine of interesting places to see, stay and eat that won't break your budget. Explore a famous zoo with no live animals. Visit a museum in the Guinness World Record Book. Learn where to find the best hot dog and limeade in Denver. Discover which websites have the best hotel discounts. Learn about value deals on rafting, zip-lining and outdoor adventures. Visit forgotten ghost towns, outdoor mineral springs and deep caverns. (Minimum class size is 4 and 20 maximum.) *Instructor: Ron Stern*

**INTRODUCTION TO FLY FISHING**

RECR1021-001	W (3/25-4/8, fish 4/11)	6-9pm	\$79
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Develop the skills and understanding of fish, water and everything else it takes to catch trout on a fly rod. This class consists of classroom time covering fly fishing theory, rod rigging, casting, knot tying, fly and equipment selection, and stream etiquette. This class concludes with a Saturday fishing expedition putting into practice lessons on wading, trout behavior, reading the water and how to play and release fish. **Required: Participants must have a fishing license and provide their own transportation to the stream. Rental of rod, reel and line is available for \$15, but please bring rods and reels to class if you have your own. A \$10 materials fee is payable to the instructor on the first night of class and covers flies (1-2 nymphs, dry flies and streamers), tippet and leader.** (Minimum class size is 6 and 12 maximum.) *Instructor: Rich McGaughey*

**FLY TYING**

RECR1022-001	W (5/20-6/3)	6-9pm	\$59
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Learn about the tools, techniques and materials needed to tie a variety of basic flies. This class will concentrate on fly patterns that work well on our local rivers and streams. Children are welcome if accompanied by an adult. **Required: A materials fee of \$10 is payable to the instructor at the beginning of class.** Although not required, please feel free to bring your fly vise, tools and/or kit to class if you have them. Participants will tie common flies that can be finished in North America especially Western United States. (Minimum class size is 6 and 12 maximum.) *Instructor: Rich McGaughey*

**FLY FISHING FOR BASS**

RECR1024-001	T (5/5, fish 5/9 & 16, time TBA)	6-9pm	\$79
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Learn where to find big fish within 15 minutes of your home. Learn when and where to use a fly or cast a plastic bait. Although most local lakes and rivers hold bass and sunfish, there are trout available. Learn where to find resources that help you make an afternoon fishing trip mostly fishing, and not 1.5 hours of driving. Spend two Saturdays fishing for bass and sunfish with a knowledgeable, experienced bass fly fisherman. **Required: Participants must have a fishing license and provide their own transportation to the pond or lake. Rental of rod, reel and line is available for \$15, but please bring rods and reels to class if you have your own. A \$10 materials fee is payable to the instructor on the first night of class and covers flies (1-2 nymphs, dry flies and streamers), tippet and leader.** (Minimum class size is 4 and 15 maximum.) *Instructor: Rich McGaughey*

**FLY FISHING FROM BENEATH THE SURFACE**

RECR1026-001	S (4/11)	9am-4pm	\$110
RECR1026-002	F (5/1)	9am-4pm	\$110

Have you ever wondered what the fish see? This day-long course allows participants to investigate the world beneath the surface as the trout see it. Appropriate for beginning to intermediate level fly fishing enthusiasts. You will discover aquatic entomology (the study of insects) from a fly-fishing point of view which will help make well-informed choices on what fly to use, and how it should be fished to catch trout. You will learn about and identify the major group of insects that share the waterways with trout; learn the life cycles of each group and the times of year when they are most available as a food source for trout; and discover the microhabitats that are home to specific insects groups as well as their behavior and adaptations that help them to survival. There will be a 30 minute lunch break. (Minimum class size is 4 and 15 maximum.) *Instructor: W. Patrick Tennyson*

**HOW TO BE A TRAVEL WRITER - THE EASY WAY!**

TRVL1002-001	W (1/28)	6-9pm	\$39
TRVL1002-002	S (2/21)	9am-12pm	\$39
TRVL1002-003	R (4/23)	6-9pm	\$39

If you can write a postcard and have a desire to travel, this class is for you. Many people dream about becoming travel writers, but they lack the inside information necessary to get started on the fast track to this career. Learn the secrets of travel writing, including how to get started with local and online publications. Use the Internet to find out about free trips and the best sites for writers. Learn how to build a media contact list, obtain assignments, approach airlines for free airfare, conduct interviews, create a portfolio, take photos that sell, and more. Travel writers stay in the best hotels, eat the finest food, and experience VIP treatment - all free. If you have wanderlust but not the money to pay for it, then come and join this class. **Required: \$25 materials fee paid to the instructor at the beginning of class includes two booklets: Fly Cheap, Stay Cheap, Travel Cheap, which will provide you with many more opportunities for discount travel, as well as Ron's list of media contact which is loaded with over 120 insider contacts in the travel industry.** (Minimum class size is 4 and 20 maximum.) *Instructor: Ron Stern*

**FLY CHEAP, STAY CHEAP, TRAVEL CHEAP**

TRVL1005-001	W (2/18)	6-8pm	\$29
TRVL1005-002	W (4/15)	6-8pm	\$29

Now you can learn the secrets of traveling in grand style on a limited budget. In just two hours, discover how to obtain great deals on airfares and accommodations in exciting destinations, all for a fraction of the usual cost. Learn about \$0 airfares, pricing glitches, how to stay for free as a caretaker, the best airfare search engines, discount cruising and much more. **Required: \$15 materials fee is payable to the instructor at the beginning of course.** (Minimum class size is 4 and 20 maximum.) *Instructor: Ron Stern*

**THE JOY OF AFTERNOON TEA**

RECR1044-001	S (2/21)	10-11:30am	\$35
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This class is fun, entertaining, and delicious! You will learn what foods to serve at an afternoon tea, which tea accessories you need, tea decor on a budget, how to brew a proper pot of tea and more. In the last half of the class a cream tea will be served. This will include baked scones with jam and cream and freshly brewed English tea. You will certainly be inspired to go home and put on your own afternoon tea once you learn how easy it can be! (Minimum class size is 4 and 15 maximum.) *Instructor: Nancy Stern*

## REAL ESTATE INVESTING & MANAGEMENT

### FORECLOSURE SOLUTIONS NEW!

RLST1005-001	W (1/21)	6:30-8pm	\$29
RLST1005-002	W (2/18)	6:30-8pm	\$29
RLST1005-003	W (3/25)	6:30-8pm	\$29
RLST1005-004	W (4/22)	6:30-8pm	\$29
RLST1005-005	W (5/20)	6:30-8pm	\$29

During this course you will learn about alternatives to foreclosure. Your instructor for this course, Jim Flint, CRS, has 30 years experience with real estate in five states. He will answer questions such as What is a short sale? Can you renegotiate your loan? and Can you save your house with a new FHA loan? An individual meeting with the instructor is included. If you have questions regarding this course, please call Jim Flint at 303-759-2222. (Minimum class size is 4 and 25 maximum.) *Instructor: Jim Flint*

### FUNDAMENTALS OF REAL ESTATE INVESTING: HOW TO TAKE ADVANTAGE OF THIS BUYERS MARKET AND PROFIT IN REAL ESTATE

RLST1004-001	T (1/27)	6:15-9:30pm	\$49
RLST1004-002	T (4/7)	6:15-9:30pm	\$49

Learn how to buy the best foreclosures. Learn how to choose the best location and the best loan. Increase your income and wealth with rental properties. Which is best for you, commercial or residential? Learn how to get 15% or more on your money, 1031 Exchanges and Reverse Exchanges, and how to reduce your income taxes. You can get cash flow starting day one. Learn an analytical approach to investing. You can be your own boss and never get fired! We compare Denver's market to three other hot markets. Learn how to invest in cash flow mini storages. An individual meeting with the instructor is included. The instructor, Jim Flint, CRS, has 30 years experience with real estate in five states. If you have questions, please call Jim Flint at 303-759-2222. *Required: \$20 materials fee is payable to the instructor at the beginning of course.* (Minimum class size is 4 and 25 maximum.) *Instructor: Jim Flint*

### REAL ESTATE INVESTING: THE NEXT STEP

RLST2001-001	R (2/5)	6:15-9:30pm	\$49
RLST2001-002	T (4/14)	6:15-9:30pm	\$49

This class will take the experienced investor to the next level. You will learn how to plan for your retirement with real estate, how to determine the income you will need, and how to meet those goals. What are the advantages and disadvantages of trades vs. refinance? Commercial real estate, multi-family, mini-storages, office buildings, retail, and triple net leases will be discussed. A personalized meeting is included. The Instructor, Jim Flint, CRS, has 30 years experience with real estate in five states. If you have questions, please call Jim Flint at 303-759-2222. *Required: \$20 materials fee payable to the instructor at the beginning of course.* (Minimum class size is 4 and 25 maximum.) *Instructor: Jim Flint*

### MANAGING YOUR RENTALS: LEARN HOW TO AVOID TROUBLE AND VACANCIES

RLST1002-001	R (1/29)	6:15-9:30pm	\$49
RLST1002-002	R (4/9)	6:15-9:30pm	\$49

This class is taught by a 25-year veteran property manager that currently manages over 800 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? It will eliminate your landlord headaches. Included is a copy of a lease used in over 800 housing units. If you have questions, please call Jim Flint at 303-759-2222. The instructor, Bill Cooper, President of Metro Denver Management, has over 20 years experience in property management. *Required: \$20 materials fee is payable to the instructor at the beginning of course.* (Minimum class size is 4 and 25 maximum.) *Instructor: Bill Cooper*

### FIRST TIME HOME BUYING AND FINANCING A TO Z: SAY GOODBYE TO YOUR LANDLORD AND HELLO TO TAX SAVINGS!

RLST1001-001	T (2/10)	6:15-9:30pm	\$49
RLST1001-002	R (4/16)	6:15-9:30pm	\$49

Learn how to buy and finance a home with up to 100% financing. You will also learn how to get pre-approved and where to get a loan. Instructors will review the most basic questions such as "What is a FICO score?" You will receive a home buying textbook, sample properties in your area of interest and a free credit report with your FICO scores. Each course includes a one-hour personal consultation and free pre-qualification from a lender. *Required: \$20 materials fee payable to the instructor at the beginning of course.* (Minimum class size is 4 and 25 maximum.) *Instructors: Jerry Black and Judith Lawrence*

## MAKING & MANAGING MONEY

### THE ART OF MANAGING MONEY...SUCCESSFULLY! NEW!

BUSI1050-001	T (1/20-2/3)	6:30-10pm	\$69
BUSI1050-002	R (2/19-3/5)	6:30-10pm	\$69

Our goal is to teach you how to effectively accumulate wealth and have more freedom in your life. The concepts and practices of sound money management will be introduced; including ways to minimize taxes, maximize investment returns and provide for a secure future. The knowledge you gain will benefit you now and in the future. Couples can attend for a single registration fee, but both must register. (Minimum class size is 4 and 25 maximum.) *Instructors: Chuck Maher, CFP and Richard Campbell*

### PASSPORT TO RETIREMENT – COMPREHENSIVE COURSE

BUSI1057-001	T (3/31-4/14)	6:30-10pm	\$69
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**Are you retirement ready?** Retirement planning isn't complicated or confusing if you focus on your goals and make good financial decisions that support them. In this three part program, learn how to set realistic retirement goals and assess their cost; identify your income options; learn where to invest now for your future; and how to protect your wealth and provide for your family and heirs. A rewarding retirement doesn't just happen. You have to make it happen. If you are seeking the knowledge and know-how it takes to manage money and pursue your retirement dreams, this class is designed for you. *Required: \$28 material fee is payable to the instructors on the first night of class. Couples can attend for a single registration fee, but both must register.* Couples can attend for a single registration fee, but both must register. (Minimum class size is 4 and 25 maximum.) *Instructors: Chuck Maher, CFP and Richard Campbell*

## HOW TO FIND COLLEGE FINANCIAL AID

BUSI1012-001	R (3/5)	6-8:30pm	\$39
BUSI1012-002	S (5/2)	9:30am-12pm	\$39

Discover almost unheard of strategies and tips that a few families are using to save thousands of dollars. Learn how to avoid costly mistakes and get the most money possible. Topics include: how to double or triple your eligibility for financial aid, why some middle and upper-middle class parents pay close to nothing for their children's education, how to find scholarships, grants and low-interest loans. Learn about the common and costly mistakes people make when completing forms and the real reason why over 90% of parents fail to fill them out correctly and therefore receive less money. (Minimum class size is 6 and 30 maximum.) *An optional \$10 fee is payable to the instructor for his latest book. Instructor: John Mumford*

### SUCCESSFUL SELLING ON EBAY

BUSI1021-001	R (1/29-2/12)	6-9pm	\$79
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This class is for those that are intrigued but inexperienced with eBay. Learn how eBay operates and how to use it to research the market for different products, set up and conduct a sale, and collect payment and ship items to customers. *Required: Basic computer skills are strongly recommended.* (Minimum class size is 6 and 12 maximum) *Instructor: Rich McGaughey*

### ADVANCED EBAY SELLING

BUSI1022-001	R (2/19-3/5)	6-9pm	\$79
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For those who are already registered on eBay and have conducted at least one auction, this class will cover how to maximize eBay sales. Participants will learn about basic web site creation, including use of HTML and FTP for maximum impact and efficiency. They will gain tips for organizing an eBay business including appropriate tax forms, providing appropriate customer service and supporting a good eBay seller rating. *Required: Basic computer skills are strongly recommended.* (Minimum class size is 6 and 12 maximum) *Instructor: Rich McGaughey*

### MAKING YOUR OWN WEBSITE FOR EBAY SELLING

BUSI1023-001	R (3/12-3/26)	6-9pm	\$89
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Learn how to create your own web page using HTML and a variety of free tools, and explore some of the elements that distinguish a good page from a bad one. Receive hands-on experience building simple web pages with hypertext links and graphics. An overview of techniques that enhance and facilitate page creation and tips for maintaining an active web site, as well as techniques to create images with small file sizes, e-mail links and multiple page web sites will also be covered. *Required: Basic computer skills are strongly recommended.* (Minimum class size is 6 and 12 maximum) *Instructor: Rich McGaughey*

### BUYING ON EBAY

BUSI1027-001	S (2/21)	12-4pm	\$49
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Have you every wanted to know how to get items for the lowest prices? In this course you will find out how to track auctions and the ending of auctions without being on your computer. Determine what is the best day of the week and time of day to get the best deals. You'll also learn how to find misspelled items that few can see, how to avoid disputes before they happen, how to bid at the last minute without being on your pc (snipping), and how to join (register on eBay). Last but certainly not least, you will learn how to be safe on eBay and avoid phishing scams by determining a seller's honesty before bidding or buying from them, by finding a history of honest sales, and learning how PayPal and eBay provide guarantees so that you can safely pay with credit cards. *Required: Basic computer skills are strongly recommended.* (Minimum class size is 6 and 12 maximum.) *Instructor: Rich McGaughey*

### AN INTRODUCTION TO VOICE ACTING: HOW TO EARN A LIVING WITH YOUR VOICE

BUSI1068-001	F (2/20)	7-9pm	\$40
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Have you ever wondered whose voice you are listening to on TV and radio commercials? How about documentaries and audiobooks? You too can become a professional voice actor! This fun, informative, and empowering class will teach you all the fundamentals of entering a successful career as a professional voiceover artist. We will discuss the many details of the voiceover industry, our philosophy of marketing, the importance of your voiceover demo, and much more. An always-appreciated in-depth question and answer session will follow. Our producer will then coach you, and everyone will get to make a recording of his or her voice in the classroom. Come ready to laugh, learn, and be inspired. (Minimum class size is 5 and 20 maximum.) *Instructor: TBA*

### RETIRING SOON

BUSI1052-001	M (3/9)	7-8:30pm	\$10
BUSI1052-002	M (5/11)	7-8:30pm	\$10

If you plan to retire soon, it's more important than ever to make sure your retirement plan is on track to help you achieve the retirement lifestyle of your dreams. This class will show you how to take inventory of your current assets, determine how much income you may need during retirement and structure retirement plan distribution to best suit your unique situation. (Minimum class size is 3 and 20 maximum.) *Instructor: Dana Wozniak*

### LONG TERM CARE

BUSI1053-001	M (2/9)	7-8:30pm	\$10
BUSI1053-002	M (4/6)	7-8:30pm	\$10

Long term care insurance is one of the best ways to help protect your financial security if you or a loved one requires care. A number of different plans and options are available to meet your needs. This class will help you determine which type of plan is right for you and your loved ones. (Minimum class size is 3 and 20 maximum.) *Instructor: Dana Wozniak*

### DEBT FREE LIVING

BUSI1002-001	T (1/20)	6-9pm	\$39 single / \$59 couple
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Get completely out of debt in 5-7 years, including your mortgage! Sound impossible? Whether you earn \$15,000 or \$350,000 a year this workshop will teach you how to turn your debt into wealth. Learn how to live without credit cards and handle emergencies that always come up. You will leave with your own step-by-step debt elimination plan that will allow you to accomplish this with your current income and without austerity plans or living like a hermit. *Required: \$54 materials fee is payable to the instructor at the beginning of course. Bring a list of all debts, balances and monthly payments, a calculator and a pencil.* (Minimum class size is 4 and 25 maximum.) *Instructor: Jeff Meyer*

**DEBT FREE LIVING II: MONEY FOR LIFE!**

**BUSI1003-001 R (1/22) 6-9pm \$39 single / \$59 couple**

In this workshop you will learn how to develop your own written, fool proof, cash flow management plan. Gain **COMPLETE CONTROL** of your income and where it goes. Specifically, as a result of applying what is learned in this workshop, you will be able to: spend less than you make and eliminate debt or invest for the future, pre-fund every expense (including unexpected expenses), plan, track, compare and adjust every expense, implement a household cash flow system that makes communicating easy, even fun, implement your debt elimination and/or long term investment plans, use credit cards without ever increasing debt, and successfully manage your income in today's "cashless" electronic society. You will learn how to develop your own personalized cash-flow management plan that will show you how to spend every dollar of income before the month starts. Develop your own net worth statement to be used as a benchmark for your progress. **Required: \$74 materials fee is payable to the instructor at the beginning of course includes a 215-page textbook/workbook, with 12 weekly "at home" sections, and a companion textbook with software.** (Minimum class size is 4 and 25 maximum.) **Instructor: Jeff Meyer**

**CROUCHING TAXES, HIDDEN PROFIT**

**BUSI1044-001 W (1/21) 6-9pm \$39 single / \$59 couple**

Learn legitimate strategies that may reduce your taxes up to 50%. This class is for self-employed persons, small business owners including home-based business operators, prospective business owners, and wage earners that also file a Schedule C. Some of the many areas discussed are: learning how to "audit proof" your tax return; deciding if you should incorporate, use an LLC, Partnership, or be sole proprietor; figuring out if you are eligible for the home office deduction; discovering the benefits of hiring your spouse or children; discovering what meals, travel and entertainment can be deducted; and deciding if you should use the standard mileage deduction or the actual expense method for your car. This class may be tax deductible as an ordinary and necessary business expense. **Required: \$74 materials fee payable to the instructor at the beginning of course includes the 215-page tax compliance manual written by a former Senior IRS Trial Attorney.** (Minimum class size is 4 and 25 maximum.) **Instructor: Jeff Meyer**

**IS FRANCHISING FOR ME?**

**BUSI2062-001 W (1/14) 7-9pm \$39**  
**BUSI2062-002 W (2/18) 7-9pm \$39**  
**BUSI2062-003 W (3/11) 7-9pm \$39**

Learn what a franchise business is about and whether it is the right business opportunity for you. Course includes a self assessment to analyze your readiness to be an entrepreneur as well as to determine the best franchise for you. Learn how to research and analyze different franchise opportunities, including: what separates the top performers from those that struggle or have marginal results, how much capital investment is needed, and the ins and outs of the UFOC, franchise agreement and other essential documents and terms. (Minimum class size is 4 and 20 maximum.) **Instructor: Patty Meyer**

**THE #1 TAX SHELTER IN AMERICA... YOUR BUSINESS**

**BUSI1041-001 T (2/3) 6:30-9:30pm \$49**

This class is designed for all self-employed business owners. The tax law contains numerous tax saving advantages for business owners that can save you thousands of dollars every year. Unfortunately, more than 80% of all business owners overpay their taxes because they do not know these strategies or understand how to simply make use of them. In this workshop you will learn the four major categories of tax savings for the self-employed: converting everyday living expenses into business deductions, income shifting techniques, retirement planning, and choice of entity. **A materials fee of \$15 is payable to the instructor at the beginning of class.** (Minimum class size is 6 and 25 maximum.) **Instructor: Henry Aiy'm Fellman**

**MAXIMIZING THE TAX SAVINGS ADVANTAGES OF S-CORPORATIONS**

**BUSI1042-001 T (2/10) 6:30-9:30pm \$49**

S-corporations have great tax savings potential. However, most businesses organized as an S-corporation fall far short of maximizing its tax advantages. In this workshop you will learn all the tax benefits of being an S-corporation and how to simply take advantage of them. **A materials fee of \$15 is payable to the instructor at the beginning of class.** (Minimum class size is 6 and 25 maximum.) **Instructor: Henry Aiy'm Fellman**

**FOR THE LOVE OF ANIMALS**

**CANINE MESSAGE**

**ANML1011-001 S (2/21) 9-11am \$49**  
**ANML1011-002 S (5/9) 9-11am \$49**

The benefits of massage range from improved flexibility and increased circulation, to enhanced muscle tone and reduced inflammation. Our canine companions will benefit from massage in the same way that people do. In this class, learn about structure and gait. Practice basic massage techniques and exercises to help strengthen your canine companion. Discover how to read a dog food label in order to choose the highest quality food for your dog. Most important, bring your well behaved dog to this class. (Minimum class size is 4 and 10 maximum.) **Instructor: Mary Kennedy**

**BASIC ENERGY WORK AND ANIMAL COMMUNICATION**

**ANML1011-001 S (4/18) 9-11am \$49**

Did you ever wonder how your dog knows what you are thinking? Have you noticed that you share some of the same personality or emotional attributes? Our companion animals may mirror us in amazing ways. In this class get some basics on animal communication skills. Learn fundamental techniques on how to perceive and apply energy work on your animals and yourself. Bring your well behaved dog and a picture of another pet, living or deceased, for some interesting practice exercises. (Minimum class size is 4 and 10 maximum.) **Instructor: Mary Kennedy**

**NON-CREDIT CLASS REGISTRATION**

**How to Register**

Registering for FRCC's non-credit classes is fast and easy. No college application or pre-testing is required. Simply go online, call, fax, or mail your contact and payment information with your course selection. We take care of the rest! Classes are available on a first-come, first-served basis; therefore, payment is required at time of registration.

**Who May Enroll?**

Anyone over 18 years of age may enroll in any of our adult non-credit classes. Students who are under 18 may enroll in some classes with permission of the instructor and/or if a parent attends class with them. Please call our registration desk at 303-404-5465 with questions. Front Range Community College does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Myra Pasco, Human Resources Director, 3645 West 112th Avenue, Westminster, CO 80031, 303-404-5473

**Refunds – Very Important!**

Individuals who drop a class two business days prior to the class start date will receive a complete refund. If you drop a class within 2 business days of the class start date, no refund will be provided.

**Cancellations**

Classes not meeting minimum enrollment may be cancelled. Participants will be notified prior to the start of class. In our efforts to provide classes and limit cancellations, participants may be notified as late as a day prior to the start of class. A full refund will be provided.

**Campus and Classroom Information**

The classes in this schedule are offered at the Westminster and Boulder County campuses. The class location is listed at the top of each page. Our web site, [www.frontrange.edu/institute/wy](http://www.frontrange.edu/institute/wy), has location and campus maps.

You will receive a phone call 2 business days before the start of your class providing the classroom number and directions. Classroom information is not available until that time.

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**Four registration options are available**



**Online:**

[wcicpd.frontrange.edu](http://wcicpd.frontrange.edu)



**Phone:** (303) 404-5465

**Fax:** (303) 469-7143



**Mail or walk-in:**

FRCC - Continuing Education  
 3645 W. 112th Avenue - Box 6  
 Westminster, CO 80031

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Evening Phone \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ Date of Birth \_\_\_\_\_

Course #	Course Title	Start Date	Amount
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
			Total

Payment Method:

- Payment Enclosed: (Please make check or money order payable to: FRCC)
- Purchase order or other company authorization attached

No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_



Signature: \_\_\_\_\_

Date: \_\_\_\_\_