“Anyone who stops learning is old, whether at 20 or 80. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young.”
—Henry Ford, inventor

Welcome to Kirkwood Continuing Education

At Kirkwood Continuing Education, we make every effort to help you achieve success in life. You’ll find hundreds of classes and workshops for personal growth, recreation, certification and skills development at times and locations that fit your lifestyle.

Whatever it is you want to pursue—from computer classes and health care training, to ballroom dancing and motorcycle safety—Kirkwood Continuing Education is your home for personal and professional development.

Classes for January-March 2010

3 Cedar Rapids/Marion Classes
3 Business
9 Family/Home/Finance
18 General Interest
21 Health
26 Industrial Technology
30 Recreation
34 Transportation and Safety
36 Youth Programs
37 Online Education
40 Computer Classes
52 Iowa City/Coralville Classes
62 County Classes
62 Benton County/Vinton
64 Benton County/Belle Plaine
65 Cedar County/Tipton
66 Iowa County/Williamsburg
68 Jones County/Monticello
70 Washington County/Washington

What other people are saying...

The instructor was articulate, a captivating speaker and had a great sense of humor.
— Vandy White

I really liked the practical, hands-on approach to learning – studying the material and then actually getting to be able to perform the skills.
— Emily Larson

I enjoyed all aspects of the class. The hands-on format and in-class materials helped me learn more efficiently.
— Allison Lueders
Cedar Rapids/Marion Classes

Kirkwood sponsors these classes in cooperation with the Cedar Rapids Community School District; College Community School District; Marion Independent School District; and Linn-Mar Community School District.

OFF CAMPUS CLASS LOCATIONS
- Jefferson High School, 1243 Twentieth St. SW • Kennedy High School, 4545 Wenig Rd. NE
- Kirkwood Marion Center, 2900 Eighth Ave., Marion • Kirkwood Resource Center, 1030 Fifth Ave. SE
- Kirkwood Training & Outreach Services Center (KTOS), 3375 Armbr Dr., Marion
- Lincoln Center, 912 Eighteenth Ave. SW • Linn-Mar High School, 3111 N. Tenth St., Marion
- Marion High School, 675 S. Fifteenth St., Marion • Washington High School, 2205 Forest Dr. SE

New classes, new expectations, new experiences... you’ll find that Kirkwood Continuing Education’s information specialist is dedicated to helping you choose the right class. Call and learn how we can help you continue your education at 319-398-5529 or 1-800-332-2055 ext. 5529 for class information.

To enroll for classes, please call 319-398-1022 or 1-800-332-8833.

FLEX YOUR COMMUNICATION FOR PHENOMENAL RESULTS

In 1978, Dr. Susan Dellinger, communications specialist and author of Communication Beyond Our Differences: Introducing the Psycho-Geometrics System, developed an analytical approach to identifying your personal communication style based on the selection of one of five geometric shapes. Her system has been used in multi-national corporations, government agencies, universities, law firms and non-profit organizations for 30 years. Her model is based on Dr. Carl Jung’s personality theory and brain hemisphericity. It includes the powerful strategy of flexing to enhance communication. Assess your communication style and learn to use flexing for improved communication success with everyone in your conversations. Instructor Melanie Hoffner is a licensed trainer of Psycho-Geometrics. Materials fee $15.

T Kirkwood Training & Outreach Services Rm. 126 9:00AM-12:00PM
P Kirkwood Center for Continuing Education Rm. 123 8:00AM-1:00PM
W Linn Hall Rm. 203B 6:00PM-9:00PM

EMERGING LEADERS CERTIFICATE

In today’s world, leaders can no longer afford to just manage their employees. Instead, leaders inspire, engage and drive the members of their team towards success. Kirkwood Continuing Education invites you to move from being just a manager to someone who people are willing to follow ... someone people want to work for. The Emerging Leaders Certificate is a six-week program that consists of the following three components: Franklin Covey Leadership Series (including The Four Imperatives of Great Leaders, Inspiring Trust, Unleashing Talent and Leading Across Generations), your choice of a Vital Learning Online Seminar (choose one of twelve topics ranging from coaching and resolving conflicts to supporting change and providing feedback) and a Community Leadership...

Check out our Web site for new and additional classes and to register online:

www.kirkwood.edu/ce

To register call 319-398-1022 or 1-800-332-8833
Iowa’s National Career Readiness Certificate is a portable credential that lets prospective employers know you have the essential skills necessary for success in today’s workplace.

Iowa’s National Career Readiness Certificates are based on the nationally-recognized WorkKeys® assessment tests developed by ACT. Iowa’s National Career Readiness Certificate is composed of assessments that test applicants in three core areas: Reading for Information, Locating Information and Applied Mathematics.

Benefits of attaining Iowa’s National Career Readiness Certificate:

- Validates your skills to an employer.
- Builds confidence that skills meet employer expectations.
- Determines skill improvement and training needs.
- Improves opportunities for career changes and advancement.
- More than 100 major Corridor businesses have adopted the certification as an integral component of their hiring practices.

For more information on obtaining an Iowa’s National Career Readiness Certificate through the Skills Advantage Program at Kirkwood contact
Ana Gilbertson at 319-398-7194 or
ana.gilbertson@kirkwood.edu or visit
www.kirkwood.edu/skillsadvantage.

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The Four Imperatives of Great Leaders

$225

What is your Leadership Quotient? Discover and evaluate your own Leadership Quotient in this session designed to help new and emerging leaders become the leaders they were meant to be. Learn how to tap into and unleash the unique talents and skills of the individuals that make up your team, as well as your own leadership abilities! Learn how the two powerful concepts of The Whole Person Paradigm and the Four Critical Imperatives of Great Leaders will help you inspire your team to follow you. The Four Imperatives of Great Leaders serves as the foundation to the renowned Franklin Covey’s Leadership Modular Series. Whether you currently are in a leadership position or simply aspire to be, this session will help get you where you want to go. See above for complete Emerging Leaders Certificate information.

T Kirkwood Center for Continuing Education Rm. 123 7:30AM-11:30AM

Leading Across Generations

$225

How, as a leader, do you get the most out of your team members? How do you inspire them to contribute above and beyond and what their job description dictates? Franklin Covey’s Unleashing Talent will help leaders do just that, inspire their team members towards greatness. You will leave this session with a set of practical, usable tools to guide talent driven conversations, to set performance expectations and to help identify your team members’ hidden talents. Franklin Covey believes that leaders today are managers of knowledge rather than managers of time and tasks. Learn how unleashing the talent of your team members will help you not only reach your goals but exceed them. See above for complete Emerging Leaders Certificate information.

T Kirkwood Center for Continuing Education Rm. 123 7:30AM-11:30AM

Unleashing Talent

$225

How, as a leader, do you get the most out of your team members? How do you inspire them to contribute above and beyond and what their job description dictates? Franklin Covey’s Unleashing Talent will help leaders do just that, inspire their team members towards greatness. You will leave this session with a set of practical, usable tools to guide talent driven conversations, to set performance expectations and to help identify your team members’ hidden talents. Franklin Covey believes that leaders today are managers of knowledge rather than managers of time and tasks. Learn how unleashing the talent of your team members will help you not only reach your goals but exceed them. See above for complete Emerging Leaders Certificate information.

T Kirkwood Center for Continuing Education Rm. 123 7:30AM-11:30AM

Inspiring Trust

$225

Did you know that companies with higher trust ratings earn more than companies with lower trust ratings? Or, that highly trusted companies are magnets for loyal customers and the best talent? How can you, as a trusted leader, inspire your team to give you their best and keep them happy? Inspiring Trust, based on Stephen M.R. Covey’s best selling book The Speed of Trust, will help established--as well as new and aspiring--leaders to increase their personal credibility and influence as well as give them the tools necessary to create a culture of trust within their teams and organizations. Learn about the Franklin Covey concepts The Waves of Trust and the Four Characteristics of High Trust Leaders, and the behaviors that will help build and maintain trust as well as restore it once it has been lost. See above for complete Emerging Leaders Certificate information.

T Kirkwood Center for Continuing Education Rm. 123 7:30AM-11:30AM

Leadership Quotient

$225

From footwear to succession planning, generational differences influence it all and Franklin Covey wants to know, as a leader, do you get it? Leaders who are perceived as getting it, or understanding the generational make up of their teams, find that their team members will work harder, contribute more and stay longer. Leading Across Generations will make sure that you are a team leader who gets it! For the first time in history there are four different generations in the workplace. This means four different styles of communication, four different ideas about work/life balance and four different approaches to how work should get done. In this session, leaders will discover if they are being unconsciously insensitive to members of another generation, gain specific ideas on how to adjust personal approaches and business policies to balance the needs of all four generations, as well as learn how to coach individuals of one generation to work with and appreciate those of another. See above for complete Emerging Leaders Certificate information.

T Kirkwood Center for Continuing Education Rm. 123 7:30AM-11:30AM

Blogging Basics

$49

Blogging - you may have heard of it, but what exactly is it? How do you do it? Why do you do it? How can individuals and businesses use it to further their marketing efforts? This interactive, online tool can be a powerful way to get your ideas, products and/or content onto the World Wide Web efficiently. This session will introduce you to the world of blogging, show you how to get your own blog started and go through some of the ways blogging can be used to help you reach your target audience personally.

T Kirkwood Center for Continuing Education Rm. 123 7:30AM-11:30AM

For more information or to register, please contact Kirkwood Career Center at 319-398-2389.
Discover the world of wine making! Explore all aspects of winery facility planning and management: from grapes on the vine through crushing, fermentation through bottling and from bottle to the consumer in this six-part series. Roll up your sleeves! You will be making wine from grapes that have been frozen from the 2009 harvest. Attend each course meeting on Tuesdays and Wednesdays four times a month with a mix of classroom instruction and in-the-winery practical experience. Much of your time will be spent working in the winery under close instructor guidance. Each course offers unique instruction so you may take them individually.

Successful completion of all six courses will earn you the Wine Making and Winery Facility Management Certificate appropriate for employees or potential employees of wineries and for people wanting to establish such a business or for personal enrichment. Save 20 percent of the tuition if you sign up for the entire series versus taking the classes individually. As a certificate member you will automatically be enrolled in all six classes. Book required: Micro Vinification. Questions? Call Brian Keehner, instructor, at 563-542-2862 or Tom Moore at 319-398-5899 x 4010. Check times and locations below.

TW Kirkwood Center for Continuing Education Rm. 129 6:00PM-7:30PM

Wine Making 101 $49
There are many steps to complete successfully in order to make a quality wine for you to sell to the consumer. We will cover all wine making aspects from start to finish giving you a good foundation for the upcoming classes and your business. This is the first class in our six-part series on Wine Making and Winery Facility Management. Book required: Micro Vinification.

TW Kirkwood Center for Continuing Education Rm. 129 6:00PM-7:30PM

Fermentation Management $49
This is where it all begins. During the lecture portion, we will discuss all aspects from picking the grapes from the vine, through the end of fermenting the grapes. During the lab portion you will want to bring your grape stomping boots because you will be handling the grapes before and during fermentation. This is the second class in our six-part series on Wine Making and Winery Facility Management. Book required: Micro Vinification.

TW Kirkwood Center for Continuing Education Rm. 129 6:00PM-7:30PM

Post Fermentation Management 1 $49
Now the wine is made, but there is much work to be done before bottling can take place. We will be pressing the red wines and racking the white wines. This is another crucial time to manage the wine to ensure a quality product. If you get a little purple crushing the grapes, just wait to see how purple you will be while we press the red wine! This is the third class in our six-part series on Wine Making and Winery Facility Management.

TW Kirkwood Center for Continuing Education Rm. 129 6:00PM-7:30PM

Post Fermentation Management 2 $49
Racking, filtering and aging will be the focus during this phase of wine making. Stabilization is very important and this must be accomplished before bottling. Upon stabilization, the wine will age and we will come back in a few months to finish and bottle the wine. This is the fourth class in our six-part series on Wine Making and Winery Facility Management.

TW Kirkwood Center for Continuing Education Rm. 129 6:00PM-7:30PM

Winery Facility, Marketing and Regulation $49
Discover the basics of setting up your own commercial winery. Explore winery facility planning, selecting wines to make, marketing your product, regulation and taxes for your winery business. This is one of the most crucial stages in your business. The majority of this class series will be lecture based on the content covered. This is the fifth class in our six-part series on Wine Making and Winery Facility Management.

TW Kirkwood Center for Continuing Education Rm. 129 6:00PM-7:30PM

Wine: Pre-Bottle to Consumer $49
This is the time we have been working for all year, bottling your wine! There are just a few steps left before your wine goes into the bottle. Now that the wine is bottled, is your wine ready for the consumer? This is the sixth class in our six-part series on Wine Making and Winery Facility Management.

TW Kirkwood Center for Continuing Education Rm. 129 6:00PM-7:30PM

Change Your Language and Change Your Life $69
Words do indeed have power. What we think and what we say create your experience. Learn to choose powerful, positive, high-energy words beginning with strategies and exercises in Oswald’s book, Every Word Has Power. Discover the power of words for yourself as you change your language and change our life. Book required.

M Kirkwood Training & Outreach Services Rm. SMALL 6:00PM-8:30PM

Bookkeeping Computer Certificate $1095
This certificate is designed for busy adults who desire to learn the technical skills essential for bookkeeping-related positions. Learn popular accounting software and the essentials of spreadsheets and databases. Whether for a home-based business, your employer or your next career, you can understand the applications used in the bookkeeping industry. According to the United States Bureau of Labor Statistics (BLS), around two million people worked as bookkeepers and accounting assistants in May 2007. A job for trained bookkeepers will be available in all types of industries and organizations, particularly those with up-to-date computer skills in accounting applications software. In 2007, the annual mean salary for bookkeepers was $32,780. Register for the certificate and save more than $200 versus taking the classes individually. Tuition includes all course textbooks.

M Kirkwood Training & Outreach Services Rm. 133 6:00PM-9:00PM
MW Kirkwood Training & Outreach Services Rm. 134 5:30PM-9:30PM

The Premier Learning Environment for Today’s Adult Learner

Featuring classroom and computer lab space, business event room and conference suite, the Kirkwood Center for Continuing Education is unparalleled in three main areas of distinction:

Customer Service – you enjoy one point of contact for all your needs.

Advanced Technology – the latest technological tools and technical expertise for your meeting or training event.

Complete Meeting Package – reasonably priced packages take the guesswork out of planning.

For more information or to schedule a tour, contact Stephanie at 319-398-1276 or stephanie.bredman@kirkwood.edu or visit www.kirkwood.edu/kcce.

To register call 319-398-1022 or 1-800-332-8833
Take Charge of Your Career!

Mark your calendar now for a full day of professional development:

- Build and enhance your skills
- Increase your effectiveness and expand your career focus
- Featuring two keynote speakers
- Free business showcase of more than 30 exhibitors

Thursday, April 22, 2010
8:30 a.m. – 4:15 p.m.
Kirkwood Center for Continuing Education
7725 Kirkwood Blvd. SW, Cedar Rapids

Registrations will open February 2010.

For more information, call 319-398-5529 or visit www.kirkwood.edu/ce.
Begin Your Pathway to a Better Paying Career with the Gap Tuition Assistance Program

Do you want to achieve a rewarding career? Are you seeking skill development programs to improve your job prospects? Are you interested in developing your work ready skills? Plan to attend a FREE information session to learn more about the following Kirkwood continuing professional education certificate programs:

**BUSINESS/INFORMATION TECHNOLOGY**
- A+ Certification
- Advanced Workplace Computing Certificate
- Basic Workplace Computing Certificate
- Bookkeeping Computer Certificate
- Business Computing Professional Certificate
- Call Center Customer Service Certificate
- Certificate in Web Site Design
- Certificate in Web Site Development
- Emerging Leaders Certificate
- Graphic Design Certificate
- IT Foundations Certificate
- Java Programmer Certificate
- Network+ Certification Preparation
- Office Professional Certificate
- Professional Skills Development Certificate
- Project Management Master’s Certificate (online)
- Security+ Certification Preparation

**MANUFACTURING/INDUSTRIAL TECHNOLOGY**
- Career Construction Laborer Certificate
- Career Welding Certificate
- Combination Welder Certificate
- Computer Aided Designer Certificate
- Computerized Machining Operator Certificate
- Electrical Specialist Certificate
- Mechanical Systems Specialist
- Mechatronics Certificate
- Precision Metal Fabrication Certificate

**TRANSPORTATION**
- Class A Truck Driver Training Program
- Class B CDL Training
- Forklift Certification

**HEALTH OCCUPATIONS**
- EMT-Basic
- Iowa Paramedic Program
- Iowa Paramedic to Paramedic Specialist Bridge Program
- Nurse Aide Certification
- Pharmacy Technician Training Course
- Phlebotomist Training Course

Full tuition assistance is available to qualifying students through the Continuing Education Gap Tuition Assistance Program. For more information about the Gap Tuition Assistance Program, to request an application packet, or to register for a FREE information session, call 319-398-5105, e-mail bparker@kirkwood.edu or visit www.kirkwood.edu/gap.

eight courses will earn you your Vineyard Management Certificate. Book required.

- Kirkwood Center for Continuing Education Rm. 124
- 6:00PM-7:30PM

**Winter Into Spring Vineyard Management** $49
- Now is the time to prepare your vineyard for this upcoming growing season. We will be covering fertilization, planting, trellis maintenance and balanced pruning. We will be working outside during the Wednesday night labs. Successful completion of all eight courses will earn you your Vineyard Management Certificate. Book required.
- Kirkwood Center for Continuing Education Rm. 124
- 6:00PM-7:30PM

**Spring Vineyard Management 1** $49
- We will be working outside during the Wednesday night labs. Pull up your sleeves and let’s get to work with trellis maintenance, dormant spraying and pruning. Explore a wide range of chemical and organic pest controls available to the grape owner. Learn about cover spray equipment selection, coloration and maintenance. Each viticulture course offers unique instruction and can be taken individually. Successful completion of all eight courses will earn you your vineyard management certificate. A textbook is required.
- Kirkwood Center for Continuing Education Rm 124
- 6:00PM -7:30PM

**Spring Vineyard Management 2** $49
- This is when growing season really starts to kick off. Weed control and canopy management will be the next big tasks. In class we will discuss the anatomy and growth cycle of the grape vine along with the basic soils and soil structures that are important to the grape grower. Each viticulture course offers unique instruction and can be taken individually. Successful completion of all eight courses will earn you your vineyard management certificate. A textbook is required.
- Kirkwood Center for Continuing Education Rm 124
- 6:00PM -7:30PM

**Summer Vineyard Management 1** $49
- Explore everything you need to know about your summer vineyard, Plant nutrition and how it affects grape growth and developing along with pest control and canopy management. More than half of your time will be working in the vineyard under close instructor guidance. Each viticulture course offers unique instruction and can be taken individually. Successful completion of all eight courses will earn you your vineyard management certificate.

To register call 319-398-1022 or 1-800-332-8833
message. You will be given the tools to write effective business reports, pro-

Summer Vineyard Management 2 $49
Summer is the critical time to be watching for insect and disease pests. What should you look for? What should you do? You will be investigating and working in the vineyard during half of this class with close instructor guidance. We will also cover the ins and outs of grapevine canopy management to improve canopy microclimate. Each viticulture course offers unique instruction and can be taken individually. Successful completion of all eight courses will earn you your vineyard management certificate. A textbook is required.
TW Kirkwood Center for Continuing Education Rm 124 6:00PM-7:30PM

Harvest Vineyard Management 1 $49
Soon the harvest will begin. It will be critical to continue pest control, spray schedules and closely monitor grape harvest parameters. Our class work will include quality assurance techniques for vineyards and a discussion of advance trellis systems for Midwest vineyards. How do you know when the timing is right? Each viticulture course offers unique instruction and can be taken individually. Successful completion of all eight courses will earn you your vineyard management certificate. A textbook is required.
TW Kirkwood Center for Continuing Education Rm 124 6:00PM-7:30PM

Harvest Vineyard Management 2 $49
The harvest will be in full swing as we bring forth the fruits of our labors. We will introduce Berry Sensory Analysis to complement our standard harvest monitoring techniques and do a year in review. Now is the time to finish up this year and make your plans for the next growing season. You will spend more than half of your time in the vineyard with close guidance from the instructor. Each viticulture course offers unique instruction and can be taken individually. Successful completion of all eight courses will earn you your vineyard management certificate. A textbook is required.
TW Kirkwood Center for Continuing Education Rm 124 6:00PM-7:30PM

Accounting/Bookkeeping Concepts Parts 1 and 2 $395
Learn to understand basic accounting concepts including debits, credits, double-entry bookkeeping, income statements and balance sheets. Discover payroll accounting, accruals, accounting for sales, cash receipts, purchases, special journals, voucher systems, book reconciliation and more. Tuition includes a textbook.
M Kirkwood Training & Outreach Services Rm. 133 6:00PM-9:00PM

Essential Communication Skills $125
The ability to communicate effectively is essential to building a successful career. It is critical to understand what message you need to convey, the audience meant to receive your message and how it will be perceived. Whether talking on the telephone, interviewing, or receiving or delivering feedback, communication skills are essential to a successful interaction. Learn the best techniques for clear, concise, accurate and well planned communications.
WTH Kirkwood Center for Continuing Education Rm. 128 12:00PM-1:30PM
TW Kirkwood Center for Continuing Education Rm. 128 12:00PM-1:30PM

Workplace Problem Solving $95
Learn to effectively analyze workplace problems. Take away useful tools and methods you can utilize in any situation. Learn how to better define a problem, including the challenges, goals and opportunities. Develop and weigh alternative solutions in order to select the best alternative so you can implement a solution and monitor its progress. Gain practical experience with real life examples and obtain the skills you need to feel confident when faced with a problem or decision-making opportunity in the workplace.
TW Kirkwood Center for Continuing Education Rm. 128 12:00PM-1:30PM

Business Writing $95
Have you ever been uncertain about how to write a business letter? In this extended business writing course, you will learn how to craft effective business communications and avoid common pitfalls that can undermine your message. You will be given the tools to write effective business reports, pro-

Entrepreneurship/Business Development

Franchise Business Ownership $20
This seminar will include information on the myths and realities of franchised business ownership, franchise regulations, what you get when you buy a franchise and how to search for the right franchised business. There will also be discussion on all the costs associated with franchised business ownership. Sponsored by the Kirkwood SBDC.
CBEN-001-BEA28 - Begins Feb 17. 1 Wk.
W Kirkwood Training & Outreach Services Rm. 104 6:00PM-8:30PM

CBEN-001-BEA29 - Begins Mar 24. 1 Wk.
W Kirkwood Training & Outreach Services Rm. 104 6:00PM-8:30PM

Sales Use and Local Option Taxes $15
Learn what is taxable and what is not. Learn how to collect, remit and report sales tax. This can be taken as a stand-alone class or as week 1 of the tax-class series below. Sponsored by Kirkwood and SBDC.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM

Business Expenses and Deductions $15
Class discussion will include business use of the deductions for expenses and depreciation. This can be taken as a stand-alone class or as week 2 of the tax-class series below. Sponsored by Kirkwood and SBDC.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM

Reporting Sole-Proprietorship Income $15
Learn about making estimated tax payments, how to file and what forms to use. This can be taken as a stand-alone class or as week 3 of the tax-class series below. Sponsored by Kirkwood and SBDC.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM

Payroll and Employment Taxes $15
This class covers hiring contractors and employees, as well as determining payroll deductions for your employees. You will also learn how to prepare employment taxes and forms. This can be taken as a stand-alone class or as week 4 of the tax-class series below. Sponsored by Kirkwood and SBDC.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM

Small Business Tax Series $55
This class will cover sales, use and local option taxes, information for the sole proprietor as well as business expenses and deductions. The course will also include information on self-employment and employment taxes. Sponsored by Kirkwood and SBDC.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM

How to Really Start Your Own Business $59
Updated for 2010, this course covers the creation of a winning Business Plan, sales/getting customers, web design and advertising, financial insurance information, record keeping, legal-structuring options, taking your idea to the bank and lender expectations. Sponsored by the Kirkwood SBDC. Presented by Cedar Rapids SCORE.
CBEN-135-BEA14 - Begins Mar 2. 3 Wks.
T Kirkwood Training & Outreach Services Rm. 133 6:30PM-9:30PM
PROJECT AND RESOURCE MANAGEMENT

PM Master’s Certificate Program (online) $4350
Be empowered with a common base of knowledge and tools essential to completely lead projects and improve your career success. The program gives you skills in line with the entire Project Management Body of Knowledge as recognized by the Project Management Institute. Courses are designed for managers in all fields and professions. Sign-up and start anytime. You will interact with your instructor and other learners online. Enroll in a relevant professional context by completing course activities in your day-to-day work. Register for the entire certificate series and save more than $6,000 versus individual course prices. After registration please call 319-398-5487 for log in information.
CBPR-010-VOG06 - Begins Mar 26.

PM Strength Builder (online) $310
This five-hour online instructor-led course teaches students how to best leverage their project management strengths. Students learn the basics of project management and how to communicate to prospective employers about their skills. Start this online class at any time. After registration please call 319-398-5487 for log in information.

Communicating Through Conflict (online) $910
Leverage the energy of conflict common in various project phases to improve project performance. This is a four-week instructor-led online class. Candidates spend five hours per week doing the activities in the course of their day-to-day work. Start this online class at any time. After registration please call 319-398-5487 for log in information.

Project Negotiation Skills (online) $910
Competently and quickly negotiate the many situations found in projects to improve overall business performance. Candidates spend five hours per week doing the activities in the course of their day-to-day work. Start this online class at any time. After registration, please call 319-398-5487 for log in information.

Cheetah Project Management and MS Project (online) $2210
Launch, direct and manage project teams using methods aligned with the ANSI Standard Project Management Body of Knowledge (PMBOK Guide 2000). Candidates spend five hours per week developing their own project management facilitation kit to use for every project launch. Start this online class at any time. After registration, please call 319-398-5487 for log in information.

PM Toolbox (online) $2610
Create a project management toolbox of templates based on best practices for your enterprise. Candidates spend five hours per week doing the activities in the course of their day-to-day work. Start this online class at any time. After registration, please call 319-398-5487 for log in information.
CBPR-035-VOG06 - Begins Mar 26.

Project Management Demonstration Project (online) $3350
Demonstrate your competency as a project manager leading a team through every phase of a project, from initiating through closeout, while performing project management performance measurements. Start this online class at any time. After registration, please call 319-398-5487 for log in information.

Project Management Career Builder (online) $560
Leverage your project management skills to develop enhanced career opportunities. Start this online class at any time. After registration, please call 319-398-5487 for log in information.
CBPR-045-VOG06 - Begins Mar 26.

APICS: Basics of Supply Chain Management $489
Learn the supply chain concepts needed to meet the demand of today’s global marketplace. We will explore the dramatic shifts in global commerce from planning, procurement, production and distribution of products and services. Course tuition includes student workbooks and the APICS certification exam scheduled for April 10. Registration deadline is January 15.
TH Kirkwood Center for Continuing Education Rm. 122 6:00PM-9:00PM

REAL ESTATE/APPRaisal

Landlord 101 $59
Avoid headaches, hassles and lawsuits by learning how to manage your rental property professionally. Maximize your profits and minimize your risks. In partnership with the Landlords of Iowa, we are excited to offer this one day course for those looking to become a landlord. Learn about advertising, tenant screening, discrimination, showing vacancies and essential lease clauses. Receive vital information about maintenance and management, security issues, evictions, city registration and inspection, premises liability and more.
CBRE-095-KAM02 - Begins Feb 6. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 123 9:00AM-4:00PM

FAMILY/HOMe/FINANCE

CONSUmER/FINANCE

Couponing 101 $19
If you didn’t know that couponing was a verb, here’s some exciting news for you! It’s trendy to be a coupon king or queen, and here’s your chance to learn how. Coupon classes are touring the country. Bundles of coupons are going up for auction on ebay. What are you waiting for? Come join us for three hours of informative fun and bring home a free gift ... your first coupon organizer!
S Kirkwood Center for Continuing Education Rm. 123 1:00PM-4:00PM

Save Money on Practically Everything $19
Pennys pinchers unite! Making the best of what you have is now the popular thing to do. Learn ways to save during any type of economy through use of coupons, rebates and even box tops! Come join us for three hours of informative fun.
S Kirkwood Center for Continuing Education Rm. 123 1:00PM-4:00PM

A Debt Proof Life-Interested? $35
Is your goal to live without debt, feel in control of your finances and alleviate the stress that comes from not being financially free? This class will introduce you to a new confidence in managing your finances. Learn some simple money management techniques that will help ensure you achieve your personal financial goals and learn strategies for spending your money more efficiently. Many of the tips from the top selling books like, Debt-Proof Living, How to Save Money Every Day, and Life or Debt: A One-Week Plan for a Lifetime will be discussed. 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. Bring a list of debts, balances and monthly payments, calculator and pencil. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.
CFCN-155-LUT05 - Begins Jan 19. 1 Wk.
T Kirkwood Center for Continuing Education Rm. 123 6:00PM-9:30PM

Energy Policies and You $29
Learn about the latest energy policies in the state of Iowa as well as the most relevant national energy policies. Discuss how energy, environment and economy go hand-in-hand. Find out what career options are in the energy field. Learn how you can do your share to make the state more sustainable. The class is facilitated by the Iowa Office of Energy Independence.
CFCN-190-VOG01 - Begins Mar 23. 1 Wk.
T Kirkwood Center for Continuing Education Rm. 123 7:00PM-9:00PM

First Time Home Buyer Education $15
This class is designed to take the mystery out of the home buying experience. Learn what you can afford, how mortgages work, what determines your mortgage payment and about the whole process from shopping to closing. Bring your concerns and unanswered questions to this home buying seminar. It’s the most helpful, pressure-free time you’ll spend on this important decision. We will have a local lender who specializes in first time home buyer programs to walk you step-by-step through the entire process.
TH Kirkwood Center for Continuing Education Rm. 123 6:00PM-9:00PM
TH Kirkwood Center for Continuing Education Rm. 123 6:00PM-9:00PM

To register call 319-398-1022 or 1-800-332-8833
COSMETOLOGY

Latest Trend Design $39
Looking for the new hot trend? Let platform artist, Jean Boss, show you the latest design using art principles and balance. This class is approved for four hours of continuing education credit for cosmetologists, barbers and nail technicians.
SU Kirkwood Center for Continuing Education Rm. EVENTB-E 8:30AM-12:30PM

Salon Sanitation, Haircutting Tools and Textures $39
Learn new sanitation practices and review Iowa regulations for protecting the consumer in the salon and school. This class fulfills the two hours of Iowa law required by the state. Enhance your haircutting skills by learning creative techniques and how to mix and match the right cutting tools for each individual’s needs. This class is approved for four hours of continuing education credit for cosmetologists, barbers and nail technicians.
SU Kirkwood Center for Continuing Education Rm. EVENTB-E 8:30AM-12:30PM

Quick Color Quick Profit and Two-hour Law/Sanitation $39
Make extra money by offering quick color services that can be used on all clients. You can suggest these “teasers” with little commitment to the client to introduce them to color. Explore color glazing, DuraGloss, Hydro Enzymes and more. Also, fulfill your Iowa law requirement. This class is designed for cosmetologists pursuing continuing education or inactive cosmetologists seeking active status.
CFCS-110-TSL01 - Inst. Behrens. Begins Feb 16. 1 Wk. T Linn Hall Rm. 211B 6:00PM-10:00PM
CFCS-110-TSL02 - Inst. Behrens. Begins Feb 16. 1 Wk. T Resource Center Rm. KTS-1 6:00PM-10:00PM
CFCS-110-TSL03 - Inst. Behrens. Begins Feb 16. 1 Wk. T Marion Center Rm. KTS-1 6:00PM-10:00PM

Eutectic Trend Release $39
Find your balance and enjoy the Eutectic Collection! Explore precision hair sculpting, subtle undercuts, distinct fringes, modern edges with a pop of vivid color and more with Dorothy Malcom and Cathy Roberts. Note new time: 5-9 p.m. Sign up two weeks in advance to get your certificate at the end of class. This class is approved for four hours continuing education credits for cosmetologists and barbers.
CFCS-115-TSL01 - Inst. Malcom. Begins Feb 25. 1 Wk. TH Linn Hall Rm. 211B 5:00PM-9:00PM
CFCS-115-TSL02 - Inst. Malcom. Begins Feb 25. 1 Wk. TH Resource Center Rm. KTS-1 5:00PM-9:00PM
CFCS-115-TSL03 - Inst. Malcom. Begins Feb 25. 1 Wk. TH Marion Center Rm. KTS-1 5:00PM-9:00PM

FOODS AND ENTERTAINING

Step Up to a Healthier You $19
Get ready for a new you. It is the beginning of the year and are you ready to commit to a healthier you but not ready to give it all up? Are you struggling to keep your diabetes under control? Gina Griep, publisher of the nationally known “Healthy Exchanges Food Newsletter,” will cover the latest design using art principles and balance. This class is approved for four hours of continuing education credit for cosmetologists, barbers and nail technicians.
SU Kirkwood Center for Continuing Education Rm. EVENTB-E 8:30AM-12:30PM

Artisan Bread Making $109
Discover the art of artisan bread making. What could be better than the smell of bread baking in the oven? In the first class, you’ll learn Focaccia, simple white and wheat breads, and sourdough starter. In the second class, discover Challah, bialys and sourdough. All fees are included in the tuition. Bring an apron, a hand towel and a chef’s knife. You’ll take several loaves of bread home from each class.
SU Iowa Hall Mansfield Center Rm. 207H 1:00PM-4:00PM

Candy Making $79
Just in time for Valentine’s gifts! Learn how to make several kinds of truffles using different chocolates, yummy homemade toffee and old-fashioned rock candy! All fees are included in the tuition. Please bring an apron, a hand towel and lots of containers to take home lots of candy to share. Sweets for the sweet!
S Iowa Hall Mansfield Center Rm. 207H 1:00PM-4:00PM

Best Cupcakes and Fillings $79
Become a sweet success! Learn how to make three types of filled cupcakes with homemade frosting. Discover cream-filled chocolate, red velvet and mint-filled chocolate cupcakes. We’ll also make old fashioned red velvet frosting and strawberry-filled cheesecake. Bring an apron, a hand towel and containers. All fees are included in the tuition.
CFFO-F170-SLI01 - Inst. Riddle. Begins Feb 20. 1 Wk.
S Iowa Hall Mansfield Center Rm. 207H 1:00PM-4:00PM

January Singles Cooking Club $29
Cooking up friendships and a fun way to socialize! Join us for our singles cooking club where the recipes are sure to create culinary buddies through food and fun. Learn about a “foodie” topic each month. It’s hands-on, full of samples and fun! January class will be about antipasto trays. Please bring a chef’s knife, an apron and a hand towel. Please plan to stay late to help with clean up. All food fees are included in the tuition.
CFFO-F455-SLI01 - Inst. Riddle. Begins Jan 29. 1 Wk.
F Iowa Hall Mansfield Center Rm. 207H 6:00PM-8:00PM

February Singles Cooking Club $29
Try something new while cooking up friendships. Join us and learn about a “foodie” topic each month. It’s hands-on, full of samples and fun. Our February club will be experimenting with several different kinds of chocolate to eat and learning how to make a chocolate martini. Please bring a chef’s knife, an apron and a hand towel. Please plan on staying late to help with clean up. All food fees are included in the tuition.
F Iowa Hall Mansfield Center Rm. 207H 6:00PM-8:00PM

March Singles Cooking Club $29
Cooking up friendships is a fun way to socialize! Join us for our singles cooking club where the recipes are sure to create culinary buddies through food and fun. For this March meeting, we will be trying out some pizza, kabobs and more. Please bring a chef’s knife, an apron and a hand towel. Please plan to stay late to help with clean up. All food fees are included in the tuition.
F Iowa Hall Mansfield Center Rm. 207H 6:00PM-8:00PM

Greek Lemon and Oregano Baked Chicken $25
Discover this traditional Greek favorite with Eleonora, a native of Crete, Greece. This chicken dish is simple, flavorful and it uses the bounty of the Greek homeland: oregano, olive oil and lemons. Enjoy this for dinner parties as well as family dinners.
M Kennedy High School Rm. 52 6:30PM-8:30PM

Greek Valentine Dinner $25
Do something different this year! Learn how to make a special dinner for your sweetheart. Enjoy the evening with Eleonora while you learn to make the best lamb roast you will ever make and more with new recipes! Materials fee $10-$20.
W Kennedy High School Rm. 52 6:30PM-8:30PM

Sensory Evaluation of Wines $49
Assess wines’ color, aroma, flavor, body, finish and overall quality. Discern/differentiate between alcohol, sweetness and tannin in wine. Learn to tell apart leading types of wine in a blind taste test and more. We will
sample four wines each night. Please bring four wine glasses to class each night. Materials fee $25-$50. Benz Beverage Depot is located at 501 7th Ave. SE, Cedar Rapids. Please call 319-354-3355 for directions.

Wines of France $69

Learn about the various wines of France and why France continues to produce such a wide range of wine types and styles. You will taste five to six wines each week. Materials fee $60-$80. Bring wine glasses to class.

HOME IMPROVEMENT/INTERIOR DESIGN

Greening Your Sofa or Chair $145

Recapture the beauty of your tattered sofa or chair while creating green value. Remove worn fabric and padding and repair springs/webbing/ stuffing. Cut and masterly sew designer fabric with the assistance of our skilled instructor, and return your rejuvenated sofa/chair to proudly display it in a prominent place in your home. Bring the item with you to the first night of class to tear it down. The instructor will assist you in taking measurements so you can purchase the correct amount of new materials.

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Paper, Paper Everywhere $19
Does your home office resemble the path of a tornado? Are there piles everywhere? Is it difficult to find documents and records when you need them? Not sure how long to keep financial records? Come and learn how to save yourself a headache and gain an hour back every day! Valuable tips for everyone!
TH Linn Mar High School Rm. 206
7:00PM-8:30PM
T Linn Mar High School Rm. 206
7:00PM-8:30PM

Closet and Clothing S.O.S. $19
Is your closet full of the right clothes? If it’s time for an overhaul, we’ve got a class for you! Image consultant Pat Roland will guide you through determining which clothes and colors most enhance your shape and skin tone. Then professional organizer Becky Esker will teach you how to sort, weed and purge your fashion accidents, resulting in a closet full of ready to wear flattering fashions.
TH Linn Mar High School Rm. 206
7:00PM-8:30PM

LAWN AND GARDEN

WGF Winter Garden Fair 2010 $49
Come join us at the Kirkwood Center for Continuing Education (corner of 76th Ave. and Kirkwood Blvd. SW) for a day of gardening and fun. Choose between two tracks of four sessions with more than 45 workshops offered. Keynote speaker Susan Appleget Hurst will talk about “What Makes a Picture Perfect Garden.” Your tuition of will cover one track of four workshops of your choosing, the keynote speaker and a box lunch. You must register for the entire conference with the section number below before you can register for the individual sessions.
CFLG-600-CHE03 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. ATRIUM 8:30AM-3:30PM

WGF Shade and Ornamental Trees for Iowa
Winter Garden Fair session. Join Dr. Jeff Iles, ISU Department of Horticulture professor and chair, for a discussion of some of the best shade and ornamental trees for the home landscape. Emphasis will be placed on selecting plants appropriate for site constraints and on those trees with superior disease and insect resistance.
CFLG-701-CHE01 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 139 8:30AM-9:30AM

WGF New and Unusual Annuals and Perennials
Winter Garden Fair session. Add the spice of life to your gardens. Annual and perennial gardens do not have to be just geranium, daylily and hosta. We will talk about mixing it up by adding unusual annuals and perennials in the same bed. Linn County Master Gardener Deb Walser will introduce you to some of the most unusual annuals and perennials that will be in the nurseries near you this year. You will be surprised by some of the same but in a new way. Come and get new ideas for this spring and add some spunk to your garden.
CFLG-702-CHE02 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 123 8:30AM-9:30AM

WGF Season Extenders for Gardeners
Winter Garden Fair session. Linda Naeve, ISU Extension program specialist in Value Added Agriculture will discuss ways in which Iowa gardeners can fool Mother Nature and extend the growing season a few weeks on each end. She will discuss plant and row covers, mulches and how to keep the neighbor children out of them.
CFLG-703-CHE03 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 127 8:30AM-9:30AM

WGF Low Maintenance Perennials
Winter Garden Fair session. All perennials require maintenance. ISU Horticulturist Richard Jauron will discuss common maintenance chores including watering, fertilizing, pinching, staking, deadheading, dividing, and providing winter protection. Some perennials require frequent care during the growing season. Others require minimal care. This presentation highlights perennials that require minimal maintenance.
CFLG-704-CHE04 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. EVENTA 8:30AM-9:30AM

WGF Common Tree Problems and Healthy Trees
Winter Garden Fair session. Iowa DNR District Forester Mark Vitosh will talk about the problems that affected the area trees in 2009 plus discuss methods of proper tree care such as mulching, watering and pruning that can promote healthy trees.
CFLG-705-CHE05 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. EVENTF 8:30AM-9:30AM

WGF Blueberries
Winter Garden Fair session. Yes we can grow blueberries too. Learn how to adjust your soil, how and where to plant, and how to water (blueberries need lots of water). Learn how to prune the first year and future years. Linn County Master Gardener Deb Walser will present the different types of blueberries for the best crop in Iowa. Deb has grown blueberries for a family of four in Iowa for more than 10 years. Now if she could just figure out how to keep the neighbor children out of them.
CFLG-708-CHE08 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 127 9:45AM-10:45AM

WGF Get Rid of Pests the Green Way
Winter Garden Fair session. What is a green pesticide? In this presentation, Linn County Master Gardener Becki Lynch will review and describe the “greener” pesticides available based on research, and how to use them. It also will give tips on how to decipher labels, and choose products which will provide adequate protection against those “pesky” pests (including aphids, beetles, mites, scale, mealybugs, slugs and others). You can have a beautiful garden that’s safe for you, your kids, pets and all the wildlife that live nearby!
CFLG-710-CHE10 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. EVENTF 9:45AM-10:45AM

WGF Practical Plant Propagation Lecture
Winter Garden Fair session. This lecture covers basic plant propagation techniques for indoor houseplants. Propagation techniques discussed will include air layering, leaf cuttings, soft-wood cuttings, stem sections and root cuttings. The speaker will share tips and strategies to help you live with these appealing troublemakers.
CFLG-712-CHE12 - Begins Feb 13. 1 Wk.
S Horticulture/Floriculture Rm. 106 9:45AM-10:45AM

WGF Living with Bambi
Winter Garden Fair session. It is possible to have a beautiful garden with deer in your neighborhood. Linn County Master Gardener Karla McGrail will share tips and strategies to help you live with these appealing troublemakers.
CFLG-714-CHE14 - Begins Feb 13. 1 Wk.
S Horticulture/Floriculture Rm. 106 9:45AM-10:45AM

WGF What Makes a Picture Perfect Garden
Winter Garden Fair session. Learn about great design ideas that can take your yard from boring to brilliant. Susan Appleget Hurst, a garden editor at Better Homes and Gardens magazine, is lucky enough to see hundreds of gardens each year. She will show you how to apply garden design principles to real life so you can create the landscape you’ve always wanted. Garden design, like interior design, can seem difficult to do well, but it
Go Green with Kirkwood Continuing Education

Introducing a new series of classes to help you become more environmentally conscious and begin to employ green and sustainable practices in your day-to-day lives.

More than 85 percent of Americans express concern about health and the environment, but only a small fraction say they know where to begin. Whether you are concerned about climate change, personal health or just want to live more lightly on the planet, these classes are for you. Get past the worry and take positive action to improve both your health and the health of our environment.

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Look for the GO GREEN icon throughout this catalog to identify green class offerings.

To register, call 319-398-1022 or 800-332-8833 or visit www.kirkwood.edu/ce.
doesn’t have to be,” Susan says. “I can help you create a yard and garden that is pleasing to the eye and pocketbook, and that feels like an extension of your home and personality.”

CFLG-713-CHE13 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. EVENTB-E 11:00AM-12:30PM

**WGF Organic Vegetable Gardening**

Winter Garden Fair session. Enjoy vegetable gardening using proven organic techniques and companion plants to maximize the gardening experience. Ellen Skripsiwy will provide techniques to help you maximize the production of your garden, without spending a lot of time or using harmful chemicals. This class is recommended for gardeners of all levels of experience who want to enjoy the healthful benefits of organic gardening.

CFLG-714-CHE14 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 139 12:45PM-1:45PM

**WGF Gardening and Living Green**

Winter Garden Fair session. Gardening green is more than planting a green tree or shrub. What can you do to lighten our carbon footprint as we garden and tend to the earth? Bring your ideas and learn new ones. Join Linn County Master Gardener Judy Stevens for a fun session.

S Kirkwood Center for Continuing Education Rm. 122 12:45PM-1:45PM

**WGF Storing Your Bounty**

Winter Garden Fair session. You’ve spent all summer and fall growing good food. Now you want to preserve the produce so you can enjoy the flavors and nutrition throughout the year. Linn County Master Gardener Bill Oliver and retired Linn County Extension Director Linda Bigley have collaborated to develop a presentation on storing and preserving your garden bounty. Join Bill Oliver as we explore the various ways to preserve the flavors of summer.

CFLG-716-CHE16 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 123 12:45PM-1:45PM

**WGF Honeybees and Beekeeping in Iowa**

Winter Garden Fair session. Honeybees are commonly thought of in terms of honey production but their real value is linked to the pollination service that they provide. Natural populations of pollinators have been rapidly declining in recent years making managed colonies of honeybees more important than ever before. Join State Apiarist Andy Joseph in this discussion on beekeeping and its role in gardening and food production.

CFLG-717-CHE17 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 124 12:45PM-1:45PM

**WGF Prairie Gardens**

Winter Garden Fair session. Join Linn County Master Gardener Doug Smith to learn about our prairie heritage, how to construct one, how to choose the various plants and how to care for them.

CFLG-719-CHE19 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 128 12:45PM-1:45PM

**WGF Ash Trees—They Have Problems**

Winter Garden Fair session. The ash is a great tree, but it does have some problems growing in Iowa. ISU Director of the Plant and Insect Diagnostics Clinic Laura Jesse will show you how to recognize the common signs of the emerald ash borer and other problems associated with ash trees, and what to do about it.

CFLG-720-CHE20 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 129 12:45PM-1:45PM

**WGF The Science of Fruit Tree Pruning**

Winter Garden Fair session. ISU Extension Field Specialist Patrick O’Malley, Ph.D., will explain the how and why of pruning cuts on fruit trees. The goal of fruit tree pruning is to obtain a consistently high yield of fruit production on a yearly basis. As part of the class, branches of fruit trees will be examined to determine where flower buds are located and how to relate to pruning strategy.

CFLG-721-CHE21 - Begins Feb 13. 1 Wk.
S Horticulture/Floriculture Rm. 168 12:45PM-1:45PM

**WGF Plant Propagation Workshop A**

Winter Garden Fair session. Kirkwood Associate Professor Paul Saladin will cover propagation techniques such as air layering, leaf cuttings, softwood cuttings, stem sections and division. You must sign up for both the lecture (Session 1) and the workshop (Session 2).

CFLG-722-CHE22 - Begins Feb 13. 1 Wk.
S Horticulture/Floriculture Rm. 169 12:45PM-1:45PM

**WGF Lawsns Green with Envy**

Winter Garden Fair session. Linn County Master Gardener Jerry Schmidt will give you advice on how to turn your grass into a lawn. Find out the best ways to rid your lawn of creeping Charlie, mushrooms, bare spots, weeds and all those digging critters.

CFLG-723-CHE23 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. EVENTA 2:00PM-3:00PM

**WGF The Kitchen Garden**

Winter Garden Fair session. Linn County Master Gardener Ellen Skripsiwy will discuss the advantages of raised beds, vertical flower and vegetable gardening, container vegetables, flower and herb gardening. The focus of this presentation will be on gardening in raised beds and containers, and vertical gardening.

CFLG-724-CHE24 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 139 2:00PM-3:00PM

**WGF Design a Basic Culinary Herb Garden**

Winter Garden Fair session. Linn County Master Gardener Wava Schmidt won a Victory Garden award for her Mt. Vernon herb garden. Wava will show you a number of ideas for an herb garden.

CFLG-725-CHE25 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 129 2:00PM-3:00PM

**WGF Plant Propagation Workshop B**

Winter Garden Fair session. Kirkwood Associate Professor Paul Saladin will cover propagation techniques such as air layering, leaf cuttings, softwood cuttings, stem sections and division. You must sign up for both the lecture (Session 1) and the workshop (Session 2).

CFLG-726-CHE26 - Begins Feb 13. 1 Wk.
S Horticulture/Floriculture Rm. 169 2:00PM-3:00PM

**WGF Dwarf Conifers**

Winter Garden Fair session. Dwarf conifers are the hottest new trees in town. Join Linn County Master Gardener and Conifer Society Member Darrel Hennessy as he shows us around the world of the small evergreens.

S Kirkwood Center for Continuing Education Rm. 122 9:00AM-10:00AM

**WGF Create Your Own Backyard Habitat**

Winter Garden Fair session. Linn County Master Gardener Devon Dietz will concentrate on habitat elements at your home that will attract interesting and beneficial species!

CFLG-728-CHE28 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 124 9:00AM-10:00AM

**WGF Prairie Gardens**

Winter Garden Fair session. Join Linn County Master Gardener Doug Smith to learn about our prairie heritage, how to construct one, how to choose the various plants and how to care for them.

CFLG-729-CHE29 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 128 9:00AM-10:00AM

**WGF Economical Ponds and Water Features**

Winter Garden Fair session. Ponds don’t have to cost a lot to set up and maintain. Join Linn County Master Gardener Larry Dawson to learn how to build an economical pond, waterfall and other water features.

CFLG-730-CHE30 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. EVENTB-E 9:00AM-10:00AM

**WGF Hosta and Shade Plants**

Winter Garden Fair session. The hosta is the number one perennial plant in the world. Join Linn County Master Gardener Jay McWherter to learn about this popular plant and its shade loving companions.

CFLG-731-CHE31 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 129 9:00AM-10:00AM

**WGF Raised Beds Gardens**

Winter Garden Fair session. Ever wondered how those raised bed gardens are put together? Linn County Master Gardener Will Carew will provide down to earth information on different types, how to build them, how to extend the season for growing and square foot gardening techniques.

CFLG-732-CHE32 - Begins Feb 13. 1 Wk.
S Horticulture/Floriculture Rm. 168 9:00AM-10:00AM

**WGF Shade and Ornamental Trees for Iowa**

Winter Garden Fair session. Join Dr. Jeff Iles, ISU Department of Horticulture professor and chair, for a discussion of some of the best shade
and ornamental trees for the home landscape. Emphasis will be placed on selecting plants appropriate for site constraints and on those trees with superior disease and insect resistance.

**CFLG-733-CHE33** - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 139 10:15AM-11:15AM

**WGF Gardening 101**
Winter Garden Fair session. Linn County Master Gardener Zora Ronan has answers for all the questions she wishes she had asked as a new gardener.
There is something for all levels of experience in this presentation.

**CFLG-734-CHE34** - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 124 10:15AM-11:15AM

**WGF Turfgrass-Ready, Set, Mow!**
Winter Garden Fair session. Lawn care can be classified according to the homeowner’s preferences. Most homeowners prefer a low maintenance approach consistent with responsible use of fertilizers and other chemicals while some prefer to follow a high maintenance regime. Either way, it’s essential that we understand the factors required to keep a healthy, vigorous turfgrass while avoiding common problems such as fungal infections, proliferation of common weeds and various homeowner mistakes.

**CFLG-735-CHE35** - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 122 10:15AM-11:15AM

**WGF Common Tree Problems and Healthy Trees**
Winter Garden Fair session. Iowa DNR District Forester Mark Vitosh will talk about the problems that affected the area trees in 2009 plus discuss methods of proper tree care such as mulching, watering and pruning that can promote healthy trees.

**CFLG-736-CHE36** - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 123 10:15AM-11:15AM

**WGF Season Extenders for Gardeners**
Winter Garden Fair session. Linda Naeeve, ISU Extension program specialist in Value Added Agriculture will discuss ways in which Iowa gardeners can fool Mother Nature and extend the growing season a few weeks on each end. She will discuss plant and row covers, mulches and how commercial growers are incorporating high tunnels into their production systems for earlier yields of high quality produce.

**CFLG-737-CHE37** - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 128 10:15AM-11:15AM

**WGF Low Maintenance Perennials**
Winter Garden Fair session. All perennials require maintenance. ISU Horticulturist Richard Jarrow will discuss common maintenance chores including watering, fertilizing, pinching, staking, deadheading, dividing and providing winter protection. Some perennials require frequent care during the growing season. Others require minimal care. This presentation highlights perennials that require minimal maintenance.

**CFLG-738-CHE38** - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. EVENTA 10:15AM-11:15AM

**WGF Turn Your Garden Into a Monarch Waystation**
Winter Garden Fair session. Linn County Master Gardener Irene Fishburn will show you what plants you need to grow for host and nectar sources to attract the monarch butterfly. Learn to raise, tag, and release monarchs for the fall migration.

**CFLG-739-CHE39** - Begins Feb 13. 1 Wk.
S Horticulture/Floriculture Rm. 169 10:15AM-11:15AM

**WGF Daylilies-All the Pretty Faces**
Winter Garden Fair session. Linn County Master Gardener and American Hemerocallis Society Garden Judge Zora Ronan will discuss daylilies: “All the pretty faces.” This session is on all the colors and forms available. This class does not cover any maintenance and is intended for experienced gardeners.

**CFLG-740-CHE40** - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 123 11:30AM-12:30PM

**WGF Honeybees and Beekeeping in Iowa**
Winter Garden Fair session. Honeybees are commonly thought of in terms of honey production but their real value is linked to the pollination service that they provide. Natural populations of pollinators have been rapidly declining in recent years making managed colonies of honeybees more important than ever before. Join State Apiarist Andy Joseph in this discussion on beekeeping and its role in gardening and food production.

**CFLG-741-CHE41** - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 124 11:30AM-12:30PM

**WGF Know Your Mushrooms-Good to Eat**
Winter Garden Fair session. 25 Iowa mushrooms ranging from edible and choice to deadly poison will be shown by Linn County Master Gardener Dick Faas. Identification characteristics, collection times and techniques, and safe eating habits will be stressed.

**CFLG-742-CHE42** - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 122 11:30AM-12:30PM

**WGF Go Green with Rain Barrels**
Winter Garden Fair session. Just as our ancestors, we are seeing the conservation worth of rain barrels everyday! Rain water supports our local water table, provides us with chemical free water for our plants and lawns, and saves the expense of approximately 1,200 gallons per year. Join Linn County Master Gardeners Dianne Johnson and Becki Lynch as they teach the benefits of rain barrels and teach you how to make your own!

**CFLG-743-CHE43** - Begins Feb 13. 1 Wk.
S Horticulture/Floriculture Rm. 106 11:30AM-12:30PM

**WGF New and Unusual Annuals and Perennials**
Winter Garden Fair session. Add the spice of life to your gardens. Annual and perennial gardens do not have to be just geranium, daisylil and hosta. We will talk about mixing it up by adding unusual annuals and perennials in the same bed. Linn County Master Gardener Deb Walser will introduce you to some of the most unusual annuals and perennials that will be in the nurseries near you this year. You will be surprised by some of the same but in a new way. Come and get new ideas for this spring and add some spunk to your garden.

**CFLG-744-CHE44** - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 129 11:30AM-12:30PM

**WGF Creating Black Gold Parts 1 and 2**
Winter Garden Fair session. Ever wondered what you are going to do with all this yard and kitchen waste? The answer is composting. Discover what it is, what types of bins are available, how is it made, what can be put in it, where to put it, and why you should use it. Linn County Master Composters Will Carew and Glenn Babinat will explain compost including vermicomposting with red wigglers in a two hour presentation. Class will break after one hour for lunch and keynote and resume at 2:30.

**CFLG-745-CHE45** - Begins Feb 13. 1 Wk.
S Horticulture/Floriculture Rm. 141 11:30AM-12:30PM
S Horticulture/Floriculture Rm. 141 2:30PM-3:30PM

**WGF The Science of Fruit Tree Pruning**
Winter Garden Fair session. ISU Extension Field Specialist Patrick O’Malley, Ph.D., will explain the how and why of pruning cuts on fruit trees. The goal of fruit tree pruning is to obtain a consistently high yield of fruit production on a yearly basis. As part of the class, branches of fruit trees will be examined to determine where flower buds are located and how that relates to pruning strategy.

**CFLG-746-CHE46** - Begins Feb 13. 1 Wk.
S Horticulture/Floriculture Rm. 168 11:30AM-12:30PM

**WGF What Makes a Picture Perfect Garden**
Winter Garden Fair session. Learn about great design ideas that can take your yard from boring to brilliant. Susan Appleget Hurst, a garden editor at Better Homes and Gardens magazine, is lucky enough to see hundreds of gardens each year. She will show you how to apply garden design principles to real life so you can create the landscape you’ve always wanted. “Garden design, like interior design, can seem difficult to do well, but it doesn’t have to be,” Susan says. “I can help you create a yard and garden that is pleasing to the eye and pocketbook, and that feels like an extension of your home and personality.”

S Kirkwood Center for Continuing Education Rm. EVENTB-E 12:45PM-2:15PM

**WGF Storing Your Bounty**
Winter Garden Fair session. You’ve spent all summer and fall growing good food. Now you want to preserve the produce so you can enjoy the flavors and nutrition throughout the year. Linn County Master Gardener Bill Oliver and retired Linn County Extension Director Linda Bigley have collaborated to develop a presentation on storing and preserving your garden bounty. Join Bill Oliver as we explore the various ways to preserve the flavors of summer.

**CFLG-748-CHE48** - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 123 2:30PM-3:30PM

**WGF Ash Trees-They Have Problems**
Winter Garden Fair session. The ash is a great tree, but it does have some problems growing in Iowa. ISU Director of the Plant and Insect...
Diagnoses Clinic Laura Jesse will show you how to recognize the common signs of the emerald ash borer and other problems associated with ash trees, and what to do about it.
CFLG-749-CHE49 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 124 2:30PM-3:30PM

WGF Gardening with Iowa’s Native Plants
Winter Garden Fair session. Interested in knowing more about our local native forbs (plants)? This seminar will review our prairie history; identify many Iowa native plants, some of which may already be in your gardens; and give tips on how to incorporate them into your beds, both existing and new. Join Linn County Master Gardener Becki Lynch as she shares how we can join the many Iowa gardeners who are preserving and conserving our beautiful Iowa natives.
CFLG-750-CHE50 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 124 2:30PM-3:30PM

WGF Create Your Own Backyard Habitat
Winter Garden Fair session. Linn County Master Gardener Devon Dietz will concentrate on habitat elements at your home that will attract interesting and beneficial species!
CFLG-751-CHE51 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 122 2:30PM-3:30PM

WGF Rain Gardens
Winter Garden Fair session. Rain gardens are not ponds or bog gardens. Join Linn County Master Gardener Judy Stevens to discover how to retain water on your property and put it to good use, keeping it out of our streets, ponds and streams.
CFLG-752-CHE52 - Begins Feb 13. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 122 2:30PM-3:30PM

WGF Terra Cotta Fountain
Winter Garden Fair session. Gardens of all sizes can have water features in them. The relaxing sound of water has a way of attracting us and wildlife to your garden. Come build a simple terra cotta fountain for your garden. Linn County Master Gardener Deb Walser will show you just how additive building fountains can be. You will never look at flower pots the same way again. Materials fee $35.
CFLG-753-CHE53 - Begins Feb 13. 1 Wk.
S Horticulture/Floriculture Rm. 168 2:30PM-3:30PM

PERSONAL & FAMILY DEVELOPMENT
Building Quality Relationships $19
Learn skills to enjoy the differences in people and to enjoy your personal and career relationships more. We will also focus on what you must do to have successful relationships and some of the myths about relationships.
W Kirkwood Training & Outreach Services Rm. 133 6:00PM-8:00PM

Beyond Anger $19
Learn how to be less reactive, less often by disrupting the “anger cycle.” As you learn to respond versus react to conflict situations you regain your personal power.
W Kirkwood Training & Outreach Services Rm. 133 6:00PM-8:00PM

Stop Worrying $19
How much time do you waste worrying? Discover how to reduce the time spent worrying as you replace worry with effectiveness and more peace of mind more often.
W Kirkwood Training & Outreach Services Rm. 133 6:00PM-8:00PM

Relieve Self-Sabotage and Get More From Self-Help Books $19
Have you read self-help books full of wonderful tips but failed to apply them for more than a couple weeks? Have you returned from workshops exhilarated and brimming with new resolutions but something holds you back in implementing the newly learned insights? Your own self-sabotaging talk, fear of failure and unhelpful beliefs get in the way of making personal life changes. In this interactive seminar Life Change Specialist Ferry Shafer will show you how to use the easy to learn EFT (Emotional Freedom Techniques) method to clear the way for personal change and a successful and fulfilled life.
M Kirkwood Center for Continuing Education Rm. 123 6:30PM-8:30PM

Food As Medicine Series III with Dr. Wahls $45
Meet Dr. Terry Wahls and hear her incredible journey. She went from having MS, using a scooter and a wheelchair to get through her workday, to getting better. Now she rides her bike to work every day and got rid of the wheelchair! The foods she researched and ate were a major part of her recovery. She teaches both her patients and the public about how the foods we eat or do not eat is responsible for the health we have or do not have, and the specific foods that our mitochondria and our bodies need. As a series member, you will automatically be enrolled in the following two classes: Part 1-Eating for Healthy Brains; Inflammation, Autoimmunity and Food Allergies; and Part 2-Obesity/Starvation Addiction Triad; Protecting Your Bones and Your Wallet; Toxins in Our Foods. If you would like to take both of Dr. Wahls’ classes with vital information to improve your health, you can save 20 percent of tuition by signing up for the series. Enjoy, and here’s to your health! See dates, times and locations below for classes.
TH Linn Hall Rm. 211B 6:00PM-9:30PM
TH Resource Center Rm. KTS-1 6:00PM-9:30PM
TH Marion Center Rm. KTS-1 6:00PM-9:30PM

Food As Medicine Part 1 with Dr. Wahls $29
Hear how Dr. Wahls, who spent four years dependent upon a tilt-recline wheelchair, used electrical stimulation of muscles, and focused intense nutrition for her mitochondria to get out of her wheelchair and back to bicycling five miles to work each day. Explore how mitochondria generate energy for the body and what foods we need to eat to keep our mitochondria in tip top shape and us in great health. Learn strategies to lower the risk and severity of dementia, depression and other mental health problems using food and other non-drug means. Did you know inflammation is a factor in most chronic medical problems? Toxins, infections and allergies can all worsen inflammation and the severity of many chronic diseases. Unrecognized allergy to gluten can cause joint pains, asthma and mental health problems. What are the essential building blocks to eat to ensure you have optimal health? Join us.
TH Linn Hall Rm. 211B 6:00PM-9:30PM
TH Resource Center Rm. KTS-1 6:00PM-9:30PM
TH Marion Center Rm. KTS-1 6:00PM-9:30PM

Food As Medicine Part 2 with Dr. Wahls $29
Hear how Dr. Wahls, who spent four years dependent upon a tilt-recline wheelchair, used electrical stimulation of muscles, and focused intense nutrition for her mitochondria to get out of her wheelchair and back to bicycling five miles to work each day. Many people struggle with obesity without understanding the link between starvation, hunger, addiction and obesity. Learn how addiction to junk food occurs and the steps you can take to overcome the addiction to foods that drive obesity and other chronic diseases. Explore strategies to lower the risk and severity of arthritis and osteoporosis. Which foods have the most nutrients? Which foods have the least? Prioritize both your eating and spending to optimize your health on a budget. In our world today, we have many upsides to living in a high tech society. With our upsides comes a significant downside. Environmental toxins have saturated our water, food, even the air we breathe. How can we use food to remove the toxins from our body? How do toxins in our food, water and air mimic depression and fibromyalgia? Learn to lower the risk and severity of toxic poisoning in your cells.
TH Linn Hall Rm. 211B 6:00PM-9:30PM
TH Resource Center Rm. KTS-1 6:00PM-9:30PM
TH Marion Center Rm. KTS-1 6:00PM-9:30PM

ACT Exam Prep and Test Secrets $169
Is your high school planning on taking the ACT? If so, this workshop will help him or her prepare for the test and improve previous scores. This workshop provides tips and test secrets that have been proven to increase scores and relieve the anxiety associated with the ACT. Class space is limited. Five books and study materials are included.
CFFP-350-STO04 - Begins Jan 30. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 123 12:00PM-4:00PM

www.kirkwood.edu/ce
Beyond Rubies is a conference for women of all generations and backgrounds to learn practical ideas on how to succeed, while juggling increasingly complex and diverse life demands. We invite you to join us to experience an unforgettable event guaranteed to inform, inspire and empower.

To register or to request a brochure, call 319-398-5529 or 1-800-332-2055, ext. 5529 or visit www.kirkwood.edu/rubies.

To register call 319-398-1022 or 1-800-332-8833
Ways Children Learn Best $19
How do children learn a new task best? Explore the methods for teaching new concepts to children. These have been proven to work well to teach children new tasks. When should you stand back? When should you teach steps to learning? Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: to advance physical and intellectual competence.

T Linn Hall Rm. 211B  6:30PM-8:30PM

T Resource Center Rm. KTS-1  6:30PM-8:30PM

T Marion Center Rm. KTS-1  6:30PM-8:30PM

Child Development: Ages and Stages $19
What should you expect from a child at a certain age? Are you asking too much? Or, you may not be asking enough. Learn how to use a child’s development to plan activities and set up environments where children can learn and succeed. Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: principles of child growth and development.

T Linn Hall Rm. 211B  6:30PM-8:30PM

T Resource Center Rm. KTS-1  6:30PM-8:30PM

T Marion Center Rm. KTS-1  6:30PM-8:30PM

Family Roots I: Beginning Genealogy $49
More and more people are beginning to research their family history. This workshop discusses the fundamentals of genealogy research. You will learn how to search, organize, and preserve your ancestors and their stories. Hands-on time will be provided using print sources, computer searches, and information on organizing your search and pictures.

T Kirkwood Center for Continuing Education Rm. 123  6:30PM-8:30PM

Beyond Rubies Women’s Conference Both Days $99/$119
Whether you’re a first-time participant or you have been coming for 20 years, explore new experiences, learn new ideas, make new friends, find new enthusiasm and discover new energy! It features more than 90 workshops and these vibrant, captivating speakers: Pam Hillary-Personal Power, Be an Influencer; Beth Malicki-Managing Your Small Business-You; Amy Dee Kristensen-Bold Women Bliss; Lee Cole-Magi-comedian. Join us for education, inspiration and fun. You must have the brochure to register. For a detailed brochure, visit our Web site at www.kirkwood.edu/rubies or call 319-398-5529. The early bird registration tuition cost for the two-day program is only $99 through February 12, 2010, when it will be raised to the regular tuition of $119. The conference will be held on Thursday and Friday.

CFPF-800-SL109 - Begins Mar 18. 1 Wk.  
THF Iowa Hall Rm. BALLENT  9:00AM-5:00PM

Beyond Rubies Thursday Only $79/$95
The early bird registration tuition cost is $79 through February 12, 2010, then it will be raised to the regular tuition of $95.

CFPF-801-SL110 - Begins Mar 18. 1 Wk.  
TH Iowa Hall Rm. BALLENT  9:00AM-5:00PM

Beyond Rubies Friday Only $79/$95
The early bird registration tuition cost is $79 through February 12, 2010, then it will be raised to the regular tuition of $95.

CFPF-802-SL111 - Begins Mar 19. 1 Wk.  
F Iowa Hall Rm. BALLENT  9:00AM-5:00PM

Improve Self-Image: Friends with Yourself $19
Could your worst enemy be ... you? Do you fill your mental airwaves with negative self-talk, or constantly put yourself down and compare yourself unfavorably to others? Do you think everybody around you is smarter or more successful than you? EFT (Emotional Freedom Techniques) helps you to silence this confidence-destroying mental naggling, and release your negative emotions about yourself and others. You’ll also gain a practical tool for focusing your mind and emotions on your positive qualities. In this seminar you’ll find out how to strengthen your self-esteem and gain a more positive outlook.

M Kirkwood Center for Continuing Education Rm. 122  6:30PM-8:30PM

Introduction to Reiki $49
This course is an introduction to the practice of Reiki (similar to Healing Hands). We will cover what the practice of Reiki is, the history of Reiki, and how it can help to heal, balance and harmonize all aspects of one’s being. Volunteers will receive actual demonstrations of Reiki and be able to participate in giving as well. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

M Kirkwood Center for Continuing Education Rm. 124  6:00PM-8:00PM

Reiki and the Chakras $49
This course expands upon the Introduction to Reiki class. In this class we will learn more about the chakras, or energy centers of the body, how they work, and how to align and harmonize the chakras through the use of Reiki. All participants will have the opportunity to receive a Reiki session and participate in giving as well. Prerequisite: Introduction to Reiki. Be sure to wear comfortable clothes. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

M Kirkwood Center for Continuing Education Rm. 124  6:00PM-8:00PM

M Kirkwood Center for Continuing Education Rm. 124  6:00PM-8:00PM

Live Your Passion $35
Are you unsure of what you want out of life? Do you feel unsure of your life’s purpose? Are you looking for clarity and uncertain of how to find your sense of clarity and purpose? Are you looking for ways to focus? The Passion Test process will take you step-by-step through the process of determining and prioritizing your passions, and will teach you methods of focusing your time and energy on those things in your life that are truly important to you, helping you to stay inspired and live the life of your dreams. “What you put your attention on grows stronger in your life.”

W Kirkwood Center for Continuing Education Rm. 123  6:00PM-8:00PM

W Kirkwood Center for Continuing Education Rm. 123  6:00PM-8:00PM

Stress Reduction, Relaxation and Meditation Techniques $39
Do you feel stressed? Do you have a difficult time relaxing or sleeping well? Do you feel overwhelmed with life’s pressures and responsibilities? In this class you will learn and have the opportunity to experience a variety of techniques that will help you to relax body and mind, release stress and tension, and in the process be more open to connecting easier to the spirit and dealing more easily with life’s challenges. Please be sure to wear comfortable, loose-fitting clothing and bring a meditation or yoga mat along with a water bottle. For those who are more physically challenged, please let us know so we can provide comfortable chairs for you.

TH Kirkwood Center for Continuing Education Rm. 124  6:00PM-8:00PM

TH Kirkwood Center for Continuing Education Rm. 124  6:00PM-8:00PM

GENERAL INTEREST

CRAFTS

Scrapbooking: Finished in Four Weeks $39
Enjoy this four-week course designed to help someone complete a scrapbook photo album. Week one: organize and begin cropping the photos. Week two: crop the photos and layout the album pages. Week three: finish laying out the album pages and start putting the album together. Week four: finish the album including journaling about events. Bring 250-300 photos and memorabilia for your album. Materials fee between $50-$100 for album paper and stickers to complete the album. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. Material fees for “Double Your Fun” offerings are priced per person.

M Kirkwood Center for Continuing Education Rm. 123  6:00PM-9:00PM
Have You Recently Been Laid-Off From Your Job?

Kirkwood Adult and Dislocated Worker Program
~ Helping You Bridge the Employment Gap ~

The Kirkwood Dislocated Worker Program provides the services you need to get your next position. Advisors will help you identify necessary steps and guide you through the re-employment process.

These tools will get you started:

* Career counseling will help you plan your job search strategy.
* Workshops will sharpen your skill set.
* Resume and cover letter assistance.
* Skills Advantage work ready certification makes it easier for you to confirm your ability to work.
* Skill-enhancement courses hone your abilities.
* Occupational skills training gives you the knowledge and know-how to re-enter the workforce in the profession you want.
* Computer training closes technology gaps and makes you more hirable.

*Program eligibility requirements apply.

Call 319-398-5105 to learn more about Kirkwood’s Adult and Dislocated Worker Program administered by Kirkwood Skills-to-Employment.

Create a Digital Scrapbook

$35

Move into this century with scrapbooking! This course will introduce you to digital scrapbooking. Learn to use storybook creator software and work on completing a storybook at the end of class. Bring photos on a CD or flash/thumb drive. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. The materials fee starts at $39.95 per person.

S Kirkwood Center for Continuing Education Rm. 127 9:00AM-12:00PM

Knitting-One Stitch at a Time

$45

Learn to knit! Knitting is calming to the mind and soothing to the spirit as well as fun. This class covers needles, yarns and basic stitches with lots of time to practice, ask questions and discover the joy of this ancient craft. We will be learning the basics of knitting, one stitch at a time. You will complete a fabulous scarf. Materials fee will depend on project choices.

TH Kirkwood Center for Continuing Education Rm. 122 1:00PM-3:00PM

Beginning Knitting-Baby Project

$59

Did you want to learn to knit from your grandmother but never asked? Start learning a craft you will cherish for a lifetime! Has your best friend had a baby and you want to give a gift that comes from the heart? Knit an heirloom baby blanket, keepsake baby booties or stitch a charming baby hat that will be the talk of the baby shower! You will create a cherished baby blanket and then work on a project of your choice. Materials fee $15.

CGCR-0335-LUT01 - Inst. Craig. Begins Jan 29. 8 Wks.
F Kirkwood Center for Continuing Education Rm. 122 10:00AM-12:00PM

Soapmaking and More

$15

Are you tired of paying too much money for your favorite bath and body products? Come and learn how fun and easy it is to make glycerin soaps, bath salts, lotions and more. These make great homemade gifts too. Materials fee $15.

M Hearthstone Gifts & Supplies 6:30PM-8:30PM

Soy Wax Candles

$15

These candles are safe for the environment and good for Iowa! Once you work with soy wax you’ll never burn or buy a paraffin candle again! It’s fun and easy! Make candles for yourself, as gifts or for special occasions. This wax is a natural product, burns longer and produces no black soot. Learn how these great candles can be made in your microwave with just one pour! You’ll learn how to make container and pillar candles, as well as votives, tealights, tarts and floating candles. Materials fee $18.

M Hearthstone Gifts & Supplies 6:30PM-8:30PM

Calligraphy: Make Your Writing Come to Life

$29

Impress others with this beautiful handwriting style. The four weeks will be spent learning to form well-crafted letters, then words and eventually sentences. There will be playing with pens, different types of papers and lots of ideas! Apply what you learn to greeting cards, certificates, invitations, formal name tents, etc. Materials fee $5.

M Linn Mar High School Rm. 207 6:30PM-8:30PM

Calligraphy: Basic Italic

$29

Ludovico Vincentino Arrighi wrote the letters in the first published handwriting manual, La Operina, printed from wood block plates in 1522. In the class we will learn italic, one of the most popular scripts used by calligraphers today. You will work with capitals, small letters, numbers and punctuation in weekly projects introducing fundamental design concepts. All levels of lettering experience are welcome. Materials fee $5 for a pen and paper.

M Linn Mar High School Rm. 207 6:30PM-8:30PM

Stained Glass i - Foil and Solder

$65

Learn the steps from A to Z - that’s artwork to zinc - at a producing stained glass studio! This class teaches the foil and solder method of stained glass construction with meticulous step-by-step instruction. Beginning with a small sun-catcher and continuing to a larger project of your choice, this is a hands-on art class. All glass and supplies for the sun-catcher are provided. A class kit is mandatory for the first class. It should be purchased or rented before the session begins. Students receive 12 hours of free studio time to hone learned techniques even after the class is complete. Any questions about physical limitations should be addressed before class registration. More information is available on our Web site: www.StainedGlassGalleryinc.com, by e-mailing info@stainedglassgalleryinc.com or by calling (319)-366-2211.

T Stained Glass Gallery 7:00PM-9:00PM

Stained Glass ii - Lead Channel

$65

Learn the steps from A to Z - that’s artwork to zinc - at a producing stained glass studio! As a continuation of our beginner program, this class teaches the lead channel method of stained glass construction with meticulous step-by-step instruction. We recommend a good working knowledge of glass cutting and foil and solder stained glass construction. Beginning with a small sun-catcher and continuing to a larger project of your choice this is a hands-on art class. All glass and supplies for the sun-catcher are provided. A foil and solder construction toolset should be brought to this class. A supplementary kit should be purchased or rented before the session begins. Students receive nine hours of free studio time to hone learned techniques even after the class is complete. Any questions about physical limitations should be addressed before class registration. More information is available on our Web site: www.StainedGlassGalleryinc.com, by e-mailing info@stainedglassgalleryinc.com or by calling (319)-366-2211.

F M Linn Mar High School Rm. 207 6:30PM-8:45PM

CALLING ARTISTS, ART ENTHUSIAST, OR EVEN ART-INTERESTED PEOPLE WHO WOULD LIKE TO LEARN A NEW HEADY WAY TO EXPRESS YOURSELF IN A DIVERSE MEDIUM. YOU WILL LEARN THE METHODS OF PAST AND PRESENT, FROM THE LEAD CHANNEL METHOD TO THE FOIL AND SOLDER TECHNIQUES. THIS IS A CLASS DESIGNED TO INTRODUCE THE STUDENTS TO THE IDEAS AND TECHNIQUES USED IN THE MAKING OF STAINED GLASS. WE WILL TAKE YOU TO THE STUDIO TO LEARN THE DIFFERENT TOOLS AND HOW TO USE THEM TO CREATE YOUR PROJECT. THERE IS A $49 MATERIALS FEE WHICH INCLUDES A FOIL AND SOLDER CONSTRUCTION TOOLSET AND A FOIL AND SOLDER WORKSHOP. ADDITIONAL MATERIALS WILL BE AVAILABLE FOR PURCHASE OR RENTAL FROM THE STAINED GLASS GALLERY. FOR MORE INFORMATION CALL (319) 366-2211.

Tribal Style Belly Dance

$49

Experience belly dancing on a spontaneous, improvisational basis. In addition to the supporting belly dance isolations, you will learn the tribal belly dance steps and the concepts of leading and following using dance moves

DANCE

To register call 319-398-1022 or 1-800-332-8833
and body signals. Patricia Hoge has more than 20 years of experience in belly dancing as a performer and instructor, and currently works with Danes with Scissors, a tribal fusion dance troupe.
M Lincoln Learning Center Rm. Gym 7:00PM-8:30PM

Ballroom Dances - Level I $49
Open a new world of elegance learning the ballroom classics. In this class you will be instructed in the waltz, tango and foxtrot. Beginners are welcome. A partner is not required.
CGDA-610-STO06 - Begins Feb 5. 4 Wks.
F Dance New York 6:45PM-7:30PM
CGDA-610-STO07 - Begins Mar 5. 4 Wks.
F Dance New York 6:45PM-7:30PM

Club Dances - Level I $49
Looking for some moves to do when you go out dancing at the nightclubs? Learn the salsa, hustle and nightclub two-step for your next big night out. This is a great class for beginners. A partner is not required. Dance New York is registered with the National Dance Council of America and uses certified professional instructors.
CGDA-615-STO06 - Begins Feb 2. 4 Wks.
T Dance New York 6:45PM-7:30PM

Rhythm Dances - Level I $49
Feel the beat. Enjoy learning the rhythmic steps of the rumba, cha cha and swing in a fun and easy way. It’s a good class for beginners. A partner is not required. Dance New York is registered with the National Dance Council of America and uses certified professional instructors.
CGDA-620-STO05 - Begins Mar 1. 4 Wks.
M Dance New York 7:30PM-8:15PM

Beginning Ballroom II $119
Think you are ready for Dancing with the Stars? With Beginning Ballroom I, experience and expand your dancing talent learning new dance steps, and enjoy plenty of practice. Come and learn dancing from the king and queen of dance, Jim and Joy Mote, who will ignite you with their enthusiasm, knowledge and guided instruction. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.
CGDA-701-LUT02 - Inst. Mote. Begins Jan 27. 6 Wks.
W Emerson Elementary School Rm. GYM 7:00PM-9:00PM

DOG OBEDIENCE

Puppy Obedience I $89
New puppy? Get it off to a great start. Socialize with other puppies and people, while learning to sit, come, walk nicely and overall build a great bond with your puppy. Bring two copies of shot records and no puppies on the first night. This is for puppies eight weeks to six months old.
CGDO-010-THO16 - Begins Jan 25. 8 Wks.
M Pawsitive Paws Academy 6:15PM-7:15PM
CGDO-010-THO14 - Begins Jan 26. 8 Wks.
T Kirkwood Center for Continuing Education Rm. 129 6:30PM-7:25PM
T Hawkeye Downs Rm. AUCTION 6:30PM-7:25PM

Puppy Obedience II $89
This course is for puppies six months to twelve months old. Get them off to a great start. They’ll socialize with other puppies and people, while learning to sit, come, walk nicely, etc. You’ll build a great bond with your puppy! Bring two copies of shot records and treats. For classes held at Kirkwood Center for Continuing Education, please no puppies the first night of class.
CGDO-017-THO11 - Begins Jan 25. 8 Wks.
M Pawsitive Paws Academy 7:30PM-8:20PM
CGDO-017-THO12 - Begins Jan 27. 8 Wks.
W Kirkwood Center for Continuing Education Rm. 122 6:30PM-7:25PM
W Hawkeye Downs Rm. AUCTION 6:30PM-7:25PM

Adult Dog Obedience I $89
Teach your dog basic obedience skills and manners. Learn sit, down, stay, come, heel and more while having fun with your dog. This is for dogs one year old and older. Bring two copies of shot records and no dogs to the first night. The first class will meet at the location below. Other classes will meet at Hawkeye Downs.
CGDO-021-THO12 - Begins Jan 26. 8 Wks.
T Kirkwood Center for Continuing Education Rm. 129 7:30PM-8:30PM
T Hawkeye Downs Rm. AUCTION 7:30PM-8:30PM
CGDO-021-THO13 - Begins Jan 27. 8 Wks.
W Kirkwood Center for Continuing Education Rm. 122 7:30PM-8:30PM
W Hawkeye Downs Rm. AUCTION 7:30PM-8:30PM

 Agility 1 $99
You’ve seen the dogs run obstacle courses on TV; now you can teach your own dog to do it. In this beginning level class, your dog will get familiar with the equipment. You’ll get a workout yourself! Be prepared to have fun and get addicted to the sport. Bring dog, treats and two copies of up to date shot records the first night. All classes will meet at Hawkeye Downs. Dogs must be at least nine months old.
M Hawkeye Downs Rm. AUCTION 7:00PM-7:55PM

 Agility 2 $99
 If you and your dog had a great time learning the basics, this class will take you to the next step! You’ll learn handling patterns and more. Your dog must have taken Agility 1. Bring your dog, treats and two copies of shot records the first night. All classes will meet at Hawkeye Downs.
M Hawkeye Downs Rm. AUCTION 8:00PM-8:55PM

Sequencing/Jumpers Agility $99
This is an advanced level class. Work on more challenging course sequences in both standard and jumpers agility. You must have taken Agility 1 & 2 or equivalent and be able to work off leash. Bring dog, treats, toy and two copies of up-date shot records the first night.
CGDO-124-THO01 - Begins Jan 25. 8 Wks.
M Hawkeye Downs Rm. AUCTION 6:00PM-6:55PM

Dog First Aid and CPR $39
This course will cover what to do if a dog is injured or has a medical emergency. It will cover topics such as CPR, shock, poisoning, traffic accidents, paw cuts and more. Participants will work in a relaxed small group environment, working through case studies and simulating skills on manikins. By the end of this course everyone will have the knowledge they need to take the proper action quickly and confidently.
S Linn Hall Rm. 117E 9:00AM-11:00AM

LANGUAGE AND CULTURE

Spanish Immersion $69
Are you looking for a class to practice your Spanish conversation? Do you have already some experience using the language? Do you serve Spanish-speaking clients or are you thinking about taking a trip overseas? Then this class is for you! As you look around Iowa, you will see an increase in the Spanish-speaking population. Companies all over the state are hiring bilingual staff. Our state is becoming more diverse. Now more than ever, it is important to speak Spanish. In addition to practicing conversation and comprehension, we will study different aspects of Latin American culture and have field trips. You must have taken Spanish 3 or have a knowledge of the Spanish language, or you may speak to the facilitator before taking the class.
M Kirkwood Center for Continuing Education Rm. 129 6:00PM-8:00PM

Beginning German $55
Learn the basics of German pronunciation and grammar. Participation in speaking is encouraged. A book, handouts and homework are utilized. Required book: Learn German the Fun and Easy Way.
M Kirkwood Training & Outreach Services Rm. 133 7:00PM-8:30PM

American Sign Language Beginning $69
Did you know American Sign Language is considered a second language? In this introductory course, you will obtain a 1200 sign vocabulary and be introduced to using signs in basic conversation. Book required: A Basic Course in American Sign Language, student study guide, available at the Kirkwood bookstore. Class is held at C-S-D, 4403 1st Ave, SE #303, Cedar Rapids.
CGLC-400-STO18 - Begins Jan 25. 6 Wks.
M Community Service for the Deaf 3:00PM-5:00PM
CGLC-400-STO19 - Begins Jan 25. 6 Wks.
M Community Service for the Deaf 6:00PM-8:00PM

www.kirkwood.edu/ce
**LEISURE**

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<tr>
<th>Activity</th>
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<tr>
<td>EFT (Emotional Freedom Technique) that provides relief from emotional blocks, fears, and being “stuck” with unhelpful habits or beliefs. EFT has also gained acceptance as an easily-learned method of improving performance. In this seminar you will be introduced to the one-minute EFT procedure and discover how to apply it to everyday areas such as stress management, enhancing self-confidence and reducing performance anxiety.</td>
<td>$25</td>
<td>M Kirkwood Center for Continuing Education Rm. 122 6:30PM-8:30PM</td>
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<tr>
<td>Reading the Tarot: Come explore the fascinating world of the tarot. The tarot is a deck of 78 picture cards that has been used for centuries to reveal hidden truths. The tarot can help you understand yourself better and teach you how to tap your inner resources more confidently. Students will focus on reading and interpreting the cards and how to work with them using a variety of techniques. Get readings every night and see many examples of the cards accompanies the photos. The rest of the time is allotted for organizing the photos. Bring all your photos to organize. Additional photo storage boxes available for purchase. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time.</td>
<td>$35</td>
<td>W Linn Mar High School Rm. 217 7:00PM-9:00PM</td>
</tr>
<tr>
<td>Reading the Tarot: Come explore the fascinating world of the tarot. The tarot is a deck of 78 picture cards that has been used for centuries to reveal hidden truths. The tarot can help you understand yourself better and teach you how to tap your inner resources more confidently. Students will focus on reading and interpreting the cards and how to work with them using a variety of techniques. Get readings every night and see many examples of the cards in action. Bring a deck of tarot cards to class. Tarot cards can be purchased at Barnes &amp; Noble or other book stores.</td>
<td>$35</td>
<td>T Linn Mar High School Rm. 217 7:00PM-9:00PM</td>
</tr>
<tr>
<td>Release Anxieties/Enhance Performance with EFT: EFT (Emotional Freedom Technique) is a highly effective, quick-working technique that provides relief from emotional blocks, fears, and being “stuck” with unhelpful habits or beliefs. EFT has also gained acceptance as an easily-learned method of improving performance. In this seminar you will be introduced to the one-minute EFT procedure and discover how to apply it to everyday areas such as stress management, enhancing self-confidence and reducing performance anxiety.</td>
<td>$29</td>
<td>M Kirkwood Center for Continuing Education Rm. 122 6:30PM-8:30PM</td>
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**PHOTOGRAPHY**

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<tr>
<td>Photography: Enhance and broaden your knowledge of photography. This class covers camera functions, equipment and accessories. It will improve the quality of your photo composition. We will cover the do’s and don’ts for better pictures. Fun class assignments will be given to the student. Both film and digital can be used in this class. Do not purchase any supplies for this class until instructed to do so in the first class. Be sure to bring your camera, pencil and paper!</td>
<td>$59</td>
<td>Kirkwood Center for Continuing Education Rm. 122 6:30PM-8:30PM</td>
</tr>
<tr>
<td>Release Anxieties/Enhance Performance with EFT: EFT (Emotional Freedom Technique) is a highly effective, quick-working technique that provides relief from emotional blocks, fears, and being “stuck” with unhelpful habits or beliefs. EFT has also gained acceptance as an easily-learned method of improving performance. In this seminar you will be introduced to the one-minute EFT procedure and discover how to apply it to everyday areas such as stress management, enhancing self-confidence and reducing performance anxiety.</td>
<td>$29</td>
<td>M Kirkwood Center for Continuing Education Rm. 122 6:30PM-8:30PM</td>
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**MIND AND BODY**

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<tr>
<th>Activity</th>
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<tr>
<td>Learning to play cards: Keep your mind active with a fun game of cards. Learn to play hearts, oh hell, 5-card and 6-card euchre, spades and pepper. Learn some instruction on strategy, but most emphasis will be on playing. A manual is provided.</td>
<td>$19</td>
<td>T Community Service for the Deaf 6:00PM-8:00PM</td>
</tr>
<tr>
<td>Learning to play cards: Keep your mind active with a fun game of cards. Learn to play hearts, oh hell, 5-card and 6-card euchre, spades and pepper. Learn some instruction on strategy, but most emphasis will be on playing. A manual is provided. Bring a deck of cards to class.</td>
<td>$19</td>
<td>TH Linn Mar High School Rm. 217 7:00PM-9:00PM</td>
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**WRITING AND LITERATURE**

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<tr>
<td>My First Book: Fiction: You could be the next Stephen King or Dr. Seuss! This class is a great start for people who want to write a fiction book-children’s or adult. We’ll help with ideas, formatting, editing and marketing your manuscript. Materials fee $15.</td>
<td>$55</td>
<td>M Kirkwood Training &amp; Outreach Services Rm. 127 6:00PM-8:00PM</td>
</tr>
<tr>
<td>Start Your Nonfiction Bookwriting Career: Are you interested in writing nonfiction books? This class is for you! The class will help you with ideas, formatting, editing and marketing your manuscript. Materials fee $15.</td>
<td>$55</td>
<td>T Kirkwood Training &amp; Outreach Services Rm. 133 7:30PM-9:00PM</td>
</tr>
<tr>
<td>Writers Publishing Class II: This is for students who have completed either the My First Book or Start Your Nonfiction Book Writing Career class. This class is an advanced class designed to explore the more in-depth needs to getting your first book published. Materials fee $5.</td>
<td>$55</td>
<td>T Kirkwood Training &amp; Outreach Services Rm. 133 7:30PM-9:00PM</td>
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**HEALTH**

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<th>Activity</th>
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<tr>
<td>Activity Coordinator Orientation Course: This course prepares the individual for employment as an activity coordinator in long term care facilities. The curriculum has been expanded to 75 hours.</td>
<td>$379</td>
<td></td>
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48 Hour EMS Refresher

Hold the Dates!

February 20-21, 2010
March 6-7, 2010

This 48-hour program follows the latest National Standard refresher curricula. Meets the criteria for National Registry recertification.

Limited space – register early!

Section #: CHEM-075-HUN01
Tuition: $355

For more information or to register, call 319-398-5529.

hours, and meets the requirements of the State Department of Inspections and Appeals. A book is required.

MW Hiawatha Care Center 5:00PM-8:30PM

CPR AND FIRST AID FOR THE PUBLIC

CPR for Health Care Providers $59

This will prepare you with basic skills in cardiac emergencies and increase your awareness of cardiovascular risk factors, signs and symptoms of cardiovascular disease, and prudent heart living. This course includes cardiopulmonary resuscitation procedures for infant, child and adult (including two-rescuer). It includes the management of foreign body airway obstruction, the use of barrier devices and the Automated External Defibrillator (AED). This course will meet the needs of a new and a renewal course. Two-year recommended renewal.

T Linn Hall Rm. 117E 8:00AM-12:00PM

T Linn Hall Rm. 117E 6:00PM-10:00PM

TH Linn Hall Rm. 117E 6:00PM-10:00PM

T Linn Hall Rm. 117E 6:00PM-10:00PM

TH Linn Hall Rm. 117E 6:00PM-10:00PM

S Linn Hall Rm. 117E 8:00AM-12:00PM

S Linn Hall Rm. 117E 1:00PM-5:00PM

TH Linn Hall Rm. 117E 6:00PM-10:00PM

W Linn Hall Rm. 117E 8:00AM-12:00PM

TH Linn Hall Rm. 117E 6:00PM-10:00PM

T Linn Hall Rm. 117E 8:00AM-12:00PM

TH Linn Hall Rm. 117E 6:00PM-10:00PM

Pediatric Advanced Life Support Renewal $79

This four-hour program re-emphasizes the use of American Heart Association PALS algorithms. Most of this program is spent practicing skills in the small group setting with the attention on the pediatric population. Two-year recommended renewal.

T Linn Hall Rm. 117E 6:00PM-10:00PM

T Linn Hall Rm. 117E 6:00PM-10:00PM

Advanced Cardiac Life Support Renewal $79

This four-hour program reviews emergency cardiac care according to the American Heart Association ACLS guidelines. Participants will work in a relaxed small group environment, working through case studies and simu-

Need Nursing CEUs?

Kirkwood Community College is an approved provider of continuing education by the Iowa Board of Nursing, Provider #30. Offerings are designed to meet the educational needs of nurses, and to facilitate learning that updates, expands and enriches health care practice.

Many of the programs will meet the CE requirements of other allied health practitioners such as dental, social work, occupational and physical therapy, etc.

For a complete brochure containing all required nursing CEU information, or if you have any other questions regarding nursing continuing education, please call 319-398-5626.
lating skills on manikins. Two-year recommended renewal.
T Linn Hall Rm. 117E  6:00PM-10:00PM
T Linn Hall Rm. 117E  6:00PM-10:00PM
CPR instructor Renewal $59
This course renews current CPR instructors and reviews CPR for infant, child and adult (including two rescuer). You will also review management of foreign body airway obstruction and the use of barrier devices. Participants will be required to take a written examination prior to recognition. Two-year recommended renewal.
T Linn Hall Rm. 117E  6:00PM-10:00PM
Medic First Aid $49
Prompt action in an emergency medical situation can really make a difference. Are you prepared? In this class you will learn basic first aid and CPR in a relaxed environment. It fulfills OSHA requirements for bloodborne pathogens and first aid for business and industry. This class will also suffice for the renewal of your current Medic First Aid. Two-year recommended renewal.
CHCP-300-REC103 - Inst. Cline. Begins Feb 27. 1 Wk.
S Linn Hall Rm. 117E  8:00AM-12:00PM
S Linn Hall Rm. 117E  8:00AM-12:00PM
Pediatric Medic First Aid $49
Learn basic care skills in first aid, CPR and obstructed airway for infants, children and adults in a relaxed environment. This course meets OSHA requirements for day care and other preschool workers. Two-year recommended renewal.
S Linn Hall Rm. 117E  1:00PM-5:00PM
S Linn Hall Rm. 117E  1:00PM-5:00PM
Dog First Aid and CPR $39
This course will cover what to do if a dog is injured or has a medical emergency. It will cover topics such as CPR, shock, poisoning, traffic accidents, paw cuts and more. Participants will work in a relaxed small group environment, working through case studies and simulating skills on manikins. By the end of this course everyone will have the knowledge they need to take the proper action quickly and confidently.
S Linn Hall Rm. 117E  9:00AM-11:00AM
Approved for 14.0 FE EMS CEHs (Nursing CEUs pending).

EMERGENCY MEDICAL SERVICES

48-Hour EMS Paramedic Refresher $355
The 48-hour program follows the latest national registry refresher curriculum. Meets renewal standards for the National Registry of Emergency Medical Technicians. Approved for 48 CEHs for paramedics. Content will include lecture as well as hands-on skills. Lunch is provided on site all four days.
CHEM-075-HUN01 - Begins Feb 20. 2 Wks.
SSU Kirkwood Center for Continuing Education Rm. 139  8:00AM-8:00PM
24-Hour EMS Refresher $155
This program is ideal for first responders and basic EMT’s needing continuing education. It reviews topics like medical and trauma patient assessment, obstetrical emergencies, lifting and moving patients, oxygen administration, and treatment of bleeding and shock. Much of this program is

To register call 319-398-1022 or 1-800-332-8833
Is a Health Career in Your Future?

Kirkwood Community College offers a variety of skill building programs in various health career capacities:

- Activity Coordinator
- Certified Medication Aide
- Certified Nurse Aide
- Emergency Medical Technician
- Paramedic
- Pharmacy Technician
- Phlebotomist

For more information, call 319-398-5529 or visit www.kirkwood.edu/ce.
Online Medical Transcription Training Program

Do you want to train at home to work from home? If so, this online course is for you. Students can start anytime and will have one year to complete the program.

Why Medical Transcription?
- Study at home to work at home.
- Secure, growing industry.
- Earn up to $40,000 and beyond.
- You can master all the needed skills.

Tuition is $2,200, paid prior to the start of the course. Online assistance will be provided. Upon completion of the program, you will obtain a certificate of completion from Kirkwood Community College.

Section #: CHHO-200-DAM01

A Career Step program in partnership with Kirkwood Community College.

For more information or to register, call 319-398-1269.

CHNA-010-DRJ02 - Begins Jan 26. 7 Wks.
T WTH Linn Hall Rm. 115 9:00AM-1:00PM

CHNA-010-DRJ03 - Begins Feb 9. 10 Wks.
T TTH Lincoln Learning Center Rm. 224 9:00AM-1:15PM

CHNA-010-DRJ04 - Begins Feb 22. 10 Wks.
MTW Linn Hall Rm. 115 8:00AM-1:15PM

CHNA-010-DRJ05 - Begins Feb 22. 10 Wks.
MTWTH Linn Hall Rm. 115 5:00PM-9:00PM

CHNA-010-DRJ06 - Begins Mar 10. 11 Wks.
MW Lincoln Learning Center Rm. 224 9:00AM-1:15PM

NURSING CONTINUING EDUCATION

Training Your Brain to See Again $75/$199
You will gain an understanding of patients with neurologically related visual impairments as well as appropriate treatment strategies. This program will allow you to hear how vision professionals can work effectively with rehabilitation therapists in a multi-disciplinary approach for children and adults. For more information about this conference please go to www.kirkwood.edu/ce. CEUs and CEHs will be offered for the following professions: nursing, occupational therapists, OTAs, physical therapists, PTAs, psychologists, social workers, speech therapists and vision therapists. All other health care professionals will receive a certificate of attendance. 

Student rate CHNC-024-DAM02.

CHNC-024-DAM01 - Begins Jan 30. 1 Wk.
S Kirkwood Center for Continuing Education Rm. EVENTB-E 8:00AM-4:15PM

CHNC-024-DAM02 - Begins Jan 30. 1 Wk.
S Kirkwood Center for Continuing Education Rm. EVENTB-E 8:00AM-4:15PM

Dependent Adult Abuse and Mandatory Reporting $29
Are you aware of your obligations as a mandatory reporter of adult abuse? Diana Nicholls-Blomme will share the latest updates on mandatory reporters of suspected adult abuse and/or neglect, of their roles and responsibilities, as well as recognition of abuse. This program is approved by the Iowa Department of Public Health, #163.

T Linn Hall Rm. 211B 6:30PM-8:45PM

T Resource Center Rm. KTS-1 6:30PM-8:45PM

T Marion Center Rm. KTS-1 6:30PM-8:45PM

Training for Mandatory Reporters of Child Abuse and Dependent Adult Abuse $35
It is the role and responsibility of all persons who in the course of employment, examine, attend, counsel, or treat children and dependent adults to protect them from harm perpetrated by others. The goal of this course is to increase the knowledge and awareness of child and dependent adult abuse. This course meets the two-hour training requirement for mandatory reporter training for those who work with both children and dependent adults on a regular basis. It does not meet the training requirements for persons who work with only one population and not both children and adults. This curriculum is approved by the Iowa Department of Public Health Abuse Education Review Panel #2032.

T Linn Hall Rm. 211B 6:00PM-9:15PM

T Resource Center Rm. KTS-1 6:00PM-9:15PM

T Marion Center Rm. KTS-1 6:00PM-9:15PM

First, Middle and Last: What Are the Effects of Birth Order $89
Family members develop a system of interaction that is affected by the ordinal or numerical position in the family. This family position affects the relational style, cognitive style, interpersonal responsibility and other factors. Every phase of one's life is connected to their birth order. This includes the decisions and style one has with patients and co-workers. This seminar will consider the birth order effect and how it relates to patient care. Lunch will be included.

TTH Kirkwood Center for Continuing Education Rm. 124 9:00AM-3:00PM

Working with Adult Children of Alcoholics $89
People who grow up in a home where there is a parent who is an alcoholic learn patterns to help them cope with the situation. As adults these same patterns may become more of an obstacle than an advantage. People from alcoholic families may have unrealistic expectations, power

Looking for a promising career in the health care industry?

Start building your career in a stable and growing industry as a coding and billing professional. Enroll into the Inpatient and Outpatient Medical Coding and Billing program and you will:
- Gain practical experience with hands-on training.
- Master each skill with instant feedback and grading.
- Access a vibrant online community through forums and chat rooms.
- Set your own pace – train at home or on the go.

You can have a successful, fulfilling career in health care without spending years in school. To view a demonstration of this program, call 319-398-5626.

A Career Step program in partnership with Kirkwood Community College.

To register call 319-398-1022 or 1-800-332-8833
and control issues, and erratic boundaries. They may be overly critical or overly demanding. This seminar will address these issues and explore ways to increase self-esteem and self-empowerment to improve the quality of patients’ lives.

Grief: Health Care Professional and Loss $49

This program will explore the significance of the grief experience. The many ways in which grief impacts both our lives, and the lives of our patients and clients, will be discussed and insightful methods of moving through the process will be identified. This is an excellent program for nurses and other allied health professionals who want to help those they serve through the grief experience.

T Kirkwood Center for Continuing Education Rm. 123 1:00PM-4:00PM

SOCIAL WORKER

Ethics in Social Work $89

Attending this program will provide you information and practice capabilities relating to social work ethics. As a social worker you need to have ethics content for your renewal.

T Kirkwood Center for Continuing Education Rm. 129 6:30PM-9:45PM

INDUSTRIAL TECHNOLOGY

AIR CONDITIONING/PLUMBING

Plumbing Residential Basic $145

Learn to properly install hot and cold water pipes, drain/waste/vent systems, water heaters, fixtures and repair leaks. Hands-on training includes gluing PVC and soldering copper.

TH Jones Hall Rm. 152 6:00PM-9:00PM

Backflow Prevention Certification $495

Congress established the Safe Drinking Water Act in 1974 to protect us from water contaminants. This legislation mandates the installation and maintenance of an approved backflow prevention assembly at the water service connection whenever a potential hazard is determined to exist due to cross-connections, back siphoning and other hydraulic conditions causing water to flow abnormally. This course is held at a state of Iowa authorized training site and is taught by a University of Southern California trained tester. Required textbook: Manual of Cross Connection Control, 9th edition.

S Jones Hall Rm. 154 8:00AM-4:30PM

Heating, Ventilation and Air Conditioning $145

Reduce energy costs. This introductory course reviews air conditioning systems relating to evacuation, startup, charging, maintenance and troubleshooting. Gas, oil, heat pumps and hydronic heating systems will also be discussed. Required textbook: Residential Construction Academy HVAC, by Silberstein.

TH Jones Hall Rm. 154 6:00PM-9:00PM

Refrigerant Certification Prep and Exam $199

The Federal Clean Air Act requires all personnel who maintain, service, repair or dispose of appliances containing refrigerants to be certified in proper refrigerant handling techniques. Failure to comply can cost the technician and the company $25,000 per day, per violation. This course includes a review of the study manual by a qualified test administrator and the EPA-certified test which are both included in the tuition cost. Contact 319-398-5632 to register for the CFC Retest course.

TH Jones Hall Rm. 141 5:00PM-9:00PM

AUTO BODY/SMAIL ENGINES

Auto Body Repair Certificate $695

Learn the essential skills and knowledge to repair dents and rust, including final painting. Signing up for this certificate level course automatically enrolls you into the following courses: Repair Dings, Dents and Rust, Prime and Paint, and Auto Body Repair Advanced, while affording you a discounted tuition. Bring a small putty knife, a wire cutter, safety glasses and hearing protection to class.


Auto Body Repair Certificate $295

Repairing dings, dents and rust can be both rewarding and cost effective. Learn to accurately assess sheet metal damage, weld in panels, and effectively use other tools of the trade to restore the value and beauty of your car. Bring a small putty knife, a wire cutter, safety glasses and hearing protection to class.


For more information, call Brenda at 319-398-7648.
Kirkwood Continuing Education offers comprehensive, certificate programs providing you with in-depth training to strengthen and diversify your skills and knowledge in the industrial technology, manufacturing, agricultural and processing industry sectors. These training programs will allow you to validate and effectively communicate your newly-acquired skills and knowledge to your employer, or future employer, in the areas of manufacturing foundational skills, manufacturing technologies, applied industrial maintenance, mechanical and electrical systems, and process technologies.

Regional employers are seeking high-skilled manufacturing and industrial technology workers. This industry has been impacted by rapidly changing technology – skills upgrading is a must to secure and maintain employment.

Certificate programs are offered at a 20 percent tuition discount versus taking classes individually. You will also receive a Kirkwood certificate for successfully completing the training – a great addition to your resume!

For more information, call 319-398-5632

Computer Aided Designer Certificate
CICA-003-XMI20
Sat IC Learning Ctr A 2/13-11/6 8-11 a.m. $595
CICA-005-XMI20 AutoCAD I
CICA-010-XMI20 AutoCAD II
CICA-015-XMI20 AutoDesk Inventor

Learn the skills and knowledge to become a computer-aided designer. By registering for this Kirkwood certificate program, you will receive instruction in AutoCAD I, AutoCAD II and AutoDesk Inventor. You will realize a cost savings over taking classes individually while earning a certificate that will document your design skills.

Combination Welder Certificate
CIPM-033-XMI17
Sat Jones Hall 165 1/30-11/6 8 a.m.-1 p.m. $1195

Local employers need to hire additional trained skilled welders to meet production demands. Skilled welders’ average wages range from $11 to $16/hour based on Iowa Workforce Development Labor Market Information. Learn crucial welding techniques in stick, MIG and TIG from basic to advanced levels. Prepare for AWS Welder Certification.

Computerized Machining Center Operator Certificate
CIPM-013-XMI15
Mon-Sat Jones Hall 121 1/24-7/30 8 a.m.-12 p.m. $1895

Computer Numerical Control (CNC) is a key technology driving today’s manufacturing processes. This program teaches basic CNC operator skills necessary for entry-level employment in a manufacturing setting. The median wage in Iowa for CNC machine tool operators is $13.94/hour (Bureau of Labor Statistics, Occupational Employment Statistics Survey; Iowa Wages and Income). Each course provides extensive opportunity for hands-on training. Learn lathes, three axis mills, related software, basic and advanced level training. Prerequisite: Machine Shop Basic and Machine Shop Advanced or equivalent experience.

CNC Machine Shop Basic CEU: 11.00 HRS: 100
CNC Machine Shop Intermediate CEU: 22.00 HRS: 200
CNC Machine Shop Advanced CEU: 22.00 HRS: 200
MasterCAM Production Methods CEU: 19.36 HRS: 175

To register call 319-398-1022 or 1-800-332-8833
A glimmering coat of paint is the finishing touch on an auto body repair job. You will learn professional tips and techniques for sanding, priming, sealing, and spraying topcoat and clearcoat paints. Bring safety glasses. CIAS-020-XMI19 - Inst. Simmering. Begins Mar 11. 6 Wks. TH Auto Collision Rm. SP 6:00PM-10:00PM

Auto Body: Prime and Paint
CIMA-060-MIT12
Tue/Thu  Jones Regional Ed Ctr 132 2/23-5/25 5-10 p.m. $1645

Achieve a rewarding career in welding by participating in this 132-hour intensive training program. In a period of three short months, you will gain valuable hands-on experience as a skilled flat and horizontal position MIG and Flux Core Inner Shield welder. In addition, you will learn to read blueprints and fabricate structural components using the oxyacetylene, plasma and air carbon arc cutting processes. Seize this unique career welding opportunity by registering now! For more information, contact Bethany Parker at 319-398-5070 ext. 109.

Career Welding Certificate
CIPM-060-MIT12
Tue/Thu  Jones Regional Ed Ctr 132 2/23-5/25 5-10 p.m. $1645

This certificate provides you with the entry-level skills for industrial maintenance and hydraulic systems. Occupations earn a median wage of $20.75/hour (Bureau of Labor Statistics, Occupational Employment Statistics Survey; Iowa Wages and Income). Curriculum includes hydraulic power sources, hydraulic diagrams, manual controls, hydraulic motors, cylinders, conveyors, compressors, mechanical drive systems, shaft alignment and pneumatics.
CIME-010-XMI04 Hydraulics/Pneumatics
CIME-018-XMI06 Mechanical Drive Systems

Mechanical Systems Specialist
CIME-005-XMI06
Tue/Thu  Jones Hall 138 2/9-6/3 6-9 p.m. $995

Mechatronics combines a broad array of skills necessary in integrating technologies with a systems-level approach. Modern industry relies on highly complex systems to produce high-quality, economical products for an ever-growing world market. Mechatronics teaches the “systems thinking” required to effectively operate, program and problem solve in this complex environment. With the rapid proliferation of automation technology, mechatronics has become one of the fastest growing technical education programs in the world. You will learn process technology in the combined areas of mechanical, electrical, electronics and software. You will have the opportunity to learn on Amatrol’s 870 Mechatronics Learning System. Prerequisites: Electrical Specialist Certificate and Mechanical Specialist Certificate.

 Mechatronics Certificate Program
CIME-150-XMI05
Tue/Thu  Jones Hall 133 2/9-5/20 6-10 p.m. $1995

This certificate concentrates on the repair, maintenance or installation of electrical systems. Occupations earn a median wage of $15.31/hour (Bureau of Labor Statistics, Occupational Employment Statistics Survey; Iowa Wages and Income). Learn the skills and knowledge necessary to work with AC/DC circuits, single-phase and three-phase motors and controllers, and programmable logic controllers (PLCs) used in today’s industry.
CIME-110-XMI08 AC/DC Electric Circuits
CIME-120-XMI08 Motor & Motor Controls
CIME-140-XMI09 Programmable Logic Controllers

Mechanical Systems Specialist
CIME-005-XMI06
Tue/Thu  Jones Hall 138 2/9-6/3 6-9 p.m. $995

Electrical Specialist Certificate
CIME-110-XMI08
Mon/Wed  Lincoln Ctr 102 2/8-6/21 6-10 p.m. $1895

This course is the second in a computer aided design (CAD) series with AutoCAD. You will be introduced to advanced features including LISP, three-dimensional design, solids modeling, customization, rendering and interchanging data. Prerequisite: AutoCAD 1 or equivalent experience.
CICA-010-XMI17 - Inst. Hyde. Begins Jan 25. 8 Wks. M Jones Hall Rm. 112 6:00PM-9:00PM

AutoCAD II (Part 2 of 2)
CICA-010-XMI17
Tue/Thu  Jones Hall 133 2/9-5/20 6-10 p.m. $1995
CONSTRUCTION

Energy Efficient Foundations $19
This is an exciting opportunity to preview stack, brace and pour foundation construction that provides stronger, more energy efficient basements and above grade exterior walls for homes and commercial buildings. Don’t miss this chance to see the next generation of concrete walls.
TH Jones Hall Rm. 141 6:00PM-7:50PM

ELECTRICAL/Maintenance

Electrician Licensing Examination Prep $145
This class helps prepare you to take the journeyman and master level Thomson Pro Metric examinations. This is a state approved re-licensure class for electricians. Required textbooks (2008 Version): Journeyman Electrical Exam Questions & Answer Book, Calculations for Electrical Exam, and NEC Code book.
TH Jones Hall Rm. 107 6:00PM-10:00PM

Electrical Residential Wiring $145
You can wire houses, room additions, garages, pole barns and perform simple repairs. Learn the basic requirements of the National Electrical Code for 120v and 240v applications including 3-way and 4-way switches, wall receptacles, GFI’s and more. This course helps prepare you for the Homeowner’s Electrical Exam given by many cities and municipalities. Required textbook: Wiring Simplified by Richter.
TH Lincoln Learning Center Rm. 224 6:00PM-10:00PM

Electrical Industrial Wiring $145
W Lincoln Learning Center Rm. 224 6:00PM-10:00PM

Electrical Specialist Certificate $1895
Acquire the essential skills and knowledge to become an electrical specialist by registering for this Kirkwood certificate program. Receive instruction in AC/DC electrical circuits, motors and motor controllers, and programmable logic controllers. You will realize a cost savings over taking each class individually while earning a certificate that will document your electrical skills abilities.
MW Lincoln Learning Center Rm. 102 6:00PM-10:00PM

AC/DC Electric Circuits $745
Explore the nature of electricity and learn to apply OHM’s Law, Kirchhoff’s Laws and network theorems as related to the analysis of series, parallel and series-parallel DC and AC circuits. Hands-on lab exercises are a big part of this course, which is intended for maintenance personnel and people seeking fundamental electrical skills and knowledge.
MW Lincoln Learning Center Rm. 102 6:00PM-10:00PM

Mechatronics $1995
Mechtronics combines a broad array of skills necessary in integrating technologies with a systems-level approach. Modern industry relies on highly complex production systems to produce high-quality, economical products for an ever growing world market. Mechatronics teaches the “systems thinking” required to effectively operate, program and problem solve in this complex environment. With the rapid proliferation of automation technology, mechatronics has become one of the fastest growing technical education programs in the world. You will learn robotic pick and place storage, automated parts storage, automated torqueing, automated sorting and queuing, automated indexing, automated gauging, and automated pick and place feeding. Prerequisite: Electrical Specialist Certificate or experience in programming PLC’s.
TTH Jones Hall Rm. 133 6:00PM-10:00PM

Transformers $95
This course covers transformer theory, power distribution and the need for transformers. Many types of transformers and their uses will be discussed and demonstrated as well as calculations for transformer primary and secondary conductors, and overcurrent protection. Students will learn how to read wiring diagrams and connect control transformers, auto-transformers and three-phase banks in wye and delta configurations. This is a state approved re-licensure class for electricians. Bring a notebook, code book, a calculator, pencils, safety glasses, multi-meter wire strippers, screwdrivers, long-nosed pliers and a lineman’s pliers.
M Jones Hall Rm. 141 5:00PM-10:00PM

Electric Motors $95
This class introduces the student to the theory and operation of the most common types of motors, including DC, single-phase AC and three-phase AC motors. The calculations for motor conductors, overload units and overcurrent protection are also covered. In addition, students will learn and practice testing of several types of motors and capacitors. This is a state approved re-licensure class for electricians. Bring a notebook, code book, calculator, pencils, safety glasses, multi-meter wire strippers, screwdrivers and long-nosed pliers.
M Jones Hall Rm. 141 5:00PM-10:00PM

MECHANICAL/Maintenance

Mechanical Systems Specialist $1195
Prepare yourself for our technology driven world of today. Registering for this certificate level course automatically enrolls you into Hydraulics/ Pneumatics and Mechanical Drive Systems while affording you a tuition discount versus enrolling individually into these classes.
TTH Jones Hall Rm. 138 6:00PM-9:00PM

Hydraulics/Pneumatics $695
This course provides you with hands-on experience in basic through advanced applications of hydraulic and pneumatic systems. You are introduced to hydraulic power, basic components and their applications along with hydraulic/pneumatic circuitry and their operations. Directional control valves, check valves, relief valves, flow control valves, pressure compensating valves, filters, lubrication, water removal techniques, and air logic components and design will be discussed and demonstrated along with motor and pump performance analysis.
TTH Jones Hall Rm. 138 6:00PM-9:00PM

MINE SAFETY

MSHA Part 46 Refresher $49
This eight hour refresher course applies to miners working at surface shell dredging, sand, gravel, surface stone, surface clay, colloidal phosphate, surface limestone, marble, granite, sandstone, slate, shale, traprock, kaolin, cement,feldspar and lime mines.
CIMS-027-MIT03 - Begins Mar 9. 1 Wk.
T Kirkwood Center for Continuing Education Rm. 124 8:00AM-4:30PM

MSHA Part 48 Refresher $49
This eight hour refresher course applies to underground mines and their surrounding areas, coal mines, underground metal and nonmetal mines, surface metal mines and certain surface nonmetal mines that are not in the following industries: surface stone, surface clay, sand and gravel, surface limestone, colloidal phosphate, shell-dredging mines, and other surface operations that produce marble, granite, sandstone, slate, shale, traprock, kaolin, cement, feldspar and lime.
CIMS-030-MIT32 - Begins Mar 10. 1 Wk.
W Kirkwood Center for Continuing Education Rm. 124 8:00AM-4:30PM

OSHA TRAINING

Introduction to OSHA $75
This course is for those with little or no knowledge of OSHA regulations but who need this information because of their job responsibilities or just want to be more familiar with OSHA. Participants will be led step-by-step through the Code of Federal Regulations (29 CFR 1910). An explanation of the main standards and their application will be given.
W Community Training & Response Rm. 126B 6:00PM-10:00PM

Health Hazard Awareness for General Industry $50
This course provides an introduction to common health hazards that are encountered in the workplace. These health hazards include exposure to chemicals, asbestos, silica and lead. This course features identification of hazards; sources of exposure; health hazards information; evaluation of exposure; engineering and work practice controls. The course is designed as an awareness course for employers and employees.
W Community Training & Response Rm. 126B 6:00PM-10:00PM

To register call 319-398-1022 or 1-800-332-8833
MACHINING

Machining Basic
This first class of a two-part series instructs you to properly use hand tools, precision measuring equipment, drills, lathes and mills. Bring safety glasses. Tuition includes all materials.
W Jones Hall Rm. 121 6:00PM-10:00PM

Machining Advanced
This second course of a two-part series is a hands-on class that teaches advanced practices relating to lathes, mills, drills and heat treating. Self projects are encouraged. Machining Basic or equivalent experience is required. Bring safety glasses. Tuition includes all materials.
S Jones Hall Rm. 121 8:00AM-12:00PM
CIPM-010-MIT38 - Inst. Franklin. Begins Feb 3. 8 Wks.
W Jones Hall Rm. 121 6:00PM-10:00PM

Computerized Machining Operator Certificate
Learn the essential skills and knowledge required to become a computerized machining center operator. By enrolling into this certificate program, you will receive instruction in these courses: CNC Machining Basic, CNC Machining Shop Intermediate, CNC Machining Advanced and MasterCAM Automated Production Methods. You will realize a cost savings over registering into these classes individually while earning a certificate that will document your advanced machining skills. Bring safety glasses. Prerequisite: Machining Advanced or equivalent experience. Call Dave at 319-398-5554 to determine your customized class schedule.
MTWTWH Jones Hall Rm. 121 8:00AM-12:00PM

CNC Machining Basic
Enter the exciting field of computer numerical control as it relates to CNC lathes and milling machines. This course emphasizes microcomputers, related software, input language, codes, machine setups and operation, inspection of parts and communication with peripherals. Contact Dave at 319-398-5554 for more in-depth course information and to learn about flexible scheduling options.
CIPM-015-XMI18 - Begins Jan 24. 5 Wks.
MTWTWH Jones Hall Rm. 121 8:00AM-12:00PM

Combination Welder Certificate
Learn the essential skills and knowledge required to become a combination welder. By enrolling in Kirkwood’s Combination Welder Certificate program, you will receive instruction in all position welding in the areas of stick welding, MIG welding, TIG welding, AWS welder qualification prep and structural blueprint reading. Register for the certificate and save on tuition versus registering for each class individually while earning a certificate that demonstrates your welding skills. All classes meet on Saturdays except Fabrication Math/Blueprint reading. This meets on Mondays from 6-9 p.m. Bring a welding helmet and gloves, safety glasses, leather shoes, a long-sleeve shirt, ear plugs, a chipping hammer, a wire brush and pliers/vice grips on first day. The first day of class is mandatory to go through the safety orientation. Bring a welding helmet and gloves, safety glasses, leather shoes, a long-sleeve shirt, ear plugs, a chipping hammer, a wire brush and pliers/vice grips on first day. Recommended book: Welding Skills by Miller.
S Jones Hall Rm. 165 8:00AM-1:00PM
M Jones Hall Rm. 116 6:00PM-9:00PM

Fabrication Math and Blueprint Reading
Learn essential math and blueprint reading skills to become a successful fabricator and/or welder in today’s high tech manufacturing world. Companies are seeking employees with this fundamental knowledge.
Required textbook: Blueprint Reading for Welders and Fitters.
M Jones Hall Rm. 116 6:00PM-9:00PM

Stick Welding Basic
Produce quality stick welds and oxyacetylene cuts on steel using proper techniques and procedures. This hands-on course stresses safety, electrode and tip selection, machine and torch settings, weld sizing and more. The first day of class is mandatory to go through the safety orientation. Bring a welding helmet and gloves, safety glasses, leather shoes, a long-sleeve shirt, ear plugs, a chipping hammer, a wire brush and pliers/vice grips on the first day. Recommended book: Welding Skills by Miller.
S Jones Hall Rm. 165 8:00AM-1:00PM

MIG Welding Basic
Produce quality MIG welds on steel, aluminum and stainless steel using proper techniques and procedures. This hands-on course stresses safety, wire and shielding gas selection, machine settings, weld sizing and more. The first day of class is mandatory to go through the safety orientation. Bring a welding helmet and gloves, safety glasses, leather shoes, a long-sleeve shirt, ear plugs, a chipping hammer, a wire brush and pliers/vice grips on first day. Recommended book: Welding Skills by Miller.
S Jones Hall Rm. 165 8:00AM-1:00PM

TIG Welding Basic
Produce quality TIG welds on steel, aluminum and stainless steel using proper techniques and procedures. This hands-on course stresses safety, rod and tungsten selection, machine settings, weld sizing and more. The first day of class is mandatory to go through the safety orientation. Bring a welding helmet and gloves, safety glasses, leather shoes, a long-sleeve shirt, ear plugs, a chipping hammer, a wire brush and pliers/vice grips on first day. Recommended book: Welding Skills by Miller.
S Jones Hall Rm. 165 8:00AM-1:00PM

AWS Welder Qualification Prep
Increase your employability and validate your welding skills by becoming a qualified/certified welder. This hands-on course allows you to practice for any AWS, ASME, API or military weld test under the guidance of an AWS certified welding inspector. Contact 319-398-5632 for additional information. Testing costs are separate.
S Jones Hall Rm. 165 8:00AM-1:00PM

RECREATION

AEROBICS/EXERCISE

Jazzercise
It’s all about fun (and fitting into your jeans). When you love your workout, results come easily. That’s why Jazzercise blends aerobics, yoga, pilates and kickboxing movements into fun dance routines set to fresh new music. All fitness levels are welcome! One free trial class. Bring a mat or towel. Class is offered through Jazzercise. Register at the door at any time.
CRAE-000-LUT24 - Begins Jan 25.
MWF Lincoln Learning Center Rm. Gym 9:30AM-10:30AM
CRAE-000-LUT25 - Begins Jan 25.
MW Lincoln Learning Center Rm. Gym 5:45PM-6:45PM
CRAE-000-LUT26 - Begins Jan 25. 9 Wks.
MTF First Baptist Church-Church of Brethren Rm. GYM 6:00PM-7:00PM
CRAE-000-LUT27 - Begins Jan 30. 9 Wks.
S Lincoln Learning Center Rm. Gym 8:00AM-9:00AM

Night Owl Recreation
Are you a late night person and want a full workout facility to use? You will have access to two basketball courts, weight machines, free weights, cardio equipment, racquet ball courts and locker rooms. Register for a full six weeks of use or a $5 fee at the door anytime. Hours for this workout will be between 10 p.m. and 1 a.m.
CRAE-039-LUT01 - Inst. Lutz. Begins Feb 2. 6 Wks.
TTH Johnson Hall

Yoga
Yoga is an ancient exercise system for the whole person. The TriYoga method unites breath and mind with the precise natural alignments of flowing and sustained postures. Increase your strength, flexibility, energy and ability to relax. This class meets at TriYoga of Cedar Rapids, 5250 North Park Place NE, Cedar Rapids.
CRAE-220-STO33 - Begins Jan 25. 8 Wks.
M TriYoga of Cedar Rapids 5:30PM-6:50PM
CRAE-220-STO34 - Begins Jan 30. 8 Wks.
S TriYoga of Cedar Rapids 9:00AM-10:20AM

Tai Chi Basics
Tai Chi is the best known of the internal martial arts. This class focuses on learning to move with balanced alignments and coordinated breath. Develop internal power and energy to experience meditation in movement. Tai Chi has many proven health benefits. This class is an excellent foun-
Coaching Authorization Recertification

Coaching Authorization Recertification is renewable every five years. Classes, clinics and rules meetings qualify as renewal activities. We offer recertification programs in adult and child abuse training, ethics and more. For more information, check out our Web site at www.kirkwood.edu/coaching or call: Larry Lutz at 319-398-4912 or our information specialist at 319-398-5529 or 1-800-332-2055, ext 5529.

A partial listing is included in this catalog. For the complete listing, see the Web site.

To register call 319-398-1022 or 1-800-332-8833
COACHING AUTHORIZATION AND RECERTIFICATION

In Iowa, K-12 coaches must be state certified. Kirkwood’s coaching authorization and recertification programs satisfy state requirements. For more information about our ongoing classes in Belle Plaine, Cedar Rapids, Iowa City, Monticello, Washington and Williamsburg, please contact:

Larry Lutz: larry.lutz@kirkwood.edu or 319-398-4912.
Information specialist: 319-398-5529 or 1-800-332-2055, ext. 5529.
Web site: www.kirkwood.edu/coaching.

A partial listing is included in this catalog. For the complete listing, see the Web site.

www.kirkwood.edu/ce

days and times from the club schedule of early morning, noon or evening classes. Check the current schedule at www.northlandfitnessclub.com.
CRAE-NF01-LUT16 - Begins Jan 26. 8 Wks.
TH Northland Fitness
7:30PM-8:30PM

Pilates/Yoga Fusion Class
Enhance your physical and mental well-being. Exercises and postures from both yoga and pilates will leave you feeling long, strong, centered and calm.
CRAE-NF05-LUT15 - Begins Jan 26. 8 Wks.
TH Northland Fitness
9:30AM-10:30AM

Super Cycling
Experience a ride that simulates outside biking with the benefits of motivating music and certified instructors. This 45-minute class will appeal to both beginners and avid cyclists looking to reach cardio fitness goals.
CRAE-NF40-LUT04 - Begins Jan 28. 8 Wks.
TH Northland Fitness
7:00PM-7:45PM

Ultimate Body Shaping
You will meet three times per week with your trainer and have 24/7 access to the facility during this eight week session. Motivation, accountability, dedication, exercise! This program is made with you in mind. UBS is intense and includes group and personal training, cardio-kickboxing with bags, strength and resistance bands, and diet ideas to blast away fat and build lean muscle. Weekly weigh-ins, body measurements and progress reports will be provided. Please e-mail mdrake@northlandfitnessclub.com to set up your individual training schedule. Please visit our Web site www.northlandfitnessclub.com
CRAE-NF45-LUT03 - Begins Jan 25. 8 Wks.

Piyo
Piyo and yoga come together in this one hour class. Develop long lean muscles, greater flexibility and a stronger core. A great class to improve posture and decrease stress. Mats are required.
CRAE-NF55-LUT01 - Begins Jan 28. 8 Wks.
TH Northland Fitness
5:54PM-6:45PM

Body Sculpt
This will sculpt your body from head to toe. Use dumbbells, resistance tubes, stability balls, benches, and your own body weight to firmly tone and/or add definition to your body. This class will help increase your metabolism, burn calories and firm your body. This is a fast-paced, intense workout so come prepared to sweat! All are welcome to attend the 20-minute Abs/Back class immediately following.
CRAE-NL05-LUT13 - Begins Jan 25. 8 Wks.
MW New Life Fitness World - CR
5:45PM-6:45PM

Basic Step
This is a great class to learn the basics of step aerobics, or just get back in the groove, refreshing what you learned a long time ago. Class includes a warm-up and 30-40 minutes of uncomplicated step moves and patterns, toning and cool down. Beginning to intermediate level.
CRAE-NL15-LUT11 - Begins Jan 25. 8 Wks.
MW New Life Fitness World - CR
7:15PM-8:15PM

TNT-Tone-N-Tighten
This class will trim and tone your body by using different means of resistance including dumbbells, tubes, stability ball and your own body weight. Core training and balance will also be incorporated in this great workout. For all levels of fitness as modifications can be used.
CRAE-NL20-LUT02 - Begins Jan 26. 8 Wks.
TH Northland Fitness - CR
9:30AM-10:30AM

Pilates Power
This is a total body conditioning exercise method combining flexibility and strength from both eastern and western cultures. It will develop mind and body uniformity, provide balance, flexibility, strength, improve posture and focus on the “core” or power house by using the six principles of pilates. We adjust this class for all levels of fitness by using modifications so all feel challenged yet safe and successful.
CRAE-NL40-LUT07 - Begins Jan 29. 8 Wks.
F New Life Fitness World - CR
5:45PM-6:45PM

PiYo
This class blends the best of yoga and pilates together in one class. Enjoy the benefits of developing strength through length, as well as relieve stress, gain flexibility, have better joint mobility, better mental focus and clarity. You will increase your energy level, improve posture and have a better state of well-being. This class works it all--mind, body and spirit. This is for all levels of fitness. We provide mats. Please wear comfortable clothes and bring a towel.
CRAE-NL50-LUT58 - Begins Jan 26. 8 Wks.
T New Life Fitness World - CR
7:00PM-8:15PM

Yoga for Every Body
Everyone and every “body” can enjoy the benefits of this yoga class. Using Hatha yoga postures in a Vinyasa style, we link poses together in a flowing series that warms and energizes the body. This will be a mind-body workout featuring cardiovascular conditioning, functional strength, flexibility, muscle balance and relaxation. Try it, you’ll be glad you did. We provide the mats. Please wear comfortable clothing.
CRAE-NL60-LUT11 - Begins Jan 28. 8 Wks.
T New Life Fitness World - CR
7:00PM-8:00PM

AQUATICS

Aqua Aerobics Fitness
This is a fun water aerobics class for all fitness levels. It’s excellent for people with joint or range of movement issues. It’s a great class for toning, burning calories, improving motion range, enhancing your cardiovascular endurance and reducing stress. Childcare is available.
CRAQ-GP02-LUT18 - Begins Jan 25. 8 Wks.
MWF Gold Pointe Fitness Club
10:30AM-11:30AM
CRAQ-GP02-LUT19 - Begins Jan 26. 8 Wks.
TH Gold Pointe Fitness Club
4:30PM-5:30PM
CRAQ-GP02-LUT20 - Begins Jan 26. 8 Wks.
TH Gold Pointe Fitness Club
5:30PM-6:30PM

Splash! Water Aerobics
Enjoy a great cardiovascular workout designed to burn calories, trim and tone your body and still be easy on your joints. It’s a great workout for all levels of fitness with emphasis for those who need or enjoy the benefits of the environment of a pool. This workout can be modified for all fitness levels. This class meets on Mondays and Wednesdays.
CRAQ-NL01-LUT14 - Begins Jan 25. 8 Wks.
MW New Life Fitness World - CR
5:45PM-6:45PM

Splash! Water Aerobics
Enjoy a great cardiovascular workout designed to burn calories, trim and tone your body and still be easy on your joints. It’s a great workout for all levels of fitness with emphasis for those who need or enjoy the benefits of the environment of a pool. This workout can be modified for all fitness levels. This class meets on Mondays, Wednesdays and Fridays.
CRAQ-NL02-LUT09 - Begins Jan 25. 8 Wks.
MW New Life Fitness World - CR
9:30AM-10:30AM
COACHING AUTHORIZATION

Coaching Authorization Certification Seminar $325

The seminar format will complete the state required course work, coaching application, waiver and fingerprinting. We will submit state forms and transcripts directly to the Iowa Department of Education. The seminar format is offered in either two consecutive weekends (Friday nights, all day Saturdays and Sundays) or Wednesday through Sunday during the day-time. You will need to bring six rolls of 1 1/2" athletic tape and two rolls of prewrap. Upon class completion, there is an additional application fee of $150 payable to the state of Iowa for certification processing.

CRCA-000-LUT88 - Begins Feb 12. 2 Wks.
F Iowa Hall Rm. AMANA 5:00PM-10:30PM
SSU Iowa Hall Rm. AMANA 8:00AM-8:00PM

CRCA-000-LUT92 - Begins Mar 12. 2 Wks.
F Kirkwood Center for Continuing Education Rm. 124 5:00PM-10:30PM
SSU Kirkwood Center for Continuing Education Rm. 124 8:00AM-8:00PM

Liability $25

Focus on sports liability for coaches, issues and current laws, regulations and concerns. Coaching recertification credit.

CRCA-320-LUT05 - Begins Mar 18. 1 Wk.
TH Kirkwood Center for Continuing Education Rm. 123 6:00PM-7:30PM

Time Management for Coaches $25

We will cover methods and systems to help make your program more effective with limited time and resources.

CRCA-325-LUT06 - Begins Mar 11. 1 Wk.
TH Kirkwood Center for Continuing Education Rm. 123 6:00PM-7:30PM

Advanced Athletic Taping Techniques $19

Comprehensive taping including the reasons for taping, a review of basic taping and segmental taping of the body. Bring six rolls of 1 1/2" athletic tape and two rolls of prewrap.

W Kirkwood Center for Continuing Education Rm. 122 6:00PM-7:30PM

Coaching Teams vs Individuals $25

How do you keep the goals of the team and coach individual? How do you balance equal with appropriate? Get the insight to work with athletes, balance role players, develop a team concept and relate on an individual basis.

CRCA-405-LUT17 - Begins Mar 3. 1 Wk.
W Kirkwood Center for Continuing Education Rm. 129 6:00PM-7:30PM

Inside the Athletes Head $25

How many times have you heard he or she did not show up to play? Learn what needs to be done and the methods to inspire to get players to the next level.

CRCA-425-LUT17 - Begins Feb 17. 1 Wk.
W Kirkwood Center for Continuing Education Rm. 124 6:00PM-7:30PM

Nutrition and Supplements $25

What’s the best and safest way for the young athlete to make weight, gain weight and effectively train? With many over the counter supplements, new studies, myths and concerns, get the information to make the informed decisions.

CRCA-435-LUT14 - Begins Mar 25. 1 Wk.
TH Kirkwood Center for Continuing Education Rm. 129 6:00PM-7:30PM

Ethics and Winning $25

What is important and at what cost? How do you measure success and balance the growth of your program? Get the methods and tools to set your parameters.

W Kirkwood Center for Continuing Education Rm. 122 6:00PM-7:30PM

As Good As It Gets $25

How do you measure your program’s success and know what direction to take? Learn the process to set goals, objectives and help organize the present and move to the future.

CRCA-450-LUT14 - Begins Feb 3. 1 Wk.
W Kirkwood Center for Continuing Education Rm. 124 6:00PM-7:30PM

Inside the Weight Room $25

Games are won and lost in the weight room. Get the programs and learn what equipment is needed. Learn effective organization of space, time and cost. Injury prevention and training will also be covered.

CRCA-455-LUT17 - Begins Jan 27. 1 Wk.
W Kirkwood Center for Continuing Education Rm. 123 6:00PM-7:30PM

MARTIAL ARTS/SELF DEFENSE

Joong Bong Sul: Ages 12-Adults $69

Joong Bong Sul is a mixture of jujudo, modern arts, escrima and kali. This martial art, designed by Grandmaster David Bruce, utilizes (one or two) 28" bamboo or rattan sticks as extensions of your arms as tools for self-defense. This program is another excellent physical fitness program that the Bruce Tae Kwon Do Academy has to offer. The emphasis in mind is to be able to understand that what you can do with an empty hand you can do with a stick. As you progress in learning Joong Bong Sul, Grandmaster Bruce will teach you how to become proficient with the 5' and 6' bo staff, sai, nun-chaka and sword ortaido. Students may compete in weapons or demonstrations but most importantly they will learn all weapons with superior strength, speed and control. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

M Bruce Tae Kwon Do Academy 6:15PM-7:15PM
TH Bruce Tae Kwon Do Academy 5:45PM-6:45PM

Tae Kwon Do-Martial Arts $49

Tae kown do is the traditional Korean style of martial arts. This course offers increased conditioning, coordination, self-confidence and self-discipline. The class teaches practical self-defense for women, men and children as well as traditional martial arts. It is also a wonderful time for families to exercise the mind and body together. This course helps focus and builds self-confidence.

MTW Hiawatha Elementary School Rm. CAFE 6:00PM-7:00PM
MTW Hiawatha Elementary School Rm. CAFE 6:00PM-7:00PM

Japanese Karate $59

Learn traditional Japanese Shotokan karate for ages 12 and older. This teaches real karate with total self-defense application. This is not taught as a sport or with extravagant demonstrations. You will learn practical approaches to body dynamics and physical training. It’s taught by C.M. Smaby, 7th Dan master instructor with more than 45 years experience. www.japankarateiowa.com.

MW Arthur Elementary School Rm. CAFE 6:00PM-7:30PM

Martial Arts/Tae Kwon Do Ages 5-Adult $59

Tae kown do is an ancient form of martial arts practiced for many centuries in the Orient, and came to be perfected in its present form in Korea. It is not only an effective weaponless art of self-defense, but also a competitive sport and a good method of maintaining all-around fitness. Tae kown do is famous not only for its highly skilled leg techniques but for its speed and tremendous power. At its very core is a philosophy that teaches courtesy, integrity, perseverance, self-control and indomitable spirit (known collectively as The Tenets of Tae Kwon Do). This program will teach you street useful self-defense techniques that enable you to effectively protect your property, yourself and your loved ones. For ages five through adult.

Weare loose fitting, comfortable clothing.

MTWTH Bruce Tae Kwon Do Academy 7:00PM-8:00PM
TTH Taft Middle School Rm. CAFE 7:00PM-8:00PM

Brazilian Jiu-Jitsu $79

In general, jiu-jitsu is very informal and it is that way for a reason. However general and specific etiquette does exist to develop the idea of personal responsibility and respect for others within the program. Developing these values correlates directly to overall safety. The benefits of training in Brazilian jiu-jitsu are vast and profound. In addition to improving flexibility, strength, coordination and reaction time, jiu-jitsu will instill a level of self-confidence that is life changing. Consistent training in this art will improve strength of character and help develop the coveted virtue of what Brazilians call the indomitable spirit. This course is for ages 12 and up with promotions available under a true jiu-jitsu black belt, Pedro Silveria. This is an eight week introductory course. No equipment required.

MW Bruce Tae Kwon Do Academy 8:00PM-9:30PM

Basic Street Self-Defense NEW $50

Learn techniques that will allow you to escape from the most common street attacks. Instruction will include the principles of awareness, distance

To register call 319-398-1022 or 1-800-332-8833
and movement, distraction and counter attacks. Bring a towel and water. 
No equipment needed.
SU Lincoln Learning Center Rm. Gym 10:00AM-11:00AM

SPORTS
Boxer's Workout - Beginning $50
This class will provide a boxer’s workout emphasizing basic skills using drills, bag work and circuit training. Instruction will include stretching, abdominal work, shadowboxing, bag work and rope jumping. You must provide your own boxing gloves, handwraps, jump rope, towel and water bottle. Talk with the instructor at the first class before buying new equipment. This is a non-contact class.
T Lincoln Learning Center Rm. Gym 5:30PM-6:30PM

Bicycle Attire: Early Spring Weather $19
Spring is around the corner! Let us give you the low-down on cold weather riding so you can jump start your riding season in comfort. Discussion will center on appropriate clothing for different temperatures, wind and rain conditions, as well as some focus on riding safely using lights and more comfortably with finders. Protecting our core and extremities to enable us to ride in somewhat adverse conditions is our focus. “If your toes ain’t happy, ain’t nothin’ happy!” “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.
CRSP-370-LUT05 - Begins Feb 6. 1 Wk.
S Northtowne Cycling and Fitness 6:30PM-7:30PM

Bicycle Flat Tire Repair (Women Only) $19
Experience hands-on flat tire repair. Learn how to avoid flats as well as their major causes and how to make emergency repairs. Increase your independence and confidence as you become adept at the art of road side repair and decrease your concern over the inevitable. In addition to discussion and hands-on work, recommended tools and techniques will be discussed. Bring your wheel! To truly benefit from this class you need to bring a bicycle wheel, tire and tube to work on. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.
CRSP-370-LUT05 - Begins Feb 6. 1 Wk.
S Northtowne Cycling and Fitness 9:15AM-10:15AM
TH Northtowne Cycling and Fitness 6:30PM-7:30PM

Basic Bicycle Rear Derailleur Adjustment $19
Find out what those screws and dials on your back gear changer are designed for. Learn what amounts to gear “first aid” and what is “major surgery,” and know when to stop and ask for help in your repair. We will work together to adjust a rear derailleur and go into some detail as to how it works and what can easily be done to make your bike shift better. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.
CRSP-375-LUT02 - Begins Jan 23. 1 Wk.
S Northtowne Cycling and Fitness 9:15AM-10:15AM
CRSP-375-LUT03 - Begins Feb 20. 1 Wk.
S Northtowne Cycling and Fitness 9:15AM-10:15AM

Bicycle Tire Repair $19
Bring a friend and learn how to repair your flat tire, mount a tire on the rim, and basic do’s and don’ts to keep you rolling down the road. We will also cover tube repair and anatomy of the wheel. We will discuss tools and equipment you need and what to have on your bike for roadside repair. Please bring a wheel (rim, tire and inner tube).
M Horticulture/Floriculture Rm. 168 6:00PM-7:30PM
M Horticulture/Floriculture Rm. 168 6:00PM-7:30PM

Basic Bicycle Adjustment for Braking and Shifting $19
Let’s get ready to ride. Learn how to do basic adjustments to both front and rear derailleurs and brakes. Get the basic anatomy on how they work and what you can and can’t do to maximize performance.
W Horticulture/Floriculture Rm. 168 6:00PM-7:30PM

Replacing/Servicing Your Bike Chain $19
In this hands-on class with your bike, you will clean, lubricate and adjust or replace (if needed) your bike chain. If you need to replace or if you want to upgrade your chain, this is the class you need to take. Or if you just want to learn how to maintain and service your chain this class is for you also. You will need to bring your bike. If you want to replace your old chain, bring a new chain as well. A chain with a power link is recommended if you are purchasing a new chain. If you have questions, please call the instructor first at 319-398-4912.
W Horticulture/Floriculture Rm. 168 6:30PM-8:00PM

Basic Overhaul to Your Bike Brakes $19
This is a hands-on class with your bike. We will clean, lubricate, adjust and replace brake pads (if needed). You will learn the basic mechanics of brakes and how they work plus how to keep them in good operating order. We will not discuss or work on disc brakes in this class. You will need to bring your bike and Allen head tools 4mm, 5mm, 6mm (or a basic bike multi-tool if you have one). If your brake pads are worn and need to be replaced, you will also need to bring new pads.
W Horticulture/Floriculture Rm. 168 6:30PM-8:00PM

TRANSPORTATION AND SAFETY

50+ DRIVER EDUCATION
AARP Driver Safety Program Free
Learn how to handle adverse driving conditions and traffic hazards, in addition to learning about the effects of aging and medication on driving. The classroom only course is sponsored by AARP. There is no driving. There is a materials fee payable to AARP upon arrival: $12 for members and $14 for non-members.
CTDA-001-CAR06 - Begins Jan 20. 1 Wk.
W Transportation Safety Rm. 102 9:00AM-2:00PM
CTDA-001-CAR07 - Begins Feb 17. 1 Wk.
W Transportation Safety Rm. 102 9:00AM-2:00PM
CTDA-001-CAR08 - Begins Mar 17. 1 Wk.
W Transportation Safety Rm. 102 9:00AM-2:00PM

AVIATION
Private Pilot Ground School $99
Private Pilot Ground School covers the basic knowledge needed to obtain a private pilot license and to pass the FAA written exam. Materials fee approximately $80. Bring a pen and paper. Obtain your ground school kit at the Marion Airport 377-9437.
T Kirkwood Training & Outreach Services Rm. 127 6:30PM-9:30PM

Instrument Pilot Ground School $99
This course covers the basic knowledge necessary to obtain an instrument rating and to pass the FAA written exam. Materials fee approximately $96. Bring a pen and paper to the first class. Obtain your ground school kit by calling the Marion Airport at 377-9437.
M Kirkwood Training & Outreach Services Rm. 104 6:30PM-8:30PM

Driving the Bus! Get your Class B CDL with Passenger
Sign up now!
Call 1-800-332-2055, ext. 7130 or 319-398-7130

www.kirkwood.edu/ce
BOATING

America’s Boating Course  Free
Learn the safe way to have fun on the water. Learn boat and personal watercraft handling, seamanship, types of boats, boating terms, equipment, regulations, knots, weather, basic navigation, rules of the water, trailering and radio. This course may allow you to qualify for reduced insurance rates. It meets Iowa requirements for education of all boat operators ages 12-17. Materials fee $30 for course manual.
CTBO-010-CHE14 - Begins Feb 23. 5 Wks.
T Transportation Safety Rm. 101  6:30PM-9:00PM

Boating Safety for Kids  Free
Get lots of student participation and fun in learning. This six-hour class is designed for children ages 8-12 years who may boat with adults, and will be held in conjunction with the Boating Safety Course. It teaches kids not to panic and what to do in case of a boating mishap.
CTBO-015-CHE12 - Begins Mar 2. 3 Wks.
T Transportation Safety Rm. 102  6:30PM-9:00PM

CLASS A CDL TRAINING

Truck Driving Program Class A CDL  $2600
In four weeks you can be earning a good living driving a semi. There are tremendous job opportunities through our placement service. Learn the safe driving skills necessary to get your Class A CDL and a well paying job. Tuition includes books and testing with the Iowa DOT at our site. Participants are required to have a Class A permit with Air Brakes and combination vehicle endorsement, a DOT long form physical and pre-employment drug test before the first class. Call (319) 398-5529 for a brochure and more information.
CTTB-010-CAR11 - Begins Feb 1. 2 Wks.
MTWTHF Transportation Safety Rm. 103  6:00AM-4:00PM
CTTB-010-CAR12 - Begins Mar 1. 2 Wks.
MTWTHF Transportation Safety Rm. 102  8:00AM-5:00PM

CLASS B CDL TRAINING

Class B CDL Training  $800
This program is for anyone 18 years of age or older. To get a Class B CDL with passenger endorsement, you will utilize the Kirkwood Community College bus to train and test for your license. After completion of the class, you will be able to drive a tour bus or straight truck. Tuition includes training and one test day with the Iowa DOT at our site. Participants are required to have a Class B permit with Air Brakes and passenger endorsement, a DOT long form physical and pre-employment drug test before the first class. Please call 319-398-5529 for more information.
CTTB-010-CAR11 - Begins Feb 1. 2 Wks.
MTWTHF Transportation Safety Rm. 103  6:00AM-4:00PM

DRIVER EDUCATION

High School Driver Education  $375
Are you almost ready to get your drivers license? The Iowa Department of Transportation (IDOT) requires everyone under the age of 18 to go through an approved driver education course. Our course meets all IDOT guidelines and regulations. This is a 36-hour course where you will have 30 hours of classroom instruction and six hours of behind the wheel driving including time on the highway. Tuition includes books and testing with the Iowa DOT at our site. Participants are required to have a Class A permit with Air Brakes and passenger endorsement, a DOT long form physical and pre-employment drug test before the first class. Please call 319-398-5529 for more information.
TWTH Prairie High School Rm. C241  7:45AM-8:45AM
WTH Linn Mar High School Rm. 208  6:00PM-8:05PM

FORKLIFT

Power Industrial Forklift Operations  $199
This class includes classroom presentation, hands-on training and testing in various types of lifts, power lifts, lift-truck operations and inspection of lift trucks. Participants will receive certification meeting OSHA requirements upon successful completion.
S Washington Hall Rm. 004  7:00AM-3:00PM
S Washington Hall Rm. 004  7:00AM-3:00PM

To register call 319-398-1022 or 1-800-332-8833
MOTORCYCLE RIDER EDUCATION

Motorcycle Rider Safety Seminar  $35
This course is strongly recommended for anyone who is looking to hone their knowledge of riding a motorcycle in a safe and positive manner. This course will take the knowledge gained during either the Basic Rider Course or the Experienced Rider Course and incorporate five advanced modules from the Motorcycle Safety Foundation. These include: Intersections - Motorist Awareness; Street Smart - Rider Perception; Seasoned Rider; Riding Straight - Alcohol Awareness; Share the Adventure - Group Riding. No equipment is necessary as this is a classroom-based course. Kirkwood Continuing Education certificates will be awarded to persons at the completion of the course. Learners must be 14 years of age or older and have a valid Iowa driver’s license with a motorcycle endorsement or instructional permit.

S Transportation Safety Rm. 103 8:00AM-5:00PM

S Transportation Safety Rm. 103 8:00AM-5:00PM

S Transportation Safety Rm. 103 8:00AM-5:00PM

YOUTH PROGRAMS

RECREATION
Children Ages 4-8 Tae Kwon Do Tigers  $69
This class is for children ages four to eight. Tae kwon do is an ancient form of martial arts practiced for many centuries. It is a weaponless art of self-defense. It assists children with awareness of stranger danger, teaches self-control, discipline and aids in self-confidence. Attend twice a week and choose either time for this introductory class.

MTWTH Bruce Tae Kwon Do Academy Rm. CLASSROOM 4:30PM-5:15PM  
MTWTH Bruce Tae Kwon Do Academy Rm. CLASSROOM 5:30PM-6:15PM

Gatlin Online Education

<table>
<thead>
<tr>
<th>Course Offerings*</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biofuel Production Operations</td>
<td>$2595</td>
</tr>
<tr>
<td>Casino Baccarat Dealer</td>
<td>$1395</td>
</tr>
<tr>
<td>Casino Blackjack Dealer</td>
<td>$1395</td>
</tr>
<tr>
<td>Casino Poker Dealer</td>
<td>$1395</td>
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<tr>
<td>Certified Wedding Planner</td>
<td>$1395</td>
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<tr>
<td>Event Management &amp; Design</td>
<td>$1895</td>
</tr>
<tr>
<td>Forensic Computer Examiner</td>
<td>$3095</td>
</tr>
<tr>
<td>Freight Broker/Agent Training</td>
<td>$1695</td>
</tr>
<tr>
<td>Performing Comprehensive Building Assessments</td>
<td>$695</td>
</tr>
<tr>
<td>Principles of Green Buildings</td>
<td>$595</td>
</tr>
<tr>
<td>Senior Certified Sustainability Professional</td>
<td>$2495</td>
</tr>
</tbody>
</table>

*Please note: Once the course is accessed, either by requesting materials or by viewing lessons, there are no refunds.

Gatlin Education Services is the world's largest provider of online, instructor-supported training. These career-focused, non-credit online courses are designed to give you the latest in learning and to provide the skills necessary to acquire professional caliber positions. All you need is a Web-enabled computer and a desire to learn new skills that will prepare you for a new career or to update current skill sets. A team of available online professionals, anytime scheduling and educational textbooks combine to give you a relevant, interactive learning experience. Courses are self-paced and are available anytime, anywhere. Programs typically take three to six months to complete.

For more information, please visit our online instruction center at www.gatlineducation.com/kirkwood.

KICK Summer Camps 2010

Kirkwood Interactive Camps for Kids

Hey Kids! Get ready to KICK it up a notch next summer with Kirkwood’s Interactive Camps for Kids. These hands-on summer camps for youth ages 9-15 run June through August. Explore a future career, a possible college major or just have fun!

Check it out at www.kirkwood.edu/kick.

For more information, or to request a KICK brochure, contact our information specialist at 319-398-5529 or contactce@kirkwood.edu.

www.kirkwood.edu/ce
Online ED2GO Classes

WHY TAKE ONLINE COURSES?

SELF-PACED learning, when you need it, where you want it.
FLEXIBLE CLASSROOMS whether you choose to take classes at home or at the office.
AFFORDABLE PRICES without any hidden costs for travel and parking.
CURRENT AND UP-TO-DATE topics for immediate application to your work or personal development.
OUTSTANDING SELECTION of training and skill development classes.
INSTRUCTOR-FACILITATED online classes are informative, fun, convenient and highly interactive.

GET STARTED! It’s as easy 1-2-3!

1. Visit our Online Instruction Center at:
   www.ed2go.com/kirkwood
2. Click the “Orientation” link and follow the instructions to enroll and pay for your class. During orientation you will learn important information about your class. You will also be provided an opportunity to choose the name and password you will use to access your class. This step is critical! You cannot access your class until you complete orientation.
3. When your class starts, return to our Online Instruction Center and click the “Classroom” link. To begin your studies, simply log in with the name and password you provided during orientation.

All courses run for six weeks (with a two-week grace period at the end). Classes are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

REQUIREMENTS:
All classes require Internet access, e-mail, and Netscape or Microsoft Internet Explorer. Some classes may have additional requirements. Please visit our Online Instruction Center at www.ed2go.com/kirkwood for more information.

START DATES:
A new section of every online class will begin on the following dates:
January 20 • February 17 • March 17 • April 21

CLASS CATEGORIES

Computer Technology
Basic Computer Literacy
Certification Prep
Computer Applications
Computer Troubleshooting & Networking
Database Management & Programming
Digital Photography & Video
Graphic Design
The Internet
Web & Computer Programming
Web Graphics & Multimedia
Web Page Design

Personal & Professional Development
Accounting
Business Administration
Child Care & Parenting
Courses for Teaching Professionals
Entertainment Industry
Languages
Personal Development & Enrichment
Personal Finance & Wealth Building
Sales & Marketing
Start Your Own Business
Test Preparation
Writing and Publishing

This catalog does not include the entire online class listings. To view our full list of offerings, please visit our online catalog at www.ed2go.com/kirkwood.

To register call 319-398-1022 or 1-800-332-8833
To view our full list of offerings, visit [www.ed2go.com/kirkwood](http://www.ed2go.com/kirkwood)

**COMPUTER TECHNOLOGY CLASSES**

**Certification Preparation**
- A+ Certification Prep $145
- Network+ Certification Prep $145
- PMP Certification Prep 1 & 2 $145

**Computer Applications**
- Intro to Microsoft Word 2003 & 2007 $99
- Advanced Microsoft Word 2003 $99
- Intro to Microsoft Excel 2003 & 2007 $99
- Advanced Microsoft Excel 2007 $99
- Intro to Microsoft Access 2003 & 2007 $99
- Intro to Microsoft PowerPoint 2003 & 2007 $99
- Intro to Microsoft Project 2003 & 2007 $99
- Intro to Crystal Reports 10 $99
- Intro to QuickBooks 2007, 2008 or 2009 $99
- Performing Payroll in QuickBooks $99
- QuickBooks for Contractors $99
- Intro to Windows Vista $99
- Intro to Visio 2003 & 2007 $99

**Computer Troubleshooting & Networking**
- Intro to Networking $99
- Intermediate Networking $99
- Intro to PC Troubleshooting $99
- Intro to PC Security $99
- Wireless Networking $99
- Advanced PC Security $99

**Database Management & Programming**
- Creating User Requirements Documents $99
- Intro to Database Development $99
- Intro to Oracle $99
- Intermediate Oracle $99
- Intro to SQL $99
- Intro to C++ Programming $99
- Intro to C# Programming $99
- Intro to Perl Programming $99
- Intro to Visual Basic 2005 & 2008 $99
- Intro to ASP.NET $99

**Digital Photography & Digital Video**
- Discover Digital Photography $99
- Intro to Photoshop CS3 or CS4 $99
- Secrets of Better Photography $99
- Photoshop Elements 6.0/7.0 $99
- Photoshop CS3 or CS4 for the Digital Photographer $99
- Making Movies with Windows XP $99

**Graphic Design**
- Design Projects $99
- for Adobe Illustrator CS2 $99
- Intro to Microsoft Publisher 2003 & 2007 $99
- Intro to Adobe FrameMaker 7.1 $99
- Intro to Illustrator CS3 $99
- Intro to Adobe InDesign CS3 $99

**Web & Computer Programming**
- Intro to Java Programming $99
- Intermediate Java Programming $99
- Intro to CSS and XHTML $99
- Intro to Alice 2.0 Programming $99
- Intro to PHP and MySQL $99
- Intro to Alice 2.0 $99

**Web Graphics & Multimedia**
- Creating Web Graphics with Photoshop CS3 $99
- Drawing for the Absolute Beginner $99
- Intro to CorelDRAW X3 $99
- Intro to Flash 8 $99
- Intro to Flash MX2004 $99

**Web Page Design**
- Achieving Top Search Engine Positions $99
- Creating Web Pages I and II $99
- Designing Effective Web Sites $99
- Intro to Dreamweaver 8, CS3 or CS4 $99
- Intro to Microsoft FrontPage 2003 $99
- Intro to CSS and XHTML $99
- Intermediate Dreamweaver CS3 $99
- Web 2.0: Blogs, Wikis and Podcasts $99

**PERSONAL & PROFESSIONAL DEVELOPMENT**

**Accounting**
- Accounting Fundamentals $99
- Accounting Fundamentals II $99
- Creating a Successful Business Plan $99
- Intro to QuickBooks 2007, 2008 or 2009 $99
- Performing Payroll in QuickBooks $99
- QuickBooks for Contractors $99
- Intro to Peachtree Accounting 2009 $99

**Business Administration**
- Administrative Assistant Fundamentals $99
- Managing Customer Service $99
- Fundamentals of Supervision & Management $99
- Principles of Sales Management $99
- High Speed Project Management $99

**Languages**
- Beginning Braille Transcription $99
- Beginning Conversational French $99
- Grammar for ESL $99
- Speed Spanish I, II and III $99
- Instant Italian $99

**Personal Development**
- Get Assertive! $99
- Achieving Success with Difficult People $99
- Leadership $99
- Grammar Refresher $99
- Effective Business Writing $99
- Resume Writing Workshop $99
- Genealogy Basics $99
- Making Age an Asset in Your Job Search $49

**Sales & Marketing**
- Business Marketing Writing $99
- Effective Selling $99
- Principles of Sales Management $99
- Professional Sales Skills $99

**Start Your Own Business**
- Creating a Successful Business Plan $99
- Start and Operate a Home Based Business $99
- Learn to Buy and Sell on eBay $99
- Marketing Your Business on the Internet $99

**Courses for Teaching Professionals**
- Solving Classroom Discipline Problems $99
- The Creative Classroom $99
- Using the Internet in the Classroom $99
- Understanding Adolescents $99
- Survival Kit for New Teachers $99

Questions about ed2go classes?
Call 319-398-5529.

www.kirkwood.edu/ce
These innovative, interactive courses have been designed to help professionals learn job-related phrases specific to their line of work. Professionals who meet the needs of the Spanish-speaking community can build lasting business relationships in the years to come.

The Spanish-speaking community is not only the fastest growing population in the country, it is also the most loyal. Professionals who meet their needs can build lasting relationships and receive valuable business referrals in the years to come. For job seekers, functional Spanish skills can help you land a new position and often result in added salary incentives.

Features include:

- Start anytime.
- An easy-to-use interactive audio-visual course you can access online 24/7.
- Receive instant feedback to help you reinforce and retain what you’ve learned.
- Progress is automatically recorded, allowing you to pick up where you left off.
- Print out vocabulary sheets to take with you for reference on the job.
- Unlimited opportunities to retake unit tests and final exam.
- E-mail access to instructors for quick and personal feedback to your questions.
- Includes a range of fun games to help test and reinforce your new Spanish skills.

Online Spanish courses are customized for your chosen profession.

- Learn job-specific Spanish phrases you can begin using at work.
- Learn fast with innovative, interactive online lessons and vocabulary tools.
- Only $89 for six months – unlimited online access.

Courses

Spanish for Teachers
Spanish for Healthcare
Spanish for Banking
Spanish for Real Estate
Spanish for Law Enforcement**
Spanish for Corrections**
Spanish for 911/Dispatch**
Spanish for EMS and Fire**
Spanish for Park Rangers**
Spanish for Customer Service
Spanish for Travelers

**This course is not appropriate for minors. Some subject matter and Alert Words include translations of vulgar language intended only for state and local public safety professions.

To register call 319-398-1022 or 1-800-332-8833
In today’s world, technology skills are needed to find and keep employment. Technology and information management skills are needed through all industries, but especially for the fast-growing fields of business and financial occupations, professional and service occupations, management and manufacturing occupations. Currently, 95 percent of workers are required to have technical competencies in application software – such as word processing, spreadsheets, desktop publishing, presentation graphics, e-mail and databases.*

In this region alone, 56 percent of the companies surveyed in the Skills 2006 Employers’ Skills and Assessment Needs Survey indicated critical technical skills were missing from their pool of applications. These technical skills included writing and computer applications, such as understanding e-mail systems, Word, Excel and Access.

Kirkwood Continuing Education offers four software application certificate programs to help you gain critical technical competencies required to be competitive in today’s labor market, retain your current position or advance within your organization.

*U.S. Dept. of Commerce data

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<thead>
<tr>
<th>Office Professional Certificate</th>
<th>$1,095</th>
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<tr>
<td>Even the most basic tasks in today’s offices depend on technology. The demand for people with the skills to succeed in this environment is greater than ever. In this certificate program, you will be empowered as you learn how to use Microsoft Word, Outlook, Excel, PowerPoint, Publisher and Access, increasing your skills and competencies as an office professional or administrative assistant. You will also learn effective techniques for business communication and the skills required for the delivery of excellent customer service. Plus, you will earn a certificate showing you have the skills employers are looking for. This is an excellent credential for your resume. Tuition includes all textbooks and materials.</td>
<td></td>
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<tr>
<td>CCOP-450-XCH71 Mon/Wed KCCE 128</td>
<td>3/22-7/7 5:30-9:30 p.m.</td>
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<table>
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<tr>
<th>Basic Workplace Computing Certificate</th>
<th>$595</th>
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<tbody>
<tr>
<td>Learn the essentials of computing in today’s technological workplace for a wide variety of occupations. Through hands-on interactive training, you will gain a working knowledge of the fundamentals of computers through training in keyboarding, Microsoft Windows XP, Word, Excel and Outlook. This program is designed for those who want to establish basic level computer proficiencies to enter the job market. Strengthen your resume and entry level technology skills with this certificate program. Tuition includes all textbooks and materials.</td>
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<tr>
<td>CCGS-400-XCH73 Mon/Wed IC Learning Ctr Lab C</td>
<td>2/1-3/15 5:30-9:30 p.m.</td>
</tr>
<tr>
<td>CCGS-400-XCH72 Tue/Thu KTOS 132</td>
<td>2/16-3/30 5:30-9:30 p.m.</td>
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</tbody>
</table>
Advanced Workplace Computing Certificate  $895
Do you already have some basic computer skills? Take your business computing skills to the next level through our advanced training in Microsoft Office applications. You will receive hands-on training on intermediate and advanced skills in Microsoft Word and Excel. You will also learn the required skills for basic and intermediate level Access, along with the basics of PowerPoint and Publisher. These advanced-level skills are used in many professions such as project management, operations, administrative, management and health care. Classes use real world examples to give you the tools to succeed. This certificate is a great addition to your resume, especially if you already have mastered the beginning level software applications. Tuition includes all textbooks and materials.

CCOP-400-XCH67
Tue/Thu  KCCE 128  1/19-3/23  5:30-9:30 p.m.

CCOP-400-XCH73
Mon/Wed  IC Learning Ctr Lab C  3/22-5/24  5:30-9:30 p.m.

Business Computing Professional Certificate  $1,195
Save even more by registering for our comprehensive business computing solution. In this program, you will complete both the Basic Workplace Computing certificate and the Advanced Workplace Computing certificate, earning a certificate as a business computing professional. This certificate provides you A to Z mastery of numerous software applications used in today's technological workplace. Tuition includes all textbooks and materials.

CCOP-500-XCH73
Mon/Wed  IC Learning Ctr Lab C  2/1-5/24  5:30-9:30 p.m.

CCOP-500-XCH72
Tue/Thu  KTOS 132  2/2-6/8  5:30-9:30 p.m.

Certificates may also be earned by taking the classes online or individually. Discounts may not apply.
Call 319-398-5529 for more information.

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<td>Keyboarding for Computers</td>
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<td>PowerPoint Basics</td>
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<td>Business Writing</td>
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<td>Excellence in Service</td>
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<td>Final Project</td>
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<td>Price, including all books and materials</td>
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<td>$895</td>
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<td>Savings versus taking the classes individually</td>
<td>$380</td>
<td>$50</td>
<td>$170</td>
<td>$295</td>
</tr>
</tbody>
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To register call 319-398-1022 or 1-800-332-8833
### Computer Classes

**COMPUTERS**

**COMPUTING FOR 50+**

**All About Computers for 50+**

$400

Are you feeling like it’s time to “rewire?” Are your colleagues and family members asking for your e-mail address? Or, have you decided it is just time to learn more about the world of computers? Whatever the case, sign up for this series of five classes which includes computer basics, Office 2007, PC security, Web and e-mail, designed specifically for the baby boomer audience. You will gain a good understanding of how your computer functions, learn all it can do and what new doors the world of computers can open for you. Also included in the series of classes is a free storage device (flash drive) to save all your files you receive in class to take home and use long after class ends. Save $115 versus taking classes individually. That’s the same as getting one class for free! Tuition includes all textbooks and a flash drive.

MW Iowa City Learning Center Rm. C 3:00PM-5:00PM

**Computer Basics for 50+**

$125

Learn how to use your computer in a fun and relaxed environment. Start with introductory computer concepts and basic navigation concepts such as using the mouse, cursor, the desktop and the taskbar. The fundamentals of word processing are covered using Word 2007. Also learn about basic file browsing and file management. Learn about browsing the Web with Internet Explorer, perform searches, and create and manage your favorite Web sites. Webmail, e-mail attachments, and e-mail security including scams, phishing and spam are also discussed. Tuition includes a textbook. Bring a flash drive to take home files used in class. Note - if taking All About Computers for 50+, the flash drive is included.

MW Iowa City Learning Center Rm. C 3:00PM-5:00PM

**Welcome to the Web for 50+**

$85

Learn all about the Internet and what it has to offer. This course provides a thorough overview of various Web-related tasks. Learn to navigate with the address bar, hyperlinks, and the back and forward buttons. Learn how to designate favorite sites and print Web pages. Advanced searches and using the links bar are also discussed. You will also learn about Internet-related risks and how you can protect the personal information on your computers. Learn how to make purchases from online stores and auction sites, make online banking transactions and how to do product research. Identity theft protection and phishing are also covered. The class will also cover searching for a job online and how to upload a resume from a Word document to a job search Web site. Get the most you can out of this useful application. Tuition includes a textbook. Bring a flash drive to take home files used in class. Note - if taking All About Computers for 50+, the flash drive is included.

W Kirkwood Training & Outreach Services Rm. 134 5:30PM-7:30PM
MW Kirkwood Training & Outreach Services Rm. 134 5:30PM-8:30PM

**Discover E-mail for 50+**

$85

Get a thorough overview of various e-mail-related tasks. Begin with the basics of sending, receiving, and replying to e-mail messages using a webmail account. You then learn to open attachments and attach files to outgoing e-mail messages. Also learn about common e-mail-related security threats and e-mail spam. Practice sending messages. Create a list to send messages to the same group with a single command, and create and use a signature with e-mail messages. Create new folders and use these folders to organize and archive messages. You also learn about spam, techniques to avoid spam, and how to flag messages for future references. Compare webmail to traditional e-mail programs. Bring a flash drive to take home files used in class. Note - if taking All About Computers for 50+, the flash drive is included.

Discover E-mail for 50+ - Inst. Frevert. Begins Feb 1. 2 Wks.
MW Kirkwood Training & Outreach Services Rm. 134 5:30PM-7:30PM

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### All About Computers for 50+

Get “rewired” and learn more about the world of computers. This series of five classes is designed specifically for the baby boomer audience and includes computer basics, Office 2007, PC security, Web and e-mail. You will develop a good understanding of how your computer functions and open new doors to the world of computers.

**Save money!** Register for the series of five classes and save $115 versus taking classes individually. The series of classes meets four hours per week for 12 weeks. Tuition includes all textbooks and a flash drive.

**Section #: CCCS-500-XVO78** 3/15-10/6/7/10 Tuition: $400

**Classes may also be taken individually.**

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<thead>
<tr>
<th>Class</th>
<th>Course #</th>
<th>Days</th>
<th>Dates</th>
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<tr>
<td>Computer Basics for 50+</td>
<td>CCCS-510-XVO78</td>
<td>M/W</td>
<td>3/15-3/31</td>
<td>IC Learning Ctr Lab C</td>
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<td>IC Learning Ctr Lab C</td>
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<td>$ 85</td>
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</tbody>
</table>

To register, call 319-398-1022 or 800-332-8833 or visit www.kirkwood.edu/ce.
Professional Skills Development Certificate

Obtain the skills required to be competitive in today’s job market. This certificate is ideal for those wanting to re-enter the workforce, advance to a higher position or change careers.

According to the Skills 2010 Survey conducted by Kirkwood Community College, 73 percent of area employers reported job applicants did not have the essential foundational skills desired. Among those companies surveyed, 59 percent felt their incumbent workforce was missing critical core skills.

The curriculum consists of professional development and computer training courses including online courses and lab practice sessions to enhance your competence and improve employability. Topics have been chosen based on current industry and workforce needs of area employers. Tuition includes Iowa’s National Career Readiness Certificate Assessment, instructional materials and textbooks.

Classes included in the certificate program:

- WorkKeys Skills Assessment
- Keyboarding
- Essential Communication Skills
- Workplace Problem Solving
- Business Writing
- Introduction to Windows XP
- MS Office Word 2007 Level 1 & 2
- MS Office Excel 2007 Level 1 & 2
- MS Office Access 2007 Level 1 & 2
- MS Office PowerPoint 2007 Level 1 & 2
- MS Office Outlook 2007 Level 1
- Difficult Discussions-Positive Outcomes
- Ed2Go Online Class Offerings
- Computer Testing/Project Class
- Computer Labs

For more information about the National Career Readiness Certificate and supporting employers, visit www.kirkwood.edu/skillsadvantage.

Tue/Wed/Thu, January 19-April 29, 9 a.m.-1:30 p.m. Kirkwood Center for Continuing Education Section#: CCGS-405-XVO10 Tuition: $1,849

Digital Cameras Made Simple for 50+ $95

Are you new to the world of digital cameras? This fun class is a basic and easy way to learn how to transfer your photos from your camera to your computer, organize your photographs and back up your photos. You will learn how to rename your photos and select them for printing. You will also learn how to transfer your photos from your computer to a USB flash drive and review them in a slide show. You are invited to bring your camera with a few pictures, the USB connection cable for your camera to your computer and a USB flash drive. Basic computer experience is recommended.

TTH Kirkwood Center for Continuing Education Rm. 127 3:00PM-5:00PM

TTH Iowa City Learning Center Rm. A 3:00PM-5:00PM

GETTING STARTED & THE INTERNET

Introduction to Windows XP $125

Learn the basics of the operating system Microsoft Windows XP. Work with the accessory programs, manage files and folders, and learn how to customize the appearance of your computer’s desktop. Some basic computer knowledge is recommended. Tuition includes a textbook.


MS Office Word 2007 Level 1 $145

Learn the basics of Microsoft Word in a slower-paced environment. Learn how to create, save, edit and print documents. Also learn how to move, copy, format documents use proofing tools, tabs and indents. Create mail merge documents, label and envelopes. This beginning level class will help you with basic document preparation. Introduction to XP or equivalent experience recommended. Tuition includes a textbook.


MS Office Word 2007 Level 2 $145

Build on the skills learned in the MS Office Level 1 course. This course is presented in a slower-paced environment than the Word Intermediate 2007 course. You will create, sort, format, merge and perform calculations in tables. Learn about section breaks, columns, WordArt, clip art and themes. Work with shapes, picture, editing, inserting and formatting SmartArt, and formatting the page background. Learn about templates and how to crest you own template. Word Level 1 or equivalent experience is recommended. Tuition includes a textbook.


MS Office Excel 2007 Level 1 $145

Learn to use Microsoft’s powerful spreadsheet application that is an essential tool for today’s workplace. Learn the basic concepts of Excel in this slower-paced class. Discover how to build, edit and format spreadsheets, design charts, and create basic and complex formulas and functions. Introduction to XP or equivalent experience recommended. Tuition induces a textbook.


MS Office Excel 2007 Level 2 $145

Build on the skills learned in the MS Office Excel Level 1 course. This course is presented in a slower-paced environment than the Excel Intermediate 2007 course. In this hands-on course learn how to prepare workbooks and create custom views, sort worksheet rows, freeze headings and split worksheet windows. Discover how to insert art, draw, move, size, rotate and add styles, and create SmartArt. Learn about worksheet protection, setting a password and attaching a digital signature. Copy and move worksheets, copy formatting between worksheets and use linked formulas. Understand how to create hyperlinks to areas within the workbook and to other documents. Excel Level 1 or equivalent experience is recommended. Tuition includes a textbook.


MS Office Access 2007 Level 1 $145

Learn basic database functions with Microsoft Access 2007. Learn the basic concepts of Access in this slower paced class. Discover what database objects, forms, reports and queries are. Learn to add, delete, edit and filter records. You will design and create your own database, generate reports, create queries and build a table from an Excel worksheet. Work with queries and wizards, and learn about database management. Also discover how to modify table structures, set Lookup fields and field properties and

To register call 319-398-1022 or 1-800-332-8833

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analyze and document a database. Introduction to XP and Word Level 1 or equivalent experience recommended. Tuition includes a textbook. CCGS-061-XVO10 - Inst. Hildenbrand. Begins Mar 23. 1 Wk.
TW Kirkwood Center for Continuing Education Rm. 128 9:00AM-1:30PM
TH Kirkwood Center for Continuing Education Rm. 128 9:00AM-12:00PM

ebay Selling for Beginners $35
Do you want to be a successful seller on ebay, but don’t know how to get started? Find out how from an experienced ebay seller and certified ebay education specialist. You will learn how to get started, do research, create effective listings and complete your sale. CCGS-200-TV011 - Inst. Beer. Begins Feb 11. 1 Wk.
TH Nielsen Hall Rm. 206 5:30PM-7:30PM

The Basics of ebay Selling $95
Do you want to be successful selling on ebay? Join this eBay education specialist who is also an eBay seller with more than 10 years of experience. You will learn all the basics including how to open a seller account, research and create listings, set pricing, monitor your listing, open and use a PayPal account, and complete your sale. CCGS-210-CHE78 - Inst. Beer. Begins Jan 22. 1 Wk.
F Iowa City Learning Center Rm. A 9:00AM-4:00PM

Using Social Media in Business NEW $89
Are you worried that the social networking world is moving ahead in the marketplace without you? You will learn how to use LinkedIn, Facebook, Twitter, Scribd, SlideShare and other social media tools to connect with clients, vendors and customers and stay ahead of competitors. You will learn the basics of various social networks, start your own accounts and start using them to advance your business. CCGS-350-VOG02 - Inst. Buttry. Begins Feb 16. 1 Wk.
TWTH Iowa City Learning Center Rm. A 5:30PM-8:30PM

Getting Started with Twitter $49
If you are confused over all the hype about Twitter, this is your opportunity to learn about the fast-growing social media tool. You will start your own account and learn how to use Twitter to connect with family, friends and business contacts. You will start using Twitter for fun, news and work. In addition, learn how to use tools such as hashtags, compressed URLs, Twitter search and twitpic to find and share helpful information. CCGS-375-VOG02 - Inst. Buttry. Begins Feb 25. 1 Wk.
TH Kirkwood Center for Continuing Education Rm. 128 9:00AM-4:00PM

Professional Skills Development Certificate $1849
According to the Skills 2010 Survey conducted by Kirkwood Community College, 73 percent of employers reported job applicants did not have the essential foundational skills desired. Among those companies surveyed, 59 percent felt their incumbent workforce was missing critical core skills. Enhance and develop the skills needed to compete in today’s workforce. This certificate is ideal for those wanting to re-enter the workforce, advance to a higher position or change careers. The curriculum consists of 33 hours of professional development courses including problem solving, communication skills, business writing and crucial conversations. There are 111 hours of computer training courses including keyboarding, XP, Word, Excel, Access, Outlook and PowerPoint. Also included is 30 hours of lab practice sessions to enhance your competence and improve employability along with two online courses. Some online coursework will be done during class time and the rest at students own pace at home. Topics have been chosen based on current industry and workforce needs of the employment area. Tuition includes the Iowa’s National Career Readiness Certificate Assessment (recognized by more than 100 employers), instructional materials and textbooks required for each class. Go to www.kirkwood.edu/skillsadvantage to learn more about the National Career Readiness Certificate and supporting employers.
TWTH Kirkwood Center for Continuing Education Rm. 128 9:00AM-1:30PM

Security and Maintenance for Your Home Computer NEW $125
Keep your computer secure! This class is designed for the home user. Understand the security risks you can encounter and the actions needed to overcome these risks. Become skilled with user account types and management; how to install, update and uninstall software and hardware; hard drive maintenance, including disk cleanup, check disk and disk defragmenter. Discover what e-mail spam and phishing are and how to protect your computer from them. Also covered are topics on installing and using firewalls, Internet Explorer 7 security settings and how to communicate effectively with technical support personnel. Tuition includes a textbook. CCGS-820-VOG03 - Inst. Dawson. Begins Mar 23. 1 Wk.
TH Iowa City Learning Center Rm. A 5:30PM-9:30PM

Building Your Digital Profile NEW $49
How well do you know what prospective employers, clients or colleagues are finding when they research you online and start drawing conclusions about you? In this course, you will develop a Google profile and learn how to present your story effectively through LinkedIn and other social media. An effective digital profile is an invaluable tool for finding a new job or connecting with new clients and customers in your current job.
TH Kirkwood Training & Outreach Services Rm. 134 6:00PM-8:00PM

iPhone Tips and Tricks NEW $49
Learn how to set up all the iPhone essentials. Discover tips, tricks and short cuts to help you use your iPhone efficiently. Uncover the ins and outs of the App Store, where thousands of programs for your iPhone wait to be downloaded. Check out the best accessories and learn ways to avoid the potential pitfalls of iPhone ownership. Bring your questions to share with the class.
W Iowa City Learning Center Rm. C 5:30PM-9:30PM

OFFICE PRODUCTIVITY

Keyboarding for Computers $95
Why do you need to know how to keyboard by touch? One word: speed. You will learn the alphabetic keyboard, practice alphanumeric skills and apply those skills to word processing situations you are likely to encounter. CCOP-150-XVO10 - Inst. Crawley. Begins Jan 20. 2 Wks.
TWTH Kirkwood Center for Continuing Education Rm. 128 9:00AM-12:00PM

QuickBooks $145
Learn practical knowledge about QuickBooks from an accounting perspective. Learn to set up accounts, categorize transactions, add transactions to register, transfer funds, split transactions, transaction schedule, balance accounts and create reports. Also learn how to use graphics, mortgage, loan tracking and category groups. Create and use investment accounts and budgeting. The 2008 version of QuickBooks will be used in class. Tuition includes a textbook.
TH Kirkwood Training & Outreach Services Rm. 134 5:30PM-8:30PM

More with QuickBooks $145
If you know the basics of QuickBooks but want to learn more about the program, this is the course for you. Through lecture and hands-on proj-
Kirkwood Continuing Education now offers you an even greater way to start your pathway to a career!

You now have the opportunity to receive college credit for Kirkwood Continuing Education certificate offerings. Take advantage of successful completion of the certificates listed below and take your education to the next level. Apply what you have learned and get a head start on a number of Kirkwood’s academic programs. Kirkwood offers certificate, diploma and degree programs designed to provide the training and expertise you need to start your new career in as short as one year.

Classes that count towards earning credit upon successful completion of the listed Continuing Education certificates:

<table>
<thead>
<tr>
<th>Continuing Education Certificate</th>
<th>Credit Course and Section No.</th>
<th>Credit Hrs.</th>
<th>Credit Programs Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Web Site Development</td>
<td>CIS 207 Fundamentals of Web Programming</td>
<td>3</td>
<td>Computer Support Specialist**, Web Application Developer, Web Graphic Designer, Web Marketing Specialist</td>
</tr>
<tr>
<td>Java Programmer</td>
<td>CIS 128 Programming Concepts</td>
<td>3</td>
<td>Computer Support Specialist**, Web Graphic Designer, Geographic Information Systems</td>
</tr>
<tr>
<td>A+ Certification Prep *</td>
<td>NET 122 Computer Hardware Basics and NET 137 Advanced PC Concepts</td>
<td>3</td>
<td>LAN Management, Computer Support Specialist**</td>
</tr>
<tr>
<td>Network+ Certification Prep *</td>
<td>NET 154 Networking Basics</td>
<td>3</td>
<td>Computer Support Specialist**, PC Technician</td>
</tr>
<tr>
<td>Security+ Certification Prep *</td>
<td>NET 600 Network Security Basics</td>
<td>3</td>
<td>Computer Support Specialist**</td>
</tr>
</tbody>
</table>

*You must have CompTIA certification to receive credit. **Now offered as an evening/weekend scheduling option.

Continuing Education certificates awarded prior to September 2006 do not meet requirements of Pathways to Careers programs.

For a complete listing of Kirkwood credit programs, visit www.kirkwood.edu/programs.
For more information and to verify eligibility, please contact Evone Vognsen at 319-398-5487 or evone.vognsen@kirkwood.edu.

To register call 319-398-1022 or 1-800-332-8833
BOOKKEEPING COMPUTER CERTIFICATE

This certificate is designed for you—the busy adult who desires to learn the technical skills essential for bookkeeping-related positions. Learn the most popular accounting applications for small to medium-sized businesses while also learning the essentials of spreadsheets and databases. Whether for a home-based business, your employer or your next career, you can develop the necessary skills to understand the applications used in the bookkeeping industry.

Career Opportunities: According to the U.S. Bureau of Labor Statistics, approximately two million people worked as bookkeepers and accounting assistants in 2008. Jobs for trained bookkeepers will be available in all types of industries and organizations, particularly those with up-to-date skills in accounting software. In 2008, the annual mean salary for bookkeepers was $33,800.

Courses included in the certificate program:
- Accounting/Bookkeeping Concepts 1 & 2
- Windows XP Basics
- Word Basics
- Excel Basics
- Excel Intermediate
- Access Basics
- Quick Books 2009
- More with QuickBooks 2009
- Final Project

CBEM-328-XCH75  Mon  KTOS 133  3/15-5/17  6-9 p.m.
Mon/Wed  KTOS 134  5/24-8/4  5:30-9:30 p.m.

Register for the certificate and save more than $200 versus taking the classes individually AND earn a Kirkwood certificate. Tuition includes all course textbooks, materials and online training tools. Tuition: $1,095.

Certificates may also be earned by taking the classes online or individually, discount may not apply. Call 319-398-5529 for more information.

With Microsoft Office 2007, harness the power of Microsoft’s powerful word processing program. Create, sort, format, merge and perform calculations in tables. With section breaks, columns, WordArt, clip art and themes. Also create custom Building Blocks. Learn to create a promotional brochure including setting page orientation and size, working with shapes, picture editing, inserting and formatting SmartArt, and formatting the page background. Learn to create a research paper that includes footnotes and endnotes, headers and footers, and captions and a table of figures. Learn about built-in templates, and learn to create your own template. Word Basics or equivalent experience is recommended. Tuition includes a textbook.

Microsoft Office 2007 Overview $145

Learn the basics of the following Microsoft Office 2007 applications: Word, Excel, Access and PowerPoint. Learn to write letters, create flyers, use WordArt, clip art and special text effects. Learn the fundamentals of working with electronic spreadsheets with Excel. You will enter and edit data, construct simple formulas, and depict data using column and pie charts. Create a database that tracks vital information in Access. Learn how to create presentations with PowerPoint. You will work with design themes, layouts, add clip art and learn how to deliver a slide show. This is a great course to get a good overall introduction to the Microsoft suite of applications you can build on with more advanced classes. Tuition includes a textbook.

Word Basics 2007 $125

With Microsoft Office 2007, learn the basics of word processing with Microsoft Word. You will learn how to create, save, edit and print documents. Also learn additional editing techniques such as how to move, copy, format documents, use proofing tools, tabs and indents. Create mail merge documents, labels and envelopes. This beginning-level class will help you with basic document preparation. Microsoft Windows Basics or equivalent experience recommended. Tuition includes a textbook.

Word Intermediate 2007 $125

With Microsoft Office 2007, harness the power of Microsoft’s powerful word processing program. Create, sort, format, merge and perform calculations in tables. Work with section breaks, columns, WordArt, clip art and themes. Also create custom Building Blocks. Learn to create a promotional brochure including setting page orientation and size, working with shapes, picture editing, inserting and formatting SmartArt, and formatting the page background. Learn to create a research paper that includes footnotes and endnotes, headers and footers, and captions and a table of figures. Learn about built-in templates, and learn to create your own template. Word Basics or equivalent experience is recommended. Tuition includes a textbook.

Excel Basics 2007 $125

With Microsoft Office 2007, become a master Word user. In this course, learn to organize a long document with a table of contents, an index, headers and footers, and cross-references. Discover how to use Track Changes. Add comments to a document, send a document for review via e-mail, and combine documents from multiple reviewers. Also learn to add a password to a document and apply editing restrictions, combine reviewed documents without Track Changes, and use the Highlighter. Understand how to create and edit macros and forms. Find out how to share and secure content by providing compatibility, using the Document Inspector, controlling document access and applying digital signatures. Finally, understand how to integrate Word with other Office applications and Web pages. Word Intermediate or equivalent experience is recommended. Tuition includes a textbook.

Certicates may also be earned by taking the classes online or individually, discount may not apply. Call 319-398-5529 for more information.

www.kirkwood.edu/ce
Excel Intermediate 2007  $125
Using Microsoft Office 2007, take your spreadsheet skills to the next level. In this hands-on course learn how to prepare workbooks and create custom views. Sort worksheet rows, freeze headings and split worksheet windows. Learn to set print options. Discover how to insert art; draw, move, size, rotate, and add styles; and create SmartArt. You will use Office templates and create custom templates. Learn about worksheet protection, setting a password and attaching a digital signature. Copy and move worksheets, copy formatting between worksheets and use linked formulas. Understand how to create hyperlinks to areas within the workbook and to other documents. Excel Basics or equivalent experience is recommended. Tuition includes a textbook.
TTH Kirkwood Center for Continuing Education Rm. 128 5:30PM-9:30PM

Excel Advanced 2007  $125
Using Microsoft Office 2007, master the skills of Excel. In this course, you will work with advanced Excel features. You will create and format PivotTable and PivotCharts, and create macros to automate routine tasks. Use the PMT and FV functions, as well as Goal Seek, Solver, the Analysis ToolPak and the Scenario Manager. Learn to use 3-D cell references and use the HLOOKUP, VLOOKUP and IF functions. Consolidate data from detail worksheets and group worksheets. Discover how to use Data Validation and Conditional Formatting. Learn about data tables and trendlines. Excel Intermediate or equivalent experience recommended. Tuition includes a textbook.
TTH Kirkwood Center for Continuing Education Rm. 128 5:30PM-9:30PM

Bring and Build - Excel  $125
Do you have a spreadsheet you are creating for your workplace or some other use? This is the perfect class to get the assistance you need to build a spreadsheet utilizing the expertise of our instructors. Although some class time will be spent in reviewing Excel concepts, previous experience with Excel is highly recommended. Class is three sessions. Tuition includes a textbook. Bring a flash drive to class to save your file.
MW Kirkwood Center for Continuing Education Rm. 127 6:00PM-9:00PM

PowerPoint Basics 2007 $125
With Microsoft Office 2007, learn to create and modify slides and presentations by using clip art, WordArt and charts, templates and presentation options. Learn how to add speaker notes and slide headers and footers. Insert multimedia content, including audio and video, and configure your presentation to run automatically as if on autopilot. Discover how to use tables to aid in the placement of data and customize built-in document themes and color schemes. Windows Basics and Word Basics or equivalent experience is recommended. Tuition includes a textbook.
TTH Kirkwood Center for Continuing Education Rm. 128 5:30PM-9:30PM

Bring and Build - PowerPoint  $125
Do you have a presentation you need to create for work or personal use? Bring a project you are working on to this class and build your presentation using Microsoft PowerPoint in class. The first class will review some basics of the PowerPoint application while the remainder of class time will be spent creating your own presentation utilizing the expertise of your instructors. Previous experience with PowerPoint is recommended. Class is three sessions. Tuition includes a textbook. Bring a flash drive to class to save your file.
MW Kirkwood Center for Continuing Education Rm. 128 6:00PM-9:00PM

Access Basics 2007  $125
Utilizing Microsoft Office 2007, learn basic database functions with Microsoft Access 2007. Open, navigate and close database objects, view forms and reports, and look at queries. Add records to a table using the datasheet and use a database to sort, delete, edit and filter records. You will design and create your own database, generate reports, create queries and build a table from an Excel worksheet. Learn to create tables using Table Design View, append records to a table, work with queries and wizards, and learn about database management. Also discover how to modify table structures, set Lookup fields and field properties, and analyze and document a database. Windows Basics and Word Basics or equivalent experience is recommended. Tuition includes a textbook.
MW Iowa City Learning Center Rm. A 5:30PM-9:30PM

Access Intermediate 2007  $125
Using Microsoft Office 2007, analyze table relationships, design select queries and customize reports. Access Basics or equivalent experience is recommended. Tuition includes a textbook.
TTH Kirkwood Center for Continuing Education Rm. 128 5:30PM-9:30PM

TTH Kirkwood Center for Continuing Education Rm. 128 5:30PM-9:30PM

Bring and Build - MS Access 2007  $145
Do you have a database you are creating for your workplace or some other use? This is the perfect class to get the assistance you need to build a database with queries, reports, tables and forms utilizing the expertise of our instructors. Although some class time will be spent in reviewing Access

Graphic Design Certificate

Looking to launch your career as a graphic designer? The Graphic Design Certificate program imparts the fundamental technical and aesthetic skills required for this challenging field. Explore the art of communicating visually. This certificate provides essential skills needed to produce graphics for print, advertising and other media.

As of March 2008, the mean yearly wage for graphic designers in Iowa was $33,220. Overall employment for graphic designers is projected to grow by 10 percent between 2006 and 2016. Graphic designers with Web site design and animation experience will especially be needed as demand increases for design projects for interactive media. Source: U.S. Department of Labor.

Classes included in the certificate program:
• Photoshop CS3 Basics
• Photoshop CS3 Advanced
• Illustrator CS3 Basics
• InDesign CS3 Basics
• InDesign CS3 Advanced
• Basic Acrobat Professional
• Principles of Graphic Design
• Final Graphic Design Project
• Two Lab Sessions

CCPD-600-XV074 Mon/Wed 2/15-5/19
KTOS 134 5:30-9:30 p.m.

Tuition: $995, includes textbooks.

To register, call 319-398-1022 or 1-800-332-8833 or visit www.kirkwood.edu/ce.
NEW

PUBLISHING & DESIGN

Principles of Graphic Design $149

Get a better understanding of the basics of graphic design by studying the elements and principles that govern effective design and page layout. Graphic design is the art of combining text and graphics to communicate an effective message through logos, graphics, brochures, newsletters, posters, signs, and any other type of visual communication. Designers utilize elements such as lines, shapes, sizes, textures and colors as well as principles of graphic design including balance, unity, alignment, consistency, contrast and white space. Tuition includes a textbook.


MW Kirkwood Training & Outreach Services Rm. 134 5:30PM-8:30PM

Microsoft Publisher 2007 $145

Have you ever wanted to create your own brochure, handout or flyer? You can with Microsoft Publisher 2007! In this course you will learn the techniques to create stunning publications. Topics covered include text boxes, bullets, font characteristics, borders and fill colors. You will use proofreading tools, spelling checker and AutoCorrect. Incorporate clip art, pictures, WordArt and BorderArt. Learn about Design Gallery objects. You will create an e-mail letter and insert hyperlinks. Also discover how to edit a logo design and use the Design Checker. Understand how to create business publications. Work with Publisher tables, mail merge and catalog merge. Tuition includes a textbook. Basic computer experience is recommended.


TTH Kirkwood Training & Outreach Services Rm. 132 5:30PM-8:30PM

Bring and Build - MS Publisher 2007 $145

Do you have a brochure, flyer, or other publication you want to create? This is the perfect class to get the assistance you need to build and produce a great looking publication utilizing the expertise of our instructors. Although some class time will be spent in reviewing Publisher concepts, previous experience with Microsoft Publisher is highly recommended. Class is three sessions. Tuition includes a textbook. Bring a flash drive to class to save your files.


TTH Kirkwood Training & Outreach Services Rm. 132 6:00PM-9:00PM

Illustrator Basics $145

You do not need to be a professional artist to create beautiful graphics using Adobe Illustrator. This class will introduce the main tools and time-saving tricks for creating sharp and crisp artwork. Illustrator now provides 3-D, an amazing tracing tool, powerful text editing and easy integration with other Adobe programs such as Flash, Photoshop and InDesign. Previous experience with creating, saving and editing text and previous experience with an Adobe application is helpful but not required. Tuition includes a textbook.


TTH Kirkwood Training & Outreach Services Rm. 134 5:30PM-9:30PM

InDesign Basics $175

Don’t miss this opportunity to take a tour of Adobe InDesign for desktop publishing. Learn the latest techniques for working with text and graphics to create multiple page layouts. Using Adobe’s familiar tools and palettes, you will find it easy to create professional looking newsletters, flyers, posters and PDF files. Previous experience with creating, saving and editing text and previous experience with an Adobe application is helpful but not required. Tuition includes a textbook.


MW Iowa City Learning Center Rm. A 5:30PM-8:30PM

InDesign Advanced $175

Further your knowledge of InDesign in this advanced level class. Learn how to use InDesign to create professional-looking layouts more efficiently. Learn how to set up multi-page spreads, work with vector paths and format type using advanced features. Also learn to create lighting effects, adjust transparency, define object styles and explore the use of tables in a document. Explore how to use the story editor and manage long documents.


MW Iowa City Learning Center Rm. A 5:30PM-8:30PM

Photoshop Basics $175

In this introduction to Adobe Photoshop you will learn the fundamentals of how this powerful image editing program functions. Class will cover the basics of the menus, tools and palettes, and touch on layers, selections and masking. You’ll learn simplified processes for correcting flaws in your images, enhancing the final product, adding text, and preparing image files for e-mail and the Web, all while learning the powerful tools that make this program so popular and unique in the world of digital editing.


TTH Iowa City Learning Center Rm. A 5:30PM-8:30PM


MW Kirkwood Training & Outreach Services Rm. 134 5:30PM-8:30PM

Photoshop Advanced $175

Add to your basic knowledge of Photoshop. Use Quick Mask mode, alpha channels and layer masks to isolate image areas. Create clipping groups to use one layer’s contents to mask another’s. Create vector paths as tools for...
CERTIFICATE IN WEB SITE DESIGN

Do you want to learn the latest software to build the best Web sites? This program will guide you through client-side Web site development, from the very basics to the finished Web-ready product. Learn techniques and principles of Web design, HTML and HTML-authoring tools like Macromedia’s Dreamweaver. Design graphics and animations for the Web using Fireworks and Flash. Courses included in the certificate program:

- Designing Effective Web Sites
- HTML Level I & Cascading Style Sheets
- Dreamweaver I & II
- Fireworks Level I & II
- Flash Level I & II
- Final Web Project
- Three Lab Sessions

CCWD-400-XCH69 Tue/Thu 1/5-4/8 IC Learning Ctr Lab C 5:30-9:30 p.m.
CCWD-400-XCH70 Mon/Wed 1/25-4/28 KTOs 132 5:30-9:30 p.m.

Register for the certificate and save more than $100 versus taking the classes individually AND earn a Kirkwood certificate. Tuition includes all course textbooks and materials. Tuition: $1295.

CERTIFICATE IN WEB SITE DEVELOPMENT

Every organization today must have a presence on the Web and each Web site requires a developer. The developer determines a strategy for making effective use of the Web. They architect, design, program and maintain the site. This certificate focuses on the technical aspects of Web development. Once you complete this certificate, you will understand the basic technologies that integrate the Web browser and server into an organization’s application environment. You will be on your way to assuming responsibility for the design, development and delivery of successful Web-based solutions. Program interactive Web sites using technologies and languages including HTML, Java Script, Perl, PHP and MySQL, and AJAX. Learn to create sites that are easy to maintain.

Career Opportunities: According to the U.S. Department of Labor, the growth of electronic commerce and the integration of Internet technologies into business have resulted in an increasing need for specialists who can develop and support Internet and intranet applications. There is a need for specialists who can integrate technologies into existing networks. Explosive growth is expected to fuel demand for knowledgeable analysts.

Courses included in the certificate program:

- CSS/HTML for Web Development
- JavaScript
- AJAX Web Applications
- Perl Fundamentals
- Introduction to Apache Web Server
- Introduction to PHP and MySQL
- Final Web Project
- Two Supervised Lab Sessions

CCWD-420-XVO76 Mon/Wed 3/15-7/19 KCCE 127 5:30-9:30 p.m.

Register for the certificate and save almost $300 versus taking the classes individually AND earn a Kirkwood certificate. Tuition includes all course textbooks and materials. Tuition: $1395.

SELECTING IMAGES, FOR CREATING TRANSPARENT AREAS IN IMAGES TO BE USED WITH OTHER APPLICATIONS AND FOR DRAWING SHAPES. CREATE COLOR SWATCHES, GRADIENTS AND PATTERNS. CREATE LAYER STYLES THAT CAN APPLY EFFECTS, COLORS, PATTERNS AND GRADIENTS IN ONE STEP. USE THE BACKGROUND ERASER AND THE EXTRACT COMMAND TO CREATE COMPLEX MASKS QUICKLY AND ACCURATELY. PHOTOSHOP LEVEL I OR EQUIVALENT EXPERIENCE RECOMMENDED. TUITION INCLUDES A TEXTBOOK.

MW Kirkwood Training & Outreach Services Rm. 134 5:30PM-9:30PM

Graphic Design Certificate $995

As a student you’ll learn the software programs every graphic designer needs to know: Adobe Photoshop, Illustrator, Acrobat and InDesign. You’ll prepare digital images, illustrations and layouts, learn how to address the elements of color, typography, composition and visual identity. Hands-on projects focus on essential skills and provide experience in professional graphic design project scenarios. Class assignments include photo editing and collage, display advertising, logo design, poster design, form design, magazine covers, promotional design, book design and more. Tuition includes all textbooks. Graphic artists and designers with a range of technical, drawing and design skills are valuable members of work teams in a variety of industries. Many artists have also discovered the joys of freelance design and graphic development work.

MW Kirkwood Training & Outreach Services Rm. 134 5:30PM-9:30PM

VENDOR CERTIFICATION

Security+ Certification $1295

Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption and company policies. In our Security+ Certification preparation course you will gain the skills to become an information security professional. Security+ Certification demonstrates that you possess knowledge of security concepts including basic cryptography, communication, infrastructure and operational and organizational security. Learners are encouraged to have had at least two years networking experience, knowledge of TCP/IP and Network+ or equivalent experience for.

To register call 319-398-1022 or 1-800-332-8833
Further your knowledge of Dreamweaver CS4. Learn about CSS layout, library assets, page templates, forms, AP elements, rollovers and behaviors. Also learn about working with XML, publishing and multimedia. Tuition includes a textbook.


TTH Iowa City Learning Center Rm. C 5:30PM-9:30PM

Certificate in Web Site Development $1395

Every organization today must have a presence on the Web and each Web site requires a developer. The developer determines a strategy for making effective use of the Web. They architect, design, program and maintain the site. This certificate focuses on the technical aspects of Web development. Once you complete this certificate, you will understand the basic technologies that integrate the Web browser and server into an organization’s application environment. You will be on your way to assuming responsibility for the design, development and delivery of successful Web-based solutions, and program interactive Web sites using technologies and languages including HTML, Java Script, Perl, PHP and MySQL, and AJAX.

Learn to create sites that are easy to maintain. Tuition includes all textbooks.


MW Kirkwood Center for Continuing Education Rm. 127 5:30PM-9:30PM
Java Advanced

Explore advanced J2EE technologies for developing enterprise level software. In our personalized learning environment you will create Enterprise JavaBeans (EJB) and understand the concepts related to EJBs like entity bean, session bean, shopping cart, JMS, transactions and persistence. You will also be introduced to Struts and MVC and experience real life SOAP protocol, WSDL and web services. Tuition includes all course materials.

**CCVD-330-XVO07**  
Tue/Thu  
KTOS 134  
1/5-2/11  
5:30-8:30 p.m.

Network+ Certification Preparation

Earning your Network+ certification demonstrates your knowledge of the functions of networking components and recognizes the knowledge and skills needed to install, configure and troubleshoot basic networking hardware, protocols and services including wireless networking and gigabit Ethernet. Kirkwood’s Network+ program not only prepares you to take the certification exam but also equips you to perform the job of a network technician. A minimum of nine months IT Industry experience and A+ Certification is recommended, but not required for Network+. Tuition includes all course materials.

**CCVD-170-XVO12**  
Mon  
Nielsen Hall 109  
1/4-3/15  
5:30-9:30 p.m.

Security+ Certification

Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption and company policies. In our Security+ Certification preparation course you will gain the skills to become an information security professional. Security+ Certification demonstrates that you possess knowledge of security concepts including basic cryptography, communication, infrastructure, and operational and organizational security. Learners are encouraged to have had at least two years networking experience, knowledge of TCP/IP, and Network+ or equivalent experience for this program. Tuition includes all course materials.

**CCVD-190-XVO12**  
Mon  
Nielsen Hall 109  
3/22-5/24  
5:30-9:30 p.m.

For more information or to register, call 319-398-5529 or visit www.kirkwood.edu/ce.
Iowa City/Coralville Classes

Kirkwood sponsors these classes in cooperation with the Iowa City Community School District.

IOWA CITY/CORALVILLE CLASS LOCATIONS
- City High School, 1900 Morningside Dr.
- Kirkwood Learning Center, 1810 Lower Muscatine Ave.
- Longfellow School, 1130 Seymour Ave.
- Northwest Junior High, 1507 Eighth St., Coralville
- South East Junior High, 2501 Bradford Dr.
- West High School, 2901 Melrose Ave.

BUSINESS

BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT

Professional Portfolios: Your Career Calling Card $69
As a professional in your field, how do you prove you can do what you say you can? One way is with a professional portfolio of your work and experience. Whether you are actively searching for a new position, demonstrating your value to the team or simply meeting with clients, a professional portfolio will set you apart from your competition. What is a portfolio? Why do you need one? How can you develop your portfolio (both hard copy and electronic or online), and how can you use it once you’ve developed it? We’ll show you.
M Iowa City Credit Center Rm. 101 6:30PM-8:30PM

Brain Boosters! NEW $49
Would you agree that most of us take better care of our hair and skin than we do of our brains? Yet, our brains are part of every aspect of our life experience. Since most of us don’t have an owner’s manual for our brains, join this interactive, entertaining session to increase your awareness about how your choices and actions can impact your brain’s performance (including memory) and health. You will leave with practical actions you can take to keep your brain performing well for years to come. Then, you can consciously choose how to take good care of your brain, so it can take good care of you! Melanie Hoffner is a certified Brain-Based Trainer.
TH Iowa City Credit Center Rm. 101 6:00PM-8:30PM

Your Indispensable Personal Brand $69
When you hear brand names Nike, Starbucks or Google, what images or thoughts immediately come to mind? When you hear someone talking about Oprah Winfrey, Martha Stewart or Tiger Woods, what words pop into your head? When someone hears your name, what type of brand recognition is instantly associated with you? Developing an indispensable, personal brand takes conscious thought and effort, but it’s absolutely vital to your long term success. While you are working hard establishing yourself in a career or area of expertise, your name is becoming as integral to your success as the quality work product you aim to deliver. But where do you begin in establishing or recreating your personal brand? Join us for this session to learn about what personal branding is, why personal branding matters and how to develop an indispensable, personal brand for yourself.
TH Iowa City Learning Center Rm. J 6:30PM-8:30PM

REAL ESTATE/APPRaisal

Landlord 101 NEW $59
Avoid headaches, hassles and lawsuits by learning how to manage your rental property professionally. Maximize your profits and minimize your risks. In partnership with the Landlords of Iowa, we are excited to offer this one day course for those looking to become a landlord. Learn about advertising, tenant screening, discrimination, showing vacancies and essential lease clauses. Receive vital information about maintenance and management, security issues, evictions, city registration and inspection, premises liability and more.
CBRE-095-KAM01 - Begins Feb 20. 1 Wk.
S Iowa City Credit Center Rm. 255 9:00AM-4:00PM

volunteer mAnAgEmEnT

Volunteer Appreciation, Retention and Recognition $95
How do you work on retention? Learn the importance of year-round recognition and the tools to show appreciation. Discover the tools to keeping volunteers once you have them. Topics include: volunteer motivation; basic principles of year-round recognition and appreciation; effective, creative and meaningful ways to recognize volunteers; volunteer retention strategies.
F United Way 9:00AM-4:00PM

Leadership and Supervision of Volunteers $95
Quality leadership makes the difference in getting the work done. Identify management styles and learn how they affect the building of a team; organizational climate; leadership characteristics and styles; components of effective supervision: communication, delegation and empowerment; and supervision as a risk management tool.
F United Way 9:00AM-4:00PM

FAMILY/HOME/FINANCE

COSMETOLOGY

Quick Color Quick Profit and Two-hour Law/Sanitation $39
Make extra money by offering quick color services that can be used on all clients. You can suggest these “teasers” with little commitment to the client to introduce them to color. Explore color glazing, DuraGloss, Hydro Enzymes and more. Also, fulfill your Iowa law requirement. This class is designed for cosmetologists pursuing continuing education or inactive cosmetologists seeking active status.
T Iowa City Credit Center Rm. 101 7:00PM-9:00PM

Eutectic Trend Release NEW $39
Find your balance and enjoy the Eutectic Collection! Explore precision hair sculpting, subtle undercuts, distinct fringes, modern edges with a pop of vivid color and more with Dorothy Malcom and Cathy Roberts. Note new time: 5-9 p.m. Sign up two weeks in advance to get your certificate at the end of class. This class is approved for four hours continuing education credits for cosmetologists and barbers.
TH Iowa City Credit Center Rm. 101 6:00PM-10:00PM

FOODS AND ENTERTAINING

Cupcake Decorating $69
Looking for another fun decorating class? Join us for six nights of cupcake decorating! We’ll cover fun ways to decorate cupcakes for all occasions and all seasons!
TH Northwest Junior High School Rm. 114 7:00PM-9:00PM

Cookie Decorating $69
Make your cookies the hit of any party and have a great time learning to decorate them. Join us for six nights of cookie decorating. Learn how to make and decorate a cookie bouquet, big cookies and more.
CFFO-F100-SLJ06 - Inst. Vannausdle. Begins Jan 25. 6 Wks.
M Northwest Junior High School Rm. 114 6:30PM-9:00PM

Wine 101 $79
Have you always wanted to learn a little more about wine but don’t want to spend hours and hours reading books with terms you’ve never heard of like, malolactic fermentation? Are you looking for a basic understanding of this intimidating beast? Join Lauren Chalupsky-Cannon, owner of The Secret Cellar Wine & Gift Boutique, for this beginner’s course in understanding and tasting wines. We discuss how wine is made, the difference between white and red wine, how to read a wine bottle label, and finally, how to correctly taste your wine and appreciate its different characteristics.
TH The Secret Cellar 7:30PM-9:30PM

www.kirkwood.edu/ce
Wine and Waltz 101  $39
What a perfect pairing, don’t you think? This class is designed for the absolute novice in both wine and dance. Come with a clear wine glass for sampling, $5 for materials fees, comfortable shoes and clothes for dancing, and an open mind to have some great fun! Bringing a partner is not required. Meet Lauren Chalupsky-Cannon, owner of The Secret Cellar Wine & Gift Boutique, as she kicks the evening off with an informative wine presentation. Learn some basic wine lingo and sample several delicious wines. Next, you will receive dance instruction from Mark Cannon, owner of Cannon Studios. Learn some basic steps in the American Waltz. This popular dance is useful for any social gathering like weddings, anniversaries, cruises and business parties. Discover tips and tricks to help even the rhythmically challenged. Cheers!
T The Secret Cellar  7:30PM-9:30PM

Service and Business of Wine  $49
Learn the basics of correct wine service, temperature, etiquette, equipment and wine/food match-ups. Discover how the business of wine works, including wholesale and retail price structuring, basic media and promotional concepts. Taste and evaluate wine from several grape varieties and regions each week. Please bring four wine glasses to class. Materials fee $25-$50 depending on class size.
M Iowa City Credit Center Rm. 101  7:00PM-9:00PM

Experience French Wines  $49
Add a European twist to your knowledge of wine! Wines from the wine producing areas of France will be tasted and discussed, including wines from the Loire, Alsace, Burgundy, Bordeaux, Provence and Southwest. Focus will be on becoming familiar with grape varieties and wine styles. Five to six wines will be tasted per week. Materials fee $50. Bring six wine glasses to class.
M Iowa City Credit Center Rm. 101  7:00PM-9:00PM

HOME IMPROVEMENT/INTERIOR DESIGN

Accessorize Your Room  NEW  $35
Learn the tips and tricks of accessorizing your home from a professional.
W Iowa City Learning Center Rm. J  6:30PM-8:00PM

Organization Gone Green  $19
Going green is one of the most important topics in our world today. Adopting environmentally-friendly routines into your life will positively affect our planet for years to come. This presentation is full of resourceful information that will allow you and your family to make positive environmental changes while experiencing the joy of becoming organized.
CFHI-118-SLI08 - Inst. Robb. Begins Feb 15, 1 Wk.
M Iowa City Credit Center Rm. 101  6:00PM-8:00PM

Organizing Your Home Office  $19
Does your home office resemble the path of a tornado? Are there piles everywhere? Is it difficult to find documents and records when you need them? Not sure how long to keep financial records? Come and learn how to save yourself a headache and gain an hour back every day! Valuable tips for everyone!
CFHI-120-STO03 - Inst. Esker. Begins Feb 17, 1 Wk.
W Iowa City Credit Center Rm. 216  7:00PM-8:30PM

Becoming a Professional Organizer  $19
Are you a naturally organized and efficient person? Do you look at a disheveled closet and anticipate the challenge? If so, maybe you have considered a career in professional organizing. Use your strengths to help others achieve their organizational goals. Bring a list of ten questions with you and have them answered by an established, local professional organizer.
CFHI-121-SLI08 - Inst. Robb. Begins Feb 22, 1 Wk.
M Iowa City Credit Center Rm. 201  6:00PM-8:00PM

It Is Time to Redecorate  $95
Learn from a professional and start planning your redecorating project. Learn budget decorating tricks, shopping tips and ways to use what you have. Choose paint colors, floor covering, furniture, window treatments and more. We will take a field trip to a furniture store, and you will be asked to purchase decorating magazines to make your own decorating wish book. Bring photos of a room you wish to redecorate to the first class.
TH Old Capital Mall Rm. 1101  6:30PM-8:30PM

Fundamentals of Organizing  $19
Would you like to save time and money while reducing the amount of stress in your daily life? If you are constantly looking for lost items, paying bills late, or want to increase your efficiency, then this class is for you. Learn simple organizing strategies, allowing you to replace old ineffective habits with positive new routines.
M Iowa City Credit Center Rm. 101  6:00PM-8:00PM

LAWN AND GARDEN

Pruning Trees and Shrubs  NEW  $25
Join Ted Knights, nursery manager for Forever Green and a Kirkwood adjunct faculty member, to discuss the why, when and how to prune trees and shrubs to maximize growth and health. Learn what tools are the best to use in your pruning and the best time of year for various trees and shrubs.
CFLG-114-XCH01 - Begins Jan 19, 1 Wk.
T Iowa City Credit Center Rm. 201  6:00PM-8:00PM

Rain Gardens  NEW  $25
Rain garden go away ... but where does it go? Storm water runoff in our cities and towns increases flooding potential and carries pollutants into our streams and lakes. Rain gardens are designed to catch and hold most rainfall so the water absorbs into the soil instead of running into storm sewers. Rain gardens reduce these problems while enhancing the appearance of your yard. Learn what a rain garden is, how they work and how such a simple thing can make a big difference. Determine the best location and size for your rain garden. Look at which plants are best to use in your garden and some design techniques to make it beautiful. Taught by Lucy Hershberger, master conservationist, LNC certified landscape professional.
CFLG-116-XCH01 - Begins Mar 9, 1 Wk.
T Iowa City Credit Center Rm. 201  6:00PM-8:00PM

Four Season Container Gardens  NEW  $25
Want a great way to bring color to your garden or patio, even if you don’t have a lot of space? Use pots to disguise unattractive areas without commitment. You can change the design season after season to enjoy year round. Join Ted Knights in teaching you how to choose pots, soil and plants to make your own container garden. Materials fee required.
CFLG-118-XCH01 - Begins Mar 23, 1 Wk.
T Forever Green  6:00PM-8:00PM

PERSONAL & FAMILY DEVELOPMENT

Fun Learning with Themes  NEW  $19
Active learners with a purpose in learning and fun at its best! Using themes and projects have proven to be a powerful, motivation learning tool. Themes and projects help a child learn how concepts tie into their world. Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: to insure a well run purposeful program responsive to participant needs.
CPPF-008-SLI01 - Inst. Andersen-Heller. Begins Feb 16, 1 Wk.
T Iowa City Learning Center Rm. J  6:30PM-8:30PM

How to Raise an Organized Child  NEW  $19
It’s never too early or too late to start teaching your child how to be better organized! What kind of processes and techniques can you use at home to help keep you and your child on track daily? Raising a child is not an easy task, but the challenge of keeping up and teaching good organizing habits is made easier by using a few simple and proven methods. As your child grows, your organizing needs and teachings will change. In this presentation you will discover organizing tools and strategies that will help you raise an organized child of any age.
CPPF-027-STO01 - Inst. Esker. Begins Feb 1, 1 Wk.
M Iowa City Credit Center Rm. 216  7:00PM-8:30PM

Food As Medicine Series III with Dr. Wahls  NEW  $45
Meet Dr. Terry Wahls and hear her incredible journey. She went from having MS, using a scooter and a wheelchair to get through her workday, to getting better. Now she rides her bike to work every day and got rid of the wheelchair! The foods she researched and ate were a major part of her recovery. She teaches both her patients and the public about how the foods we eat or do not eat is responsible for the health we have or do not have, and the specific foods that our mitochondria and our bodies need. As a series member, you will automatically be enrolled in the following two classes: Part 1-Eating for Healthy Brains; Inflammation, Autoimmunity and Food Allergies; and Part 2-Obesity/Starvation Addiction Triad; Protecting Your Bones and Your Wallet; Toxins in Our Foods. If you would like to

To register call 319-398-1022 or 1-800-332-8833
Kirkwood Continuing Education is pleased to announce a complete line of new course offerings in the Iowa City/Coralville area.

From home improvement and the arts, to culinary programs and extreme fitness training, we’ve developed an entire new series of personal enrichment and professional development classes taught by highly skilled instructors – and located them all right here in the Iowa City/Coralville area.

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Look for the NEW icon throughout the Iowa City/Coralville section for new class offerings.

To register, call 319-398-1022 or 800-332-8833 or visit www.kirkwood.edu/ce.

www.kirkwood.edu/ce
take both of Dr. Wahls’ classes with vital information to improve your health, you can save 20 percent of tuition by signing up for the series. Enjoy, and here’s to your health! See dates, times and locations below for classes.

TH Iowa City Credit Center Rm. 101
6:00PM-9:30PM

Food As Medicine Part 1 with Dr. Wahls
$29
Hear how Dr. Wahls, who spent four years dependent upon a tilt-recline wheelchair, used electrical stimulation of muscles, and focused intense nutrition for her mitochondria to get out of her wheelchair and back to bicycling five miles to work each day. Explore how mitochondria generate energy for the body and what foods we need to eat to keep our mitochondria in tip top shape and us in great health. Learn strategies to lower the risk and severity of dementia, depression and other mental health problems using food and other non-drug means. Did you know inflammation is a factor in most chronic medical problems? Toxins, infections and allergies can all worsen inflammation and the severity of many chronic diseases. Unrecognized allergy to gluten can cause joint pains, asthma and mental health problems. What are the essential building blocks to eat to ensure you have optimal health? Join us.

TH Iowa City Credit Center Rm. 101
6:00PM-9:30PM

Food As Medicine Part 2 with Dr. Wahls
$29
Hear how Dr. Wahls, who spent four years dependent upon a tilt-recline wheelchair, used electrical stimulation of muscles, and focused intense nutrition for her mitochondria to get out of her wheelchair and back to bicycling five miles to work each day. Many people struggle with obesity without understanding the link between starvation, hunger, addiction and obesity. Learn how addiction to junk food occurs and the steps you can take to overcome the addiction to foods that drive obesity and other chronic diseases. Explore strategies to lower the risk and severity of arthritis and osteoporosis. Which foods have the most nutrients? Which foods have the least? Prioritize both your eating and spending to optimize your health on a budget. In our world today, we have many upsides to living in a high tech society. With our upsides comes a significant downside. Environmental toxins have saturated our water, food, even the air we breathe. How can we use food to remove the toxins from our body? How do toxins in our food, water and air mimic depression and fibromyalgia? Learn to lower the risk and severity of toxic poisoning in your cells.

TH Iowa City Credit Center Rm. 101
6:00PM-9:30PM

Ways Children Learn Best
$19
How do children learn a new task best? Explore the methods for teaching new concepts to children. These have been proven to work well to teach children new tasks. When should you stand back? When should you teach steps to learning? Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: to advance physical and intellectual competence.

T Iowa City Credit Center Rm. 101
6:30PM-8:30PM

Child Development: Ages and Stages
$19
What should you expect from a child at a certain age? Are you asking too much? Or, you may not be asking enough. Learn how to use a child’s development to plan activities and set up environments where children can learn and succeed. Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: principles of child growth and development.

T Iowa City Credit Center Rm. 101
6:30PM-8:30PM

Exploring Green IT
$49
An integral part of any business is the information technology platform of products, processes and services it performs. All successful green business plans should include an assessment of how its IT policies and practices can be in alignment with green business goals, with a keen eye towards improving efficiencies. This course introduces some practical and easy to implement solutions to help you get started on the path toward green IT.

TTH West High School Rm. 107
6:00PM-8:00PM

Introduction to Reiki
$49
This course is an introduction to the practice of Reiki (similar to Healing Hands). We will cover what the practice of Reiki is, the history of Reiki, and how it can help to heal, balance and harmonize all aspects of one’s being. Volunteers will receive actual demonstrations of Reiki and be able to participate in giving as well. “Double Your Fun” offers are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

S Old Capital Mall Rm. 1101
2:00PM-4:00PM

Live Your Passion
$35
Are you unsure of what you want out of life? Do you feel unsure of your life’s purpose? Are you looking for clarity and uncertain of how to find your sense of clarity and purpose? Are you looking for ways to focus? The Past, Present & Future process will take you step-by-step through the process of determining and prioritizing your passions, and will teach you methods of focusing your time and energy on those things in your life that are truly important to you, helping you to stay inspired and live the life of your dreams. “What you put your attention on grows stronger in your life.”

S Old Capital Mall Rm. 1101
2:00PM-4:00PM

Stress Reduction, Relaxation and Meditation Techniques
$39
Do you feel stressed? Do you have a difficult time relaxing or sleeping well? Do you feel overwhelmed with life’s pressures and responsibilities? In this class you will learn and have the opportunity to experience a variety of techniques that will help you to relax body and mind, release stress and tension, and in the process be more open to connecting easier to the spirit and dealing more easily with life’s challenges. Please be sure to wear comfortable, loose-fitting clothing and bring a meditation or yoga mat along with a water bottle. For those who are more physically challenged, please let us know so we can provide comfortable chairs for you.

S Old Capital Mall Rm. 1101
2:00PM-4:00PM

Build Social/Emotional Skills for Children
$19
Learn activities and games for kids to help them improve social skills, get along better in a group and gain social situations practice all while having fun. Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: to support social and emotional development and to provide positive guidance.

T Iowa City Learning Center Rm. J
6:30PM-8:30PM

GENERAL INTEREST

CRAFTS

Beginning Knitting
$45
This popular hobby appeals to all ages! You will learn techniques to cast-on, knit, purl, cast-off, increase and decrease. Attention will be paid to solving typical knitting problems. During this class, you’ll complete two projects. The materials fee will depend on the project and materials you select.

M The Knitting Shoppe
7:00PM-8:30PM

Knitting: Beginning and Intermediate Combined
$45
Beginner and intermediate level knitters are welcome. Beginners will learn techniques to cast-on, knit, purl, cast-off, increase and decrease. Attention will be paid to solving typical knitting problems. Beginners will complete two projects while intermediate-level participants will receive instructions on their individual projects and will learn new techniques including cables, open work patterns, intarsia color change and Fair Isle color change.

T The Knitting Shoppe
1:30PM-3:00PM

T The Knitting Shoppe
10:30AM-12:00PM

Intermediate Knitting
$45
Are you ready to try something other than simple knitting projects? Techniques taught include cables, open work patterns, intarsia color change and Fair Isle color change. In addition to learning new techniques each week, you will receive instructions on your individual projects.

M The Knitting Shoppe
7:00PM-8:30PM

Sew Fun - Learn Together!
$85
Sewing fun is really so fun! Have you and a pal ever been interested in sewing? This class will get you both started on practical and stylish projects! Beginners and more advanced sewers are welcome. Come prepared to
work, to receive instruction, to learn more about creative sewing projects or finish a project together. Great for parent/child (child must be at least 11 years old), siblings, neighbors, friends, whomever! "Double Your Fun" offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. Your instructors were both trained in the international competitive style and social style of ballroom and Latin dance and have earned their gold level medals in both with high honors.

T Iowa City Moose Family Center
6:30PM-7:45PM

Basic Ballroom Dance

Feel confident at weddings and social events. Come learn the basics of ballroom dance in a fun, casual atmosphere. The swing, foxtrot and waltz will be taught starting from the beginning. Learn to lead and follow, plus proper dance posture and technique. Please bring a clean pair of shoes to dance in. Leather or flexible soles are recommended. Video cameras are encouraged. The steps will be reviewed briefly at the end of each evening and students can tape the teachers dancing. This is to aid the student’s practice. Partners are recommended. "Double Your Fun" offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

T Iowa City Moose Family Center
7:45PM-9:00PM

Beginner Ballroom/Social Dance

This is for beginners who want to learn the fundamentals required to successfully do casual, recreational partner dancing in a ballroom or social club setting. Five core dances will be taught: ballroom slow, foxtrot, single swing, rumba and waltz. Completion of this course prepares one to enroll in the Ballroom/Social Dance II course. Partners are required. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

W City High School Rm. COMMONS
7:00PM-8:25PM

Ballroom/Social Dancing I

Learn to dance and build a valued social skill that lasts a lifetime. Ballroom/Social Dance is a five-course series designed for personal pleasure and enjoyment. The theme for this course is simplified recreational dancing. It provides the foundation for all touch dancing and future classes. Five core dances are taught: ballroom slow, fox trot, single swing, rumba and waltz. It’s perfect for those planning a wedding. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

M Northwest Junior High School Rm. CAFE
6:00PM-7:15PM

T Northwest Junior High School Rm. CAFE
7:30PM-8:45PM

TH Northwest Junior High School Rm. CAFE
7:30PM-8:45PM

Ballroom/Social Dancing II

This course has two goals: 1) Learn four new dances used in social and night club situations. 2) Review, refine and add to the dances covered in Ballroom/Social Dancing I. Completion of this class will equip you to dance to almost any music on any dance floor. The emphasis will be on simple, natural dancing, not technical and showy. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up.
and register for the class. The second participant will be required to register during the first meeting time of the class. Prerequisite: Ballroom/Social Dancing I.

T Northwest Junior High School Rm. CAFE 6:00PM-7:15PM

Ballroom/Social Dancing III $49
Ballroom/Social Dancing I and II are reviewed and expanded with the tango and polka, thus improving your coordination, agility and balance. A partner is required. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. Prerequisite: Ballroom/Social Dancing I and II.

M Northwest Junior High School Rm. CAFE 7:30PM-8:45PM

Ballroom/Social Dancing IV $49
Ballroom/Social Dancing I, II and III are reviewed. New segments are added to each dance (cha cha, mambo and salsa). Optional (self choice) dancing will be emphasized. This is how you wish to respond to music, self determination instead of compulsory required expectations. This class also prepares you to dance to music provided by local bands including big band, rock-n-roll, disco, Latin, country and more. When you complete this course you will have been exposed to the most popular dances and will receive a certificate designating you as a “Dance Ambassador of Unforgettable Music.” “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. Prerequisite: Ballroom/Social Dancing IV.

TH Northwest Junior High School Rm. CAFE 6:00PM-7:15PM

DOG OBEDIENCE

Puppy Obedience I $89
New puppy? Get it off to a great start. Socialize with other puppies and people, while learning to sit, come, walk nicely and overall build a great bond with your puppy. Bring two copies of shot records and no puppies on the first night. This is for puppies eight weeks to six months old.

M Johnson County Fairgrounds Rm. C 6:00PM-6:50PM

Dog Obedience I $89
Teach your dog basic obedience skills and manners. Learn sit, down, stay, come, heel, etc. while having fun with your dog. Bring two copies of shot records and no dogs to class the first night. For dogs six months old or older.

M Johnson County Fairgrounds Rm. C 7:00PM-8:00PM

Dog Obedience II $89
This is a continuation of Dog Obedience I. There will be a reinforcement of basic obedience commands and expected behaviors, and an introduction to off leash obedience work. Bring two copies of up-to-date shot records and no dogs the first night of class. Prerequisite: Basic Obedience I or equivalent.

M Johnson County Fairgrounds Rm. C 8:00PM-9:00PM

LANGUAGE AND CULTURE

Basic French IC $69
Bonjour! Whether you want to travel or just learn the basics of French, this class is for you! Learn basic vocabulary and grammar for the beginning French student. This course is taught by Dr. Viviane Diamitani from the University of Iowa. Required textbook: Learn French in 10 Minutes a Day, available at Kirkwood bookstores in Cedar Rapids and Iowa City.

M West High School Rm. 112 7:00PM-9:00PM

Intermediate French IC $69
Bonjour! This class is the second section of the French Beginning I. Whether you have some French, or you want to review your French, this class is for you. You will learn elementary vocabulary, grammar, reading and writing.

T West High School Rm. 112 7:00PM-9:00PM

Basic German IC $69
Learn German by developing the four basic language skills: speaking, listening, reading and writing. In this course you will acquire the linguistic tools you will need to make small talk with German-speaking friends and relatives or to make travel in German-speaking countries a little easier and a lot more fun. Required textbooks: Complete German: The Basics (ISBN 1400021375) and Schaum’s Outline of German Grammar (ISBN 100070251347), available at the Kirkwood Iowa City bookstore.

M Old Capital Mall Rm. 1101 7:00PM-8:30PM

Intermediate German $69
Expand your knowledge of German grammar and vocabulary, and improve the accuracy of your German usage. Required textbooks: German Beyond the Basics (ISBN 1400021693) and Schaum’s Outline of German Grammar (ISBN 100070251347), available at the Kirkwood Iowa City bookstore.

CGLC-177-ST005 - Inst. Couch. Begins Feb 27. 8 Wks.
W Old Capital Mall Rm. 1101 7:00PM-8:30PM

German Immigrants in America $69
One quarter of America’s population can claim German ancestry. Germans comprised the single largest group of immigrants to the U.S. in the nineteenth century. What brought the Germans to America? What was their life like after their arrival? How did their presence influence American culture? This course will answer these questions and many others. Course readings and discussion will be in English. Required textbook: The German American Experience (ISBN 1573927317), available at the Kirkwood Iowa City bookstore.

F Old Capital Mall Rm. 1101 7:00PM-8:00PM

LEISURE

Stargazing 101 $25
Are you fascinated by the night sky but don’t know how to find anything besides the big dipper? In this course you’ll learn how to read a star chart and identify constellations. You’ll also learn about stars, planets, comets, meteors, and how to use binoculars and telescopes.

T West High School Rm. 108 7:00PM-8:30PM

Beginning Bridge-Basic Bidding $79
Learn the bidding language to be able to play the card game of bridge. This is a beginner’s class for people who have never played the game or for someone who has not played in a long time and wants a refresher course on bidding. Learn to describe your 13-card hand to your partner using just 15 words. Bridge is a partnership game with two partnerships at the table, one partnership against the other. Lecture, course materials and hands-on activity each class with a break each hour. Recruit a second pair to fill your table for the best experience. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

M West High School Rm. 108 6:30PM-9:30PM

Intermediate Bridge-Play of Hand $79
You must have taken the Basic Bidding class or be familiar with bidding. This is a fun, hands-on class on how to play your cards for the best result. Learn to evaluate your situation from the opening lead, make a plan to eliminate losers or to develop winners to achieve your contract. Learn how to place the high cards held in your opponents’ hands and how the hidden cards are divided against you. You will get a lecture, course materials, and time to practice the techniques. Recruit a second pair to fill your table for the best experience. “Double Your Fun” offerings are priced for two participants.

To register call 319-398-1022 or 1-800-332-8833
participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

W West High School Rm. 107
6:30PM-9:30PM

MIND AND BODY

Dynamic Massage for Couples NEW $89
This class is an introduction to giving a massage to your significant other or family members. You must bring a partner to class. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

CGM-810-STO01 - Begins Feb 8. 3 Wks.
M East-West School of Integrative Healing Arts
6:30PM-9:00PM

You Can Heal Your Life NEW $59
According to the famous author, Louis L. Hay, you can heal your life. This class will focus on transforming your attitude and thoughts using the work of Louis L. Hay. Life doesn’t have to be so awful. This class will help you return to feeling happy, joyful, abundant and full of life and love. We all deserve to have a healthy body, mind and spirit.

CGM-810-STO01 - Begins Feb 8. 3 Wks.
M East-West School of Integrative Healing Arts
7:00PM-9:00PM

Design the Life of your Dreams NEW $39
We get what we focus on. Most people spend more time planning their vacations than they do planning their life. If you want to take your life to the next level, this class will give you inspiration and the road map to get you moving in the right direction.

CGM-815-STO01 - Begins Feb 17. 1 Wk.
W East-West School of Integrative Healing Arts
6:30PM-9:30PM

From Here to Happiness NEW $39
This course is based on ancient Indian philosophy and will give you a taste of how to be more of who you really are and to feel content, fulfilled and happy.

CGM-820-STO01 - Begins Feb 8. 2 Wks.
M East-West School of Integrative Healing Arts
7:00PM-9:00PM

Success and Abundance in an Ever-changing World NEW $149
This course is taught by two award winning entrepreneurs with years of life coaching experience. In just two Saturdays you could transform your life. Learn how to achieve success and abundance in all area of your life including finances, relationships, your health and more. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

CGM-825-STO01 - Begins Mar 13. 2 Wks.
S East-West School of Integrative Healing Arts
10:00AM-4:00PM

PHOTOGRAPHY

Basic Black and White Photography $55
Discover the beauty of black and white photography. Learn the basics in the operation of your own fully adjustable 35mm camera to create beautiful photos. Weekly assignments cover composition, exposure and more. Cost of black and white film and developing is additional. You must be at least 16 to attend this class. Bring a fully adjustable 35mm camera to class.

T West High School Rm. 110
6:30PM-8:00PM

Basic Color Photography $55
Discover your artistic flair for color photography. With your fully adjustable 35mm camera and color slide film, you will learn basic camera operations and techniques. Emphasis is on composition, exposure and the artistic aspects of color photography. There are additional costs for film and developing. You must be at least 16 to attend this class. You will need to bring a 35mm camera to class.

M West High School Rm. 110
6:30PM-8:00PM

Intermediate 35mm Photography $55
Continue learning the creative and technical aspect of 35mm film photography for the photographer who has completed the basic class. You will need a fully adjustable 35mm film camera. You must be at least 16 years old to attend this class. There will be additional material fees associated with this class for film and processing.

W West High School Rm. 110
6:30PM-8:00PM

MUSIC AND FINE ARTS

Instant Guitar for Hopelessly Busy People NEW $39
Have you ever wanted to learn to play guitar but can’t find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment and you won’t need private lessons to do it! This crash course will teach you some basic chords and get you playing along with your favorite songs right away! Bring an acoustic guitar. Class is for ages 13+. The $29 materials fee for a workbook and practice CD will be collected by the instructor.

CGMF-016-LUT01 - Begins Feb 20. 1 Wk.
S Iowa City Credit Center Rm. 254
9:00AM-11:30AM

How to Play Guitar by Ear $39
Learn one of music’s deepest mysteries: how to play songs without relying on music. Get a very practical presentation of music theory that includes predicting chord progressions, learning from recording and transposing-all expressed in everyday language. This is an ideal follow-up to the Instant Guitar class and is open to anyone who has a basic understanding of chords on any instrument. Expand your musical horizons and free yourself from sheet-music dependence and be the life of the party. Prior experience with guitar chords is recommended. The $29 materials fee for the How to Play Guitar by Ear book and practice CD will be collected in class by the instructor.

S Iowa City Credit Center Rm. 254
12:30PM-3:00PM

Instant Drums for Hopelessly Busy People $39
Have you ever wanted to learn to play the drums but simply find it difficult to find the time? In just a few hours even an absolute beginner can learn to play basic drum set patterns and have years of musical enjoyment, and you won’t have to take private lessons to do it! This crash course will teach basic technique, how to pick a good drum set, hand exercises, three limb independence, basic rock patterns, drum fills, how to play in the groove and get you playing along with your favorite songs right away. Bring your drumsticks and practice pad or purchase a set at the workshop. For ages 10+ Materials fee $25.

F West High School Rm. 105
6:30PM-9:00PM

How to Play Piano by Ear $39
Learn one of music’s deepest mysteries: how to play songs without relying on music. Get a very practical presentation of music theory that includes predicting chord progressions, learning from recording and transposing-all expressed in everyday language. This is an ideal follow-up to the Instant Piano class and is open to anyone who has a basic understanding of chords on any instrument. Expand your musical horizons and free yourself from sheet-music dependence and be the life of the party. Prior experience with guitar chords recommended. The $29 materials fee for the How to Play Piano by Ear book and practice CD will be collected in class by the instructor.

S Iowa City Credit Center Rm. 254
9:00AM-12:00PM

Intermediate 35mm Photography NEW $55
Continue learning the creative and technical aspect of 35mm film photography for the photographer who has completed the basic class. You will need a fully adjustable 35mm film camera. You must be at least 16 years old to attend this class. There will be additional material fees associated with this class for film and processing.

W West High School Rm. 110
6:30PM-8:00PM

www.kirkwood.edu/ce
Advanced 35mm Photography $55
For those photographers who have completed the basic and intermediate classes, fine tune your 35mm photographic skills and creativity through weekly assignments and a final project. There are additional costs for film and developing. You will need a fully adjustable 35mm camera.
TH West High School Rm. 110 6:30PM-8:00PM

WRITING AND LITERATURE

Writing a Story NEW $39
Do you enjoy reading and knitting on cold winter days? Come and join our reading circle as we read and discuss novels that focus on knitting groups to tell their stories. The books we will be reading are: The Knitting Circle, by Ann Hood; and The Beach Street Knitting Society and Yarn Club, by Gil McNiel. Books will be available to students the first night of class. Materials fee $24.
CGWL-175-THO01 - Begins Feb 10. 6 Wks. W Oaknoll Retirement Community Rm. REC RM 2:00PM-3:00PM

Alternative Dickens, Cont’d $99
We will read and discuss some less-read works of Charles Dickens: Hard Times and Little Dorrit. For the first class, please read Hard Times Book 1.
TH Iowa City Learning Center Rm. J 2:00PM-4:00PM

HEALTH

HEALTH OCCUPATIONS

Phlebotomist Training Course $629
This course prepares students to function as a phlebotomist in a medical laboratory setting. Students will learn to obtain blood specimens via primary phlebotomy techniques in order to facilitate collection and testing. It includes anatomy and physiology of the circulatory system, medical terminology prefixes and suffixes, abbreviations and customer service skills. Non-credit only. All applicants must take the COMPASS reading placement test by contacting the Kirkwood Community College Test Center in Cedar Rapids at 319-398-5456 or Iowa City at 319-887-3642. A passing score of 70 percent must be achieved to be accepted into the Phlebotomy program. After receiving the test score, the applicant must then contact Laura Daman at 319-398-5626 to complete the registration.

Medication Management for Child Care Providers $125
This professional development course is designed to address the principles and skills needed to administer medications to children. The course, developed under the auspices of the Iowa Department of Public Health, is specifically designed for personnel working in Iowa child care businesses. The course addresses the administration of oral medications, eye drops and ointments, ear drops, nasal drops and sprays, rectal medications, topical creams/ointments, nebulizer treatments and metered-dose inhalers. The course consists of two segments: a lecture portion which meets on the first two nights, followed by a competency skills assessment where students will be providing a return demonstration of their competency and skills in accurate and safe medication measurement, administration and record-keeping using simulated medications. Individuals will be scheduled into this segment of the course on one of the following dates: March 1, 3, or 8.
MW University of Iowa Hospitals & Clinics Rm. PATH 6:00PM-8:30PM

Pharmacy Tech Certification Exam Review $99
This exam review class assists and supports those pharmacy technicians who are currently employed, but have not yet taken the PTCB exam. Strengthen your skills in calculating medications and review the federal regulations related to pharmacy technicians.
MTH Iowa City Credit Center Rm. 347 6:30PM-9:00PM

NURSE AIDE

75-Hour Nurse Aide $359
The 75-hour CNA course prepares students to work in a long-term care facility. This course deals with patient care, terminology and procedures necessary to give good patient care. This course is designed to meet the training requirements of the nurse aide in long term care facilities. Emphasis is on students achieving a basic level of knowledge and demonstration skills to provide safe, effective resident care. Required textbooks: Hartman’s Nursing Assistant Care 2nd Edition, Hedman (ISBN 978-1-60425-003-9), available at the Kirkwood bookstore.
CHNA-020-DR02 - Begins Feb 1. 3 Wks.
MTWTHF Iowa City Rehab & Care Center Rm. CLASSROOM 8:00AM-1:15PM
MTWTHF Iowa City Rehab & Care Center CLINIC 7:00AM-1:15PM
CHNA-020-DR05 - Begins Mar 1. 3 Wks.
MTWTHF Iowa City Rehab & Care Center Rm. CLASSROOM 8:00AM-1:15PM
MTWTHF Iowa City Rehab & Care Center CLINIC 7:00AM-1:15PM

INDUSTRIAL TECHNOLOGY

AIR CONDITIONING/PLUMBING

2006 Uniform Plumbing Code Update $149
This one-day seminar provides you the unique opportunity to learn the basic requirements of the 2006 Uniform Plumbing Code. The eight-hour session will include informative discussions covering code approved materials, drain/waste/vent systems, water distribution systems, gas distribution systems, combustion air, gas appliance venting and pertinent update changes from the previous edition of the Uniform Plumbing Code. This is a state approved re-licensure class for plumbers. A copy of the 2006 UPC is required. Lunch is provided.
S Iowa City Credit Center Rm. 263 8:00AM-4:30PM

CAD

Computer Aided Designer Certificate $595
Learn the skills and knowledge required to become a computer aided draft/er-designer. By registering for this Kirkwood certificate program, you will receive instruction in AutoCAD I, AutoCAD II and AutoDesk Inventor. You will realize a cost savings over taking classes individually while earning a certificate that will document your design skills.
S Iowa City Learning Center Rm. A 8:00AM-11:00AM

AutoCAD I (Part 1 of 2) $245
This course is the first in a computer aided design (CAD) series with AutoCAD. It introduces students to two-dimensional design commands, drawing and plot set-up, graphic problem solving and file management in a hands-on, networked lab.
S Iowa City Learning Center Rm. A 8:00AM-11:00AM

ELECTRICAL/MAINTENANCE

2008 National Electrical Code Update $125
This valuable update class explains more than 400 changes in the NEC and is intended for practicing electricians, contractors and maintenance personnel. The 2008 NEC updates covered will be new sizing requirements, services, grounding, overcurrent protection, motor circuit wiring,

To register call 319-398-1022 or 1-800-332-8833
transformers and more. This is a state approved re-licensure class for electricians. Bring a copy of the 2008 National Electric Code with you to class.

S Iowa City Credit Center Rm. 201  8:00AM-4:30PM

ENERGY

Saving Energy and Dollars  $45  NEW  
If you are planning to make your home more energy efficient, building a new house, or are looking at alternative energy--this course is for you. This class teaches you what you need to know to become knowledgeable in saving energy, your hard earned money and the earth’s limited resources.

CIEN-010-MIT02 - Begins Feb 24. 2 Wks.  
W Iowa City Credit Center Rm. 101  6:00PM-9:00PM

WELDING/MACHINING

General Welding  $245  
Aspiring artists, farmers, maintenance technicians, racers and metal working hobbyist--this class is for you. Fast track your welding skills in the areas of stick, Mig and oxyacetylene welding/brazing/cutting. There is a required book. Bring safety glasses, a welding helmet, a chipping hammer, pliers and leather gloves.

CIPM-068-MIT05 - Inst. Flam. Begins Feb 4. 8 Wks.  
TH City High School Rm. METALS  6:00PM-9:00PM

RECREATION

AEROBICS/EXERCISE

Two for One Women’s Kickboxing  $59  
This is a basic kickboxing class for fitness and self-defense. Learn kickboxing techniques to get fit or to stop an attacker cold. Complete this eight week course and receive a certificate of completion from Strike Martial Arts Academy. Glove and hand wraps are required and may be purchased at the gym/academy. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

CRAE-113-LUT02 - Begins Jan 26. 8 Wks.  
T STRIKE TKD & Kickboxing Academy  6:00PM-7:30PM

Beginning Yoga (Level I)  $69  
This is for students initiating a Hatha yoga practice. Basic asanas (poses), emphasis on standing poses, breath control, integration of mind and body will be taught. Class will be in the Scramble room. A sticky mat is required.

W Northwest Junior High School  7:00PM-8:30PM

Intermediate Yoga (Level II)  $69  
This course is for students who have done a beginning class or who would like to refine basic standing poses, seated poses (fronts and twists) and backbends. You will be introduced to inverted poses. Class will be held in the Scramble room. A sticky mat is required.

M Northwest Junior High School  7:00PM-8:30PM

Personalized Weight Training  $245  
Get eight hours of personalized training with weights and fitness equipment. Learn the concepts, mechanics, form and routines. The instructor will contact registered students to set the schedule.

CRAE-725-LUT03 - Begins Jan 25. 8 Wks.

Body Pump  $65  
An incredibly successful class worldwide, Body Pump is the “fastest way in the universe to get in shape.” Set to outstanding music, this class uses barbells and adjustable weights to tone and condition the whole body while raising metabolic rate for rapid fat-burning. You'll build endurance and increase definition. Great for all fitness levels. Please arrive 10-15 minutes early.

CRAE-CO02-LUT04 - Begins Jan 25. 8 Wks.  
M West Core Fitness  6:35PM-7:35PM  
W West Core Fitness  6:00PM-7:00PM  
F West Core Fitness  5:30PM-6:30PM

Body Step  $49  
This is a cutting-edge version of the classic step class. This class is a cardio program using a height-adjustable step. Providing a high energy cardio workout to music, this class features high intensity intervals followed by muscle conditioning tracks designed to shape and tone the entire lower body while pushing fat-burning systems into high gear. All levels are welcome and class can be tailored to fit the individual.

CRAE-CO05-LUT11 - Begins Jan 27. 9 Wks.  
W Core Fitness  6:15PM-7:15PM  
F Core Fitness  5:35PM-6:35PM

Yoga Flow  $49  
Offering the basics of yoga, this class will help you develop better posture, strength, balance and flexibility by making the most of classic yoga poses. Reduce stress and create an inner peace with a stimulating workout that’s great for all levels. Discover how yoga encompasses so much more than meditation! This is a perfect beginner class and a great compliment to your usual workout.

CRAE-CO10-LUT13 - Begins Jan 25. 8 Wks.  
MW West Core Fitness  5:45PM-6:45PM

Power Yoga  $49  
Take your yoga to the next level. Learn powerful moves and postures for the advanced student of yoga. Enjoy a challenging workout through yoga discipline.

CRAE-CO13-LUT04 - Begins Jan 26. 8 Wks.  
TTH Core Fitness  5:40PM-6:45PM

Body Attack  $65  
Enjoy the fun way to scorch 800 calories! This is a simple high-intensity group exercise class that is fully optioned for all fitness levels. Upper and lower body conditioning tones and strengthens.

CRAE-CO18-LUT04 - Begins Jan 26. 8 Wks.  
T Core Fitness  9:00AM-10:00AM  
F Core Fitness  10:10AM-11:10AM

Body Attack TM  $55/$65  
This class is a simple, high-intensity group exercise set to music. It’s fully optioned to cater to all fitness levels. You’ll experience high-energy sports training moves for cardiovascular fitness, along with upper and lower body conditioning exercises for building strength.

CRAE-CO20-LUT03 - Begins Jan 26. 8 Wks.  
T Core Fitness  5:25PM-6:25PM  
F Core Fitness  5:30PM-6:30PM

T West Core Fitness  6:15AM-7:15AM

Turbo Kick  $45  
Total body experience-cardio class consists of punching and kicking combos which will take our workout into the athletic zone. Lots of fun, great music and an awesome instructor.

CRAE-CO25-LUT03 - Begins Jan 28. 8 Wks.  
TH Core Fitness  9:00AM-10:00AM  
SU Core Fitness  3:20PM-4:20PM

Zumba  $55  
Zumba is a fusion of Latin and international music-dance themes that create a dynamic, effective fitness system. High energy and motivating music, with unique moves, allow the Zumba participants to dance away their worries. Zumba is a “feel happy workout that is great for the mind and body.”

CRAE-CO30-LUT10 - Begins Jan 26. 8 Wks.  
TTH West Core Fitness  8:00PM-8:45PM

CRAE-CO30-LUT11 - Begins Jan 26. 8 Wks.  
T Core Fitness  7:40PM-8:40PM

Zumba NEW  $45  
What a great way to start the week! Dance and move to burn away the weekend calories. Daycare opens at 8 a.m., so drop off the kids and get dancing.

CRAE-CO33-LUT01 - Begins Jan 25. 8 Wks.  
M Core Fitness  8:15AM-9:05AM
COACHING AUTHORIZATION AND RECERTIFICATION

In Iowa, K-12 coaches must be state certified. Kirkwood’s coaching authorization and recertification programs satisfy state requirements. For more information about our ongoing classes in Belle Plaine, Cedar Rapids, Iowa City, Monticello, Washington and Williamsburg, please contact:

Larry Lutz: larry.lutz@kirkwood.edu or 319-398-4912.
Information specialist: 319-398-5529 or 1-800-332-2055, ext. 5529.
Web site: www.kirkwood.edu/coaching.

A partial listing is included in this catalog. For the complete listing, see the Web site.

Body Combat
$39/$55
This fiercely energetic program is inspired by martial arts and draws from a wide array of disciplines such as karate, boxing, tai chi and muay thai. Punch and kick your way through calories to superior cardio fitness.
CRAE-CO35-LUT05 - Begins Jan 25. 8 Wks.
M Core Fitness  5:00PM-6:00PM
F Core Fitness  5:40AM-6:40AM
CRAE-CO35-LUT06 - Begins Jan 28. 8 Wks.
TH West Core Fitness  5:30PM-6:30PM
Body Step
$65
This is a simple, high-intensity group exercise set to music. It’s fully optioned to cater to all fitness levels. You’ll experience high-energy sports training moves for cardiovascular fitness, along with upper and lower body conditioning exercises for building strength.
CRAE-CO45-LUT02 - Begins Jan 28. 8 Wks.
TH West Core Fitness  9:00AM-10:00AM
S West Core Fitness  9:40AM-10:40AM
Zumba-Ladies Night
$65
Leave the kids at home and come to our house to let loose! Latin dance and burn calories with your friends. Have a great time and let it all go! No experience necessary. Good time required.
CRAE-CO60-LUT01 - Begins Jan 27. 8 Wks.
W West Core Fitness  8:00PM-9:00PM
Aqua Fit
$59
This class will give you a great cardio workout while enjoying the benefits of the pool. It will have you burning calories and firming up all while taking it easy on your joints. This workout can be modified for all fitness levels.
CRAE-NL75-LUT01 - Begins Jan 25. 8 Wks.
MTW New Life Fitness World - IC  9:15AM-10:15AM
CRAE-NL75-LUT02 - Begins Jan 26. 8 Wks.
TH New Life Fitness World - IC  6:00PM-7:00PM
Cardio Explosion
$45
Blast the calories and burn the fat. That is what you will get at these classes. Use different cardio routines each night: kickboxing, interval training, resistance circuits, step aerobics. Work it all and then some. You are going to sweat during this class and love it.
CRAE-NL80-LUT01 - Begins Jan 25. 8 Wks.
MW New Life Fitness World - IC  6:30PM-7:30PM
CRAE-NL80-LUT02 - Begins Jan 26. 8 Wks.
TH New Life Fitness World - IC  6:30PM-7:30PM
Yoga for All
$79
Everyone can enjoy the benefits of this class. Use Hatha yoga postures to increase strength, flexibility, muscle balance and relaxation, link the mind, body and spirit. You will be glad you did. Wear comfortable clothes and bring your own mat please.
CRAE-NL85-LUT01 - Begins Jan 26. 8 Wks.
TH New Life Fitness World - IC  7:30PM-8:30PM
BodyVive TM
$49
BodyVive TM - is the low impact group fitness workout that lets you choose just how hard you work. Using the vee balls, vee tubes and optional hand weights, you are talked step-by-step through the entire class by a skilled instructor, while listening to uplifting and inspiring music. Best of all, you finish feeling thoroughly rejuvenated and buzzing with energy.
CRAE-PF05-LUT03 - Begins Jan 26. 8 Wks.
TH Performance Fitness  8:30AM-9:30AM
Body Attack
$49
Body Attack is the sports-inspired cardio workout for building strength and stamina. This high-energy interval training class combines athletic aerobic movements with strength and stabilization exercise. Dynamic instructors and powerful music motivate everyone towards their fitness goals - from the weekend athlete to the hard-core competitor.
CRAE-PF15-LUT02 - Begins Jan 28. 8 Wks.
TH Performance Fitness  6:35PM-7:35PM
Kick Butt Step
$49
Kick Butt Step is a workout with an interval twist. Challenge yourself to work outside of your comfort zone and achieve higher levels of fitness using powerful and athletic movements. It’s so much fun that you won’t even realize how hard you just worked.
CRAE-PF20-LUT02 - Begins Jan 26. 8 Wks.
T Performance Fitness  5:30PM-6:25PM
Body Pump
$49
Body Pump is the original barbell class that strengthens your entire body. This 60-minute workout challenges all your major muscle groups by using the best weight-room exercise like squats, presses, lifts and curls. Let great music, awesome instructors and your choice of weights inspire you to get the results you came for and fast.
CRAE-PF25-LUT02 - Begins Jan 25. 8 Wks.
M Performance Fitness  5:30PM-6:30PM
Cy-Yo
$49
Cy-Yo is the perfect fusion! 30 minutes of heart pumping group cycling, followed by 30 minutes of relaxing yoga. This class is for all levels of fitness.
CRAE-PF30-LUT02 - Begins Jan 25. 8 Wks.
M Performance Fitness  6:00PM-7:00PM

COACHING AUTHORIZATION

Coaching Authorization Certification Seminar
$325
The seminar format will complete the state required course work, coaching application, waiver and fingerprinting. We will submit state forms and transcripts directly to the Iowa Department of Education. The seminar format is offered in either two consecutive weekends (Friday nights, all day Saturdays and Sundays) or Wednesday through Sunday during the day-time. You will need to bring six rolls of 1 1/2” athletic tape and two rolls of prewrap. Upon class completion, there is an additional application fee of $150 payable to the state of Iowa for certification processing.
CRAE-CO60-LUT87 - Begins Feb 5. 2 Wks.
F Iowa City Credit Center Rm. 201  5:00PM-10:30PM
SSU Iowa City Credit Center Rm. 201  8:00AM-8:00PM
CRAE-CO60-LUT91 - Begins Mar 5. 2 Wks.
F Iowa City Credit Center Rm. 201  5:00PM-10:30PM
SSU Iowa City Credit Center Rm. 201  8:00AM-8:00PM

MARTIAL ARTS/SELF DEFENSE

Kickboxing
$49
This class provides a total body workout that will increase your stamina, flexibility and strength. Comprised of aerobics, boxing and martial arts
techniques, participants will experience increased physical conditioning, toning and reduced stress. No prior experience is required. You must be at least 13 years old to take this class. It’s taught by an experienced instructor at Choe’s Black Belt Academy, 224 Stevens Drive, Iowa City, 319-331-1752. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

CRMA-090-LUT06 - Begins Jan 27. 8 Wks.

- W STRIKE TKD & Kickboxing Academy

Self-Defense for Women and Girls $49

This class for women and girls will teach escapes to common street situations and effective ways to end an altercation against a larger, much stronger opponent. The emphasis is on self-defense, but martial arts techniques are featured to develop confidence. This class does not require a lot of strength and participants do not need to be in top physical condition or well coordinated. It’s taught by 7th Degree Grand Master Choe at Choe’s Black Belt Academy, 224 Stevens Drive, Iowa City, 319-331-1752. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.


- TTH Choe’s Black Belt Academy

2 for 1 Tae Kwon Do $89

Enjoy basic tae kwan do, traditional and Olympic style. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

CRMA-310-LUT05 - Begins Jan 25. 8 Wks.

- MWF STRIKE TKD & Kickboxing Academy

Mixed Martial Arts $69

This is an introduction to the fastest growing sport in America. Learn martial arts ultimate fight style.

CRMA-355-LUT05 - Begins Jan 25. 8 Wks.

- MW STRIKE TKD & Kickboxing Academy

SPORTS

Pedal Powered: Cycling Series $49

This cycle series will focus on all aspects of your bicycle. Learn how to keep your bike in top operating status by performing maintenance, adjustments, tire and tube repair. You can do all of these things without special tools with some basic instruction. The series includes the following three classes at a cost savings over taking them individually: Bicycle Tire Repair, Bicycle Maintenance You Can Do, and Basic Bicycle Adjustment for Braking and Shifting.


- TH Iowa City Learning Center Rm. J

Bicycle Tire Repair $19

Bring a friend and learn how to repair your flat tire, mount a tire on the rim, and basic do’s and don’ts to keep you rolling down the road. We will also cover tube repair and anatomy of the wheel. We will discuss tools and equipment you need and what to have on your bike for roadside repair.

Please bring a wheel (rim, tire and inner tube).


- TH Iowa City Learning Center Rm. J

Bicycle Maintenance You Can Do $19

Get a basic anatomy overview on your bike’s working parts. Learn basic adjustment, lubrication and maintenance during riding season and off-season. Know what basic tools to have. Get maximum performance and longevity with basic care.


- TH Iowa City Learning Center Rm. J

YOUTH PROGRAMS

RECREATION

Little Dragons $49

This class introduces martial arts to children, ages three through six. Through this class children develop an increased attention span, enhanced coordination and better respect and discipline. Comprised of basic tae kwon do techniques (kicks and punches) and other physical activity, this class helps children learn how to follow directions, focus and have fun.

This class is taught by 7th Degree Grand Master Choe at Choe’s Black Belt Academy, 224 Stevens Drive, Iowa City. A uniform is required and is available at the Academy, 319-331-1752. “Double Your Fun” offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.


- TTH Choe’s Black Belt Academy

5:15PM-6:00PM

IN COOPERATION WITH THE SCHOOL DISTRICTS OF

BENTON COUNTY

BELLE PLAINE COMMUNITY
BENTON COMMUNITY
CENTER POINT URBANA
VINTON-SHELLSBURG COMMUNITY

BUSINESS

BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT

Brain Boosters! $49

Would you agree that most of us take better care of our hair and skin than we do of our brains? Yet, our brains are part of every aspect of our life experience. Since most of us don’t have an owner’s manual for our brains, join this interactive, entertaining session to increase your awareness about how your choices and actions can impact your brain’s performance (including memory) and health. You will leave with practical actions you can take to keep your brain performing well for years to come. Then, you can consciously choose how to take good care of your brain, so it can take good care of you! Melanie Hoffner is a certified Brain-Based Trainer.


- TH Benton County Center Rm. KTS-1

6:00PM-8:30PM
GETTING STARTED & THE INTERNET

eBay Selling for Beginners $35
Do you want to be a successful seller on eBay, but don’t know how to get started? Find out how from an experienced eBay seller and certified eBay education specialist. You will learn how to get started, do research, create effective listings and complete your sale.
TH • Benton County Center Rm. KTS-1 5:30PM-7:30PM

FAMILY/HOME/FINANCE

COSMETOLOGY

Quick Color Quick Profit and Two-hour Law/Sanitation $39
Make extra money by offering quick color services that can be used on all clients. You can suggest these "teasers" with little commitment to the client to introduce them to color. Explore color glazing, DuraGloss, Hydro Enzymes and more. Also, fulfill your Iowa law requirement. This class is designed for cosmetologists pursuing continuing education or inactive cosmetologists seeking active status.
T • Benton County Center Rm. KTS-1 6:00PM-10:00PM

Eutectic Trend Release NEW $39
Find your balance and enjoy the Eutectic Collection! Explore precision hair sculpting, subtle undertones, distinct fringes, modern edges with a pop of vivid color and more with Dorothy Malcom and Cathy Roberts. Note new time: 5-9 p.m. Sign up two weeks in advance to get your certificate at the end of class. This class is approved for four hours continuing education credits for cosmetologists and barbers.
TH • Benton County Center Rm. KTS-1 5:00PM-9:00PM

PERSONAL & FAMILY DEVELOPMENT

Food As Medicine Series III with Dr. Wahls NEW $45
Please refer to page 16 for entire course description.
T • Benton County Center Rm. KTS-1 6:00PM-9:30PM

Food As Medicine Part 1 with Dr. Wahls NEW $29
Please refer to page 16 for entire course description.
T • Benton County Center Rm. KTS-1 6:00PM-9:30PM

Food As Medicine Part 2 with Dr. Wahls NEW $29
Please refer to page 16 for entire course description.
T • Benton County Center Rm. KTS-1 6:00PM-9:30PM

Ways Children Learn Best $19
How do children learn a new task best? Explore the methods for teaching new concepts to children. These have been proven to work well to teach children new tasks. When should you stand back? When should you teach steps to learning? Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: to advance physical and intellectual competence.
T • Benton County Center Rm. KTS-1 6:30PM-8:30PM

Child Development: Ages and Stages $19
What should you expect from a child at a certain age? Are you asking too much? Or, you may not be asking enough. Learn how to use a child’s development to plan activities and set up environments where children can learn and succeed. Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: principles of child growth and development.
T • Benton County Center Rm. KTS-1 6:30PM-8:30PM

GENERAL INTEREST

CRAFTS

Beginning Crochet for All Ages NEW $19
Are you envious of the funky scarf that your friends know how to make? Would you love to make a baby blanket for a loved one who is expecting? Join us to learn the lost art of crochet. This course is designed for beginners of all ages—make it a family event for you and your kids or grandkids. Learn basic, single and triple stitches. Circle, square or v patterns will be covered. The instructor will match class projects according to the age level and preferences of each class member. Call the Benton County Kirkwood Center in Vinton for information on materials. 319-472-2318.
CGCR-0305-VIN01 - Begins Feb 15. 4 Wks.
M • Benton County Center Rm. 100 6:30PM-8:00PM

SEASONAL INTEREST

Valentine’s Day Cards $15
Learn to create Valentine’s Day cards with the use of different fabrics. You will make eight assorted Valentines. Materials fee of $5, payable to the instructor at the time of class.
M • Benton County Center Rm. 100 6:00PM-8:00PM

HEALTH

NURSING CONTINUING EDUCATION

Dependent Adult Abuse and Mandatory Reporting $29
Are you aware of your obligations as a mandatory reporter of adult abuse? Diana Nicholls-Blomme will share the latest updates on mandatory reporters of suspected adult abuse and/or neglect, of their roles and responsibilities, as well as recognition of abuse. This program is approved by the Iowa Department of Public Health, #163.
T • Benton County Center Rm. KTS-1 6:30PM-8:45PM

Training for Mandatory Reporters of Child Abuse and Dependent Adult Abuse $35
It is the role and responsibility of all persons who in the course of employment, examine, attend, counsel, or treat children and dependent adults to protect them from harm perpetrated by others. The goal of this course is to increase the knowledge and awareness of child and dependent adult abuse. This course meets the two-hour training requirement for mandatory reporter training for those who work with both children and dependent adults on a regular basis. It does not meet the training requirements for persons who work with only one population and not both children and adults. This curriculum is approved by the Iowa Department of Public Health Abuse Education Review Panel #2032.
T • Benton County Center Rm. KTS-1 6:00PM-9:15PM

RECREATION

AEROBICS/EXERCISE

Yoga for the Mind and Body $35
This yoga class is designed to meet the needs of new and returning students. Instructors Phyllis McGowan and Pam Andrews will teach you how to relax and relieve stress through the use of yoga exercises. Health benefits include increased flexibility and body strength, enhanced concentration and energy, and a renewed sense of well-being. Bring a yoga mat, or a bath or beach towel. You may benefit from a yoga strap or belt and yoga blocks, but these items are not required.
M • Iowa Braille & Sight Saving School Rm. GYM 7:15PM-8:30PM
W • Iowa Braille & Sight Saving School Rm. GYM 7:15PM-8:30PM

MARTIAL ARTS/SELF DEFENSE

Tae Kwon Do $39
Learn classic traditional Korean-style martial arts. It’s a great program for practical self-defense, discipline and confidence. For all levels of youth ages seven and up, men and women.
MW • Atkins Legion Memorial Hall 5:30PM-6:30PM

Tae Kwon Do $39
This course is geared toward self-defense and not toward tournament competition. Adults and children alike will benefit not only from the unique self-defense curriculum, but from enhanced self-confidence, coordinations, flexibility, stress relief and fitness. It’s taught by a certified master instructor with more than 20 years of experience. For ages seven through adult.
TTH • Atkins Legion Memorial Hall 6:00PM-7:00PM

To register call 319-398-1022 or 1-800-332-8833
Hapki-do $59
Hapki-do is the Korean martial art of self-defense that stresses circular motions and using the opponent’s energy against him or her. These principles, combined with joint manipulation, pressure points, chokes and take-downs, are used to subdue an attacker. Hapki-do is ideal for people of all ages and sizes. No forms, board breaking or sparring is required.

Intermediate and advanced students are taught weapons such as short stick, long stick and cane. For anyone age 14 and up.

MW Atkins Legion Memorial Hall 6:30PM-7:30PM

CRMA-235-LUT02 - Inst. Defensive Arts. Begins Jan 26, 8 Wks.
TH Atkins Legion Memorial Hall 7:00PM-8:00PM

Archipelago Combatives $39
Archipelago Combatives is a multi-discipline art that trains in all ranges of combat with or without a weapon. This training is for self-defense. Students must be 18 or older. Materials fee $12 (for a pair of rattan sticks).

CRMA-400-LUT08 - Inst. Defensive Arts. Begins Jan 25, 8 Wks.
M Atkins Legion Memorial Hall 7:30PM-8:30PM

BELLE PLAIN BUSINESS

BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT

Brush Up on Grammar New $35
If it’s been a long time since you reviewed your grammar basics, it may be time to brush up on your grammar skills. Using grammatically correct sentence structure is important if you want to appear professional and impress the people you deal with. Although knowing formal grammar is not as important in speaking as it is in writing, the more sophisticated sentences you are able to use, the better you can communicate. And communication is the key to success.

M Tippie Education Center Rm. 300 6:30PM-8:30PM

Brain Boosters! New $49
Please refer to page 62 for entire course description.

TH Tippie-Mansfield Center Rm. KTS-1 6:00PM-8:30PM

COMPUTERS

GETTING STARTED & THE INTERNET

eBay Selling for Beginners $35
Do you want to be a successful seller on eBay, but don’t know how to get started? Find out how from an experienced eBay seller and certified eBay education specialist. You will learn how to get started, do research, create effective listings and complete your sale.

TH Tippie-Mansfield Center Rm. KTS-1 5:30PM-7:30PM

FAMILY/HOME/FINANCE

COSMETOLOGY

Quick Color Quick Profit and Two-hour Law/Sanitation $39
Make extra money by offering quick color services that can be used on all clients. You can suggest these “teasers” with little commitment to the client to introduce them to color. Explore color glazing, DuraGloss, Hydro Enzymes and more. Also, fulfill your Iowa law requirement. This class is designed for cosmetologists pursuing continuing education or inactive cosmetologists seeking active status.

T Tippie-Mansfield Center Rm. KTS-1 6:00PM-10:00PM

Eutectic Trend Release New $39
Find your balance and enjoy the Eutectic Collection! Explore precision hair sculpting, subtle undercuts, distinct fringes, modern edges with a pop of vivid color and more with Dorothy Malcom and Cathy Roberts. Note: new time 5-9 p.m. Sign up two weeks in advance to get your certificate at the end of class. This class is approved for four hours continuing education credits for cosmetologists and barbers.

TH Tippie-Mansfield Center Rm. KTS-1 5:00PM-9:00PM

PERSONAL & FAMILY DEVELOPMENT

Food As Medicine Series III with Dr. Wahls $45
Please refer to page 16 for entire course description.

TH Tippie-Mansfield Center Rm. KTS-1 6:00PM-9:30PM

Food As Medicine Part 1 with Dr. Wahls $29
Please refer to page 16 for entire course description.

TH Tippie-Mansfield Center Rm. KTS-1 6:00PM-9:30PM

Food As Medicine Part 2 with Dr. Wahls $29
Please refer to page 16 for entire course description.

TH Tippie-Mansfield Center Rm. KTS-1 6:00PM-9:30PM

Ways Children Learn Best $19
How do children learn a new task best? Explore the methods for teaching new concepts to children. These have been proven to work well to teach children new tasks. When should you stand back? When should you teach steps to learning? Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: to advance physical and intellectual competence.

T Tippie-Mansfield Center Rm. KTS-1 6:30PM-8:30PM

Child Development: Ages and Stages $19
What should you expect from a child at a certain age? Are you asking too much? Or, you may not be asking enough. Learn how to use a child’s development to plan activities and set up environments where children can learn and succeed. Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: principles of child growth and development.

T Tippie-Mansfield Center Rm. KTS-1 6:30PM-8:30PM

LET’S DANCE!

DANCE

Let’s Dance! Ballroom I $49
Basic ballroom steps and turns will be the focus, along with two core dances: waltz and swing. This class is perfect for the beginner who wants to learn the fundamentals for recreational partner dancing in a ballroom or social club setting. The class is also designed for the social dancer who would like to brush up on his/her dancing skills. Class tuition is per person.

W Jeralyn’s Dance Studio Rm. UPPERLVL 7:00PM-8:00PM

PHOTOGRAPHY

Digital Photography for Beginners $39
Learn many aspects to digital photography including but not limited to: parts of the camera, settings, tips for poses and what to wear. Figure out how to print, backup and store your digital photos. Maybe you just want to find the camera that’s right for you and your budget. If you already own a digital camera, bring it and any questions you want answered, to class.

CGPH-190-BEL02 - Inst. Garling. Begins Feb 2. 2 Wks.
TH Tippie-Mansfield Center Rm. KTS-1 6:00PM-8:00PM

NURSING CONTINUING EDUCATION

Dependent Adult Abuse and Mandatory Reporting $29
Are you aware of your obligations as a mandatory reporter of adult abuse? Diana Nicholls-Blomme will share the latest updates on mandatory reporters of suspected adult abuse and/or neglect, of their roles and responsibilities, as well as recognition of abuse. This program is approved by the Iowa Department of Public Health, #163.

T Tippie-Mansfield Center Rm. KTS-1 6:30PM-8:45PM

Training for Mandatory Reporters of Child Abuse and Dependent Adult Abuse $35
It is the role and responsibility of all persons who in the course of employment, examine, attend, counsel, or treat children and dependent adults...
to protect them from harm perpetrated by others. The goal of this course is to increase the knowledge and awareness of child and dependent adult abuse. This course meets the two-hour training requirement for mandatory reporter training for those who work with both children and dependent adults on a regular basis. It does not meet the training requirements for persons who work with only one population and not both children and adults. This curriculum is approved by the Iowa Department of Public Health Education Review Panel #2032.

CHNC-042-TDA05 - Inst. Nichollis-Blomme. Begins Feb 9, 1 Wk. T Tippie-Mansfield Center Rm. KTS-1 6:00PM-9:15PM

**RECREATION**

**AEROBICS/EXERCISE**

Yoga Basics $39
If you can breathe, you can do yoga. This class focuses on enhancing flexibility, range of motion and muscle tone. Enjoy the benefits of deep relaxation and experience the mind body connection through the aware-

**IN COOPERATION WITH THE SCHOOL DISTRICTS OF**

**CEDAR COUNTY**

**BENNETT COMMUNITY**
**NORTH CEDAR COMMUNITY**
**TIPTON COMMUNITY**
**WEST BRANCH COMMUNITY**

**BUSINESS**

**BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT**

Brain Boosters! $49
Please refer to page 62 for entire course description.
CBEM-421-TSL07 - Inst. Hoffner. Begins Feb 4. 1 Wk. TH Cedar County Center Rm. KTS-1 6:00PM-8:30PM

**COMPUTERS**

**COMPUTING FOR 50+**

Computers Made Simple for 50+ $95
Tired of being confused or frustrated because your computer is making mistakes? Then this course is for you. Designed to tame the mouse, identify items on the computer screen, create simple word processing documents, and save them so you can print them later. We will also explore the Internet using simple search techniques, and discover the world of e-mail. Tuition includes textbook and materials.
CCCS-190-CED02 - Inst. Wilson. Begins Mar 1. 4 Wks. M Cedar County Center Rm. 303 6:00PM-8:00PM

**GETTING STARTED & THE INTERNET**

eBay Selling for Beginners $35
Do you want to be a successful seller on eBay, but don’t know how to get started? Find out how from an experienced eBay seller and certified eBay education specialist. You will learn how to get started, do research, create effective listings and complete your sale.
CCGS-200-TVO14 - Inst. Beer. Begins Feb 11. 1 Wk. TH Cedar County Center Rm. KTS-1 5:30PM-7:30PM

**FAMILY/HOME/FINANCE**

**COSMETOLOGY**

Quick Color Quick Profit and Two-hour Law/Sanitation $39
Make extra money by offering quick color services that can be used on all clients. You can suggest these “teasers” with little commitment to the client to introduce them to color. Explore color glazing, DuraGloss, Hydro Enzymes and more. Also, fulfill your Iowa law requirement. This class is designed for cosmetologists pursuing continuing education or inactive cosmetologists seeking active status.
CFCS-110-TSL07 - Inst. Behrens. Begins Feb 16. 1 Wk. T Cedar County Center Rm. KTS-1 6:00PM-10:00PM

**TRANSPORTATION AND SAFETY**

**MOPED RIDER EDUCATION**

Moped Rider Education $39
Get ready to ride your moped! If you are at least 14 years of age and do not have a driver’s license, the Iowa Department of Transportation (IDOT) requires you to complete an approved moped rider education course. This class will cover safety, rules of the road and laws governing mopeds. There will also be discussion on rider responsibility, safety checks for the rider and moped, and rider scenarios. Bring a sack lunch.
CTMP-015-BEL01 - Inst. Reekers. Begins Mar 13. 1 Wk. S Belle Plaine Community Center Rm. A 8:00AM-2:30PM

**PERSONAL & FAMILY DEVELOPMENT**

Food As Medicine Series III with Dr. Wahls $45
Please refer to page 16 for entire course description.
CPFP-269-TXO07 - Inst. Wahls. Begins Mar 4. 2 Wks. TH Cedar County Center Rm. KTS-1 6:00PM-9:30PM

Ways Children Learn Best $19
How do children learn a new task best? Explore the methods for teaching new concepts to children. These have been proven to work well to teach children new tasks. When should you stand back? When should you teach steps to learning? Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: to advance physical and intellectual competence.
CPFP-470-TSL07 - Inst. Andersen-Heller. Begins Mar 9. 1 Wk. T Cedar County Center Rm. KTS-1 6:30PM-8:30PM

**To register call 319-398-1022 or 1-800-332-8833**
HEALTH
NURSING CONTINUING EDUCATION
Dependent Adult Abuse and Mandatory Reporting  $29
Are you aware of your obligations as a mandatory reporter of adult abuse? Diana Nicholls-Blomme will share the latest updates on mandatory reporters of suspected adult abuse and/or neglect, of their roles and responsibilities, as well as recognition of abuse. This program is approved by the Iowa Department of Public Health, #163.
T Cedar County Center Rm. KTS-1 6:30PM-8:45PM

Training for Mandatory Reporters of Child Abuse and Dependent Adult Abuse  $35
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T Cedar County Center Rm. KTS-1 6:00PM-9:15PM

RECREATION
AEROBICS/EXERCISE
Turbo Kick  $39
This class combines non-contact kickboxing with great music to burn a ton of calories and strengthen your core. Come and shake, punch and kick yourself into a new body. You will have so much fun you will forget you’re working out. Suitable for ages teen-adult.
MTH Tipton Elementary School Rm. GYM2 6:30PM-7:30PM

SPORTS
Basic Elementary Tumbling  $19
Have fun learning basic tumbling techniques that are safe and fun for young children. We will start with summersaults and work our way up to handstands and cartwheels. For ages three through six. Register at least one week in advance.
S Tipton High School Rm. WRESTLE 9:00AM-9:45AM

TRANSPORTATION AND SAFETY
MOPED RIDER EDUCATION
Moped Operator Course  $39
This course will get you ready to ride your moped! The Iowa Department of Transportation (IDOT) requires a person at least 14 years of age who does not have a drivers license to complete an approved moped operator course. This course will cover safety, rules of the road and laws governing mopeds. Bring a sack lunch to class. Vending machines are available. Parents, please plan ahead, these classes are limited! Register one week in advance.
S Cedar County Center Rm. 303 8:00AM-2:30PM

IN COOPERATION WITH THE SCHOOL DISTRICTS OF
IOWA COUNTY
CLEAR CREEK-AMANA IOWA VALLEY COMMUNITY
ENGLISH VALLEYS COMMUNITY WILLIAMSBURG COMMUNITY
HLV COMMUNITY

BUSINESS
BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT
Brain Boosters!  NEW  $49
Please refer to page 62 for entire course description.
TH Iowa County Center Rm. KTS-1 6:00PM-8:30PM

COMPUTERS
COMPUTING FOR 50+  NEW  $39
Learn the basics of sending, receiving and replying to e-mail messages using a webmail account. You will then learn how to open attachments and attach files to outgoing messages. The pace will be leisurely and you will practice sending messages. Also, you will learn about common e-mail related security threats and how to deal with them. Class size is limited to eight for individualized attention.
T Iowa County Center Rm. 112 6:30PM-8:30PM

GETTING STARTED & THE INTERNET
eBay Selling for Beginners  $35
Do you want to be a successful seller on eBay, but don’t know how to get started? Find out how from an experienced eBay seller and certified eBay education specialist. You will learn how to get started, do research, create effective listings and complete your sale.
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SIZE, SHAPE & HEALTH
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TRANSPORTATION AND SAFETY
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Moped Operator Course  $39
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S Cedar County Center Rm. 303 8:00AM-2:30PM

IN COOPERATION WITH THE SCHOOL DISTRICTS OF
IOWA COUNTY
CLEAR CREEK-AMANA IOWA VALLEY COMMUNITY
ENGLISH VALLEYS COMMUNITY WILLIAMSBURG COMMUNITY
HLV COMMUNITY

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BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT
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T Iowa County Center Rm. 112 6:30PM-8:30PM

GETTING STARTED & THE INTERNET
eBay Selling for Beginners  $35
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TH Iowa County Center Rm. KTS-1 5:30PM-7:30PM

www.kirkwood.edu/ce
HOME IMPROVEMENT/INTERIOR DESIGN

Professional Interior Decorator Steps In $39
You have a room you want to redo and you have a sense of what you want. Now what? Do you start with the paint, a swatch of fabric? What about mixing and matching prints, colors and textures? How do you accessorize? Let interior decorator Carol Zuber help make your ideas an affordable reality during this three-session course designed for your individual needs. Class size is limited to eight.

T Iowa County Center Rm. 107
6:30PM-8:30PM

PERSONAL & FAMILY DEVELOPMENT

Active Learning with Themes NEW $19
Active learning with a purpose is fun at its best! Using themes and projects have proven to be a powerful, motivation learning tool. Themes and projects help a child learn how concepts tie into their world. Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: to insure a well run purposeful program responsive to participants needs.

T Iowa County Center Rm. 112
6:30PM-8:30PM

Food As Medicine Series III with Dr. Wahls NEW $45
Please refer to page 16 for entire course description.

T Iowa County Center Rm. KTS-1
6:00PM-9:30PM

Ways Children Learn Best $19
How do children learn a new task best? Explore the methods for teaching new concepts to children. These have been proven to work well to teach children new tasks. When should you stand back? When should you teach steps to learning? Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: to advance physical and intellectual competence.

T Iowa County Center Rm. KTS-1
6:30PM-8:30PM

Bloodborn Pathogens and Infection Control $19
Learn bloodborne pathogen training, hand washing, sanitizing, infection prevention tips and strategies for all child care situations. Please bring your questions for Stacy DeMoss, Infection Control, Mercy Medical Center. Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: to advance physical and intellectual competence.

T Iowa County Center Rm. 107
6:00PM-8:00PM

Child Development: Ages and Stages $19
What should you expect from a child at a certain age? Are you asking too much? Or, you may not be asking enough. Learn how to use a child’s development to plan activities and set up environments where children can learn and succeed. Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: principles of child growth and development.

T Iowa County Center Rm. KTS-1
6:30PM-8:30PM

Fun with Alphabet Activities NEW $19
How can you help your child learn speaking and language through day-to-day activities? Explore what has been found to work best for language building. Increase your child’s vocabulary. Discover practical ideas to increase your child’s language as you go through daily routines and activities. Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: to insure a well run purposeful program responsive to participants needs.

T Iowa County Center Rm. 112
6:30PM-8:30PM

To register call 319-398-1022 or 1-800-332-8833
YOUTH PROGRAMS

ARTS, CRAFTS, CULTURE

Macrame and Braided Bracelets  NEW  $19
You can weave a knotted friendship bracelet for yourself and a friend with the art of macrame. Why not sign up with a friend and personalize a special friendship bracelet for each other? Weave, knot, braid - so many ways to make each one unique! Materials fee of $4 due to instructor on day of class. Must be at least 9 years old to register. Class size limited to eight.
S Iowa County Center Rm. 112  10:00AM-12:00PM

IN COOPERATION WITH THE SCHOOL DISTRICTS OF

JONES COUNTY

ANAMOSA COMMUNITY
MIDLAND COMMUNITY
MONTICELLO COMMUNITY
OLIN COMMUNITY

BUSINESS

BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT

Brain Boosters!  NEW  $49
Please refer to page 62 for entire course description.
TH Jones Regional Education Center Rm. KTS-1  6:00PM-8:30PM

COMPUTERS

GETTING STARTED & THE INTERNET

eBay Selling for Beginners  $35
Do you want to be a successful seller on eBay, but don’t know how to get started? Find out how from an experienced eBay seller and certified eBay education specialist. You will learn how to get started, do research, create effective listings and complete your sale.
TH Jones Regional Education Center Rm. KTS-1  5:30PM-7:30PM

All in One Computing  $95
This course is designed for learners who have little or no computer experience. Learn the fundamentals of computer use, along with the basics of word processing, spreadsheets and the Internet. Tuition includes handouts.
MW Jones Regional Education Center Rm. 116  6:30PM-8:30PM

FAMILY/HOME/FINANCE

COSMETOLOGY

Quick Color Quick Profit and Two-hour Law/Sanitation  $39
Make extra money by offering quick color services that can be used on all clients. You can suggest these “teasers” with little commitment to the client to introduce them to color. Explore color glazing, Duragloss, Hydro Enzymes and more. Also, fulfill your Iowa law requirement. This class is designed for cosmetologists pursuing continuing education or inactive cosmetologists seeking active status.
T Jones Regional Education Center Rm. KTS-1  6:00PM-10:00PM

Eutectic Trend Release  NEW  $39
Find your balance and enjoy the Eutectic Collection! Explore precision hair sculpting, subtle undercuts, distinct fringes, modern edges with a pop of vivid color and more with Dorothy Malcom and Cathy Roberts. Note new time: 5-9 p.m. Sign up two weeks in advance to get your certificate at the end of class. This class is approved for four hours continuing education credits for cosmetologists and barbers.
TH Jones Regional Education Center Rm. KTS-1  5:00PM-9:00PM

FOODS AND ENTERTAINING

Wine for Dummies  NEW  $19
This class is designed for participants that have always enjoyed wine, but

Kids Make Your Own Easter Basket  $19
Kids weave your own designer Easter basket! You choose the colors and make the shape uniquely yours. Of course, you will have a handle. Big enough? What do you think? It has to be big to hold all that chocolate. You must be at least nine years old to register for this class and you may bring a parent or grandparent along to share in the fun for just the $4 cost of materials.
S Iowa County Center Rm. 112  9:00AM-11:00AM

www.kirkwood.edu/ce
**FAST TRACK YOUR WELDING CAREER**

Jones County employers need to hire additional trained welders for immediate work. Start your welding career today with the Career Welding Pre-Employment Training Program.

- Achieve a rewarding career in welding with an earning potential of $11-16 per hour.
- Gain valuable hands-on experience as a skilled, all-position MIG and Flux Core Inner Shield welder.
- Learn to read blueprints and fabricate structural components using state-of-the-art oxyacetylene and plasma cutting processes.

**February 23 - May 25, 2010**
*(11 weeks/132 hrs.)*

**Tuesday, Thursday**
5:30-9:30 p.m.

**Kirkwood Monticello Center**

**Tuition:** $1,645 – includes books and consumables. Personal protective equipment required/supplied by student-$150.

**Section #: CIPM-060-MIT12**

*For more information, contact Bethany Parker at 319-398-5070 ext. 109.*

This program was developed with support from: Star Manufacturing, Jones County Economic Development, Monticello Economic Development, John Deere, Monticello School District, Energy Manufacturing and Kirkwood Community College.

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**GENERAL INTEREST**

**CRAFTS**

**Digital Scrapbooking** $19
 являются your memories stored on your photo card? Put together a one-of-a-kind digital scrapbook to share with family and friends. This unique scrapbook can be viewed online or made into a hard copy. This class will help you get started with a wonderful keepsake or a perfect gift. Please bring your photos on CD or memory stick. Limited class space available.

**CGCR-0150-JON03 - Inst. Boffeli. Begins Feb 18. 1 Wk.**

**NURSE AIDE**

**75-Hour Nurse Aide** $359

The 75-hour CNA course prepares students to work in a long-term care facility. This course deals with patient care, terminology and procedures necessary to give good patient care. This course is designed to meet the training requirements of the nurse aide in long-term care facilities. Emphasis is on students achieving a basic level of knowledge and demonstration skills to provide safe, effective resident care. Required textbooks: Hartman’s Nursing Assistant Care 2nd Edition, Hedman (ISBN 978-1-60425-003-9), available at the Kirkwood bookstore.

**CHNA-020-DRJ01 - Begins Jan 25. 10 Wks.**

**MTH Jones Regional Education Center Rm. 137 4:30PM-8:30PM**

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**PHOTOGRAPHY**

**Advanced Action Photography** $40

Join award-winning photographer, Dr. Pete Kennedy, for his advanced Action Photography class. Dr. Kennedy will continue to teach his techniques and critique them and then review the process to help you develop prize-winning photographs. Digital camera or film is welcome. Action Photography is required for Advanced Action Photography.

**CGPH-065-JON02 - Inst. Kennedy. Begins Feb 16. 6 Wks.**

**T Dr. Pete Kennedy Chiropractic Rm. CLASS 7:00PM-9:00PM**

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**HEALTH**

**NURSE AIDE**

**Fabrication Math and Blueprint Reading** $195

Learn essential math and blueprint reading skills to become a successful fabricator and/or welder in today’s high tech manufacturing world. Companies are seeking employees with this fundamental knowledge. Required textbook: Blueprint Reading for Welders and Fitters.

**CIPM-034-XMI16 - Inst. Stark. Begins Feb 10. 8 Wks.**

**W Jones Regional Education Center Rm. 136 6:00PM-9:00PM**

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**INDUSTRIAL TECHNOLOGY**

**ENERGY**

**Solar Thermal Energy** $145

Learn how to design and build a solar hot water and heating system. Some of the material covered in this class will be basic solar design including plumbing, collectors, heat exchangers, differential controls and trouble shooting a system. You’ll get an introduction to the national solar code, national solar certification (NABCAP), national OG100, OG300, and SRCC specifications. During class students will design and construct a two-panel DHW solar system. Completion of this class through Kirkwood Community College will qualify students to take the NABCEP solar thermal test. Required textbook: Solar Water Heating, by Bob Ramlow, published by Mother Earth News.

**CIEN-060-MIT01 - Begins Feb 9. 7 Wks.**

**T Jones Regional Education Center Rm. KTS-1 5:30-9:30 p.m.**

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**WELDING/MACHINING**

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Learn essential math and blueprint reading skills to become a successful fabricator and/or welder in today’s high tech manufacturing world. Companies are seeking employees with this fundamental knowledge. Required textbook: Blueprint Reading for Welders and Fitters.

**CIPM-034-XMI16 - Inst. Stark. Begins Feb 10. 8 Wks.**

**W Jones Regional Education Center Rm. 136 6:00PM-9:00PM**

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To register call 319-398-1022 or 1-800-332-8833
Career Welding Program $1645
Achieve a rewarding welding career by participating in this 132-hour intensive training program. In a period of three short months, you will gain valuable hands-on experience as a skilled flat and horizontal position MIG and Flux Core Inner Shield welder. In addition, you will learn to read blueprints and fabricate structural components using the oxyacetylene, plasma and air carbon arc cutting processes. Seize this unique career by registering now! For more information, contact Bethany Parker at 319-398-5070, ext. 109.

TTH Jones Regional Education Center Rm. 136 5:00PM-6:00PM
TTH Jones Regional Education Center Rm. 129 5:00PM-10:00PM

Career Welding Exploration Free
Students interested in enrolling into the Career Welding Program in Monticello should take this evening class to familiarize themselves with welding careers. For more information, contact Bethany Parker at 319-398-5070 ext 109.

T Jones Regional Education Center Rm. 136 5:00PM-8:00PM
T Jones Regional Education Center Rm. 136 5:00PM-8:00PM

General Welding $245
Aspiring artists, farmers, maintenance technicians, racers and metal working hobbyist--this class is for you. Fast track your welding skills in the areas of stick, MIG, and oxyacetylene welding/brazing/cutting. There is a required book. Bring safety glasses, a welding helmet, chipping hammer, pliers and leather gloves.

CIPM-068-MIT06 - Inst. Stark. Begins Feb 15, 6 Wks.
M Jones Regional Education Center Rm. 136 6:00PM-7:00PM
M Jones Regional Education Center Rm. 129 6:00PM-7:00PM

WOODWORKING
Build Your Own Kayak $695
Skillfully build an 18-foot Night Heron kayak valued at $3,500, using hand, portable and stationary power tools. In addition, learn to apply adhesives, fasteners and time tested paint/varnish techniques. You can then enjoy the untold satisfaction of navigating through white waters next summer in your one-of-a-kind, self-crafted kayak. Materials fee $150, payable the first day of class. Carpooling options from Cedar Rapids/Iowa City will be discussed first day of class.

S Jones Regional Education Center Rm. 127 9:00AM-4:30PM

Build Your Own Canoe NEW $695
Skillfully build a 10 1/2 foot. Rushton Wee Lassie canoe by properly using hand, portable and stationary power tools. Learn to apply adhesives, fasteners and time tested paint/varnish techniques. Then enjoy navigating through streams and lakes in your one-of-a-kind self-crafted canoe. Materials fee $150, payable the first day of class.

S Jones Regional Education Center Rm. 127 9:00AM-4:30PM

RECREATION
COACHING AUTHORIZATION
Coaching Authorization Certification Seminar $325
The seminar format will complete the state required course work, coaching application, waiver and fingerprinting. We will submit state forms and transcripts directly to the Iowa Department of Education. The seminar format is offered in either two consecutive weekends (Friday nights, all day Saturdays and Sundays) or Wednesday through Sunday during the daytime. You will need to bring six rolls of 1 1/2” athletic tape and two rolls of prewrap. Upon class completion, there is an additional application fee of $150 payable to the state of Iowa for certification processing.

CRCA-000-LUT90 - Begins Feb 19. 2 Wks.
F Jones Regional Education Center Rm. 136 5:00PM-10:30PM
SSU Jones Regional Education Center Rm. 136 8:00AM-8:00PM

IN COOPERATION WITH THE SCHOOL DISTRICTS OF
WASHINGTON COUNTY

HIGHLAND COMMUNITY MID-PRAIRIE COMMUNITY WASHINGTON COMMUNITY

BUSINESS
BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT
Brain Boosters! NEW $49
Please refer to page 62 for entire course description.
TH Washington County Center Rm. KTS-1 6:00PM-8:30PM

ENTREPRENEURSHIP/BUSINESS DEVELOPMENT
Small Business Tax Series $35
This course includes tax information for sole proprietors. We will cover sales use, local option taxes, business deductions and expenses, self-employment and employment taxes. Co-sponsored by Kirkwood and SBDC.
W Washington County Center Rm. 118 6:00PM-7:00PM

Sales, Use and Local Option Taxes $10
Learn what is taxable and what is not. Learn how to collect, remit, and report sales tax. This is week one of the tax series class. Co-sponsored by Kirkwood and SBDC.
W Washington County Center Rm. 118 6:00PM-7:00PM

Business Expenses $10
Class discussion will include business use of the home and auto. You will learn about other deductions as well as depreciation. This is week two of the tax series. Co-sponsored by Kirkwood and SBDC.
W Washington County Center Rm. 118 6:00PM-7:00PM

Employee Payroll Taxes $10
This class covers hiring contractors and employees, as well as how to figure payroll deductions for your employees. You will learn how to prepare employment taxes and forms. This is week four of the tax series. Co-sponsored by Kirkwood and SBDC.
W Washington County Center Rm. 118 6:00PM-7:00PM

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GETTING STARTED & THE INTERNET
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www.kirkwood.edu/ce
FAMILY/HOME/FINANCE

COSMETOLOGY
Quick Color Quick Profit and Two-hour Law/Sanitation $39
Make extra money by offering quick color services that can be used on all clients. You can suggest these "teasers" with little commitment to the client to introduce them to color. Explore color glazing, DuraGloss, Hydro Enzymes and more. Also, fulfill your Iowa law requirement. This class is designed for cosmetologists pursuing continuing education or inactive cosmetologists seeking active status.
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PERSONAL & FAMILY DEVELOPMENT

Food As Medicine Series III with Dr. Wahls NEW $45
Please refer to page 16 for entire course description.
T Washington County Center Rm. KTS-1 6:00PM-9:30PM

Food As Medicine Part 1 with Dr. Wahls $29
Please refer to page 16 for entire course description.
T Washington County Center Rm. KTS-1 6:00PM-9:30PM

Food As Medicine Part 2 with Dr. Wahls $29
Please refer to page 16 for entire course description.
T Washington County Center Rm. KTS-1 6:00PM-9:30PM

Ways Children Learn Best $19
How do children learn a new task best? Explore the methods for teaching new concepts to children. These have been proven to work well to teach children new tasks. When should you stand back? When should you teach steps to learning? Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: to advance physical and intellectual competence.
T Washington County Center Rm. KTS-1 5:00PM-8:30PM

Child Development: Ages and Stages $19
What should you expect from a child at a certain age? Are you asking too much? Or, you may not be asking enough. Learn how to use a child’s development to plan activities and set up environments where children can learn and succeed. Approved for foster parents. Meets requirements for child care providers. Meets CDA Competency: principles of child growth and development.
T Washington County Center Rm. KTS-1 6:30PM-8:30PM

CRAFTS

Barn Quilts $9
Learn the finer points of constructing your own barn quilt. The class will include instruction on materials to use, how to build and hang your own, your own barn quilt. You will practice drawing a pattern and learn how to alter the pattern for different sizes of barn quilts.
T Washington County Center Rm. 114 7:30PM-9:00PM

LEISURE

Beekeeping for Beginners $39
Discover the basics of beekeeping! You will learn how to put together and manage your own beehive, as well as basic safety precautions, various diseases and how to identify bees. This class also includes a visit to a locally managed beehive. A book is required and will cost approximately $25.
T Washington County Center Rm. 108 6:00PM-8:00PM

HUNTER SAFETY

Adults and children are welcome to attend this course. In fact, adults planning to hunt out of state are required to take this course. If you were born after January 1, 1967, and want to obtain an Iowa hunting license, this course is required. The certificate is good for anywhere in the United States and Canada. Topics include: ethics, responsibilities, state hunting laws, conservation practices and gun handling. Students must be at least 11 years of age to register. You must attend all three sessions to receive the certificate. Your Social Security number and birth date are required for certification. All classes will be held at the Conservation Education Center at Marr Park. Firearm instruction will be provided by DNR personnel. Do not bring firearms to class.
TTH Conservation Center Rm. 102B 6:00PM-9:00PM
S Conservation Center Rm. 102B 8:00AM-12:00PM

HEALTH

NURSE AIDE

75-Hour Nurse Aide $359
The 75-hour CNA course prepares students to work in a long-term care facility. This course deals with patient care, terminology and procedures necessary to give good patient care. This course is designed to meet the training requirements of the nurse aide in long term care facilities. Emphasis is on students achieving a basic level of knowledge and demonstration skills to provide safe, effective resident care. Required textbooks: Hartman’s Nursing Assistant Care 2nd Edition, Hedman (ISBN 978-1-60425-003-9), available at the Kirkwood bookstore.
CHNA-020-DR104 - Begins Feb 1. 7 Wks.

NURSING CONTINUING EDUCATION

Dependent Adult Abuse and Mandatory Reporting $29
Are you aware of your obligations as a mandatory reporter of adult abuse? Diana Nicholls-Blomme will share the latest updates on mandatory reporters of suspected adult abuse and/or neglect, of their roles and responsibilities, as well as recognition of abuse. This program is approved by the Iowa Department of Public Health, #163.
T Washington County Center Rm. KTS-1 6:30PM-8:45PM

Training for Mandatory Reporters of Child Abuse and Dependent Adult Abuse $35
It is the role and responsibility of all persons who in the course of employment, examine, attend, counsel, or treat children and dependent adults to protect them from harm perpetrated by others. The goal of this course is to increase the knowledge and awareness of child and dependent adult abuse. This course meets the two-hour training requirement for mandatory reporters who work with both children and dependent adults on a regular basis. It does not meet the training requirements for persons who work with only one population and not both children and adults. This curriculum is approved by the Iowa Department of Public Health Abuse Education Review Panel #2032.
T Washington County Center Rm. KTS-1 6:00PM-9:15PM

RECREATION

COACHING AUTHORIZATION

Coaching Authorization Certification Seminar $325
The seminar format will complete the state required course work, coaching application, waiver and fingerprinting. We will submit state forms and transcripts directly to the Iowa Department of Education. The seminar format is offered in either two consecutive weekends (Friday nights, all day Saturdays and Sundays) or Wednesday through Sunday during the day/night. You will need to bring six rolls of 1 1/2” athletic tape and two rolls of prewrap. Upon class completion, there is an additional application fee of $150 payable to the state of Iowa for certification processing.
CRCA-000-LUT93 - Begins Feb 12. 2 Wks.
F Riverside Community Building Rm. CLASSROOM 5:00PM-10:30PM
SSU Riverside Community Building Rm. CLASSROOM 8:00AM-8:00PM

To register call 319-398-1022 or 1-800-332-8833 71
CLASSROOM SITES

ActiveEdge
2120 Edgewood Rd. SW
Cedar Rapids IA 52404

Arthur Elementary School
2630 B Ave. NE
Cedar Rapids IA 52402

Atkins Legion Memorial Hall
89 Main Ave.
Atkins IA 52206

Auto Collision
6301 Kirkwood Blvd. SW
Cedar Rapids IA 52406

Belle Plaine Community Center
1309 5th Ave.
Belle Plaine IA 52208

Belle Plaine Community Library
904 12th St.
Belle Plaine IA 52208

Benton County Center
111 W 3rd St.
Vinton IA 52349

Benz Beverage Depot
501 7th Ave. SE
Cedar Rapids IA 52403

Bruce Tae Kwon Do Academy
139 Marion Blvd.
Marion IA 52302

Cedar Center
1410 Cedar St.
Tipton IA 52772

Cedar Hall
6301 Kirkwood Blvd. SW
Cedar Rapids IA 52406

Choe’s Black Belt Academy
224 Stevens Dr.
Iowa City IA 52240

City High School
1900 Morningside Dr.
Iowa City IA 52240

Community Service for the Deaf
4403 1st Ave. SE Suite 303
Cedar Rapids IA 52403

Community Training & Response
6301 Kirkwood Blvd. SW
Cedar Rapids IA 52406

Conservation Center
2943 Hwy. 92
Ainsworth IA 52201

Core Fitness
1555 S. 1st Ave.
Iowa City IA 52240

Dance New York
1154 7th Ave.
Marion IA 52302

Dr. Pete Kennedy Chiropractic
325 East 1st Street
Monticello IA 52310

East-West School of Integrative Healing Arts
1395 Jordan St. Suite B
North Liberty IA 52317

Emerson Elementary School
1400 Tenth Avenue
Marion IA 52302

First Baptist Church-Church of Brethren
5200 Northland Ave. NE
Cedar Rapids IA 52402

First Church of the Open Bible
1911 E Ave. NW
Cedar Rapids IA 52405

Forever Green
125 Forevergreen Rd.
Coralville IA 52241

Gold Pointe Fitness Club
80 Twixt Town Rd. NE
Cedar Rapids IA 52402

Hawkeye Downs
4400 6th St. SW
Cedar Rapids IA 52404

Heartstone Gifts & Supplies
760 11th St.
Marion IA 52302

Hiawatha Care Center
405 N. 15th Avenue
Hiawatha IA 52233

Hiawatha Elementary School
603 Emmons St.
Hiawatha IA 52233

Highland Ridge Retirement Community
100 Valleyview Circle
Williamsburg IA 52361

Horticulture/Floriculture
6301 Kirkwood Blvd. SW
Cedar Rapids IA 52406

Iowa Braille & Sight Saving School
1002 G Ave.
Vinton, IA 52349

Iowa City Credit Center
1816 Lower Muscatine Rd.
Iowa City IA 52240

Iowa City Learning Center
1810 Lower Muscatine Rd.
Iowa City IA 52240

Iowa City Moose Family Center
3151 Highway 6 East
Iowa City IA 52240

Iowa City Rehab & Care Center
3661 Rochester Ave.
Iowa City IA 52240

Iowa County Center
200 West St.
Williamsburg IA 52361

Iowa Hall
6301 Kirkwood Blvd. SW
Cedar Rapids IA 52406

Iowa Hall Mansfield Center
6301 Kirkwood Blvd. SW
Cedar Rapids IA 52406

Jeralyn’s Dance Studio
818 12th Street - Classic Int.
Belle Plaine IA 52208

Johnson County Fairgrounds
3149 Old Highway 218S
Iowa City IA 52240

Johnson Hall
6301 Kirkwood Blvd. SW
Cedar Rapids IA 52406

Jones Hall
6301 Kirkwood Blvd. SW
Cedar Rapids IA 52406

Jones Regional Education Center
220 Weller Dr.
Monticello IA 52215

Kennedy High School
4545 Wenig Rd. NE
Cedar Rapids IA 52402

Kirkwood Center for Continuing Education
7725 Kirkwood Blvd. SW
Cedar Rapids IA 52404

Kirkwood Training & Outreach Services
3375 Armar Dr.
Marion IA 52302

Lincoln Learning Center
912 18th Ave. SW
Cedar Rapids IA 52404

Linn Hall
6301 Kirkwood Blvd. SW
Cedar Rapids IA 52406

Linn Mar High School
3111 N 10th St.
Marion IA 52302

Marion Center
2900 8th Ave.
Marion IA 52302

Monticello Center
818 West 1st St.
Monticello IA 52310

New Life Fitness World - CR
3950 Wilson Ave. SW
Cedar Rapids IA 52404

New Life Fitness World - IC
2220 Mormon Trek Blvd.
Iowa City IA 52246

Nielsen Hall
6301 Kirkwood Blvd. SW
Cedar Rapids IA 52406

Northland Fitness
252 Blairs Ferry Rd. NE
Cedar Rapids IA 52402

Northtowne Cycling and Fitness
1150 Blairs Ferry Rd. NE
Cedar Rapids IA 52402

Northwest Junior High School
1507 8th St.
Corallville IA 52241

Oaknoll Retirement Community
1 Oaknoll Ct.
Iowa City IA 52246

Old Capital Mall
201 S. Clinton St.
Iowa City IA 52240

Pawtitive Paws Academy
1756 E Ave. NE Suite 4
Cedar Rapids IA 52406

Performance Fitness
3290 Ridgeway Drive
Corallville IA 52241

Prairie High School
401 76th Ave. SW
Cedar Rapids IA 52404

Resource Center
1030 5th Ave. SE
Cedar Rapids IA 52403

Riverside Community Building
81 E First St.
Riverside IA 52327

Stained Glass Gallery
702 2nd Ave SE
Cedar Rapids IA 52403

Starr Elementary School
700 S 15th St.
Marion IA 52302

STRIKE TKD & Kickboxing Academy
806 5th St.
Corallville IA 52241

Taft Middle School
5200 E Ave.
Cedar Rapids IA 52405

The Knitting Shoppe
2141 Muscatine Ave.
Iowa City IA 52240

The Secret Cellar
1202 Curtis Bridge Rd. NE
Swisher IA 52338

Tippie Education Center
823 13th St.
Belle Plaine IA 52208

Tippie-Mansfield Center
1214 9th Ave.
Belle Plaine IA 52208

Tipton Elementary School
400 E. 6th St.
Tipton IA 52772

Tipton High School
400 E 6th St.
Tipton IA 52772

Transportation Safety
6301 Kirkwood Blvd. SW
Cedar Rapids IA 52406

TriYoga of Cedar Rapids
5250 North Park Pl. NE
Cedar Rapids IA 52402

United Way
1150 5th St SE Suite 266
Coralville IA 52241

University of Iowa Hospitals & Clinics
200 Hawkins Dr.
Iowa City IA 52240

Wapsi Glass Works
3671 Wapsi Ave. SE
Iowa City IA 52240

Washington County Center
111 Westview
Washington IA 52353

Washington Hall
6301 Kirkwood Blvd. SW
Cedar Rapids IA 52406

West Core Fitness
1395 Jordan St.
North Liberty IA 52317

West High School
2901 Melrose Ave.
Iowa City IA 52240

www.kirkwood.edu/ce
ENROLLMENT FORM

Kirkwood Community College
PO Box 2068
Cedar Rapids, IA 52406
319-398-1022 or 1-800-332-8833
Fax: 319-398-7185

To register call 319-398-1022 or 1-800-332-8833

Kirkwood ID Number [kk kk kk kk kk]
OR
Social Security Number [kk kk kk kk kk kk]

Sex: ☐ Male ☐ Female

Phone: Day ___________________________ Night ___________________________

Name ________________________________________________________________
Address ____________________________________________________________________________________________________
City __________________________________________________________ Zip __________________________
Date of Birth __________________________ Email __________________________

Courses

Title _______________________________________________________________________________
Section No. __________________________________________ Tuition $_________________

Title _______________________________________________________________________________
Section No. __________________________________________ Tuition $_________________

Title _______________________________________________________________________________
Section No. __________________________________________ Tuition $_________________

Method of Payment

1. Check attached for $____________________
   Make out your check:
   • For the tuition amount only.
     (Many classes have additional charges for materials or supplies. These will be collected in class.)
   • Payable to: Kirkwood Community College.
   • Write your social security number and class section number on your check. If you are paying tuition for someone else, write his/her name and social security number on the check.
   • Mail this form and your check to the above address.

2. Credit Card (circle) MasterCard Visa Discover
   Credit Card No. ___________________________ Exp. Date ______________
   Your signature __________________________ Date ______________

3. Company Billing
   Date __________________________ 20____
   Billings: If this is to be billed, list sponsoring agency (we do not bill individuals):
   Agency ___________________________________________________________________________
   Address ___________________________________________________________________________
   Individual granting approval ___________________________ Phone: __________________________
   Authorized Company Signature ______________________________________________________

If this bill remains unpaid at the end of the class, the charges will revert to the student’s account and he/she will be held accountable. The student will not receive CEU’s or transcripts and will not be allowed to register until the account is paid in full.

To register call 319-398-1022 or 1-800-332-8833
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www.kirkwood.edu/ce
Register Now!
With four easy ways to register.

By Phone—Tell Our Operators:
1. Your Social Security number.
2. Course numbers from this catalog.
3. Your credit card/debit card number and expiration date or request a form for company billing.

Online:
Log on to www.kirkwood.edu/co.

By Mail:
1. Fill out the enclosed enrollment form.
2. Fill in credit card/debit card number or enclose check.
3. For company billings, please include name, address, phone number and appropriate signature.

To Make Out Your Check:
1. Pay the amount under “tuition” only. (Many classes have additional charges for materials and supplies. These will be collected in class.)
2. Payable to: Kirkwood Community College.
3. Write your social security number and course number on your check. If you are paying for someone else, write his/her name and social security number on the check.
4. Send check to:
   Continuing Education
   Kirkwood Community College
   P.O. Box 2068
   Cedar Rapids, IA  52406

By Fax—319-398-5432
Fax enrollment form from catalog with credit card/debit card number or company billing information.

Kirkwood Community College Continuing Education is pleased to welcome learners of all ages. However, learners under the age of 17 wishing to enroll in non-youth courses should seek permission from the program director. Please phone 319-398-5529.

Refunds: An automatic refund is made if Kirkwood cancels a class. Allow about three weeks to receive your refund. To withdraw your registration before a class starts, please call 319-398-1022 or 1-800-332-8833. Refunds will be issued to students who drop the class at least one day prior to the class start date. No refunds will be issued for classes dropped on or after the class start date.

Kirkwood Community College is an equal access/equal opportunity institution in compliance with state and federal laws and does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, disability, sexual orientation or marital status. The EEO officer is Bob Freeman. He is available for questions or information on the grievance procedure at 319-398-4065.
Industrial Technology

Career Welding Program
Achieve a rewarding career by participating in this 132-hour training program. In three short months, gain valuable hands-on experience as a skilled flat and horizontal position MIG and Flux-Cored Inner-shield welder. Learn to read blueprints and fabricate structural components using oxyacetylene, plasma and air carbon arc cutting processes. Seize this unique career by registering now! For more information, call 319-398-5070 ext. 109.

$1,645
CIPM-060-MIT12 | Inst. Stark
Begins Feb. 23 | 13 Wks. | Tue/Thu
Jones Regional Education Center
5–10 p.m.

Personal Development

Beyond Rubies Women’s Conference
Beyond Rubies is a conference for women of all generations and backgrounds to learn practical ideas on succeeding while juggling life’s complex demands. Featuring four general session keynote speakers and your choice of more than 90 workshops and seminars. Register for one or both days. Early bird registration ends on February 12.

$119/$99 early bird
CFPF-800-SL109 (both days) | Inst. Staff
Begins Mar. 18 | 1 Wk. | Thu/Fri
Iowa Hall
9 a.m.–5 p.m.