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 Armar 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

= Double Your Fun class  = Go Green class  = New class

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.

BUSINESS

BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT

What Do I Do Now? $69

Unexpected and even anticipated changes in our lives can create confusion and uncertainty about what is next. You’ll leave this Passion Test seminar having discovered: 1) Your top five passions-things that are most important to you in your life; 2) How to align your life with passions to experience more joy and fulfillment; 3) The one secret that will guarantee you how to live a passionate life; 4) The formula for creating whatever you choose to have in your life. From the best-selling book of the same name, The Passion Test is simple to take, fun to do and profoundly effective. Instructors Melanie Hoffner and Dr. David Balster are certified Passion Test facilitators.

M Kirkwood Training & Outreach Services Rm. 104 6:00PM-9:30PM

Flex Your Communication for Phenomenal Results $69

Increase your odds of successful communication that results in improved teamwork, stronger relationships and family harmony by using the Psycho-Geometrics communication system to explore the “shape of your communication” and learn how to “flex to the shapes” of others. Instructor Melanie Hoffner is a licensed trainer of Psycho-Geometrics. Materials fee $15.

M Kirkwood Training & Outreach Services Rm. 126 8:30AM-12:00PM

Stepping Up to Leadership: Communication Skills Certificate $195

What does it take to be a successful supervisor or manager? How do you develop your leadership potential? The skills needed to get you to higher level positions can be very different from the skills currently valued in your present position. You can work hard and have specialized, technical abilities, however, these job skills will take you only so far in your supervisory position or leadership career path. It is “people skills” that will make you a successful leader. Managers can force compliance, but leaders get people to personally commit to them. What steps can you take to motivate your people to perform above and beyond? Join Art Khaw, Ed. D., in a powerful two-day workshop where you will learn techniques to motivate your employees to build win-win relationships; to give effective feedback; to address, resolve, and prevent conflict; and to position yourself for the next step up. Return to work with proven skills you need to become an effective leader that people will follow.

THF Kirkwood Center for Continuing Education Rm. 139 8:30AM-3:30PM

Emerging Leaders Certificate NEW $79

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 Seminar with former Kirkwood Community College president, Dr. Norm Nielsen. Upon completion of the Emerging Leaders Certificate program, each participant will receive a certificate from Kirkwood Community College acknowledging completion of the program and will also be inducted into the Emerging Leaders Certificate Club. We here at Kirkwood believe that learning shouldn’t end just because the class has been completed. As a member of the ELC club we invite you to participate in the Community Leadership Series of future certificate classes featuring other community leaders.

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

The Four Imperatives of Great Leaders NEW $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. You will take away knowledge you can use to help you adapt this Franklin Covey framework into your own leadership style. 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, Franklin

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
For more information, call 319-398-5529.

Be empowered with a common base of knowledge and tools essential to completely lead projects and improve your career success. This program gives you 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. Learn in a relevant professional context by completing course activities in your day-to-day work.

PM Strength Builder
- CBPR-015-V0G04
- $310

Communicating Through Conflict
- CBPR-020-V0G04
- $910

Project Negotiation Skills
- CBPR-025-V0G04
- $910

Cheetah PM & MS Project
- CBPR-030-V0G04
- $2,210

Project Management Toolbox
- CBPR-035-V0G04
- $2,610

PM Demonstration Project
- CBPR-040-V0G04
- $3,350

PM Career Builder
- CBPR-045-V0G04
- $560

Register for the entire certificate series and save more than $6,500 versus individual course prices.

Project Management Master’s Certificate Program
- CBPR-010-V0G04
- $4,350

Covey’s The Four Imperatives of Great Leaders will help get you where you want to go. See above for complete Emerging Leaders Certificate information.

- W 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 them your 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. In this session you will learn about the Franklin Covey concepts The Waves of Trust and the Four Characteristics of High Trust Leaders. In addition, you will learn about the behaviors that will help build and maintain trust as well as restore it once it has been lost. Inspiring Trust will inspire you to be the trusted leader your team needs. See above for complete Emerging Leaders Certificate information.

- W 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 what their job description dictates? Franklin Covey’s Unleashing Talent will help leaders do just that, inspire their team members towards greatness. In this session leaders will learn how to tap into and develop the talent within their teams. 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.

- W Kirkwood Center for Continuing Education Rm. 124 7:30AM-11:30AM

Leading Across Generations
- $225

From footwork to succession planning, generational differences influence 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. This session will help you to identify and appreciate the various strengths and talents of the different generations as well as help you to inspire your team members to do the same. See above for complete Emerging Leaders Certificate information.

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

Call Center Customer Service Certificate
- $1995

Great paying careers are out there! Develop your skills so that you can excel and find employment in the customer service field. This certificate program was developed in partnership with eight employers seeking qualified, trained applicants for their call center divisions. This program will provide certification in collections, financial services and advanced customer service by providing training in basic call center operation, workplace skills, technology skills, telephony skills and customer service skills in a hands-on lab environment. Industry tours with participating employers are also scheduled for students. Certification is based on assessments and attendance. The certificate program is instructed by Dan Lowe and Judith Thompson, who are well-known professionals in the call center industry. They bring real-life experiences to the classroom to prepare you for your new career. For more information about financial assistance or program information, contact Bethany Parker at 319-398-5105. All textbooks and materials are included.

- MTWTHF Ruffalo Cody Rm. LAB 9:00AM-1:30PM

Grant Writing Today!
- $295

Explore general grant processes, with a focus on how grants are reviewed, location of funding sources and use of electronic media to find them, how to use three planning tools for the creation of effective grant proposals and more. Hands-on computer time and a grant writing manual are included.

- WTH Kirkwood Center for Continuing Education Rm. 123 9:00AM-4:00PM

The SHRM Learning System: Prep for Exam
- $899

This course will assist you in preparing for the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) exams and for professional development. Topics include: strategic management, workforce planning and employment, compensation and benefits, employee and labor relations, occupational health, safety and security, and more. This class is over the Iowa Communications Network. The facilitator will originate in Mason City. Please keep the next two Tuesdays available for weather make-up dates. You will receive the course manual on the first night.

CBEM-135-SLI05 - Begins Sep 8. 11 Wks.
- T Linn Hall Rm. 107 6:30PM-9:30PM
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
- Certificate in Web Site Design
- Certificate in Web Site Development
- Graphic Design Certificate
- IT Foundations Certificate
- Java Programmer Certificate
- Network+ Certification Preparation
- Office Professional Certificate
- Project Management Master’s Certificate (online)
- Security+ Certification Preparation

### MANUFACTURING/INDUSTRIAL TECHNOLOGY

- Career Construction Laborer Certificate
- Career Welding Certificate
- Combination Welder Certificate

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.

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**Blogging Basics**

- **$49**
  - **NEW**
  - 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, professionally and corporately.
  - **CBEM-144-SLI03 - Inst. Perrine. Begins Oct 22. 1 Wk.**
  - **TH Kirkwood Center for Continuing Education Rm. 124 6:30PM-8:30PM**

**Business Writing**

- **$95**
  - Have you ever been uncertain about how to write a business letter? In this 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, proposals, letters and e-mails. Word Basics or equivalent experience is recommended. Tuition includes the textbook and course materials.
  - **CBEM-145-XCHH66 - Inst. Stevens. Begins Oct 5. 1 Wk.**
  - **MW Kirkwood Center for Continuing Education Rm. 128 5:30PM-8:30PM**

**Trust Building at Work**

- **$99**
  - This workshop is brought to you in partnership with Kirkwood Training and Outreach Services and the Business Partners Consortium. More than ever, there is a need for trust in the workplace. Trust makes organizations work. This workshop is all about trust - the power when it exists, the problems when it doesn’t, the pain when it is lost and the steps you can take to build it, engage people and encourage collaboration. This practical approach gives you the tools to build trust, improve performance and boost bottom line results. At the end of the workshop, participants should be able: 1) to discuss the linkage between trust building and organizational effectiveness to achieve your vision; 2) to explore the benefits of trust for your organization; 3) to understand the three types of trust (competence, contractual and communication) and the behaviors associated with each; 4) to review the intentional and unintentional behaviors that break trust; 5) to understand the four personality types and how these different styles relate to building relationships; 6) to diagnose your organization’s culture relative to the Trust Model; 7) to develop strategies to strengthen a culture of trust in your organization.
  - **CBEM-226-SLI01 - Inst. Long. Begins Oct 7. 1 Wk.**
  - **W Kirkwood Training & Outreach Services Rm. 133 8:00AM-12:00PM**

**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.
  - **CBEM-305-SLI01 - Inst. Hoffner. Begins Oct 12. 2 Wks.**
  - **M Kirkwood Training & Outreach Services Rm. 100 6:00PM-8:00PM**

**Professional Portfolios: Your Career Calling Card**

- **$49**
  - 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.
  - **CBEM-370-SLI03 - Inst. Perrine. Begins Oct 20. 1 Wk.**
  - **T Kirkwood Center for Continuing Education Rm. 123 6:30PM-8:30PM**

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To register call 319-398-1022 or 1-800-332-8833
Your Skills Advantage work ready certificate is a portable credential that lets prospective employers know you have the essential skills necessary for success in today’s workplace.

Skills Advantage work ready certificates are based on the nationally-recognized WorkKeys® assessment tests developed by ACT. Skills Advantage assessments test applicants in three core areas: Reading for Information, Locating Information and Applied Mathematics.

Benefits of the Skills Advantage work ready 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 Skills Advantage program as an integral component of their hiring practices.

For more information on obtaining a Skills Advantage work ready certificate, contact Ana Gilbertson at 319-398-7194 or ana.gilbertson@kirkwood.edu or visit www.kirkwood.edu/skillsadvantage.
Entreprenuership/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.

Small Business Tax Series $55
This class will cover sales 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. Co-sponsored by Kirkwood and SBDC.

Business Expenses & Deductions $15
Class discussion will include business use of the deductions as well as depreciation. This is week two of the tax series class. Co-sponsored by Kirkwood and SBDC.

Payroll & Employment Taxes $15
This class covers hiring contractors and employees, as well as how to figure payroll deductions for your employees. You will also learn how to prepare employment taxes and forms. This is week four of the tax series class. Co-sponsored by Kirkwood and SBDC.

How to Really Start Your Own Business $59
This course informs prospective business owners of legal structure options, sources of capital, basic business records, business taxes, regulations, permits, business insurance, marketing and advertising. Co-sponsored by Kirkwood and SCORE.

Entrepreneurship/Business Development

Crucial Conversations $95
Is a conversation (or avoiding one) keeping you from getting the results you need? A crucial conversation is a discussion where stakes are high, opinions vary and emotions run strong. Whenever you're not getting the results you're looking for, it is likely a crucial conversation is keeping you from what you want. If you can't talk honestly with nearly anybody about almost anything, you can expect poor results. Learn how to resolve disagreement, build acceptance, speak persuasively and foster teamwork. Tuition includes textbook and materials.

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, proposals, letters and e-mails. Word Basics or Word Level 1 equivalent experience is recommended. Tuition includes textbook and course materials.

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.

Tuition: $1,995
Section #: CBEM-111-JOH01
RuffaloCody Training Lab, Kirkwood main campus
September 14-December 11, 2009 • Mon-Fri, 9 a.m.-1:30 p.m.
RuffaloCody Training Lab, Kirkwood main campus
Section #: CBEM-111-JOH01
Tuition: $1,995

Call Center Certificate

Great paying careers are out there! Develop your skills so you can excel and find employment in the customer service field.

This certificate program was developed in partnership with eight employers seeking qualified, trained applicants for their call center divisions. The program will provide certification in collections, financial skills, technology skills and customer service skills in a hands-on lab environment. Industry tours with participating employers are also scheduled for students. Certification is based on assessments and attendance. Tuition includes all textbooks and materials.

September 14-December 11, 2009 • Mon-Fri, 9 a.m.-1:30 p.m.
RuffaloCody Training Lab, Kirkwood main campus
Section #: CBEM-111-JOH01
Tuition: $1,995

For more information about financial assistance or program information, contact Bethany Parker at 319-398-5105.

To register call 319-398-1022 or 1-800-332-8833.
STEPPING UP TO LEADERSHIP:
Communication Skills Certificate

Learn the essential skills you need to succeed as a manager or supervisor. In this valuable two-day certificate program, you’ll discover what it takes to lead and practice the “people skills” needed to get you to a higher level position. Join Art Khaw, Ed. D., in a powerful workshop where you will:

- Learn techniques to motivate your employees.
- Build “win–win” relationships.
- Give effective feedback.
- Address, resolve and prevent conflict.
- Position yourself for the next step up.

Date: Thursday & Friday, October 22 & 23, 2009
Time: 8:30 a.m. – 3:30 p.m.
Place: Kirkwood Center for Continuing Education,
7725 Kirkwood Blvd. SW, Cedar Rapids
Section #: CBEM-013-SL103
Tuition: $195

For more information, call 319-398-5529 or visit www.kirkwood.edu/ce.

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. Learn 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-VOG04

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 anytime. After registration please call 319-398-5487 for log in information.

CBPR-015-VOG04

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 anytime. After registration please call 319-398-5487 for log in information.

CBPR-020-VOG04

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 anytime. After registration please call 319-398-5487 for log in information.

CBPR-025-VOG04

Cheetah Project Management & MS Project (online) $2210
Launch, direct and manage project teams using methods that are 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 anytime. After registration, please call 319-398-5487 for log in information.

CBPR-030-VOG04

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 anytime. After registration, please call 319-398-5487 for log in information.

CBPR-035-VOG04

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 anytime. After registration, please call 319-398-5487 for log in information.

CBPR-040-VOG04

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

CBPR-045-VOG04

APICS: The Five S’s $169
Dramatically reduce the costs and time of doing office work through examples and interactive exercises. This workshop will train office workers on the LEAN principles of sort, set in order, shine, standardize and sustain. Eliminate wasteful activities in the office through the use of 5S.

T Kirkwood Center for Continuing Education Rm. 123 1:00PM-5:00PM

APICS: Master Planning of Resources $489
Learn to manage sales and operations planning, demand management distribution and master scheduling. Explore how to evaluate internal and external sources of demand and how to achieve a realistic master production schedule. Course tuition includes student workbook, additional readings and the APICS certification exam scheduled for December 12. APICS CPM program is the recognized certification in operations management. The program consists of five classes that provide a comprehensive understanding of core operation management principles.

TH Kirkwood Center for Continuing Education Rm. 122 6:00PM-9:00PM

APICS: Physical Inventory/Cycle Counting $199
Learn how to prepare a physical inventory, audit and reconcile discrepancies. Explore the concept of cycle counting and its benefits as well as the application of continuous improvement concepts to inventory accuracy. Tuition includes student workbooks.

T Kirkwood Center for Continuing Education Rm. 123 8:00AM-5:00PM

REAL ESTATE/APPRaisal

Real Estate Theories and Practices $395
This 60-hour pre-license class is mandatory for those individuals considering a career as a real estate salesperson. It covers the law of agency, contracts, marketing, zoning, insurance, taxes, mathematics, fair housing, etc. A textbook is required. Class meets Tuesday & Thursday evenings 6-9pm and Saturdays 8am-2pm.

TTH Kirkwood Center for Continuing Education Rm. 122 6:00PM-9:00PM
S Kirkwood Center for Continuing Education Rm. 122 8:00AM-2:00PM
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
Penny 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 top! Come join us for three hours of informative fun.
S Kirkwood Center for Continuing Education Rm. 123 1:00PM-4:00PM

Science of Investing $25
If you have investments in a 401k, 403b, private and public retirement plans, IRA or
other types of accounts, this class is for you. Learn how Nobel Prize-winning academic
research has demystified and simplified the investing process to the chagrin of brokers
who sell investments! A practical application of the research will demonstrate how
investment returns can be increased while experiencing less risk resulting in significant
growth. Jim Reighley, CFP, a fee-only comprehensive financial planner, will be your
instructor. Jim offers straightforward advice and does not sell financial products.
M Kirkwood Center for Continuing Education Rm. 124 6:00PM-7:30PM

Emerging Leaders Certificate Tools to Inspire, Engage and
Drive Your Team to Greatness

In today’s world, leaders can no longer afford to just manage their employees. Instead
leaders must inspire, engage and drive the members of their team toward success. 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 consisting of three components:

› Franklin Covey Leadership Series
  The Four Imperatives of Great Leaders
  Inspiring Trust
  Unleashing Talent
  Leading Across Generations

› Vital Learning Online Seminar
  Choose one of 12 seminars

› Community Leadership Series
  With former Kirkwood president, Dr. Norm Nielsen

Wednesdays, Sept. 16-Oct. 28, 7:30-11:30 a.m.
Kirkwood Center for Continuing Education
Section #: CBEM-091-XSL01
Tuition: $799

For more information or to register, call 319-398-1022 or
800-332-8833 or visit www.kirkwood.edu/ce.

Kirkwood Center for
Continuing Education

Now Accepting
Holiday Party
Bookings

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.

Social Security Pre-Retirement Planning Free
Get information on social security retirement programs for those who are retired, near
retirement or planning for retirement.
T Kirkwood Training & Outreach Services Rm. 126 7:00PM-8:30PM

Energize Your Wallet $29
Earn cash and tax credits while saving energy. Be lean, save money, tighten budgets.
These are far too familiar themes these days in the news, at work and at home. Most
of us are looking for ways to spend less. The first step is cutting out luxuries and
protecting necessities. Your personal energy usage is one necessity you can actually
cut and protect at the same time. By making smart low- and no-cost changes and
investing in energy-efficient upgrades, you can cut your energy usage and potentially
put money back in your wallet. In this class you will learn ways to save energy, take
advantage of utility cash rewards and earn federal tax credits.
T Kirkwood Center for Continuing Education Rm. 124 6:00PM-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 Training & Outreach Services Rm. 133 6:00PM-9:00PM
TH Kirkwood Training & Outreach Services Rm. 133 6:00PM-9:00PM

To register call 319-398-1022 or 1-800-332-8833
Successful Investing in One Year $19
Invest your money wisely. Are you serious about learning a disciplined approach to the stock market? Roger Dvorak would like to show you how you can find the best companies with the best profit and sales growth margins. Don’t pay high stock broker fees! Pay yourself! There is a required book. No products will be pushed.

TH Kirkwood Center for Continuing Education Rm. 124 6:30PM-9:00PM

TH Kirkwood Center for Continuing Education Rm. 129 6:30PM-9:00PM

COSMETOLOGY
Sanitation in the Salon and Three T’s of Haircuts $39
What are the three T’s of haircutting? Trends, techniques and tools. Discover mixing and matching the right cutting tools with creative techniques to achieve hot new styles. Discover new sanitation practices or review sanitation practices in the salon and fulfill the two hours of Iowa law required by the state of Iowa. Approved for four hours of continuing education credit for barbers, cosmetologists and nail technicians.

SU Kirkwood Center for Continuing Education Rm. EVENTB-E 8:30AM-12:30PM

New Trends in Design $39
Update your styling with the latest trend release using art principles and balance with Jean Boss, platform artist. Approved for four hours of continuing education credits for cosmetologists, barbers and nail technicians.

SU Kirkwood Center for Continuing Education Rm. EVENTB-E 8:30AM-12:30PM

Airbrushing for Nail Color and Nail Art $89
If you’re like most nail techs, you have a certain number of customers who are enthusiastic nail art fans. The secret behind selling nail art is introducing the right design to the right client at the right time. Understated geometric design or two similarly-toned blocks of neutral color may be just right for the more conservative client who normally wouldn’t even consider nail art. This class will give basic techniques for using airbrush machines or just the artist’s touch. It’s open to cosmetologists also.

SU Art and Theater Annex Rm. 119 8:30AM-12:30PM

Recycle Your Clients & Two Hours Iowa Law $39
Burnt out trying to attract new clients? Why not offer new services for the clients you already have? Make these services marketable by offering these add-on service discounts: at the shampoo bowl facials, color refreshers with glossing and glazing, hair detox treatments and conditioner cocktails, body building treatments and hand treatments, and sun-kissed color (10 foils). Approved for two hours of Iowa Law and two hours of continuing education credit for cosmetologists, barbers and nail technicians.

T Linn Hall Rm. 211B 6:00PM-10:00PM

T Resource Center Rm. KTS-1 6:00PM-10:00PM

T Marion Center Rm. KTS-1 6:00PM-10:00PM

FOODS AND ENTERTAINING
Joys of Russian/Ukraine Cooking Part I $69
Discover the world of authentic Russian cuisine! Join Russian-born Nina and explore delicious dishes including borsch, varenkies and kotletas. Please bring knives, an apron and containers. It’s easy, inexpensive and fun! Materials fee approximately $25, payable to instructor at class.

W Iowa Hall Mansfield Center Rm. 207H 6:30PM-9:30PM

Five Ingredients or Less Dinner Ideas $79
Learn four easy meals to make for your family using five ingredients or less. Come hungry! All food fees are included in the tuition. Please bring chef knives, a hand towel and an apron. Recipes and samples are included.

CFFO-F150-SL010 - Inst. Riddle. Begins Sep 14, 1 Wk.
M Iowa Hall Mansfield Center Rm. 207H 7:00PM-10:00PM

A Night of Spanish Tapas $79
Una noche en Espana. A night in Spain! Learn several authentic Spanish Tapas dishes—small plate portions and enjoy a glass of Spanish wine while you eat. Yum! Samples and recipes are included. All food fees are included in the tuition. Please bring chef knives, a hand towel and an apron.

CFFO-F151-SL010 - Inst. Riddle. Begins Sep 21, 1 Wk.
M Iowa Hall Mansfield Center Rm. 207H 7:00PM-10:00PM

Simple Italian Food and Gelato $79
Learn how to make a delicious authentic Italian marinara, Bolognese sauce, easy pasta dishes and a wonderful gelato. Samples and recipes are included. All food fees are included in the tuition. Please bring chef knives, a hand towel and an apron.

CFFO-F152-SL010 - Inst. Riddle. Begins Sep 28, 1 Wk.
M Iowa Hall Mansfield Center Rm. 207H 7:00PM-10:00PM

Cooking on a Budget $65
Learn low cost, tasty and healthy meals made for your family at approximately three dollars a plate. They are nutritious and can freeze delicious! Samples and recipes are included. All food fees are included in the tuition. Please bring chef knives, a hand towel and an apron.

M Iowa Hall Mansfield Center Rm. 207H 7:00PM-10:00PM

Fabulous Appetizers Anyone Can Make $79
Learn how to make five elegant, yet easy items to share with your friends at your next get together. Come hungry and bring a container to take home some to share! All food fees are included in the tuition. Please bring chef knives, a hand towel and an apron. Recipes and samples are included.

M Iowa Hall Mansfield Center Rm. 207H 7:00PM-10:00PM

Halloween Cookies for Kids $19
Kids will do most of the work (and have fun) in this hands-on class! Learn to make and decorate shaped cookies and a beverage with a holiday theme! Make some for a Halloween party! Bring a container to take home your cookies. All kids need to bring an adult with them to class. Class is geared toward 6-10 year old children. “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. Materials fee approximately $8.

T Kennedy High School Rm. 52 6:00PM-8:00PM

Heavenly Kolaches: Bake & Take $59
Learn to make this traditional Czech pastry with several types of fillings. Take some home for your family and friends and have some for the freezer. Yum! Bring containers. You will take home at least two dozen kolaches. All grocery fees are included in the tuition. Bring an apron and a hand towel.

SU Iowa Hall Mansfield Center Rm. 207H 1:00PM-5:00PM

September Singles Cooking Club $29
Cooking up friendships and a fun way to socialize! Join us for our first-ever 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! For this September meeting enjoy sampling and learning about “fancy” cheese. Please bring a chef knife, an apron and a hand towel and please plan to stay late to help with clean up. All food fees are included in the tuition.

CFFO-F450-SL010 - Inst. Riddle. Begins Sep 25, 1 Wk.
F Iowa Hall Mansfield Center Rm. 207H 6:00PM-8:00PM

October 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 October food topic is Can You Fondue? Please bring a chef knife, an apron and a hand towel and please plan on staying late to help with clean up. All food fees are included in the tuition.

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

www.kirkwood.edu/ce
Chef Jenn show you her family tradition and you can make it your family tradition. All food fees are included in the tuition. Please bring chef knives, a hand towel and an apron.

**CFFO-F903-SLI01 - Inst. Riddle. Begins Oct 11. 1 Wk.**
**SU Iowa Hall Mansfield Center Rm. 207H** 1:00PM-5:00PM

**The Basics of Canning** $79

Enjoy your fresh fall harvest all year! Save money! Can tomatoes using hot packing, make salsa using cold packing and make pickles using vinegar base. Please bring chef knives, hand towels and an apron. Recipes and samples are included. All food fees are included in the tuition. Bring eight quart size mason jars, lids, rings and a canning funnel. Bring a box to take home your warm jars.

**CFFO-F904-SLI01 - Inst. Riddle. Begins Sep 13, 1 Wk.**
**SU Iowa Hall Mansfield Center Rm. 207H** 1:00PM-5:00PM

**Wine Certification: Foundation Series** $249

Learn to be a wine connoisseur. The consumption of wine in America is ever increasing and vineyard growth is exploding all across Iowa. Whether you are perfecting your personal interest and wine knowledge or if you are employed as a bartender, waiter, waitress, server, buyer or distributor of wines, this is for you. Finish this series to enhance your wine knowledge and gain added respect from friends and colleagues as you develop your hospitality career or entertain. Sign up for the series and save 20 percent and gain your certification. As a certificate member, you will automatically be enrolled in the following three classes: Sensory Evaluation of Wines; Service and Business of Wine; Matching Wines with Food, and your choice of three of the following classes: Wines of Italy; Discover California Wines; Wines of Germany and Austria; and Wines of Australia. Each class has additional materials fees and are the responsibility of the student to pay the first night of class. All wine certification courses are offered individually. There is no pre-requisite and courses may be taken in any sequence. Enjoy! See dates, times and location in classes below for Foundation series classes. To register you will need to call Brenda at 319-398-7648.

**CFFO-W200-XSL05 - Begins Sep 9. 10 Wks.**

**Matching Wines with Foods** $99

Meet Lauren Chalupsky-Cannon, owner of The Secret Cellar Wine & Gift Boutique. Lauren will show you the general principles behind successful wine varietals and food pairings. Taste your way through complementary pairings and contrasting pairings. Learn the principles behind successful and ineffective wine and food matches, sample some sure-to-please classic harmonious matches and more. Cheers! Wine and food materials fee approximately $40, payable to instructor. Bring five clear wine glasses to each class.

T Benton Hall Rm. 354 7:30PM-9:30PM

**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 lead-typical 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.

M Benz Beverage Depot 7:00PM-9:00PM

**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.

**CFFO-W220-XSL05 – Inst. Rosenquist. Begins Oct 5. 3 Wks.**
M Iowa City Credit Center Rm. 101 7:00PM-9:00PM

**World of Champagne and Sparkling Wines** $39

Something a little different for wine and spirit lovers! Just in time for the holidays, this two-night class will introduce you to the many varieties of champagne and sparkling wines from around the world. Learn about champagne/food match-ups, and as an added bonus, receive a selection of recipes, many using champagne as an ingredient. Materials fee $30. Bring four champagne flutes/glasses to class.

**CFFO-W500-XSL02–Inst. Rosenquist. Begins Dec 3. 2 Wks**
T Kirkwood Center for Cont Ed Rm. 123 7:30PM-9:00PM

**Wines of Italy** $59

Get a taste of the old country! Wines from throughout Italy will be tasted and discussed. The focus will be on becoming familiar with grape varieties, wine styles and food/wine pairings. Five to six wines will be tasted per week. Materials fee $50-$60. Bring six wine glasses to class.

**CFFO-W720-XSL05 – Inst. Rosenquist. Begins Sep 9. 4 Wks. W Kirkwood Center for Continuing Education Rm. 124 7:30PM-9:00PM**

To register call 319-398-1022 or 1-800-332-8833 or visit [www.kirkwood.edu/ce](http://www.kirkwood.edu/ce).
Discover California Wine $49
Discover the broad spectrum of the varieties of wines currently produced in California. California wines are well known for their high quality, reliability and diversity. Taste and evaluate varieties each week. Please bring four wine glasses to class. Materials fee $25-$50 depending on class size. Benz Beverage is located at 501 7th Ave. SE, Cedar Rapids. Please call 319-365-2556 for directions.
CFWO-W740-XSL02 - Inst. Rosenquist. Begins Nov 2. 3 Wks
M  Benz Beverage Depot
7:00PM-9:00PM

Wines of Germany and Austria $49
Let’s try some favorite wines of Germany and Austria. Learn all about grape varieties, wine styles and perfect food/wine pairings. Four wines will be tasted per week. Materials fee approximately $25-$40. Bring wine glasses to class.
W Kirkwood Center for Cont Ed Rm. 123
5:30PM-7:00PM

Wines of Australia $49
Australia is home to most of the major wine-making grapes and produces some of the best syrah (called Shiraz in Australia), cabernet sauvignon, dry Riesling, chardonnay and dessert wines in the world. This course focuses on grape varieties, wine-making methods, food/wine match-ups, and viticulture geography. Bring your own tasting glass. Materials fee $5 payable to the instructor at class.
W Iowa City Learning Center Rm. J
5:30PM-7:00PM

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 masterfully 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.
M Lincoln Learning Center Rm. B24
6:00PM-9:00PM
W Lincoln Learning Center Rm. B24
6:00PM-9:00PM

Electrical Training for the Home Owner $29
This is a great basic class for do-it-yourselfers! In this class you will study the basics of wiring and do lab work on switches and light fixtures. Plus, discuss home safety and take a field trip to examine real home situations. Materials fee $5.
T Washington Hall Rm. 102
7:00PM-9:00PM

Plumbing for the Home Owner $29
Save money by doing your own simple plumbing! In this unit we will study water and gas systems, beginning with specific piping, valving and related materials, and ending with drains and faucets. Materials fee $5.
T Washington Hall Rm. 102
7:00PM-9:00PM

Heating Your Home with a Woodburning Boiler $29
This is a one night class explaining central heating of your home using a wood burning boiler as an add-on to your existing forced air or hot water heating system. Models discussed will be outdoor and indoor versions. You will be shown various manufacturers products, with an emphasis on high efficiency models that emit no smoke to bother your neighbors. Taught by plumbing and heating contractor Dave Judd, there will be pictures of completed jobs for students to view.
W Kirkwood Center for Continuing Education Rm. 123
6:30PM-9:00PM

Closet and Clothing S.O.S. $15
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 Kirkwood Training & OutReach Services Rm. 104
7:00PM-8:30PM
T Kirkwood Training & OutReach Services Rm. 104
7:00PM-8:30PM

Travel the World of Interior Design $25
Barb Green, one of our areas most renowned interior design professionals wants you to come explore the furniture styles, fabrics and accessories of today’s hottest styles. County-French is the fastest growing design style in America today. Visit Tuscany with its lush fabrics, comfortable furniture and rich colors. Tour the USA from colonial times to today’s contemporary. If you like different styles, learn how to put them all together in a delightful, eclectic mix. From rustic to refined, there’s something for everyone.
T Kennedy High School Rm. 118
7:00PM-9:00PM
W Kirkwood Center for Continuing Education Rm. 123
7:00PM-9:00PM

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.

Choosing the Right Paint Color for Your Room $35
Paint colors are so difficult to choose. Learn from a professional interior designer how to determine the right shade for a room. During the first class you learn how to recognize what shades of paint were used to create a color. This will help in choosing paint colors for your painting projects. The second class will be held at a paint store. Bring a fabric swatch, carpet sample, etc. and a picture of the room you want to paint. We will determine the best color for your project.
M Kirkwood Center for Continuing Education Rm. 124
7:00PM-8:30PM
M Kirkwood Center for Continuing Education Rm. 123
7:00PM-8:30PM

House Cleaning the Green Way $15
The average homeowner spends hundreds of dollars annually on expensive household cleaning products. Many times these products are toxic to our families, pets and environment. This class covers “old school” cleaning remedies that really work and cost just a fraction of the big name commercial cleaning products. From the stain fighting power of baking soda to the disinfecting power of vinegar and lemon juice, this class saves you money, reduces your exposure to toxic chemicals and at the same time helps keep our planet safe.
CFHI-465-STO01 - Begins Sep 17. 1 Wk.
TH Kirkwood Training & OutReach Services Rm. SMALL
6:30PM-8:30PM

Weatherizing Your Home/Business $25
Give your pocketbook a break! Did you know you can substantially lower your energy costs by simply reducing air infiltration and increasing the insulating value of your home and/or business? How to properly caulk and weather-strip, purchase windows and doors and better insulate walls/ceilings/basements will be thoroughly discussed. Return home from this informative evening with a firm understanding of convection, conduction and radiation, the three sources of heat loss/gain in building structures and how to control them to reduce your energy costs.
T Iowa Hall Rm. GRITTER
6:30PM-9:30PM
T Iowa Hall Rm. AMANA
6:30PM-9:30PM

LAWN AND GARDEN

Gardening the Green Way $80
Gardening with the green twist! Join the Linn County Master Gardeners to learn how to use environmentally safe ways to garden and help do your part in saving our planet. Sign up for the entire series and receive a 20 percent discount on the tuition. Classes are held at the Kirkwood Training & Outreach Services Center, 3375 Armar Dr., Marion. Classes include: Rain Gardens; Composting; Organic Vegetable Gardening; Get Rid of Pests the Green Way.
CFLG-650-XCH03 - Begins Oct 20. 4 Wks.
T Kirkwood Training & Outreach Services
6:00PM-8:00PM

Rain gardens keep the rain that falls on your yard in your yard. Learn how to prevent runoff from your yard by creating beautiful rain gardens. Rain gardens are not ponds and not bog gardens. Also, learn other water conservation techniques for your yard.
CFLG-651-XCH03 - Begins Oct 20. 1 Wk.
T Kirkwood Training & Outreach Services Rm. 100
6:00PM-8:00PM

Rain gardens keep the rain that falls on your yard in your yard. Learn how to prevent runoff from your yard by creating beautiful rain gardens. Rain gardens are not ponds and not bog gardens. Also, learn other water conservation techniques for your yard.
CFLG-651-XCH03 - Begins Oct 20. 1 Wk.
T Kirkwood Training & Outreach Services Rm. 100
6:00PM-8:00PM
Composting $25
Join Linn County Master Composters, Wil Carew and Glen Buhinar as they explore the mysteries of composting. Learn different options for home composting.
CFLG-652-XCH03 - Begins Oct 27. 1 Wk.
T Kirkwood Training & Outreach Services Rm. 126 6:00PM-8:00PM

Organic Vegetable Gardening $25
Enjoy vegetable gardening using proven organic techniques and companion plants to maximize the gardening experience. Ellen Skipsey 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-653-XCH03 - Begins Nov 3. 1 Wk.
T Kirkwood Training & Outreach Services Rm. 100 6:00PM-8:00PM

Get Rid of Pests the Green Way $25
What is a green pesticide? This presentation reviews and describes the "greenest" pesticides available based on research and how to use them. It also will give tips on how to decipher labels and choose products that 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-654-XCH03 - Begins Nov 10. 1 Wk.
T Kirkwood Training & Outreach Services Rm. 126 6:00PM-8:00PM

PERSONAL & FAMILY DEVELOPMENT

Learn Baby Sign Language $79
Get an early start communicating with your baby. Learn 200 signs and share them with your children. Research shows using sign language with your children enhances their development. Whether your baby is eight months or eight years, be a part of this exciting new class. Class is for adults only and is approved for foster parents. It meets requirements for child care providers.
TTH Linn Mar High School Rm. 207 6:00PM-8:30PM

Manage Your Anger Safely with EFT $19
Anger can be scary. We were taught to hold it inside because it can be hurtful to others. But anger, like any other emotion, needs to be released. If you keep it inside too long it can create an imbalance in your body's energy system and make you sick. Or it can erupt like a volcano and cause a mess. EFT (Emotional Freedom Techniques) gives you a practical tool to help you release anger and frustration in just minutes in a safe, non-hurtful way. In this class you learn how to use EFT to release your angry emotions and manage your anger before it becomes overwhelming.
W Kirkwood Center for Continuing Education Rm. 123 6:30PM-8:30PM

The Power of Encouragement $19
Seize opportunities to give encouragement and avoid the tendency to discourage. We will discuss how we can use the power of encouragement to build a foundation of self-esteem and confidence in children, as well as, the positive effects the offering of encouragement has on adults. Approved for foster parents. Meets requirements for child care providers.
W Kennedy High School Rm. 123 6:00PM-8:00PM

Games, Music and Activities Ages 0-8 Years $19
Make well-known tunes into new songs and games and make your everyday routines fun for children. What are some traditional songs and new songs and games to use with children? You will be able to share some of your favorites. Approved for foster parents. Meets requirements for child care providers.
T Kirkwood Center for Continuing Education Rm. 123 6:30PM-8:30PM

ACT Exam Prep and Test Secrets $169
NEW 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. Books and study materials are included.
CFPF-350-ST001 - Begins Sep 5. 1 Wk.
S Kirkwood Center for Continuing Education Rm. 123 12:00PM-4:00PM
S Kirkwood Center for Continuing Education Rm. 124 12:00PM-4:00PM

ADHD, Hyperactive or a Spoiled Brat $19
We hear about children being diagnosed with ADHD frequently, but how do we really know if a child has it? Learn what the needs are of the child in terms of parenting, education and social skills, as well as the role of medication in the plan of help. Approved for foster parents. Meets requirements for child care providers.
W Springtides, Inc. 7:00PM-9:00PM

Gardening the Green Way

Enjoy gardening with a green twist! Join the Linn County Master Gardeners to learn how to use environmentally safe gardening techniques and help do your part in saving our planet.

Sign up for the entire series and receive a 20 percent discount on the tuition. Classes are held at the Kirkwood Training & Outreach Services Center, 3375 Armar Dr., Marion.

Class series includes Rain Gardens, Composting, Organic Vegetable Gardening and Get Rid of Pests the Green Way.

<table>
<thead>
<tr>
<th>Class</th>
<th>Course #</th>
<th>Dates</th>
<th>Location</th>
<th>Time</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gardening the Green Way Series</td>
<td>CFLG-650-XCH03</td>
<td>Tuesdays, Oct. 20-Nov. 10</td>
<td>KRTOS</td>
<td>6-8 p.m.</td>
<td>$80</td>
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<tr>
<td>Rain Gardens</td>
<td>CFLG-651-XCH03</td>
<td>Tuesday, Oct. 20</td>
<td>KRTOS</td>
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<td>$25</td>
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<tr>
<td>Composting</td>
<td>CFLG-652-XCH03</td>
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<td>KRTOS</td>
<td>6-8 p.m.</td>
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</tbody>
</table>

To register, call 319-398-1022 or 1-800-332-8833 or visit www.kirkwood.edu/ce.
Discover fulfillment and satisfaction in the years ahead at this one-day conference exploring the options and possibilities that the later stages of life can offer. Learn how to create a fully engaged “second half.”

**Keynote Speakers:** Alan Bernstein, LCSW  
John Trauth, MBA

**Date:** Thursday, November 5, 2009, 8 a.m.-5 p.m.  
**Place:** Kirkwood Center for Continuing Education  
**Section #:** CBEM-830-SL01  
**Tuition:** $95 regular rate; $80 special discount rate for OLLI members. To receive your OLLI membership discount, please call 319-398-1022 to register and reference discount number 0123975.

For more information or to register, call 319-398-1022 or 800-332-8833 or visit www.kirkwood.edu/ce.

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**Is Your Child Wired to Collide**  
Children are born with traits that determine how they respond or behave in different situations. You will learn how to recognize the traits that trigger your child’s anger, frustration and defiance. You will explore different ways of improving your child’s outcomes with Dr. Patricia McGuire, M.D., an award winning author. Approved for foster parents. Meets requirements for child care providers.  

**Place:** Kirkwood Center for Continuing Education Rm. 123  
**7:00PM-9:00PM**  
**Keynote Speakers:** Alan Bernstein, LCSW  
John Trauth, MBA

**Family Roots: Beginning to Intermediate Genealogy**  
More and more people are beginning to research their family histories. 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.  

**CFPF-720-LUT01 - Inst. Novak. Begins Sep 15. 6 Wks.**  
**Begins 6:00 PM**  
**Place:** Kirkwood Center for Continuing Education Rm. 122  
**6:30PM-8:30PM**  
**Keynote Speakers:** Alan Bernstein, LCSW  
John Trauth, MBA

**What It Means to Be Green**  
The green revolution is very real and building each day, and yet it is frustrating and confusing for us to understand “going green” and make a positive impact in our business and personal lives. Understanding what it means to be green is established by getting some basic definitions in place. The goal of this course is to help you begin uncovering how simple this seemingly difficult task can be once it is broken down to a layman’s point of view. This class is taught by Jeff Carey, president of Iowa Green Team LLC and a certified green consultant.  

**Begins 6:30PM-8:30PM**  
**Place:** Kirkwood Center for Continuing Education Rm. 124  
**6:30PM-8:30PM**  
**Keynote Speakers:** Alan Bernstein, LCSW  
John Trauth, MBA

**Introduction to Reiki**  
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.  

**CFPF-855-LUT05 - Inst. Mealhouse. Begins Sep 14. 2 Wks.**  
**Begins 6:00PM-8:00PM**  
**Place:** Kirkwood Center for Continuing Education Rm. 123  
**6:00PM-8:00PM**  
**Keynote Speakers:** Alan Bernstein, LCSW  
John Trauth, MBA

**Reiki and the Chakras**  
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.  

**CFPF-856-LUT03 - Inst. Mealhouse. Begins Oct 5. 2 Wks.**  
**Begins 6:00PM-8:00PM**  
**Place:** Kirkwood Center for Continuing Education Rm. 124  
**6:00PM-8:00PM**  
**Keynote Speakers:** Alan Bernstein, LCSW  
John Trauth, MBA

**Stress Reduction, Relaxation & Meditation Techniques**  
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 that we can provide comfortable chairs for you.  

**Begins 6:00PM-8:00PM**  
**Place:** Kirkwood Center for Continuing Education Rm. 129  
**6:00PM-8:00PM**  
**Keynote Speakers:** Alan Bernstein, LCSW  
John Trauth, MBA

**Keep Children Learning & Out of Mischief**  
Use activities! Activities with children have proven to be a powerful motivating and learning tool. Discover activities and learning that encourage natural exploration and curiosity that you can do with your child. Expand your child’s mind. Help your child learn about the world. Active learning with a purpose is learning and fun at its best! Janet Andersen-Heller, parent-child educator with Grant Wood AEA teaches this class. Approved for foster parents. Meets requirements for child care providers.  

**CFPF-908-TSL01 - Inst. Andersen-Heller. Begins Oct 20. 1 Wk.**  
**Begins 6:00PM-8:00PM**  
**Place:** Kirkwood Center for Continuing Education Rm. 129  
**6:00PM-8:00PM**  
**Keynote Speakers:** Alan Bernstein, LCSW  
John Trauth, MBA

**What’s Up, Pluto?**  
M Kirkwood Center for Continuing Education Rm. 124  
**6:30PM-8:30PM**  
**Place:** Kirkwood Center for Continuing Education Rm. 124  
**6:30PM-8:30PM**  
**Keynote Speakers:** Alan Bernstein, LCSW  
John Trauth, MBA

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**Creating the Second Half of Your Life Conference**

Kirkwood Continuing Education and Osher Lifelong Learning Institute present Creating the Second Half of Your Life Conference

Discover fulfillment and satisfaction in the years ahead at this one-day conference exploring the options and possibilities that the later stages of life can offer. Learn how to create a fully engaged “second half.”

**Keynote Speakers:** Alan Bernstein, LCSW  
John Trauth, MBA

**Date:** Thursday, November 5, 2009, 8 a.m.-5 p.m.  
**Place:** Kirkwood Center for Continuing Education  
**Section #:** CBEM-830-SL01  
**Tuition:** $95 regular rate; $80 special discount rate for OLLI members. To receive your OLLI membership discount, please call 319-398-1022 to register and reference discount number 0123975.

For more information or to register, call 319-398-1022 or 800-332-8833 or visit www.kirkwood.edu/ce.
GENERAL INTEREST

CRAFTS

Create a Digital Scrapbook **$35**
Move into this century with scrapbooking! This course will introduce you to digital scrapbooking. Learn to use storyboard creator software and work on completing a storybook at the end of the 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.

M Kirkwood Training & Outreach Services Rm. 132 6:30PM-9:30PM

Basket Weaving-Fall Fruit Basket **$19**
Make an 8” square-based basket that magically ends up with a round top. This easy to weave basket will look great full of fall leaves and fruit, and then you can use it all year. You’ll have a choice of trim colors. “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. Materials fee is $12 per person.

CGCR-0211-LUT02 - Begins Sep 16. 1 Wk.
W Linn Mar High School Rm. 120 6:00PM-9:00PM

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.

CGCR-0320-LUT01 - Inst. Craig. Begins Sep 2. 4 Wks.
W Kirkwood Center for Continuing Education Rm. 129 6:00PM-8:00PM

Knitting for Peace **$45**
Shawls have been made for centuries. They soothe, comfort and give solace. You will create a unique and individual shawl that you can then give to a friend to comfort him or her in a time of need. Your blessing and shawl will be offered to your friend to uplift and give hope. Materials fee will depend on fiber choice.

W Kirkwood Center for Continuing Education Rm. 129 6:00PM-8:00PM

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.

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

Mixed Media Collage with a Twist **$35**
You or someone you love will be the focal point of this fun project! Bring along copies of your favorite photos and make a colorful collage with your picture as the focal point! We’ll show you several background techniques using acrylic paints and other mediums. Add whimsical details to your piece, such as a favorite quote and more! Paints, papers and other supplies will be provided for you; however, you are encouraged to bring your own ephemera as well. The Dreaming Bear is located at 720 11th Street in downtown Marion. Supply list: two small artist canvases, no larger than 11x14.

T The Dreaming Bear 6:00PM-8:00PM

Queen for the Evening **$35**
This will be a fun-filled evening of feathers, confetti and glittery sparkles. Create a whimsical party crown and magic wand for yourself, or as a gift for a super sparkly someone! You will have access to the gorgeous variety of trimmings and supplies in The Dreaming Bear studio from which to create your luscious masterpiece. When we’re done, we’ll model our well deserved crowns, we’ll cast happy spells with our magic wands and we’ll even treat you to a yummy little cupcake! This is a fabulous girl’s night out! All supplies will be provided by the facilitator. The Dreaming Bear is located at 720 11th Street in downtown Marion.

T The Dreaming Bear 6:00PM-8:00PM

Dream Boxes **$35**
“Nichos” are tin shadow boxes handmade in Mexico and are a very popular folk art piece used to adorn homes and commemorate special people and events. Each tin box has a glass door that looks in on a small space which is ideal for displaying a shrine, photo or collage. Come and make one with us! We’ll provide the nicho, as well as tons of ephemera to decorate it with. We’ll use acrylic paints, alcohol inks, papers and embellishments to achieve the look you want. You are welcome to bring your own mementos to add to the project. The Dreaming Bear is located at 720 11th Street in downtown Marion.

CGCR-1235-LUT01 - Inst. Vogel. Begins Sep 15. 1 Wk.
T The Dreaming Bear 6:00PM-8:00PM

Soywax 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.

T Hearthstone Gifts & Supplies 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 website: www.StainedGlassGalleryinc.com, by emailing info@stainedglassgalleryinc.com or by calling (319)-366-2211.

CGCR-6505-MIT03 - Inst. Cummings. Begins Sep 15. 6 Wks.
T Stained Glass Gallery 7:00PM-9:00PM

Basic Jewelry Making **$15**
Have you always wanted to make a beaded bracelet or pair of earrings? Once you learn the basics you can make all kinds of fabulous jewelry or re-string broken pieces. Materials fee $12.

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

DANCE

Ballroom Level I with Ken and Mary Mote **$135**
Whether you have two left feet or you’re the picture of grace, this class is for you. Learn beginning steps to the fox trot, waltz, tango, rumba, swing and night club slow dance! Wear comfortable clothes and soft soled shoes. This class is taught by Ken and Mary Mote. “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-012-LUT02 - Inst. Mote. Begins Sep 2. 8 Wks.
W Lincoln Learning Center Rm. Gym 7:00PM-9:00PM

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 and body signals. Patricia Hoge has more than 20 years of experience in belly dancing as a performer and instructor, and currently works with Dances 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. Partner is not required.

CGDA-610-STO03 - Begins Sep 1. 4 Wks.
T Dance New York 6:45PM-7:30PM

CGDA-610-STO04 - Begins Oct 3. 4 Wks.
S Dance New York 12:15PM-1:00PM

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. Partner is not required. Dance New York is registered with the National Dance Council of America and uses certified professional instructors.

CGDA-615-STO04 - Begins Sep 28. 4 Wks.
M Dance New York 6:45PM-7:30PM

CGDA-615-STO05 - Begins Oct 26. 4 Wks.
M 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. No partner is required.

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

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.
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.**

York is registered with the National Dance Council of America and uses certified professional instructors.

CGDA-620-ST003 - Begins Sep 4, 4 Wks.  
F Dance New York  
6:45PM-7:30PM

CGDA-620-ST004 - Begins Oct 30, 4 Wks.  
F Dance New York  
6:45PM-7:30PM

**Beginning Ballroom 1**  
**$119**

Forget “Dancing with the Stars!” - Get out on the dance floor yourself! Beginning steps to the fox trot, waltz, tango, rumba, swing and night club slow dance! 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-700-LUT01 - Inst. Mote. Begins Sep 1, 8 Wks.  
T 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. For classes held at Kirkwood Center for Continuing Education, please no puppies the first night of class. For classes held at Pawsitive Paws Academy, bring your puppy to all classes.

CGDO-010-THO10 - Begins Sep 8, 8 Wks.  
T Kirkwood Center for Continuing Education Rm. 123  
6:30PM-7:30PM

**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 no puppies the first night. For classes held at Kirkwood Center for Continuing Education, please no puppies the first night of class. For classes held at Pawsitive Paws Academy, bring your puppy to all classes.

CGDO-017-THO07 - Begins Sep 9, 8 Wks.  
W Kirkwood Center for Continuing Education Rm. 122  
6:30PM-7:30PM

**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 class the first night. The first class will meet at the location below. Other classes will meet at Hawkeye Downs.

CGDO-021-THO08 - Begins Sep 8, 8 Wks.  
T Kirkwood Center for Continuing Education Rm. 123  
7:30PM-8:30PM

CGDO-021-THO09 - Begins Sep 9, 8 Wks.  
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-7:59PM

**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-9:00PM

**Sequencing: Agility**  
**$99**

Agility is addicting and this class takes you and your dog a step further. Continue your agility handling skills, with more challenging sequences and courses. Bring your dog, treats, and two copies of up to date shot records to the first class. Prerequisite: Agility 1 and 2 or equivalent. All classes meet at Hawkeye Downs.

M Hawkeye Downs Rm. AUCTION  
6:00PM-6:59PM

**LANGUAGE AND CULTURE**

**Intro to Chinese - Language and Culture**  
**NEW**  
**$69**

The two month course serves as an introduction to the Chinese language and the culture. Any subject specific to students’ interests will be discussed, such as traveling to China, doing business in China, Chinese cooking, etc. Students should be able to converse in everyday Chinese by the end of the course.

CGLC-150-ST001 - Inst. Lian. Begins Sep 8, 8 Wks.  
T Kirkwood Training & Outreach Services Rm. 133  
7:30PM-9:00PM

**What You Know and Don’t Know About Russia**  
**NEW**  
**$59**

Join Russian born Nina Scroggins, and learn about the history of vodka, caviar, Russian traditions, doing business in Russia, dealing with the Russian government, etc. Students should be able to converse in everyday Russian by the end of the course.

CGLC-190-LUT01 - Inst. Scroggins. Begins Sep 9, 6 Wks.  
M Kirkwood Training & Outreach Services Rm. 104  
6:00PM-8:00PM

To register call 319-398-1022 or 1-800-332-8833
Advanced French CR $59
Students who have completed Basic French I and Intermediate French will continue
to increase their vocabulary as well as work on reading, speaking, listening and writing
in French. This class may be repeated.
CGLC-271-STO01 - Inst. Dolezel. Begins Sep 16, 6 Wks.
W Kirkwood Training & Outreach Svcs Rm. 127 6:00PM-8:00PM

Beginning Spanish CR $69
Holal! In this introductory class, you’ll learn the alphabet, pronunciation and basic
reading. You will also learn about accent rules and study numbers, the days of
the week and months, simple dialogues, articles, singular and plural, verbs and simple
conversational. Book required: Spanish Made Simple, available at the Kirkwood
Bookstore. Bring a Spanish-English dictionary to class.
M Iowa Hall Rm. GRITTER 5:45PM-7:15PM

Intermediate Spanish CR $69
Mas Espanol! In this intermediate class, you’ll study regular and irregular verbs
in sentences. You will also learn about simple dialogues and conversation, based on
articles and descriptive adjectives. Prerequisite: Spanish I. Book required: Spanish
Made Simple. Bring a Spanish-English dictionary to class.
M Iowa Hall Rm. GRITTER 7:30PM-9:00PM

Advanced Spanish CR $69
You will learn more dialogues and conversation in this advanced class. Prerequisite:
Spanish II.
CGLC-390-STO04 - Inst. Rosales. Begins Sep 1, 8 Wks.
T Kirkwood Center for Continuing Education Rm. 129 5:45PM-7:15PM

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-STO14 - Begins Sep 14, 6 Wks.
M C-S-D 3:00PM-5:00PM
CGLC-400-STO15 - Begins Sep 14, 6 Wks.
M C-S-D 6:00PM-8:00PM

American Sign Language Intermediate/Advanced $69
Can’t get enough signing? This is the next level from beginning, focusing on
intermediate and advanced students. Class is held at C-S-D, 4403 1st Ave. SE #303,
Cedar Rapids. Book required: A Basic Course in American Sign Language- Student
CGLC-410-STO05 - Begins Sep 15. 6 Wks.
T C-S-D 6:00PM-8:00PM

Art History: The Italian Renaissance $49
The Italian Renaissance was one of the most productive periods in the history of art,
comprising many masters in several locations throughout the Italian peninsula.
From Florence to Rome to Milan to Venice, artists such as Giotto, Masaccio,
Donatello, Brunelleschi, Botticelli, Leonardo, Raphael and Michelangelo created a re-
birth in painting, sculpture and architecture. Come explore this important period in
the history of Italian art.
T Iowa Hall Rm. GRITTER 7:00PM-9:00PM

LEISURE

Hybrid Vehicles: The Benefit of Going Green $15
Are you thinking about a hybrid vehicle but don’t know where to start? Come listen
to industry professionals discuss the advantages of switching to a hybrid vehicle.
With the current state of our economy, everyone wants to save $$$ and help our
environment. By going “green” you can do both. If you’re curious about all the hype,
come see for yourself if a hybrid vehicle is right for you. Save money while reducing
your impact on the environment at the same time.
CGLE-105-STO01 - Begins Sep 10. 1 Wk.
TH Kirkwood Training & Outreach Svcs Rm. 104 6:30PM-8:30PM

Discover Grand Rivers and Waterways of Europe Free
Come discover why the road “best” traveled is a river. Learn how you can uncover
treasures straight out of the history books and fairytale-charming squares, magnificent
cathedrals and bustling marketplaces. Discover how you can experience the spectacular
cities, pastoral landscapes, historical landmarks and breathtaking scenery from an
elegant floating hotel.
TH Kirkwood Training & Outreach Svcs Rm. 104 3:30PM-6:00PM

MIND AND BODY

Astrology $25
Astrology is the oldest version of psychology. By learning its basic principles you will
be able to empower yourself with the important issues in your life, love, relationships,

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.

See page 49 for more information.

www.kirkwood.edu/ce
health, money and career. Come and learn the basics of this science and art, and you will gain a better understanding of who you are and where you are going. You will need to know your birth time.

TH Linn Mar High School Rm. 218 7:00PM-9:00PM

Reading the Tarot $35
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.

TH Linn Mar High School Rm. 120 7:00PM-9:00PM

Tapping Into Health: Body Talk System $15
If you ever wished you could ask your body and mind what they need most to achieve balance and healing? Do you wish there was a safe and simple way to take care of yourself and your family's day to day health issues? Well, now you can. It’s called the Body Talk System. The Body Talk System allows the body's own energy systems to be harmonized and balanced so that they can operate as nature intended. You will learn simple techniques to improve brain function, reduce stress and improve health for yourself and others.

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

TH Iowa Hall Rm. GRITTER 6:00PM-8:00PM

PHOTOGRAPHY

Photography $59
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.

CGPH-100-LUT03 - Inst. Regal. Begins Sep 1. 8 Wks.
T Linn Mar High School Rm. 217 7:00PM-9:00PM

Outdoor Photo Adventure $39
Get out of the classroom and into the field! Enjoy our photography outing at a local park. All sizes of cameras, both film and digital, can be used. We begin the day with a short discussion on composition and park orientation. Then, we'll explore the park's flower gardens, green house, lake and landscape to create good photography. Must be at least 15 years old. Rain date is September 12. Bring your camera and any accessories you have. Class will gather in the parking lot near 42nd Street (near the swimming pool).

CGPH-105-LUT02 - Inst. Regal. Begins Sep 5. 1 Wk.
S Noelridge Park 1:00PM-4:00PM

The Photo Lab $75
Learn the art of the black & white photo lab or expand your current knowledge of the photo lab. We'll work with film developing, printing from your negatives and enlarging photos to the desired size. Get instruction on current lab techniques along with photo touch up procedures. Both 35mm and the medium format cameras can be used in this lab class. Do not purchase any supplies for this class until instructed to do so in the first class. Materials fee $15 to be paid at the first class.

CGPH-150-LUT03 - Inst. Regal. Begins Sep 2. 8 Wks.
W Linn Mar High School Rm. L104 7:00PM-9:30PM

WRITING AND LITERATURE

My First Book: Fiction $55
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.

M Kennedy High School Rm. 123 6:00PM-7:30PM

Start Your Nonfiction Bookwriting Career $55
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.

T Kennedy High School Rm. 123 7:30PM-9:00PM

Writers Publishing Class II $55
This is for students who have completed either the My First Book or Start Your Nonfiction 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.

M Kennedy High School Rm. 123 8:00PM-9:30PM

T Kennedy High School Rm. 123 6:00PM-7:30PM

Writer's Seminar $69
If you’re interested in writing a book or starting freelance writing, this one-day workshop is for you! You’ll learn tips on coming up with ideas, sharpening your skills, finding and keeping up momentum, copyrighting, publishing and more! Presenter Jean Tennant has published several books and has written hundreds of published articles. Students who register in advance are invited to send ten pages of text to the instructor for critique at: Jean Tennant, PO Box 476, Everal, IA 51338 or jean@midwestwriter.com

F Kirkwood Center for Continuing Education Rm. 123 9:00AM-4:00PM

HEALTH

ACTIVITY COORDINATORS

Activity Coordinator Orientation Course $675
This course prepares the individual for employment as an activity coordinator in long term care facilities. The curriculum has been expanded to 75 hours, and meets the requirements of the State Department of Inspections and Appeals. A book is required.

CHAC-010-KIR10 - Begins Sep 11. 12 Wks.
THF Washington Hall Rm. 104 6:30PM-9:30PM

TH Washington Hall Rm. 104 9:00AM-5:00PM

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 (CPR) and First Aid for the Public.

Medical Transcription Online Course

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. Textbooks and online assistance will be provided. Upon completion of the program, you will obtain a certificate of completion from Kirkwood Community College.

Section #: CHHO-200-VAN01
A Career Step program in partnership with Kirkwood Community College.

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

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.

CHCP-160-RE409 - Inst. Klenk. Begins Sep 3. 1 Wk. 6:00PM-10:00PM
TH Linn Hall Rm. 117E

CHCP-160-RE410 - Inst. Moore. Begins Sep 9. 1 Wk. 8:00AM-12:00PM
W Linn Hall Rm. 117E

CHCP-160-RE411 - Inst. Klenk. Begins Sep 10. 1 Wk. 6:00PM-10:00PM
TH Linn Hall Rm. 117E

CHCP-160-RE412 - Inst. Klenk. Begins Sep 12. 1 Wk. 8:00AM-12:00PM
S Linn Hall Rm. 117E

CHCP-160-RE413 - Inst. Klenk. Begins Sep 12. 1 Wk. 1:00PM-5:00PM
S Linn Hall Rm. 117E

CHCP-160-RE414 - Inst. Clinic. Begins Sep 15. 1 Wk. 8:00AM-12:00PM
T Linn Hall Rm. 117E

CHCP-160-RE415 - Inst. Klenk. Begins Sep 17. 1 Wk. 6:00PM-10:00PM
TH Linn Hall Rm. 117E

CHCP-160-RE416 - Inst. Klenk. Begins Sep 22. 1 Wk. 6:00PM-10:00PM
T Linn Hall Rm. 117E

CHCP-160-RE417 - Inst. Klenk. Begins Sep 24. 1 Wk. 6:00PM-10:00PM
TH Linn Hall Rm. 117E

CHCP-160-RE418 - Inst. Klenk. Begins Sep 26. 1 Wk. 8:00AM-12:00PM
S Linn Hall Rm. 117E

CHCP-160-RE419 - Inst. Klenk. Begins Sep 26. 1 Wk. 1:00PM-5:00PM
S Linn Hall Rm. 117E

CHCP-160-RE420 - Inst. Klenk. Begins Sep 29. 1 Wk. 6:00PM-10:00PM
T Linn Hall Rm. 117E

CHCP-160-RE421 - Inst. Klenk. Begins Oct 1. 1 Wk. 6:00PM-10:00PM
TH Linn Hall Rm. 117E

CHCP-160-RE422 - Inst. Klenk. Begins Oct 8. 1 Wk. 6:00PM-10:00PM
TH Linn Hall Rm. 117E

CHCP-160-RE423 - Inst. Moore. Begins Oct 10. 1 Wk. 8:00AM-12:00PM
S Linn Hall Rm. 117E

CHCP-160-RE424 - Inst. Moore. Begins Oct 10. 1 Wk. 1:00PM-5:00PM
S Linn Hall Rm. 117E

CHCP-160-RE425 - Inst. Moore. Begins Oct 14. 1 Wk. 8:00AM-12:00PM
W Linn Hall Rm. 117E

CHCP-160-RE426 - Inst. Klenk. Begins Oct 15. 1 Wk. 6:00PM-10:00PM
TH Linn Hall Rm. 117E

CHCP-160-RE427 - Inst. Clinic. Begins Oct 20. 1 Wk. 8:00AM-12:00PM
T Linn Hall Rm. 117E

CHCP-160-RE428 - Inst. Klenk. Begins Oct 22. 1 Wk. 6:00PM-10:00PM
TH Linn Hall Rm. 117E

CHCP-160-RE429 - Inst. Klenk. Begins Oct 27. 1 Wk. 6:00PM-10:00PM
T Linn Hall Rm. 117E

CHCP-160-RE430 - Inst. Klenk. Begins Oct 29. 1 Wk. 6:00PM-10:00PM
TH Linn Hall Rm. 117E

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 simulating skills on manikins. Two-year recommended renewal.
CHCP-200-REC28 - Inst. Gilchrist. Begins Oct 13. 1 Wk. 6:00PM-10:00PM
T Linn Hall Rm. 117E

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.
CHCP-260-REC59 - Inst. Klenk. Begins Oct 6. 1 Wk. 6:00PM-10:00PM
T Linn Hall Rm. 117E

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-REC35 - Inst. Klenk. Begins Oct 24. 1 Wk. 8:00AM-12:00PM
S Linn Hall Rm. 117E

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.
CHCP-320-REC22 - Inst. Klenk. Begins Oct 24. 1 Wk. 1:00PM-5:00PM
S Linn Hall Rm. 117E

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.
CHCP-900-REC01 - Inst. Moore. Begins Oct 3. 1 Wk. 9:00AM-11:00AM
S Linn Hall Rm. 117E

DENTAL

Forensic Dentistry 101 $40
This course will provide dental professionals with a quality continuing education opportunity that will focus on forensic dentistry. The course will discuss definitions, basic information on methods of identification, the releasing of dental records and radiographs and case presentations. Members of the University District of the Iowa Dental Assistant Association or student members will need to use section number GHDE-030-DAM02 for registration.
CHDE-030-DAM01 - Inst. Malmberg. Begins Oct 5. 1 Wk. 7:00PM-9:00PM
M Cedar Hall Rm. 3008

CHDE-030-DAM02 - Inst. Malmberg. Begins Oct 5. 1 Wk. 7:00PM-9:00PM
M Cedar Hall Rm. 3008

Dental Radiography Update $59
As a dental professional, attending this program will provide you the latest on dental imaging including safety techniques for you and your patient. A comparison of types of imaging useful in your practice will be presented, and case studies will be utilized to assist with understanding dental imaging.
CHDE-120-DAM01 - Inst. Clark. Begins Oct 27. 1 Wk. 6:00PM-8:15PM
T Kirkwood Center for Continuing Education Rm. 159F
EMERGENCY MEDICAL SERVICES

EMT-Intermediate 85

$395

The EMT-Intermediate course will prepare the learner to take the EMT-Intermediate 85 National Registry practical and written examinations for state of Iowa certification. The EMT-Intermediate training focus is on patient assessment, IV initiation, and human anatomy and physiology. Participants will be required to participate in 64 hours of clinical internship at hospitals and ambulance services or fire department. A Kirkwood EMS shirt is required for clinicals and is available at the bookstore for $25.


W Blairstown Ambulance Service Rm. CONF 6:00PM-10:00PM

PER 211: EMS Operations and Planning for WMD Course

$45

This course will equip pre-hospital and hospital medical personnel with the skills needed to ensure proper patient triage, treatment, and transportation in the event of exposure to chemical, biological, radiological, nuclear and explosive (CBRNE) weapons. Exercises conducted in a CBRNE scenario will reinforce classroom lectures and interaction. First responders will use their training to demonstrate proper techniques for assessment, triage, mass decontamination, treatment and stabilization. In addition, course participants will receive training on the proper techniques for protecting themselves and limiting cross-contamination. 24 hours of continuing education will be provided by CECBEMS for EMS providers. 22.75 hours will be awarded by the American Academy of Family Physicians (AAFP). 20.5 Hours will be awarded by Emergency Nurses Association (ENA)

CHEM-215-HUN01 - Begins Oct 27. 1 Wk.

TTH Kirkwood Center for Continuing Education Rm. EVENT D-F 8:00AM-5:00PM

FOOD SERVICE TRAINING FOR LONG TERM CARE

Meal Service for Food Service

$125

This course is designed to help health care staff improve the overall nutritional status of clients as well as make mealtime an anticipated and positive “dining experience.” The focus of this course includes the areas of quality of life, quality of care and the client’s rights. Lunch will be provided.


M Kirkwood Center for Continuing Education Rm. 122 9:00AM-3:30PM

Food Service Safety and Sanitation

$125

This class will focus on food service sanitation and safety for the employee and patient. Emphasis is on food handling. Book required: Food Safety: A Guide to What You Really Need to Know, Hemminger. Lunch will be provided.


M Kirkwood Center for Continuing Education Rm. 122 9:00AM-3:30PM

HEALTH OCCUPATIONS

Medical Terminology

$195

If you want to work in medical records, doctor’s offices and insurance companies, then this course is for you! Medical terms will be discussed in conjunction with a brief summary of anatomy. Emphasis will be placed on memorizing suffixes, prefixes and word roots. Book required.


TH Kirkwood Training & Outreach Services Rm. 100 6:00PM-9:00PM

Medication Aide

$229


MW Kirkwood Training & Outreach Services Rm. 126 5:00PM-8:00PM

Medication Manager for Community Based Service Providers

$75

This course prepares medication managers to safely administer non-parenteral medication in a residential adult facility, a child care facility or community supervised apartment living for the cognitively disabled (15 or fewer beds). You must be employed by one of the above facilities to be eligible for the course. All scheduled sessions must be attended. Required textbook: Medication Manager Developed for MR (less than 15 beds) Supervised Apartment Living, Community Supported Living Arrangements.


TTH Kirkwood Training & Outreach Services Rm. 126 5:00PM-8:00PM


TTH Kirkwood Training & Outreach Services Rm. 126 5:00PM-8:00PM

Phlebotomist

$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. Requires a physical exam, hepatitis B, tetanus, measles, rubella, and diphtheria vaccinations, and Mantoux (TB) testing. Non-credit only. All applicants must take the COMPASS reading placement test by contacting the Kirkwood Community College Test Center in Cedar Rapids (319-398-5456) or Iowa City (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.


T Lincoln Learning Center Rm. 101 1:30PM-5:30PM

NURSE AIDE

75 Hour Nurse Aide

$339

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 good patient care. A physical is required. Book required: Assisting in Long Term Care, 5th edition.


MTH Lincoln Learning Center Rm. 228 4:30PM-8:30PM


MTWTH Hallmark Care Center 5:00PM-9:00PM


TWTH Linn Hall Rm. 115 9:00AM-2:15PM


TWTH Linn Hall Rm. 115 4:30PM-8:30PM


TW Lincoln Learning Center Rm. 229 4:00PM-8:00PM


MW Lincoln Learning Center Rm. 224 9:00AM-1:00PM


MTWTH Hallmark Care Center 5:00PM-9:00PM

Abilities in Action Conference & Expo

If you are a professional working with individuals who have disabilities, this program is for you. Or, if you have a disability, or have a family member who has a disability, you will find this conference very informative. Participants will be given content which will enhance their professional roles and learn better ways to understand and assist individuals with disabilities, their families or other team members.

Wednesday, October 7, 2009

8:30 a.m.–4 p.m.

Kirkwood Center for Continuing Education

Section #: CHSW-100-DAM01

Tuition: $49

To register, call 319-398-1022 or 800-332-8833 or visit www.kirkwood.edu/ce.
MTW Linn Hall Rm. 115 9:00AM-2:15PM

NURSING CONTINUING EDUCATION

Child Abuse and Mandatory Reporting $29
What are your obligations as a mandatory reporter? Are you interested in learning about the investigation, identification and legalities of child abuse? This program is approved by the Iowa Department of Public Health, Abuse Education Review Panel #422.
T Linn Hall Rm. 211B 6:30PM-8:45PM

Anticipated Abuses (2 day course) $199
This program is designed to assist health care professionals develop a better understanding of the types of abuse that children and adults experience. The program begins with the history of child abuse and abuse in general. It then discusses the physical and psychological effects of abuse on victims and the influences of social and economic factors that can lead to abuse.
T Resource Center Rm. KTS-1
S 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-9:00PM

Conflict Resolution in Health Care $89
This program is designed to assist health care professionals develop a better understanding of the importance of conflict resolution in the workplace. Negative attitudes and emotions often engender mistrust and create misunderstandings. Learning the value of conflict resolution is the first step in the recovery process. But what happens, or what has to happen, if conflict cannot be resolved? This workshop will also discuss termination issues as they relate to conflict resolution.
F Kirkwood Center for Continuing Education Rm. 123 9:00AM-4:00PM

2009 Fall EPI Update XIII $30
The fall conference, brought to you by the Iowa Department of Public Health, offers a back-to-basics approach to the most recent information on disease reporting, clinical vs. surveillance case definition, false-positive laboratory tests, zoonotic diseases (Q fever and rabies), IDSS reports, hepatitis A and influenza, along with other "hot" topics. Registration begins at 8:30.
CHNC-305-DAM01 - Begins Oct 14. 1 Wk.
W Kirkwood Center for Continuing Education Rm. 139 9:00AM-3:30PM

Alternatives to Addiction $89
People can be addicted to many things including substances, food and exercise. A pattern of over-adaption often is at the core of addictive behaviors. These behaviors are created by the expectations and adaptations in dysfunctional families. This program will address ways to recognize addictive behaviors and will suggest alternatives that create more healthy balanced lives for patients.
TH Kirkwood Center for Continuing Education Rm. 123 9:00AM-3:00PM

Cost of Caring; Stress Management in Health Care $89
Those who do "people work" can become overloaded and experience emotional exhaustion, depersonalization and reduced personal accomplishment. Stress can be a response to the chronic emotional strain of dealing extensively with other human beings, particularly when they are ill and/or troubled. Stress can arise from the social interaction between the nurse and patient. This seminar will deal with the stress responses as they affect patient care. A large portion of the program will address the changes that are helpful in retaining an emotionally and physically healthy life and attitude that will enhance the quality of patient care.
TH Kirkwood Center for Continuing Education Rm. 123 9:00AM-3:00PM

Spanish for Health Care Providers $205
Learn vocabulary and phrases that will enable you to communicate with Spanish-speaking patients. The health related topics include admissions and initial intake, scheduling appointments, insurance terms and questions, body parts and organs, medical history, patient examination, discharge care, prescription instructions, and common injuries. This course is recommended for healthcare providers who have little or no prior knowledge of Spanish.
M Kirkwood Center for Continuing Education Rm. 129 6:00PM-9:00PM

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. 123 1:30PM-4:45PM

Abilities in Action Conference & Expo $49
If you are a professional working with individuals who have disabilities, this program is for you. Or, if you have a disability, or have a family member who has a disability, you will find this conference very informative. Participants will be given content which will enhance their professional role and lean better ways to understand and assist individuals with disabilities, their families, or other team members.
CHSW-100-DAM01 - Begins Oct 7. 1 Wk.
W Kirkwood Center for Continuing Education Rm. EVENTB-E 8:30AM-4:00PM

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 Recertification $125
This hands-on recertification course incorporates a live lab and is held at a state of Iowa authorized training site, and taught by a University of Southern California trained tester. Learn correct terminology, symbols, theory of backflow, methods and devices for the prevention of backflow and back siphonage, test procedures and maintenance of backflow prevention devices. Lunch is included.
S Jones Hall Rm. 152 8:00AM-2:30PM

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 book: Residential Construction Academy HVAC by Silberstein.
TH Jones Hall Rm. 154 6:00PM-9:00PM

Refrigerant Certification Prep & Exam $199
The Federal Clean Air Act requires all personnel who maintain, service, repair or dispose of appliances containing refrigerants 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. TBA 5:00PM-9:00PM

AUTO BODY/SMALL ENGINES

Body Auto 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 & 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.

TH Lincoln Auto Collision Rm. SP
6:00PM-10:00PM

Auto Body: Repair Dings, Dents & Rust

$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.

TH Auto Collision Rm. SP
6:00PM-10:00PM

Auto Body: Prime and Paint

$245

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.

TH Auto Collision Rm. SP
6:00PM-10:00PM

Auto Body Repair Open Lab

$205

This class is available for students having successfully completed the Auto Body Repair Certificate Program. Please contact the instructor at 319-461-6932 to determine a start and end date.

CIA-023-MIT03 - Inst. Simmering. Begins Nov 1. 6 Wks.
TH Auto Collision Rm. SP
6:00PM-10:00PM

SOLUS PRO (Snap-on) NEW

$245

Today’s vehicles require computerized diagnostics to properly identify problems. The SOLUS PRO is the next step in the evolution of Snap-on scanners. This tool communicates with the onboard computers to read and clear trouble codes, verify input readings and stimulate output on today’s advanced computer-controlled systems.

S Auto Technology Rm. 108
8:00AM-5:00PM

ETHOS (Snap-on) NEW

$125

Learn to use ETHOS, a quick go-to scan tool that complements the Snap-on family of scanning tools. It is ideal for an entry-level technician, a service advisor or a top-tech who wants quick answers to tough problems.

TH Auto Technology Rm. 108
6:00PM-10:00PM

CAD

Autodesk Inventor

$245

This is the third of a computer aided design (CAD) series and is similar to Pro-E and SolidWorks and introduces students to parametric solid modeling with Inventor. Students constrain their sketches into accurate solid models, edit the features and project the parts to drawings. Pre-requisite: AutoCAD II or equivalent experience.

M Jones Hall Rm. 112
6:00PM-9:00PM

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. TBA
6:00PM-8:00PM

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 books (2008 Versions): 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, GFIs and more. This course helps prepare you for the Homeowner’s Electrical Exam given by many cities and municipalities. Required book: Wiring Simplified by Richter.

TH Lincoln Learning Center Rm. 224
6:00PM-10:00PM

Electrical Industrial Wiring


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, Kirchoff’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

Mechatronics 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 & place storage, automated parts storage, automated torqueing, automated sorting & queuing, automated indexing, automated gauging, and automated pick & place feeding. Prerequisite: Electrical Specialist Certificate or experience in programming PLC’s.

6:00PM-10:00PM

MECHANICAL/MAINTENANCE

Mechanical Systems Specialist

$995

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.

TH 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. Pre-requisite: Electrical Specialist Certificate or experience in pneumatics.

TH Jones Hall Rm. 138
6:00PM-9:00PM

PRECISION METAL FABRICATION

Computerized Metal Fabrication

$145

Ever consider an awarding career making vital components for the transportation, communication, aircraft and aerospace industries? If so, then this introductory, cutting-edge technology class will assist you in achieving this goal. Through detailed, hands-on instruction learn to operate computer guided lasers, waterjet cutters, CNC press brakes and punches. This exploratory class is the first step toward earning a two-year Associate of Applied Science degree in Precision Sheet Metal Fabrication.

CIPF-185-MIT01 - Inst. Stotelmyre. Begins Sep 22. 6 Wks.
T Jones Hall Rm. 121
6:00PM-10:00PM

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

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<td>CICA-005-XMI16 AutoCAD I</td>
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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

<table>
<thead>
<tr>
<th>CIPM-033-XMI15</th>
<th>Mon/Sat  Jones Hall 165</th>
<th>9/19-6/5</th>
<th>8 a.m.-1 p.m.</th>
<th>$1195</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>CIPM-013-XMI14</th>
<th>Mon-Sat  Jones Hall 121</th>
<th>9/21-6/30</th>
<th>8 a.m.-12 p.m.</th>
<th>$1895</th>
</tr>
</thead>
</table>

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
Welding/Machining

Machining Basic  
CIPM-005-MIT17  
Tue/Thu  Jones Regional Ed Ctr 132  
9/29-1/12  5-10 p.m.  $149

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.

Machining Advanced  
CIPM-005-MIT17  
Tue/Thu  Jones Regional Ed Ctr 132  
9/29-1/12  5-10 p.m.  $149

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.

Mechanical Systems Specialist
CIPM-005-XMI05  
Tue/Thu  Jones Hall 138  
9/15-1/26  6-9 p.m.  $995

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.

CIPM-010-XMI03  Hydraulics/Pneumatics  
CIPM-018-XMI05  Mechanical Drive Systems

Career Welding Certificate
CIPM-060-MIT11  
Tue/Thu  Jones Regional Ed Ctr 132  
9/29-1/12  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.

Mechanical Systems Specialist
CIPM-005-XMI05  
Tue/Thu  Jones Hall 138  
9/15-1/26  6-9 p.m.  $995

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.

CIPM-010-XMI03  Hydraulics/Pneumatics  
CIPM-018-XMI05  Mechanical Drive Systems

Mechatronics Certificate Program
CIPM-150-XMI04  
Tue/Thu  Jones Hall 133  
9/15-1/7  6-10 p.m.  $1995

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.

- Robotic Pick & Place Assembly
- Automated Parts Storage
- Automated Torquing
- Automated Sorting & Queuing
- Automated Indexing
- Automated Gauging
- Automated Pick and Place Feeding

Electrical Specialist Certificate
CIPM-110-XMI07  
Mon/Wed  Lincoln Ctr 102  
9/14-2/1  6-10 p.m.  $1895

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.

CIPM-120-XMI08  AC/DC Electric Circuits  
CIPM-130-XMI08  Motor & Motor Controls  
CIPM-140-XMI09  Programmable Logic Controllers

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

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 a.m. to 9:00 a.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/vise grips on first day. The first day of class is mandatory to complete the safety orientation.

- Jones Hall Rm. 165 8:00AM-1:00PM
- 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.

- 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/vise grips on first day. Recommended book: Welding Skills by Miller.

- 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/vise grips on first day. Recommended book: Welding Skills by Miller.

- Jones Hall Rm. 166 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/vise grips on first day. Recommended book: Welding Skills by Miller.

- Jones Hall Rm. 166 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.

- Jones Hall Rm. 116 8:00AM-1:00PM

WOODWORKING

Build Your Own Kayak

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 of $150 will be collected the first day of class. Carpooling options from Cedar Rapids/Iowa City will be discussed first day of class.

- Jones Regional Education Ctr Rm. 127 9:00AM-4:30PM

Build Your Own Canoe

Skillfully build a 10 1/2 foot. Ruston 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. A $150 material fee will be collected at the first day of class.

- Jones Regional Education Ctr Rm. 127 9:00AM-4:30PM

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! This is a free trial class. Bring a mat or towel. Class is offered through Jazzercise. Register at the door at anytime. If you have questions, visit www.jazzercise.com.

CRAE-000-LUT19 - Begins Aug 31. 9 Wks.
- MWF Lincoln Learning Center Rm. Gym 5:30PM-10:30AM
- MW Lincoln Learning Center Rm. Gym 5:45PM-6:45PM
- S Lincoln Learning Center Rm. Gym 8:00AM-9:00AM

Punchcard

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. Carpooling options from Cedar Rapids/Iowa City will be discussed first day of class.

CRAE-220-STO31 - Begins Aug 31. 8 Wks.
- M TriYoga of Cedar Rapids 5:30PM-6:50PM
- S TriYoga of Cedar Rapids 9:00AM-10:20AM

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.
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 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.

Tai Chi Basics $89
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 foundation for Tai Chi Form Class and for the martial aspects taught in advanced classes. This class meets at TriYoga of Cedar Rapids, 5250 North Park Place NE, Cedar Rapids.
CRAE-230-STO15 - Begins Sep 5. 8 Wks.
S TriYoga of Cedar Rapids 10:30AM-11:30AM
Meditation $89
Learn and practice systematic breathing techniques to release tension and bring a peaceful flow to your life. Learn meditation to relax and gain control of your mind and emotions. This class meets at TriYoga of Cedar Rapids, 5250 North Park Place NE, Cedar Rapids.
CRAE-255-STO15 - Begins Sep 1. 8 Wks.
T TriYoga of Cedar Rapids 7:00PM-8:00PM
Praise Moves $39
Enjoy this Christian alternative to classical yoga. Positive Christian scripture will be accompanying all yoga movement and postures throughout class. Class will say and meditate Christian theme prayers. Bring yoga mat.
CRAE-375-LUT03 - Inst. Thomas. Begins Sep 1. 8 Wks.
T First Church of the Open Bible 6:00PM-7:00PM
S First Church of the Open Bible 8:30AM-9:30AM
Aerobics with Steps $59
Tired of the high pressure health clubs? Then check out this step class! Vivian Quinn has been teaching for years and focuses on cardiovascular fitness, endurance, toning and flexibility through movement routines. Steps are provided. Bring a towel or exercise mat and wear supportive shoes.
CRAE-600-STO01 - Inst. Quinn. Begins Sep 2. 8 Wks.
MW Starry Elementary School Rm. GYM 5:30PM-6:30PM
Personal Trainer Fitness $249
Make a healthy change in your life. This course is designed to give you a sound foundation in proper weight lifting techniques, weight lifting exercise and individualized exercise prescription. During your six one-hour sessions, a nationally certified personal trainer will assist you on this personal endeavor. Weight training can be risky and ineffective if you are unsure of proper training techniques. Having a certified professional trainer will reduce the incidence of injury, decrease pain, teach proper lifting techniques, improve balance/coordination skills and provide individualized lifting prescriptions. Your personal trainer will contact you about a week prior to the start date to set up your meeting schedule.
CRAE-720-LUT04 - Begins Aug 31. 6 Wks.
Aspen/Kirkwood Seven-Day Pass $99
Do you want variety in your workout? This seven-day-per-week pass will allow you to attend any group fitness class that Aspen offers any time of the day during the seven days this class is scheduled. For a schedule, please stop by Aspen Athletic Club, 2120 Edgewood Rd. SW or visit the Web site at www.aspenathletic.com, for a group fitness schedule. The schedule will also give you a brief description of what the class entails. Space may be limited with certain classes.
CRAE-AS27-LUT06 - Begins Aug 31. 8 Wks.
Xtreme Indoor Cycling $59
This indoor spinning class is perfect for those looking for an “xtreme” workout and also for those just starting out. The intensity level depends on your goals. Burn major calories while having tons of fun! Great music. Great people. Great workout. Daycare is available.
CRAE-GP05-LUT10 - Begins Sep 7. 8 Wks.
MW Gold Pointe Fitness Club 5:00PM-6:00PM
Kickboxing $59
This aerobic-based fitness program uses the latest kickboxing routines. Have a great time burning major calories while punching, kicking and striking your way to fitness. This is a go at your own level class. Daycare is available.
CRAE-GP35-LUT06 - Begins Sep 1. 8 Wks.
TTH Gold Pointe Fitness Club 6:00PM-7:00PM
Awesome Abs $39
This group exercise class works your abs into shape! Get the most sought after body part working with this twenty minute workout. Beautiful abs could be yours.
CRAE-GP35-LUT06 - Begins Sep 1. 8 Wks.
TTH Gold Pointe Fitness Club 5:20PM-5:40PM
Up and Moving (osteo-Exercise) NEW $59
This new osteo-exercise is geared for seniors! Use light weights or your own body weight to help build bone and muscle strength! Regain your balance and increase mobility at your own pace.
CRAE-GP36-LUT01 - Begins Sep 1. 8 Wks.
TTH Gold Pointe Fitness Club 8:00AM-9:00AM
Pilates/Yoga Fusion Class $59
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-LUT12 - Begins Sep 1. 8 Wks.
TTH Northland Fitness 9:30AM-10:30AM
Seniors Fit and Fabulous $59
This low impact class will get you moving and having fun. It’s designed for active seniors 55+. Aerobics and strength training will help you get in shape and stay in shape.
CRAE-NF22-LUT02 - Begins Sep 1. 8 Wks.
TTH Northland Fitness 8:30AM-9:30AM
Ultimate Body Shaping NEW $249
You will meet three times per week with your trainer and have access to the facility 24/7 for this eight week session. This program is a weight loss and body shaping program designed to help you look and feel amazing in just eight weeks. 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. Your trainer will contact you to set up your individual training schedule. Please visit our Web site www.northlandfitnessclub.com
CRAE-NF45-LUT01 - Begins Aug 31. 8 Wks.
Northland Fitness AM Pass NEW $79
This pass allows you to attend all fitness classes between the hours of 8 and 11 a.m. Visit our Web site www.northlandfitnessclub.com or call 319-377-2000 for a current schedule.
CRAE-NF50-LUT01 - Begins Aug 31. 8 Wks.
MTWTHFS Northland Fitness 8:00AM-11:00AM

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

27
**Body Sculpt** $45
This class 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 an intense workout so come prepared to sweat! This is a fast-paced class. All are welcome to attend the 20-minute Abs/Back class immediately following. CMA-NL05-LUT11 - Begins Aug 31. 8 Wks.
MW New Life Fitness World West 5:45PM-6:45PM

**Basic Step** $45
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.
CMA-NL15-LUT09 - Begins Aug 31. 8 Wks.
MW New Life Fitness World West 7:15PM-8:15PM

**PiYo** $45
This class blends the best of yoga and Pilates together in one class. You will 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.
CMA-NL50-LUT56 - Begins Sep 1. 8 Wks.
T New Life Fitness World West 7:00PM-8:15PM

**Yoga for Every Body** $45
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.
CMA-NL60-LUT09 - Begins Sep 3. 8 Wks.
TH New Life Fitness World West 7:00PM-8:00PM

**Cardio Blast** NEW $45
This class will definitely blast off the fat and calories. This fast paced class will incorporate interval training with sports drills and/or sports conditioning training and various cardio routines. Tired of doing the same old workouts? Come join us, you’ll have a blast!
CMA-NL70-LUT01 - Begins Sep 3. 8 Wks.
TH New Life Fitness World West 5:45PM-6:45PM

**AQUATICS**

**Aqua Aerobics Fitness** $69
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.
CMA-GP02-LUT12 - Begins Sep 1. 8 Wks.
TTH Gold Pointe Fitness Club 5:30PM-6:30PM
CMA-GP02-LUT13 - Begins Sep 7. 8 Wks.
MW Gold Pointe Fitness Club 10:30AM-11:30AM
CMA-GP02-LUT14 - Begins Sep 7. 8 Wks.
MW Gold Pointe Fitness Club 4:30PM-5:30PM

**Splash! Water Aerobics** $45
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.
CMA-NL01-LUT12 - Begins Aug 31. 8 Wks.
MW New Life Fitness World West 5:45PM-6:45PM

**Splash! Water Aerobics** $59
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.
CMA-NL02-LUT07 - Begins Aug 31. 8 Wks.
MW New Life Fitness World West 9:30AM-10:30AM

**MARTIAL ARTS/SELF DEFENSE**

**Tae Kwon Do-Martial Arts** $49
Tae Kwon 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. This course 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

**Martial Arts Korean Sword Art** NEW $69
Bruce Tae Kwan Do Academy offers a comprehensive mixture of Haidon KumDo, Kenjutsu and Laijutsu which when combined are perfect for sword training. We train with Bokken (wooden sword), Shinai (bamboo sword) for sparring and Taido (real sword). It is great for meditations, self-defense and as an exercise program. This is a modern program with all the respect and tradition of the past. Ages 12 through adult.
CMA-055-LUT01 - Inst. Bruce. Begins Sep 1. 8 Wks.
TTH Bruce Tae Kwon Do Academy 5:45PM-6:45PM

**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

**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.
CMA-230-LUT03 - Inst. Defensive Arts. Begins Sep 1. 8 Wks.
TTH Johnson Hall Rm. RB2 6:00PM-7:00PM

**Practical Self-Defense** $39
Practical Self-Defense is a unique program created for individuals who want to learn self-defense, but do not want to enroll in a traditional martial arts class such as Tae Kwon Do or Hapkido. There are no belts, sparring, forms, tests, uniforms or board breaking.
CMA-240-LUT05 - Inst. Defensive Arts. Begins Sep 1. 8 Wks.
TTH Johnson Hall Rm. RB2 7:00PM-8:00PM

**Martial Arts/Tae Kwon Do Ages 5-Adult** $49/$69
Tae Kwon 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 Kwon 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. Wear loose fitting, comfortable clothing.
MTWTHBruce Tae Kwon Do Academy 7:00PM-8:00PM
CMA-350-LUT24 - Begins Sep 1. 8 Wks.
TTH Taft Middle School Rm. CAFE 7:00PM-8:00PM

**MMA ProStar Mixed Martial Arts** $69
Mixed Martial Arts combines striking from Karate and Tae Kwon Do and ground and submission training from Brazilian Jiu-Jitsu and wrestling. We stress courtesy, integrity, self-discipline and self-control. This MMA class is no different. We teach you (starting with the basics) both stand up and ground tactics and do this in a true martial arts environment. This program is the best for true self-defense. Plus, it’s a hard work out that uses every muscle in your body. It is truly a total body work out. Equipment is required, which will be discussed at the first class. The cost includes eight weeks of training and first testing to yellow belt.
CMA-360-LUT19 - Begins Sep 7. 8 Wks.
MW Jangsong Tae Kwon Do 7:30PM-8:15PM

**Brazilian Jiu-Jitsu** NEW $79
In general, Jiu-Jitsu is very informal, and it is that way for a reason. However, general and specific technique exists 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 is very informal, and it is that way for a reason. However, general and specific technique exists 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.
MW Bruce Tae Kwon Do Academy 8:00PM-9:30PM
**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.

CRSP-010-STO18 - Inst. Mudd. Begins Sep 1. 8 Wks.
T Lincoln Learning Center Rm. Gym 5:30PM-6:30PM

SU Lincoln Learning Center Rm. Gym 10:30AM-11:30AM

SU Lincoln Learning Center Rm. Gym 10:30AM-11:30AM

**Kirkwood Baseball Showcase 2009** $20
For those players who are of high school age, baseball skill evaluations of hitting, running and throwing will be performed by Kirkwood Head Coach John Lewis and Kirkwood’s baseball staff assistants. Tips to enhance your skills will be given based on your evaluation results. Bring your glove and bat. Come dressed in baseball attire.

CRSP-150-WAG01 - Begins Sep 12. 1 Wk.
S Baseball Equipment Shed 10:00AM-5:00PM

**Bicycle Tire Repair** $25
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). “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 Horticulture/Floriculture Rm. 169 6:00PM-8:00PM

**Basic Bicycle Adjustment for Braking and Shifting** $25
Let’s get ready to ride. Learn how to do basic adjustment 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. “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 Horticulture/Floriculture Rm. 169 6:00PM-8:00PM

**Replacing/Servicing Your Bike Chain** $35
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. As well, please call the instructor first at 319-398-4912.

M Horticulture/Floriculture Rm. 169 6:30PM-9:00PM

**Basic Overhaul to Your Bike Brakes** $35
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.

CRSP-400-LUT01 - Inst. Lutz. Begins Sep 23. 1 Wk.
M Horticulture/Floriculture Rm. 169 6:30PM-9:00PM

**Baton Twirling Lessons-Kindergarten through High School** $89
Twirling, whirling, rolling and flying batons - beginners to advanced, this class consists of warmup, marching and baton twirling techniques. Some classes incorporate dance and gymnastics. The instructor is a former NBTA state champion, Arizona State University and high school majorette. You must purchase a NBTA baton for $40. For ages 5 and older. Parent/lot classes available for ages 3 to 4.

CRSP-600-LUT05 - Inst. Cherry. Begins Sep 5. 8 Wks.
S Johnson Hall Rm. GYM 1:00PM-2:00PM

**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-CAR02 - Begins Sep 9. 1 Wk.
W Transportation Safety Rm. 101 9:00AM-2:00PM

CTDA-001-CAR03 - Begins Oct 7. 1 Wk.
W Transportation Safety Rm. 101 9:00AM-2:00PM

**To register call 319-398-1022 or 1-800-332-8833**
**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 $65. Bring a pen and paper. Obtain your ground school kit at the Marion Airport 377-9437.
T Kirkwood Training & Outreach Services 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. The materials fee is approximately $78. 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. SMALL 6:30PM-9:30PM

**BOATING**

Boat Smart 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, trailer 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 $25 for course manual.
CTBO-010-CHE13 - Begins Sep 29. 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.
T Transportation Safety Rm. 102 6:30PM-9:00PM

**CLASS A CDL TRAINING**

Truck Driving Program Class A CDL $2200
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. Class meets Monday-Friday from 6 a.m.-4 p.m. Call (319) 398-4971 for a brochure.
CTTK-001-CAR10 - Begins Sep 14. 4 Wks.
MTWTHF Transportation Safety Rm. 103 6:00AM-4:00PM

CTTK-001-CAR11 - Begins Oct 12. 4 Wks.
MTWTHF Transportation Safety Rm. 103 6:00AM-4:00PM

**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 w/ 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, Air Brakes and passenger endorsement, DOT long form physical and drug test. Please call 319-398-7130 to enroll.
CTTB-010-CAR07 - Begins Sep 14. 2 Wks.
MTWTHF Transportation Safety Rm. 102 8:30AM-2:30PM

**DRIVER EDUCATION**

High School Driver Education $345
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 receive 30 hours of classroom instruction and 6 hours behind the wheel driving covering all types of driving environments such as residential, downtown, two-lane highway and interstate. Kirkwood uses licensed driver education instructors. Our instructors are subject to annual background and driver license checks. Daytime classes are available for students attending CR Jefferson, CR Kennedy, CR Washington, IC West, IC City and IC Tate. (Contact your school counseling office for further information).
WTH Linn Mar High School Rm. 208 6:00PM-8:05PM

MTWTH Prairie High School Rm. C241 7:45AM-8:45AM

T Linn Mar High School Rm. 129 6:00PM-8:20PM

TTH Linn Mar High School Rm. 128 7:00AM-8:30AM

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. 4 7:00AM-3:00PM

S Washington Hall Rm. 4 7:00AM-3:00PM

**MOTORCYCLE RIDER EDUCATION**

Motorcycle - BRC - Basic Rider Course $155
This course is strongly recommended for anyone who is considering the purchase of a motorcycle and/or contemplating riding a motorcycle. This rider course is approximately five hours of classroom instruction and 15 hours of on-motorcycle instruction. Motorcycles and helmets are supplied by Kirkwood for this program. MSF completion certificates and IDOT certificate of completion will be awarded to persons satisfactorily passing the course. Students must be 14 years of age or older and have valid Iowa drivers license or instruction permit to take this course. Participants are required to bring gloves, a long-sleeved shirt or jacket, pants and shoes that cover the ankles. This class is required for anyone under the age of 18 by the state of Iowa to receive a motorcycle endorsement.
MTWTH Transportation Safety Rm. 103 5:00PM-8:00PM

**SIGN UP NOW!**

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

See our Web page at: www.kirkwood.edu/brc
Sign up for training please call 319-398-5529.

This one-on-one basketball instruction format provides off-season personal basketball training to developing basketball players in grades 3 through 10. Your coach will determine the type and level of difficulty of exercises, specific drills and reinforce correct techniques to strengthen your individual basketball performance and increase overall confidence and skill. Areas of basketball instruction that will be provided include shooting, ball-handling, post and perimeter play, rebounding and defensive principles, all while building your confidence. Each personal workout session lasts for one hour with workouts scheduled two to three times per week by appointment for a total of six hours of personal instruction. For participants registering for the dual sessions, the age ranges for these sessions will be grades 3 through 5; 6 through 8; and 9 through 10. To receive required registration forms needed to sign up for training please call 319-398-5529.


Group Private Basketball Instruction $360

This one-on-one basketball instruction format provides off-season personal basketball training to developing basketball players in grades 3 through 10. Your coach will determine the type and level of difficulty of exercises, specific drills and reinforce correct techniques to strengthen your individual basketball performance and increase overall confidence and skill. Areas of basketball instruction that will be provided include shooting, ball-handling, post and perimeter play, rebounding and defensive principles, all while building your confidence. Each personal workout session lasts for one hour with workouts scheduled two to three times per week by appointment for a total of six hours of personal instruction. For participants registering for the group sessions, the age ranges for these sessions will be grades 3 through 5; 6 through 8; and 9 through 10. To receive required registration forms needed to sign up for training please call 319-398-5529.


Motorcycle ERC Waiver Experienced Rider Course $95

This is designed for persons who already own their own motorcycle and have a desire to opt out of the Basic Rider Course to attain their Certificate of Completion for the Iowa DOT. This course is approximately eight hours in length. There are approximately seven hours on-bike instruction and approximately one hour in the classroom. People interested in taking this course must be 18 or older. The learner must successfully pass both the riding and written examinations to successfully complete this course and attain the certificate. Students must have their own motorcycle, a valid motorcycle instructional permit endorsement on their license and proof of insurance to qualify for this course. Learners are also required to bring protective gear - helmet, eye protection, jacket or long sleeve shirt, jeans, full finger gloves and shoes/boots that cover the ankle.

F Transportation Safety Rm. 103 6:00PM-10:00PM
SSU Transportation Safety Rm. 103 8:00AM-5:00PM

F Transportation Safety Rm. 103 6:00PM-10:00PM
SSU Transportation Safety Rm. 103 8:00AM-5:00PM

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

F Transportation Safety Rm. 103 6:00PM-10:00PM
SSU Transportation Safety Rm. 103 8:00AM-5:00PM

Children Age 4-8 Tae Kwon Do Tigers $69

For children ages 4 to 8. 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. Choose either time for this introductory class.

MW Bruce Tae Kwon Do Academy 4:30PM-5:25PM
MW Bruce Tae Kwon Do Academy 5:30PM-6:25PM

Little Sweats $69

This class is designed for kids 6-10 years of age. Little Sweats focuses on basic motor skills needed to perform a variety of activities. This is not a program that focuses on competition. This class will be full of fun and safe activities that teach many basic skills. We will provide activities that help your child improve balance/coordination, build self-confidence, keep active, improve social skills, promote healthy body weight and improve learning skills for success at school/in life. The activities and programming will be designed for each child’s individual needs and abilities.

CYRE-930-LUT04 - Begins Sep 1. 4 Wks.
TTH Dynamic Fitness 5:30PM-6:10PM

One-On-One Private Basketball Instruction $180

This one-on-one basketball instruction format provides off-season personal basketball training to developing basketball players in grades 3 through 10. Your coach will determine the type and level of difficulty of exercises, specific drills, reinforce correct techniques to strengthen your individual basketball performance and increase overall confidence and skill. Areas of basketball instruction that will be provided include shooting, ball-handling, post and perimeter play, rebounding and defensive principles, all while building your confidence. Each personal workout session lasts for one hour with workouts scheduled two to three times per week by appointment for a total of six hours of personal instruction. To receive the required registration forms needed to sign up for training please call 319-398-5529.


To register call 319-398-1022 or 1-800-332-8833
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:
August 19 • September 16 • October 21 • November 11

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.

www.kirkwood.edu/ce
## COMPUTER TECHNOLOGY CLASSES

### Certification Preparation
- A+ Certification Prep $125
- Network+ Certification Prep $145
- PMP Certification Prep $125

### Computer Applications
- Intro to Microsoft Word 2003 & 2007 $99
- Advanced Microsoft Word 2003 $99
- Intro to Microsoft Excel 2003 & 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 2007 $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 $99
- Intro to ASP.NET $99

### Digital Photography & Digital Video
- Discover Digital Photography $99
- Intro to Photoshop CS2 or CS3 $99
- Secrets of Better Photography $99
- Photoshop Elements 5.0/6.0 $99
- Photoshop CS2 or CS3 for the Digital Photographer $99
- Making Movies with Windows XP $99

### Graphic Design
- Design Projects for Adobe Illustrator CS2 $99
- Intro to Microsoft Publisher 2003 & 2007 $99
- Intro to Adobe FrameMaker 7.1 $99
- Intro to Illustrator CS $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 or CS3 $99
- Intro to Microsoft FrontPage 2003 $99
- Intro to CSS and XHTML $99
- Intermediate Dreamweaver CS3

### PERSONAL & PROFESSIONAL DEVELOPMENT

### Accounting
- Accounting Fundamentals $99
- Accounting Fundamentals II $99
- Creating a Successful Business Plan $99
- Intro to QuickBooks 2007 or 2008 $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
- Project Management Applications $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.

To register call 319-398-1022 or 1-800-332-8833
Occupational Spanish Online Courses

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.

For more information and to register, visit www.myspanishteacher.com/kirkwood.

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.

www.kirkwood.edu/ce
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

### Office Professional Certificate $1,095
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.

**CCOP-450-XCH66**  
Mon/Wed  
KCCE 128  
8/31-12/14  
5:30-9:30 p.m.

**CCOP-450-XCH65**  
Mon/Wed  
IC Learning Ctr Lab A  
10/12-2/15  
5:30-9:30 p.m.

### Basic Workplace Computing Certificate $595
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.

**CCGS-400-XCH61**  
Mon/Wed  
IC Learning Ctr Lab C  
9/14-10/26  
5:30-9:30 p.m.

**CCGS-400-XCH64**  
Tue/Thu  
KTOS 132  
9/29-11/10  
5:30-9:30 p.m.

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To register call 319-398-1022 or 1-800-332-8833
### 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-XCH61**  
Mon/Wed IC Learning Ctr Lab C 11/2-1/20 5:30-9:30 p.m.

**CCOP-400-XCH64**  
Tue/ Thu KTOS 132 11/17-2/9 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-XCH61**  
Mon/Wed IC Learning Ctr Lab C 9/14-1/25 5:30-9:30 p.m.

**CCOP-500-XCH64**  
Tue/ Thu KTOS 132 9/29-2/9 5:30-9:30 p.m.

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Computer Classes
CEDAR RAPIDS & IOWA CITY

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 Kirkwood Center for Continuing Education Rm. 128 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 learn 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 Kirkwood Center for Continuing Education Rm. 128 3:00PM-5:00PM

MS Office 2007 for 50+ $125
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. 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 Kirkwood Center for Continuing Education Rm. 128 3:00PM-5:00PM

PC Security & Maintenance for 50+ $95
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. Bring a flash drive to take home files used in class. Note - if taking All About Computers for 50+, the flash drive is included.

CCCS-530-XVO04 - Inst. Callen. Begins Sep 1. 2 Wks.
TTH Iowa City Learning Center Rm. A 8:00AM-10:00AM

Welcome to the Web for 50+ NEW $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.

TTH Iowa City Learning Center Rm. A 8:00AM-10:00AM

Discover E-mail for 50+ NEW $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.

TTH Iowa City Learning Center Rm. A 8:00AM-10:00AM

Gatlin Online Education

Course Offerings* Tuition
Certified Wedding Planner $1395
Event Management & Design $1895
Forensic Computer Examiner $3095
Casino Baccarat Dealer $1395
Casino Blackjack Dealer $1395
Casino Poker Dealer $1395

*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.

To register call 319-398-1022 or 1-800-332-8833
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 email. 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-XVO07**  9/21/09-12/9/09  **Tuition:** $400

*Classes may also be taken individually.*

<table>
<thead>
<tr>
<th>Class</th>
<th>Course #</th>
<th>Days</th>
<th>Dates</th>
<th>Location</th>
<th>Time</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Basics for 50+</td>
<td>CCCS-510-XVO07</td>
<td>M/W</td>
<td>9/21/09-10/7/09</td>
<td>KCCE 128</td>
<td>3-5 p.m.</td>
<td>$125</td>
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<tr>
<td>MS Office 2007 for 50+</td>
<td>CCCS-520-XVO07</td>
<td>M/W</td>
<td>10/12/09-10/28/09</td>
<td>KCCE 128</td>
<td>3-5 p.m.</td>
<td>$125</td>
</tr>
<tr>
<td>PC Security &amp; Maintenance for 50+</td>
<td>CCCS-530-XVO07</td>
<td>M/W</td>
<td>11/2-09-11/10/09</td>
<td>KCCE 128</td>
<td>3-5 p.m.</td>
<td>$95</td>
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<tr>
<td>Welcome to the Web for 50+</td>
<td>CCCS-540-XVO07</td>
<td>M/W</td>
<td>11/16/09-11/23/09</td>
<td>KCCE 128</td>
<td>3-5 p.m.</td>
<td>$85</td>
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<td>Discover E-mail for 50+</td>
<td>CCCS-550-XVO07</td>
<td>M/W</td>
<td>11/30/09-12/9/09</td>
<td>KCCE 128</td>
<td>3-5 p.m.</td>
<td>$85</td>
</tr>
</tbody>
</table>

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

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**Digital Cameras Made Simple for 50+**  $95

Are you new to the world of digital cameras? This class is an easy and fun way to learn how to buy and use a digital camera. Learn the basics of using a camera’s automatic and customized manual settings. Also learn how to store your photos, transfer images, organize photographs and back up your photos. You will learn how to share your photos by printing and saving them for the Web and e-mail. You are welcome to bring your camera with you to class, so you may practice on your own photos. Basic computer experience is recommended. Tuition includes a textbook.

CCCS-700-VOG03 - Inst. Callen. Begins Sep 1. 2 Wks.
TTH Kirkwood Center for Continuing Education Rm. 128 3:00PM-5:00PM
TTH Iowa City Learning Center Rm. A 8:00AM-10:00AM

**Online Social Networks for 50+**  $69

Feeling disconnected as your children (and grandchildren) share their stories with the world on social networks? Get started in social media and learn how to use social media tools such as Facebook, Twitter, Flickr, YouTube and LinkedIn. You will learn the basics of some of the most popular social networks, start your own accounts and start using them to connect with friends, family and business or professional contacts. CCCS-750-VOG01 - Inst. Betsworth. Begins Sep 22. 2 Wks.
TTH Kirkwood Center for Continuing Education Rm. 128 5:30PM-7:30PM

**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.
WTH Kirkwood Center for Continuing Education Rm. 128 9:00AM-12:00PM
WTH Kirkwood Center for Continuing Education Rm. 128 9:00AM-12:00PM

**MS Office Word 2007 Level 1**  $145

Learn the basics of Microsoft Word in a slower-paced environment. You will learn how to create, save, edit and print documents. Also learn how to move, copy, format documents using proofing tools, tabs and indentces. Create mail merge documents, labels and envelopes. This beginning level class will help you with basic document preparation. Introduction to XP or equivalent experience recommended. Tuition includes a textbook.
TWTH Kirkwood Center for Continuing Education Rm. 128 9:00AM-12:00PM

**MS Office Word 2007 Level 2**  $145

Build on the skills learned in 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 create your own template. Word Level 1 or equivalent experience is recommended. Tuition includes a textbook.
TWTH Kirkwood Center for Continuing Education Rm. 128 9:00AM-12:00PM
TW Kirkwood Center for Continuing Education Rm. 128 9:00AM-12:00PM

**MS Office Excel 2007 Level 1**  $145

Learn to use Microsofts 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 includes a textbook.
TWTH Kirkwood Center for Continuing Education Rm. 128 9:00AM-12:00PM

**MS Office Excel 2007 Level 2**  $145

Build on the skills learned in MS Office Excel Level 1 course. This course is presented in a slower-paced environment than the Excel Intermediate 2007 course. Learn in a hands-on course 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 recommended. Tuition includes a textbook.
WTH Kirkwood Center for Continuing Education Rm. 128 9:00AM-12:00PM

**eBay for Beginners**  $35

Do you want to be successful in buying and/or selling 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 purchase or sale.
TH Linn Hall Rm. 211B 5:30PM-7:30PM
Introduction to Video Game Production

Experience the excitement of creating your own video game. Learn about game design and graphics as well as animation, game audio and techniques used for game interactivity. Video game development is an exciting new career area and this course will include discussion about career opportunities in the game industry. Software used: Photoshop, GameMaker and Audacity. This introductory course has no prerequisites other than the ability to work comfortably with a PC.

CCGS-400-VOG07 Saturday, September 12
IC Learning Center Lab C 10 a.m.-3:30 p.m.

CCGS-400-VOG06 Saturday, October 24
KCCE 128 10 a.m.-3:30 p.m.

Tuition: $95

Creating Custom Video Games for Teachers

In the past 10 years, video games have emerged as a youth obsession. What impact would it have on your students if we could translate a particularly difficult topic into a video game? This exciting 1-1/2 hour session will explore new software that makes creating an educational video game as easy as putting together a PowerPoint slideshow. Bring a thumb drive so you can copy a few free edu-games produced by Iowa college students.

CCGS-395-VOG02 Friday, September 4
IC Learning Center Lab J 3:30-5 p.m.

Tuition: FREE

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

Keyboarding for Computers $95
Why do you need to know how to keyboard by touch? One word: speed. You will learn the letter, number, and special key combinations that are essential to computer communications. MW Kirkwood Center for Continuing Education Rm. 128 5:30PM-9:30PM

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.

Excel Basics 2007 $125
With Microsoft Office 2007, become a successful user of Microsoft’s powerful spreadsheet application that is fast becoming an essential tool for business. In this course, you will discover how to build, edit and format your spreadsheet, design charts, create basic and complex formulas and functions. Windows Basics or equivalent experience is recommended. 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.

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 projects, you will learn how to create reports and graphs, customize forms, do payroll and track and pay sales tax. The 2008 version of QuickBooks will be used in class. Tuition includes a textbook.

Microsoft Office 2007 Overview NEW $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.

Excel Intermediate 2007 $125
Using Microsoft Office 2007, take your spreadsheet skills to the next level. Learn in this hands-on course 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.

Word 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.

Bring and Build - Excel NEW $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. Utilize the expertise of your 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 textbook. Bring a flash drive to class to save your file.

Bring and Build - PowerPoint NEW $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 textbook. Bring a flash drive to class to save your file.

Access Intermediate 2007 NEW $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.

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.

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

Tue/Wed/Thu, Sept. 8-Dec. 17, 9 a.m.-1:30 p.m.
Kirkwood Center for Continuing Education
Section#: CCGS-405-XVO08
Tuition: $1,849

Programs and Courses

**Outlook Basics 2007**
It's not just for e-mail anymore. With Microsoft Office 2007 take advantage of Outlook's redesigned interface and new features to become more organized and productive than ever before. In this hands-on course you will learn the basics of how to manage your contacts, e-mail, tasks and calendar all within this powerful business tool. Windows Basics and Word Basics or equivalent experience is recommended.

Tuition includes a textbook and course materials.
MW Kirkwood Center for Continuing Education Rm. C
5:30PM-9:30PM
S Iowa City Learning Center Rm. C
5:30PM-9:30PM
OperatIng Systems/Networking/HardwAre

Windows XP Basics
Learn how to use the operating system Microsoft Windows XP. Learn to work with the accessory programs, manage files and folders, and how to customize the appearance of your computer's desktop. Basic computer experience is recommended. Tuition includes a textbook.
MW Kirkwood Center for Continuing Education Rm. C
5:30PM-9:30PM
MW Iowa City Learning Center Rm. C
5:30PM-9:30PM

**JavaScript**
$259
Learn to integrate JavaScript and HTML. Create pop-up windows, add scrolling messages and validate forms. Enhance the use of image and form objects. Create scrolling text banners and a RoloURL to access URLs from a list. Validate, then submit user-entered HTML form data. HTML Level 1 or equivalent experience is recommended. Tuition includes a textbook.
MW Kirkwood Center for Continuing Education Rm. 127
5:30PM-9:30PM

Creating Custom Video Games for Teachers
Free
In the past 10 years, video games have emerged as a youth obsession. What impact would it have on your students if you could translate a particularly difficult topic into a video game? This exciting session will explore new software which makes creating an educational video game as easy as making a PowerPoint slide show. Bring a thumb drive so you can copy a few free edu-games produced by Iowa college students.
F Kirkwood Center for Continuing Education Rm. J
3:30PM-5:00PM

**Introduction to Video Game Production**
$95
Experience the excitement of creating your own video game. Learn about game design and graphics as well as animation, game audio and techniques used for game interactivity. Video game development is an exciting new career area, and this course will include discussion about career opportunities in the game industry. Software used includes Photoshop, Game Maker and Audacity. This introductory course has no prerequisites other than ability to work comfortably with a PC.
S Kirkwood Center for Continuing Education Rm. C
10:00AM-3:30PM
S Kirkwood Center for Continuing Education Rm. 128
10:00AM-3:30PM

**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 textbook.
TTH Kirkwood Center for Continuing Education Rm. 127
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 pre-built templates, spell-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 textbook.
TTH Kirkwood Center for Continuing Education Rm. 127
5:30PM-8:30PM

**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 3D, 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 Center for Continuing Education Rm. 127
5:30PM-8:30PM

**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

To register call 319-398-1022 or 1-800-332-8833
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 Vogensen at 319-398-5487 or evone.vogensen@kirkwood.edu.
application is helpful but not required. Tuition includes a textbook.

  TTH 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

  TTH Kirkwood Center for Continuing Education Rm. 127  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 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 1 or equivalent experience recommended. Tuition includes a textbook.

  TTH Kirkwood Center for Continuing Education Rm. 127  5:30PM-8:30PM

Basic Adobe Acrobat Professional  $115
Discover why using PDF (Portable Document Format) makes it easier than ever to publish, share and distribute your information electronically. Learn how to use Acrobat Professional to create, modify and review PDF documents. Create PDF documents from within Acrobat as well as other programs. Create headers, footers, bookmarks and links. Also learn to ensure PDF documents are accessible. Class covers applying password security, digitally sign, validate and encrypt PDF files, initiate a review and create a comment summary file. 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.

  TTH Kirkwood Center for Continuing Education Rm. 127  5:30PM-9:30PM

VENDOR CERTIFICATION

IT Foundations  $3495
Build your career in information technology on the right foundation. Our IT Foundations program includes training for four IT certifications. In the hands-on, interactive classroom, you will receive training for the 2006 A+ Essentials, 2006 A+ IT Technician, Networks+ and Security+ exams. Program members not only save versus taking these classes separately, but will also receive vouchers for each of the four exams. This equals a combined savings of over $1,100. Tuition includes all textbooks and course materials.

  M Nielsen Hall Rm. 109  5:30PM-9:30PM

A+ Certification Preparation  $1595
Be empowered to be a successful computer service technician. Earning your A+ certification proves you have a broad base of knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventive maintenance and basic networking. Our program prepares you to take the 2006 A+ Essentials and IT Technician exams. Tuition includes all textbooks and course materials.

  M Nielsen Hall Rm. 109  5:30PM-9:30PM

Java Programmer  $1949
Be empowered to become a Java programming professional. As an Object Oriented Programming Language, the learning curve for Java can be steep for those who want to learn from scratch. Our hands-on Java Programmer series will give you the tools to succeed by taking you through our Foundation, Intermediate and Advanced Java courses. Save over $400 versus taking the classes individually. Tuition includes all course materials.

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

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
• Advanced Acrobat Professional
• Final Graphic Design Project
• Two Lab Sessions

Desktop PCs
CCPD-600-XVO06  Tue/Thu  9/15-12/17
  KCCE 127  5:30-9:30 p.m.

MACs
CCPD-600-XVO07  Tue/Thu  9/15-12/17
  Jones Regional Ed Ctr 221  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.
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**
- **Perl Fundamentals**
- **Flash Level I & II**
- **Final Web Project**

Courses included in the certificate program:

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<th>Course Code</th>
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<tr>
<td>CCWD-400-XCH60</td>
<td>Tue/Thu</td>
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<td>IC Learning Ctr Lab C</td>
<td>5:30-9:30 p.m.</td>
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<tr>
<td>CCWD-400-XCH63</td>
<td>Mon/Wed</td>
<td>9/28-12/16</td>
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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: **$995**.

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

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, JavaScript, 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:

- **HTML Level I & Cascading Style Sheets**
- **Perl Fundamentals**
- **Introduction to Apache Web Server**
- **Final Web Project**

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<td>CCWD-150-XCH60</td>
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<tr>
<td>CCWD-150-XCH63</td>
<td>Mon/Wed</td>
<td>9/21-2/8</td>
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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**.

Java Foundations **$795**
Reach for the tools to become a Java professional. As an Object Oriented Programming Language, the learning curve for Java can be steep for those who want to learn from scratch. Our hands-on course is focused on the individual with exercises designed to build your programming confidence. At the end, you will be equipped to handle real life projects independently with confidence. Tuition includes all course materials.

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<tr>
<td>CCVD-310-XV07</td>
<td>- Inst. Strand</td>
<td>Sep 8</td>
<td>7 Wks</td>
<td>Kirkwood Training &amp; Outreach Services Rm. 134</td>
<td>5:30PM-8:30PM</td>
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Java Intermediate **$795**
Build on your Java skills and explore HTTP Servers and the structure of a J2EE compliant Web application server. In this course, you will learn to write and deploy servers using fundamental techniques and perform basic Web server administration. In a hands-on learning environment you will work with JSPs with standard and custom tag libraries, parsing of XMLs using SAX and DOM parser, and encoding XMLs, DTDs, XSDs and XSLs. Tuition includes all course materials.

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<tr>
<td>CCVD-320-XV07</td>
<td>- Inst. Strand</td>
<td>Oct 27</td>
<td>6 Wks</td>
<td>Kirkwood Training &amp; Outreach Services Rm. 134</td>
<td>5:30PM-8:30PM</td>
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WEB DEVELOPMENT AND DESIGN

**Designing Effective Web Sites** **$125**
Learn the techniques needed to design a Web site that is appealing to the user. Learners will look at planning and navigating the site, what fonts to use, and what graphics and colors will best fit their Web site. This class will also discuss how Web servers and clients work together along with ways to minimize security hazards. This is a lecture-based course which explores design concepts. Tuition includes a textbook.

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<td>CCWD-150-XCH60</td>
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<td>Kirkwood Training &amp; Outreach Services Rm. 134</td>
<td>5:30PM-9:30PM</td>
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**Casading Style Sheets/HTML I** **$225**
Learn the many facets of HTML including creating simple Web pages, adding structure to content, creating links to Web pages, modifying the appearance of text and creating a data table. Also learn to use Casading Style Sheets to enhance HTML formatting. Learn to control font properties, text properties and box properties for

www.kirkwood.edu/ce
Earn IT Certification

**IT Foundations**
Build your career in information technology on the right foundation. Our IT Foundations program includes training for four IT certifications. In the hands-on, interactive classroom, you will receive training for the 2006 A+ Essentials, 2006 A+ IT Technician, Network+ and Security+ exams. Program members not only save money versus taking these classes separately, but will also receive vouchers for each of the four exams. This equals a combined savings of over $1,100. Tuition includes all textbooks and course materials.

**CCVD-100-XVO12**
Mon Nielsen Hall 109 9/21-5/24 5:30-9:30pm

**A+ Certification Preparation**
Be empowered to be a successful computer service technician. Earning your A+ certification proves you have a broad base of knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventive maintenance and basic networking. Our program prepares you to take the 2006 A+ Essentials and IT Technician exams. Tuition includes all textbooks and course materials.

**CCVD-150-XVO12**
Mon Nielsen Hall 109 9/21-12/21 5:30-9:30pm

**Java Programmer**
Be empowered to become a Java programming professional. As an object oriented programming language, the learning curve for Java can be steep for those who want learn from scratch. Our hands-on Java Programmer series will give you the tools to succeed by taking you through our Foundation, Intermediate and Advanced Java courses. Save over $400 versus taking the classes individually. Tuition includes all course materials.

**CCVD-300-XVO07**
Tue/Thu KTOS 134 9/8-2/11 5:30-8:30pm

**Java Foundations**
Reach for the tools to become a Java professional. As an object oriented programming language, the learning curve for Java can be steep for those who want learn from scratch. Our hands-on course is focused on the individual with exercises designed to build your programming confidence. At the end, you will be equipped to handle real life projects independently with confidence. Tuition includes all course materials.

**CCVD-310-XVO07**
Tue/Thu KTOS 134 9/8-10/20 5:30-8:30pm

**Java Intermediate**
Build on your Java skills and explore HTTP servers and the structure of a J2EE compliant Web application server. In this course, you will learn to write and deploy servlets using fundamental techniques and perform basic Web server admin tasks. In a hands-on learning environment you will work with JSPs with standard and custom tag libraries, parsing of XMLs using SAX and DOM parser, and encoding XMLs, DTDs, XSDs and XSLs. Tuition includes all course materials.

**CCVD-320-XVO07**
Tue/Thu KTOS 134 10/27-12/8 5:30-8:30pm

For more information or to register, call 319-398-5529 or visit www.kirkwood.edu/ce.
Fireworks Level I $125
Work with Fireworks CS3 to gain better control over editing vector and bitmap graphics and also make Web graphics appear the way you had intended. Explore the tools and features of Fireworks to create and edit vector and bitmap graphics, apply interesting effects as well as add graphical text to Web pages. Tuition includes a textbook.
CCWD-280-XCH60 - Begins Oct 6. 1 Wk.
    TTH   Iowa City Learning Center Rm. C  5:30PM-9:30PM

Flash Level I $125
A Web site can be made to look more inviting with interactive graphics and animations. In this course, you are introduced to the basic elements and features of Flash CS3 Professional. Learn how to use the stage and the library, how to create text blocks and format text, and how to work with basic shapes. In addition, learn the fundamentals of working with the timeline, learn how to format objects by using custom colors and gradients, and by applying filters and soft edges. You will also apply frame-by-frame, motion tweening, looping animation techniques, and work with interactive components such as buttons and audio controls. Also learn about accessibility options for Flash content, test download performance of a Flash file, and publish a Flash file. 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 & 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

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 2007
- More with Quick Books 2007
- Final Project

CBEM-328-XCH59      Tue  IC Learning Ctr Lab J 9/1-11/3  6-9 p.m.
                     Tue/Thu IC Learning Ctr Lab A 11/10-1/28 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.

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**

**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.

T Iowa City Learning Center Rm. J 6:00PM-9:00PM
TH Iowa City Learning Center Rm. A 5:30PM-9:30PM

**Magnificent Memory: Retain or Regain It** $69

You can maintain and even regain some of your ability to remember. Explore four different memory pathways, practice strategies for actively encoding information for easier recall and learn the impact of some lifestyle choices on your memory. Melanie is a certified brain-based trainer.

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

**Accounting/Bookkeeping Concepts Parts 1 & 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 the textbook.

T Iowa City Learning Center Rm. J 6:30PM-9:00PM

**ENTREPRENEURSHIP/BUSINESS DEVELOPMENT**

**How to Really Start Your Own Business** $59

This course informs prospective business owners of legal structure options, sources of capital, basic business records, business taxes, regulations, permits, business insurance, marketing and advertising. Co-sponsored by Kirkwood and SCORE.

CBEN-135-TB120 - Begins Sep 1. 3 Wks.
T Iowa City Credit Center Rm. 101 6:30PM-9:30PM

**VOLUNTEER MANAGEMENT**

Recruit, Screen and Place Volunteers $95

Learn strategies to market your program and put together a volunteer recruitment campaign. Make the most of your efforts by learning the basics to quality interviewing, screening and placing volunteers for a good fit. You’ll discover a marketing approach to recruitment, marketing/public relations strategies, planning a recruitment campaign, forms and methods of recruitment, volunteer screening, selection and placement as a risk management.

F United Way 9:00AM-4:00PM

**FAMILY/HOME/FINANCE**

**CONSUMER/FINANCE**

**Science of Investing** $25

If you have investments in a 401k, 403b, private and public retirement plans, IRA or other types of accounts, this class is for you. Learn how Nobel Prize-winning academic research has demystified and simplified the investing process to the chagrin of brokers who sell investments! A practical application of the research will demonstrate how investment returns can be increased while experiencing less risk resulting in significant growth. Jim Reighley, CFP, a fee-only comprehensive financial planner, will be your instructor. Jim offers straightforward advice and does not sell financial products.

M Iowa City Credit Center Rm. 101 6:00PM-7:30PM

**FOODS AND ENTERTAINING**

**Intermediate Cake Decorating** $55

Ready for some more cake decorating fun? Join us for six nights to learn and practice decorating with flowers, basket weaves, fancy finishes, side finishes and two-tier cakes. Should have experience or have taken Beginning Cake Decorating first.

M Northwest Junior High School Rm. 114 6:30PM-9:00PM

**Beer Tasting 101** $79

Do you always during the same mundane beer and want to branch out to see what else is out there? Do you know if you prefer drinking ales or lagers? What is the difference between he two? Have you ever tried a fruit beer? How about an Asian else is out there? Do you know if you prefer drinking ales or lagers? What is the difference between he two? Have you ever tried a fruit beer? How about an Asian

TH The Secret Cellar 7:30PM-9:30PM

To register call 319-398-1022 or 1-800-332-8833
We will determine the best color for your project. We will teach you how to recognize what shades of paint were used to create a color. This will help in choosing paint colors for your painting projects. The second class will be held at a paint store. We will teach you how to distinguish between various colors and discuss factors to consider when choosing a suitable color for your project. This class will be held at a paint store.

Discovering Wine

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 have 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 course in understanding and tasting wines. We will 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. Come toast with us! Materials fee $25-$50 depending on class size.

Choosing the Right paint Color for your Room

Paint colors are so difficult to choose. Learn from a professional interior designer how to determine the right shade for a room. During the first class you learn how to recognize what shades of paint were used to create a color. This will help in choosing paint colors for your painting projects. The second class will be held at a paint store. Bring a fabric swatch, carpet sample, etc. and a picture of the room you want to paint. We will determine the best color for your project.

Weatherizing your Home/Business

Give your pocketbook a break! Did you know you can substantially lower your energy costs by simply reducing air infiltration and increasing the insulating value of your home and/or business? How to properly caulk and weather-strip, purchase windows and doors and better insulate walls/ceilings/basements will be thoroughly discussed. Return home from this informative evening with a firm understanding of convection, conduction and radiation, the three sources of heat loss/gain in building structures and how to control them to reduce your energy costs.

Wine & Waltz 101

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 from weddings, anniversaries, cruises and business parties. Discover tips and tricks to help even the rhythmically challenged.

Fundamentals of Organizing

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.

Alleviate Your Anxieties

We all experience anxieties now and then but if anxiety interferes with your normal life then EFT (Emotional Freedom Techniques) could help you escape the debilitating grip of anxiety. Anxiety is based on fear: the fear of not being in control, of losing something precious or of not knowing what will happen. When we experience fear or anxiety, our body becomes unbalanced and we feel we are out of alignment. In this seminar, you will gain a powerful and practical tool for neutralizing and releasing your anxiety with EFT, and achieve a greater mind-body balance.

Furniture Styles-Egyptian to Modern

Are you confused when shopping for furniture, and the salesperson asks you whether you want traditional or contemporary? You will learn all about furniture styles from ancient times through our modern day and which furniture found today will work in your room. Bring a picture of your furniture, and we will determine its style and what furniture designs can be combined with it.

Overcome Your Emotional Eating with EFT

Do you eat when you are upset or not hungry? Has food become a tranquilizer for your emotions and stress? Unresolved emotions are often the reason why diets don’t work. Feeling not loved, lonely, or guilty are typical emotions that can drive you to overeat. Understanding and releasing the emotions that drive you to gain weight is a key to long-lasting weight reduction. In this class we will use EFT (Emotional Freedom Techniques) to stop your cravings within minutes and help you to identify and eliminate the triggers that cause overeating. This is a two session class.

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We all experience anxieties now and then but if anxiety interferes with your normal life then EFT (Emotional Freedom Techniques) could help you escape the debilitating grip of anxiety. Anxiety is based on fear: the fear of not being in control, of losing something precious or of not knowing what will happen. When we experience fear or anxiety, our body becomes unbalanced and we feel we are out of alignment. In this seminar, you will gain a powerful and practical tool for neutralizing and releasing your anxiety with EFT, and achieve a greater mind-body balance.

Overcome Your Emotional Eating with EFT

Do you eat when you are upset or not hungry? Has food become a tranquilizer for your emotions and stress? Unresolved emotions are often the reason why diets don’t work. Feeling not loved, lonely, or guilty are typical emotions that can drive you to overeat. Understanding and releasing the emotions that drive you to gain weight is a key to long-lasting weight reduction. In this class we will use EFT (Emotional Freedom Techniques) to stop your cravings within minutes and help you to identify and eliminate the triggers that cause overeating. This is a two session class.
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.

**AEROBICS/EXERCISE**
- Body Attack
- Body Combat
- Body Pump
- Body Step
- Core’s Kick Butt Camp
- Cy-Yo
- Kick Butt Step
- Personalized Weight Training
- Weight Loss Support Group

**BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT**
- Social Networking for Busy Professionals

**CRAFTS**
- Stained Glass: Pick Your Own Project Level II

**FOODS AND ENTERTAINING**
- Baklava: Greek Dessert
- Beer Tasting 101
- Discovering Wine

**HOME IMPROVEMENT/INTERIOR DESIGN**
- Choosing the Right Paint Color for Your Room
- Furniture Styles-Egyptian to Modern
- It Is Time to Redecorate

**LEISURE**
- Beginning Bridge-Basic Bidding
- Intermediate Bridge-Competitive Bidding and Defensive Play
- Intermediate Bridge-Play of Hand

**MARTIAL ARTS/SELF DEFENSE**
- Self-Defense for Women and Girls

**PERSONAL AND FAMILY DEVELOPMENT**
- Family Roots: Beginning to Intermediate Genealogy
- Food As Medicine Series with Dr. Wahls
- Food As Medicine: Eat for Healthy Brain and Straight Teeth
- Food As Medicine: The Obesity Connection
- Food As Medicine: Protect Your Bones and Wallet
- Is Your Child Wired to Collide?
- What It Means to Be Green

**SPORTS**
- Start Running
- Titleist Golf Specific Fitness Training

**WRITING AND LITERATURE**
- Alternative Dickens
- Writing Your Life Story

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.
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. Dr. Wahls is an internal medical specialist. 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 three classes: Eating for Healthier Brains and Straighter Teeth; The Obesity-Starvation Connection; Protecting Your Bones and Your Wallet. Each of these classes can stand alone. If you would like to take all three 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.

W West High School Rm. 107
6:00PM-7:45PM

Food As Medicine: Eat for A Healthy Brain and Straight Teeth $25
Learn how the food we eat is connected to the health we have or do not have. You will learn how not eating key micronutrients can lead to crooked teeth, learning disabilities, aggression and mood disorders. You will learn which foods provide the necessary building blocks for normal development, brain function and jaw development for straighter teeth.
CFPF-170-XSL01 - Inst. Wahls. Begins Sep 23. 1 Wk.
W West High School Rm. 107
6:00PM-7:45PM

Food As Medicine: The Obesity Connection $25
What is the obesity starvation connection? How can you eat for health and vitality? Today, one out of four four-year-olds is obese. Learn how starvation for mitochondrial food leads to ever increasing appetite and obesity in children and adults. You will be taught the specific foods that your mitochondrial needs to keep you alive and healthy.
CFPF-172-XSL01 - Inst. Wahls. Begins Sep 30. 1 Wk.
W West High School Rm. 107
6:00PM-7:45PM

Is Your Child Wired to Collide $19
Children are born with traits that determine how they respond or behave in different situations. You will learn how to recognize the traits that trigger your child's anger, frustration and defiance. You will explore different ways of improving your child’s outcomes with Dr. Patricia McGuire, M.D., an award-winning author. Approved for foster parents. Meets requirements for child care providers.
W Iowa City Credit Center Rm. 101 7:00PM-9:00PM

Family Roots: Beginning to Intermediate Genealogy $49
More and more people are beginning to research their family histories. 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.
TH Iowa City Learning Center Rm. A 6:30PM-8:30PM

Exploring Green IT $49
An integral part of any business is the information technology platform of products, processes and services they perform. All successful green business plans should include an assessment of how their IT policies and practices can be in alignment with their processes and services they perform. All successful green business plans should include an assessment of how their IT policies and practices can be in alignment with their processes and services they perform. This course introduces some practical and easy to implement solutions that will help you get started on the path toward green IT.
T Iowa City Credit Center Rm. 201 6:00PM-8:00PM

What It Means to Be Green $49
The green revolution is very real and building each day, and yet it is frustrating and confusing for us to understand “going green” and make a positive impact in our business and personal lives. Understanding what it means to be green is established by getting some basic definitions in place. The goal of this course is to help you begin uncovering how simple this seemingly difficult task can be once it is broken down in a layman’s point of view. This class is taught by Jeff Carey, president of Iowa Green Team LLC and a certified green consultant.
TH West High School Rm. 105 6:30PM-8:30PM

Keep Children Learning & Out of Mischief $19
Use activities! Activities with children have proven to be a powerful motivating and learning tool. Discover activities and learning that encourage natural exploration and curiosity that you can do with your child. Expand your child’s mind. Help your child learn about the world. Active learning with a purpose is learning and fun at its best! Janet Andersen-Heller, parent-child educator with Grant Wood AEA, teaches this class. Approved for foster parents. Meets requirements for child care providers.
T Iowa City Credit Center Rm. 101 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-9:00PM

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.
TH 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-9:00PM

Stained Glass $39
Create and construct beautiful stained glass projects from sun-catchers to panels. Learn to cut glass, foil and solder three completed projects in four weeks. Patterns and all supplies will be furnished. Materials fee $75 needs to be paid prior to the start of class. Send a check to Sally Welsh, 2798 Croy Rd NW, Swisher IA 52328. Questions call 319-857-4229 or e-mail sincerelysally@aol.com, subject line: Stained Glass Class
W Northwest Junior High School Rm. 106 6:30PM-8:30PM

TH Northwest Junior High School Rm. 106 6:30PM-8:30PM

Beginning Sewing $45
Concerned about stretching the household budget? Save money and learn to make your own clothes, mend clothes and much more. Learn to use a sewing machine, read a pattern, select fabric and a few tricks of the trade. Make a new outfit! Work at your level and speed. Bring your own sewing machine. You will purchase your own supplies. Supplies will be discussed at the first class.
T Northwest Junior High School Rm. 116 6:30PM-8:30PM

Create an Heirloom Stained Glass Box $45
Make a colorful 4x6 inch glass box to hold mementos or jewelry, or to display all by itself. Choose from a variety of colors and transparencies to design that special box. Students must provide own hand tools, soldering equipment, goggles and basic supplies. Glass choice, metal feet, mirror, chain, U zinc and general supplies can be purchased on site. There will be a short lunch break. Bringing a brown bag lunch is encouraged. For more information, call 319-354-0022 or e-mail at ferrancel@gmail.com. Materials are extra, approximately $15, depending on choices.
CGCR-6550-LUT02 - Begins Oct 24. 1 Wk.
S Wapsi Glass Works 9:30AM-3:30PM

Kaleidoscope: Burst of Color $45
Make a beautiful glass wand kaleidoscope using colorful cover glass and front surface mirror. Enjoy the burst of sparkling colors as you look through the eyepiece of your
creation. Students must provide own hands tools, soldering equipment, goggles and basic supplies. Glass and mirror will be precut and ready for foiling. General supplies can be purchased on site, if needed. There will be a short lunch break and bringing a brown bag lunch is encouraged. Basic soldering skills are a must. If you have questions or need more information on required supplies call 319-354-0022 or e-mail ferrance1@gmail.com. Material kit of glass, front surface mirror and wand is $25.

CGCR-6560-LUT02 - Begins Oct 10. 1 Wk.
S Wapsi Glass Works
9:30AM-3:30PM

Intro to Glass Fusing $65
In this four-week fusing class, we will focus on arranging glass for flat fusing, teach safety, basic fusing concepts and introduce different kinds of glass available to the kiln glass artist. Students will make a variety of items including earrings, a pendant or pin, coasters or tiles, a shade pull or sun catcher and a picture frame. Participants must purchase or supply own safety goggles. For information, call 319-354-0022 or e-mail Mike at ferrance1@gmail.com. All materials and supplies, tool use, fusing glass and kiln firing is $90.

CGCR-6570-LUT02 - Begins Sep 1. 4 Wks.
T Wapsi Glass Works
7:00PM-9:00PM

Glass Fusing Level II $65
In this four week class we will go beyond flat fusing to make projects that include slumping and draping. Students will select and cut glass to use on prepared molds ready for firing. Items to be made include a tea bag holder, plate, multi-colored vase, ikebana and some jewelry. Participants must purchase or supply safety goggles. For more information, call 319-354-0022 or e-mail Mike at ferrance1@gmail.com. All materials and supplies, tool use, fusing glass and kiln firing is $115.

CGCR-6571-LUT02 - Begins Oct 6. 4 Wks.
T Wapsi Glass Works
7:00PM-9:00PM

Stained Glass: Pick Your Own Project Level II $65
The intermediate class is for people who have taken the beginners class or have some glass experience. Students will select their own project and work with guidance from Mike and/or Eileen in their studio setting. Participants will need their own hands tools, soldering equipment, safety goggles and basic supplies. Glass and supplied can be purchased at Wapsi Glassworks at discounted prices. For more information, call 319-354-0022 or e-mail Mike at ferrance1@gmail.com. Materials and supplies are extra.

CGCR-6580-LUT02 - Begins Oct 9. 4 Wks.
TH Wapsi Glass Works
7:00PM-9:00PM

Stained Glass Made Easy Level I $65
This four-week beginners’ class is for people who have little or no glass experience. Students will choose a pattern from a selection of about two dozen relatively simple panels, fifteen or less pieces. Learn how to prepare the cartoon and pattern pieces; receive instruction in cutting glass foiling, soldering and cleaning; and construct a small, basic panel. The class is risk free; use your tools and equipment. This provides an opportunity to try out the craft before investing in tools. Participants must purchase or supply their own safety goggles. If you have questions or need more information on required supplies call 319-354-0022 or e-mail ferrance1@gmail.com. There is a $30 materials and tool rental fee.

CGCR-6585-LUT02 - Begins Sep 3. 4 Wks.
TH Wapsi Glass Works
7:00PM-9:00PM

DANCE
Beginning Ballroom/Social Dance $49
For beginners who want to learn the fundamentals required to successfully do casual, recreational partner dancing in in a ballroom or social club setting. Five core dances will be taught: ballroom slow, fox trot, 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.

CGDA-400-201 - Inst. Gehrs. Begins Sep 2. 7 Wks.
W City High School Rm. COMMONS
7:00PM-8:25PM

Ballroom/Social Dancing I $49
Learn to dance and build a valued social skill that lasts a lifetime. Ballroom/Social Dance is a four-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. 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.

CGDA-400-LUT36 - Inst. Rowray. Begins Sep 8. 8 Wks.
T Northwest Junior High School Rm. CAFE
6:00PM-7:15PM

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

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

Ballroom/Social Dancing II $49
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
7:30PM-8:45PM

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. Prerequisite: Ballroom/Social Dancing I and II. Partner 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.

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

Ballroom/Social Dancing IV $49
Ballroom/Social Dancing I, II and III are reviewed with cha cha cha and mambo/salsa added. Also, this class 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 II & III.

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

Ballroom/Social Dancing V $49
This finale course provides the opportunity to refresh, practice and improve the cooperation, communication, patience and persistence required of partner dancing.

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

For more information, check out our Web site at www.kirkwood.edu/ce or contact Larry Lutz at larry.lutz@kirkwood.edu or 319-398-4912, or contact our information specialist at 319-398-5529 or 1-800-332-2055 ext. 5529.

A partial listing is included in this catalog. For all dance classes, visit our Web site.
Now you are set to enjoy dance for a lifetime. Prerequisite: Ballroom/Social Dancing IV. Participating in and joining at least one of the three dance opportunities is expected. Partner required. Tuition priced per couple. Only one partner needs to register.

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

Near Eastern Dance/Belly Dance $89
Also known as belly dance. Near Eastern Dance is an ancient expressive dance form for women that uses isolations of the body, particularly the hips, torso and arms and includes shimmying, undulations, locks, drops and lifts. Whether you have never attended a dance class or you are a pro, this class will introduce you to the basic history and movements of this fascinating dance form. Bring an easy going attitude—the accent is on learning in a stress-free, supportive environment. Please wear comfortable clothing (work-out clothes or dance wear). Sign up for this class and choose which day you’d like to attend. Call 319-354-9638 or visit www.kahramandance.org for details.

CGDA-450-STO02 - Inst. Wilkes. Begins Sep 7. 8 Wks.
M Kahraman Dance Studio 6:00PM-7:00PM

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! Basics vocabulary and grammar for the beginning French student. This course is taught by Dr. Viviane Diamitani from the University of Iowa. Book required: Learn French in 10 Minutes a Day, available at Kirkwood Bookstores in Cedar Rapids and Iowa City.

M West High School Rm. 107 7:00PM-9:00PM

Intermediate French IC $69
You know a little French, but you want to learn a little more! Review vocabulary, grammar and pronunciation. The student must have taken Basic French or at least one semester of French background. The course is taught by Dr. Viviane Diamitani from the University of Iowa. Book required: Learn French in 10 Minutes a Day, available at Kirkwood Bookstores in Cedar Rapids and Iowa City.

CGLC-030-STO04 - Inst. Diamitani. Begins Sep 1. 8 Wks.
T West High School Rm. 107 7:00PM-9:00PM

Basic Spanish $69
Achieve basic communicative skills in Spanish. Learn simple conversation, communicate ideas, handle basic tenses, write short compositions and understand some cultural values. No textbook required for this class.

CGLC-100-STO04 - Inst. Johnson. Begins Sep 2. 8 Wks.
W Iowa City Learning Center Rm. J 6:00PM-7:30PM

Spanish Conversation $69
Interested in becoming more fluent in this language? This is a course designed to help you practice your Spanish pronunciation, comprehension and what you learned in Basic and Intermediate Spanish. Practical Spanish and some grammar review.

W Iowa City Learning Center Rm. J 7:30PM-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.

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

Instant Italian (online) NEW $99
This dynamic course makes learning Italian fun and surprisingly easy. You’ll learn how to ask directions, book a room, order a meal, and more—in Italian! Phonetic spellings of each word and phrase make mastering pronunciation a breeze. The course audio even lets you hear and practice Italian with a simple click of your mouse. Cultural notes are included throughout the course to help you better understand the Italian people and their way of life. This course will prepare you to speak basic Italian in a wide variety of settings and situations, and it promises to enrich your experiences while traveling in Italy. Beginners! This course is offered online through Ed2Go. Classes start the third Wednesday of each month. Please go to www.ed2go.com/kirkwood to register for this class.

CGLC-660-STO01 - Begins Sep 16. 6 Wks.

An Intro to Teaching ESL/EFL NEW $99
English language teachers enjoy a wide range of opportunities and face a daunting set of challenges. You teach more than a subject—you’re teaching skills that will open up the entire world to your students! This course will show you innovative ways of teaching vocabulary and grammar, listening and speaking, and reading and writing. But more than that, it will give you a deeper understanding of who your students are and who you are as a teacher. Also, students who successfully complete this course will receive a TESOL Certificate of Completion. So join us on this journey of becoming a more reflective and effective English language teacher! This course is offered online through Ed2Go. Classes start the 3rd Wednesday of each month. Please go to www.ed2go.com/kirkwood to register for this class.

CGLC-661-STO01 - Begins Sep 16. 6 Wks.

Writing for ESL (online) NEW $99
Would you like to learn how to write more effectively? Many ESL learners have excellent training and skills in their native languages but find their academic or career prospects slowed by the challenges of writing in English. This course will take you through each step of the writing process, showing you how to generate, focus, and develop your ideas. A thorough grammar review will also help you refine and perfect your writing. By the end of this course, you will be able to produce writing that is clear, logical, cohesive, and free of grammatical and punctuation errors. This course is offered online through Ed2Go. Classes start the 3rd Wednesday of each month. Please go to www.ed2go.com/kirkwood to register for this class.

CGLC-662-STO01 - Begins Sep 16. 6 Wks.

LEISURE

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 15-card hand to your partner using just 15 words. Bridge is a partnership game with four people at the table, one partner against another. Lecture, course materials and hands-on activity each class with a break each hour. “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.

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

Intermediate Bridge-Play of Hand $79
You must have taken the Basic Bidding Class of 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 opponent’s 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 and save on the tuition. “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-Competitive Bidding and Defensive Play $79
You must have taken the Basic Bidding class or have played the card game of bridge before. You will learn how to defeat the opponent’s contract, defensive tactics and card signals. Interfere with your opponent’s bidding, and counter when opponents interfere with your bidding. This is not a basic bidding class, but some review of basic bidding is part of the course. You will get a lecture, course materials and hands-on activity each class with a break each hour. Defense and bidding is a partnership oriented activity so the course price is for two people. 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.

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

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. Must be at least 16 to attend this class. Bring a fully adjustable 35mm camera to class.

CGPH-020-LUT03 - Inst. Bergmann. Begins Sep 15. 7 Wks.
T City High School Rm. 3133 6:30PM-8:45PM

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 on composition, exposure and the artistic aspects of color photography. There are additional costs for film and developing. Must be at least 16 to attend this class. You will need to bring a 35mm camera to class.

M City High School Rm. 3133 6:30PM-8:45PM

www.kirkwood.edu/ce
Nature Photography Workshop $39
Grab your hiking shoes and camera, and let's explore the park! All levels of film and digital photographers welcome. We'll start by discussing photographic composition and then put the knowledge to use as we catch the morning light.
S Kent Park Rm. ECC 8:00AM-11:00AM

WRITING AND LITERATURE

Writing Your Life Story $69
Writing your life story is a program presented by Jean Tennant, tailored specifically for writers who wish to create their memoirs or life histories for possible publication. By day's end, participants will know exactly how to write and market their story. Jean Tennant has published several novels and more than 200 short stories and articles. Pre-paid participants may send up to ten pages of text for critiquing to be returned on the day of the seminar. E-mail your text to Jean@Midwestwriter.com.
TH Iowa City Credit Center Rm. 258 9:00AM-4:00PM

Alternative Dickens $99
A year of reading and discussing some less read works of Charles Dickens, including Pickwick Papers and Martin Chuzzlewit in the fall, and Hard Times and Little Dorrit in the spring.
TH Iowa City Annex Rm. 106 2:00PM-4:00PM

HEALTH

NURSING CONTINUING EDUCATION

Child Abuse and Mandatory Reporting $29
What are your obligations as a mandatory reporter? Are you interested in learning about the investigation, identification and legalities of child abuse? This program is approved by the Iowa Department of Public Health, #422.
T Iowa City Credit Center Rm. 101 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 Iowa City Credit Center Rm. 101 6:00PM-9:00PM

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.
T Iowa City Credit Center Rm. 201 8:00AM-4:30PM

CAD

Computer Aided Designer Certificate $595
Learn the skills and knowledge required to become a computer aided drafter/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 first in a computer aided design (CAD) series with AutoCAD. It introduces students to two-dimensional design commands, drawing and plot set-up,

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. 2008 NEC updates covered will be new sizing requirements, services, grounding, overcurrent protection, motor circuit wiring, 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

RECREATION

AEROBICS/EXERCISE

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 Northwestern Junior High School Rm. SCRAMBLE 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 (front bends and twists) and backbends. You will be introduced to inverted poses. Class will be held in the Scramble room. A sticky mat is required.
CRAE-590-ST008 - Begins Sep 14. 13 Wks.
M Northwestern Junior High School Rm. SCRAMBLE 7:00PM-8:30PM

Personalized Weight Training $59
Personalized training with weights and fitness equipment. Bring a training partner for the price of one. Personal eight hours of training: learn the concepts, mechanics, form and routines. Instructor will use his “DIP” theory learning process to maximize progress and efficient results. Instructor will contact registered students to set schedule. The maximum class size will be you and your partner. “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.
Iowa City Credit Center Rm. 161

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. It’s great for all fitness levels. Please arrive 10-15 minutes early.
CRAE-C001-LUT23 - Begins Sep 8. 8 Wks.
TTH Core Fitness 6:30PM-7:30PM
CRAE-C001-LUT25 - Begins Sep 8. 8 Wks.
TTH West Core Fitness 9:10AM-10:10AM
CRAE-C001-LUT24 - Begins Sep 9. 8 Wks.
MW West Core Fitness 6:30PM-7:30PM

Yoga Flow $49
Offering the basics of yoga, this class will help you develop better posture, strength, balance and flexibility by making use of classic yoga poses. Reduce stress and create an inner peace with a stimulating workout that’s great for all levels. This is a perfect beginner class and a great compliment to your usual workout.
CRAE-C010-LUT11 - Begins Sep 9. 8 Wks.
MW West Core Fitness 5:45PM-6:45PM

Body Attack $49
The fun way to scorch 800 calories! A simple high intensity group exercise class that is fully options for all fitness levels. Upper and lower body conditioning to tone and strengthen.
CRAE-C018-LUT01 - Begins Sep 8. 8 Wks.
T Core Fitness 9:00AM-10:00AM
F Core Fitness 10:10AM-11:10AM

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

To General Interest/Health/Industrial Technology/Recreation
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-LUT02 - Begins Sep 3. 8 Wks.
  TH Core Fitness 9:00AM-10:00AM
  SU Core Fitness 3:30PM-4:30PM

Body Combat $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-CO35-LUT08 - Begins Sep 1. 8 Wks.
  TH Core Fitness 7:30PM-8:30PM

Weight Loss Support Group $95
There is safety in numbers...results will happen with our help and support. Meet once a week with individuals who are struggling with their weight and self-esteem. Price includes support group meetings as well as gym membership. It’s time to meet with us and meet your goals. It’s time to get moving. There’s something you want and we know what it is.
CRAE-CS06-LUT01 - Begins Sep 5. 8 Wks.
  S Core Fitness 11:30AM-12:30PM

Core's Kick Butt Camp $339
A serious kick butt ten-week "old school" style boot camp designed for serious people looking for serious results. Lose weight, shape, tone, increase your cardio endurance and create a healthy lifestyle for years to come. The classes consist of short bursts of cardio conditioning while alternating total body strengthening. All fitness levels welcome, modifications to fit your level is provided. Attendance is mandatory to achieve results. Nutritional guidance is provided.
CRAE-CO55-LUT01 - Begins Aug 31. 10 Wks.
  MTWTHFS West Core Fitness
  5:45AM-6:45AM

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-LUT01 - Begins Sep 3. 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. So much fun you won’t even realize how hard you just worked.
CRAE-PF20-LUT01 - Begins Sep 1. 8 Wks.
  T Performance Fitness 5:30PM-6:25PM

Body Pump $65
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 weight inspire you to get the results you came for and fast.
CRAE-PF25-LUT01 - Begins Aug 31. 8 Wks.
  MW Performance Fitness 5:30PM-6:30PM

Cy-Yo $49
Cy-Yo is the perfect fusion! Thirty minutes of heart pumping group cycling, followed by 30 minutes of relaxing yoga. This class is for all levels of fitness.
CRAE-PF30-LUT01 - Begins Aug 31. 8 Wks.
  M Performance Fitness 6:00PM-7:00PM

MARTIAL ARTS/SELF DEFENSE

Many Thai Boxing $69
This is a basic class in Muay Thai boxing. Learn the most effective kickboxing style in the world. You'll develop power and explosive kicks and punches, plus receive bag and target training. It's great for fitness, self-defense or ring fighting. A professional instructor leads the 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.
CRMA-091-LUT01 - Begins Sep 2. 8 Wks.
  W STRIKE TKD & Kickboxing Acad. 7:30PM-9:00PM

Advanced Muay Thai Boxing $69
For experienced students wanting to learn sparring Muay Thai boxing style.
CRMA-091-LUT01 - Begins Sep 3. 8 Wks.
  TH STRIKE TKD & Kickboxing Acad. 7:30PM-9:00PM

Mixed Martial Arts $69
This is an introduction to the fastest growing sport in America. Learn martial arts ultimate fight style.
CRMA-355-LUT01 - Begins Aug 31. 8 Wks.
  MW STRIKE TKD & Kickboxing Acad. 7:30PM-9:00PM

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. 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.
CRMA-137-LUT01 - Inst. Choe. Begins Sep 1. 8 Wks.
  TH - Choe’s Black Belt Academy 6:15PM-7:30PM

Family Tae Kwon Do $49
The goal of this class is to offer a safe, family-friendly, environment where personal growth is attainable for each individual. Using Tae Kwon Do and other martial arts techniques, this class gives participants confidence as they gain flexibility, strength, stamina, coordination and increased cardio function. Other benefits include weight loss, increased endurance and overall better fitness. This class is taught by 7th Degree Grand Master Choe at Choe’s Black Belt Academy, 224 Stevens Dr., Iowa City. A
uniform is required and 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.

CRSP-205-LUT03 - Inst. Choe. Begins Sep 2. 8 Wks.
MW Choe's Black Belt Academy 6:15PM-7:30PM

SPORTS

Golf Lessons for Adults $49
The aim of this course is to provide an understanding of the fundamentals of the grip, set-up, and full swing techniques for wood and iron shots. Learn and review the best way for you to get positive results from your golf shots. In addition, we will discuss basic golf rules, golf etiquette and course management. Please bring at least one wood (possibly a three wood), two irons (such as a five iron and a nine iron) and a putter. Purchase range balls from the pro shop prior to the beginning of the lesson.

W Quail Creek Golf Course 6:00PM-7:30PM

Titleist Golf Specific Fitness Training $315
This evaluation and training program is designed to identify and overcome the physical restrictions that are limiting the golfer's swing potential. We will focus on golf specific biomechanics (movement) essential in developing an efficient and consistent golf swing. Our certified Titleist trainers will utilize the most recent research and testing techniques provided by the Titleist Fitness Institution in the evaluation testing, golf swing analysis, fitness programming and the development of an efficient golf swing. Program includes: 1) Twelve comprehensive physical screening tests, 2) Definition and explanation of all golf swing faults found in physical screen, 3) Four half hour personal training sessions with a Certified Titleist Golf Fitness Professional per golfer, 4) Personal stretching and golf-specific training workout developed to overcome biomechanical restrictions found in physical screening test allowing for improved golf swing efficiency. Instructor will contact learner to set up schedule.

CRSP-068-LUT01 - Begins Aug 31. 8 Wks.

Start Running Dynamic Fitness $49
This is a comprehensive program for running and training. Would you like to start running/jogging for fitness, run a 5K, 10K or marathon/triathlon or off-road (cross-country). This class will cover form, technique, equipment, workout schedule, nutrition and training. Course content will provide both classroom and hands on training. If you want to jog around the block, run a race or distance, this class will put you on track.

CRSP-218-LUT01 - Begins Sep 2. 8 Wks.
W West High School Rm. 109 6:00PM-8:00PM

Peddle Powered: Cycling Series $65
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. 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. "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.

TH Iowa City Learning Center Rm. J 6:00PM-8:00PM

Bicycle Tire Repair $25
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). "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.

TH Iowa City Learning Center Rm. J 6:00PM-8:00PM

Basic Bicycle Adjustment for Braking and Shifting $25
Let's get ready to ride. Learn how to do basic adjustment 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. "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.

TH Iowa City Learning Center Rm. J 6:30PM-8:00PM

Bicycle Maintenance You Can Do $25
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. "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-390-XLU01 - Inst. Lutz. Begins Sep 17. 1 Wk.
TH Iowa City Learning Center Rm. J 6:00PM-8:00PM

TRANSPORTATION AND SAFETY

MOTORCYCLE RIDER EDUCATION

Motorcycle - BRC - Basic Rider Course $155
This course is strongly recommended for anyone who is considering the purchase of a motorcycle and/or contemplating riding a motorcycle. This rider course is approximately five hours of classroom instruction and 15 hours of on-motorcycle instruction. Motorcycles and helmets are supplied by Kirkwood for this program. MSF completion certificates and IDOT certification of completion will be awarded to persons satisfactorily passing the course. Students must be 14 years of age or older and have valid Iowa driver's license or instruction permit to take this course. Participants are required to bring gloves, a long-sleeved shirt or jacket, pants and shoes that cover the ankles. This class is required for anyone under the age of 18 by the state of Iowa to receive a motorcycle endorsement.

F Iowa City Credit Center Rm. 117 6:00PM-10:00PM
SSU Iowa City Credit Center Rm. 117 8:00AM-5:00PM

F Iowa City Credit Center Rm. 117 6:00PM-10:00PM
SSU Iowa City Credit Center Rm. 117 8:00AM-5:00PM

F Iowa City Credit Center Rm. 117 6:00PM-10:00PM
SSU Iowa City Credit Center Rm. 117 8:00AM-5:00PM

YOUTH PROGRAMS

RECREATION

Little Dragons $49
This class introduces martial arts to children ages 3-6. Through this class children develop 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. Taught by 7th Degree Grand Master Cho at Choe's Black Belt Academy, 224 Stevens Drive, Iowa City. Uniform required and 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.

CYRE-310-LUT07 - Inst. Choe. Begins Sep 1. 8 Wks.
TTH Choe’s Black Belt Academy 5:15PM-6:00PM

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

### BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT

**Magnificent Memory: Retain or Regain It** $69  
You can maintain and even regain some of your ability to remember. Explore four different memory pathways, practice strategies for actively encoding information for easier recall and learn the impact of some lifestyle choices on your memory. Melanie is a certified brain-based trainer.  
**CBEM-417-TSL16 - Inst. Hoffner.** Begins Sep 24. 1 Wk.  
**TH** Vinton Center Rm. KTS-1  
6:00PM-9:00PM

### ENTREPRENEURSHIP/BUSINESS DEVELOPMENT

**How to Really Start Your Own Business** $59  
This course informs prospective business owners of legal structure options, sources of capital, basic business records, business taxes, regulations, permits, business insurance, marketing and advertising. Co-sponsored by Kirkwood and SCORE.  
**CBEN-135-TB116 - Begins Sep 1.** 3 Wks.  
**T** Vinton Center Rm. 108  
6:30PM-9:30PM

## COMPUTERS

### GETTING STARTED & THE INTERNET

**eBay for Beginners** $35  
Do you want to be successful in buying and/or selling 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 purchase or sale.  
**TH** Vinton Center Rm. KTS-1  
5:30PM-7:30PM

**Getting Started with Twitter** $49  
If you are confused over all the hype about Twitter, this is your opportunity to learn 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 tool such as hashtags, compressed URLs, Twitter search and twipic to find and share helpful information.  
**TH** Vinton Center Rm. KTS-1  
5:30PM-7:30PM

**Security and Maintenance for Your Home Computer** $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-TVO05 - Inst. Crawley.** Begins Oct 1. 2 Wks.  
**TH** Vinton Center Rm. KTS-1  
5:30PM-9:30PM

## OFFICE PRODUCTIVITY

### Word Basics 2007

**Word Basics 2007** $125  
With Microsoft Office 2007, learn the basics of word processing with Microsoft Word. Learn how to create, save, edit and print documents. Also learn additional editing techniques. Create mail merge documents, labels and envelopes. Microsoft Windows Basics or equivalent experience is recommended.  
**Tuesdays & Thursdays, October 6-15, 6-8 p.m.**  
Kirkwood Benton County Center, Room 100, Vinton  
**Section#: CCOP-750-VIN01**  
**Tuition: $125**

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**www.kirkwood.edu/ce**
Keep Children Learning & Out of Mischief $19
Use activities! Activities with children have proven to be a powerful motivating and learning tool. Discover activities and learning that encourage natural exploration and curiosity that you can do with your child. Expand your child’s mind. Help your child learn about the world. Active learning with a purpose is learning and fun at its best!
Janet Andersen-Heller, parent-child educator with Grant Wood AEA teaches this class. Approved for foster parents. Meets requirements for child care providers.
T Vinton Center Rm. KTS-1 6:30PM-8:30PM

GENERAL INTEREST

DOG OBEDIENCE
Dog Obedience - Puppies $69
So you have a new puppy...now what? This class will teach your dog (and you) some basic obedience! Puppies will work on heel, sit, stay, down, come, recall, stand and dominance exercises. There will also be some play time to help socialize your little one. Puppies must be at least 8 weeks old and up to 5-1/2 months old. Bring two copies of your puppies shot records to the first night of class, but do not bring your puppy. Equipment will be discussed the first night of class. All children under the age of 18 must be accompanied by an adult. This class is directed toward home obedience!
S Vinton Center Rm. 101 9:00AM-10:00AM
S Benton County Fairgrounds Rm. 4H 9:00AM-10:00AM

Dog Obedience - Basic $69
This basic obedience class will help teach new or older dogs how to heel, sit, stay, down, come, recall, finish and stand. This class is directed toward home obedience! Dogs must be 5-1/2 months or older. Bring two copies of your dogs shot records to the first night of class, but do not bring your dog. Equipment will be discussed the first night of class. All children under the age of 18 must be accompanied by an adult.
S Vinton Center Rm. 101 10:00AM-11:00AM
S Benton County Fairgrounds Rm. 4H 10:00AM-11:00AM

HEALTH

EMERGENCY MEDICAL SERVICES
EMT-Intermediate 85 $395
The EMT-Intermediate course will prepare the learner to take the EMT-Intermediate 85 National Registry practical and written examinations for state of Iowa certification. The EMT-Intermediate training focus is on patient assessment, IV initiation, and human anatomy and physiology. Participants will be required to participate in 64 hours of clinical internship at hospitals and ambulance services or fire department. A Kirkwood EMS shirt is required for clinicals and is available at the bookstore for $25. Textbook: Mosby’s EMT-Intermediate Textbook for the 1985 National Standard Curriculum, available at the Kirkwood bookstore. CPR for Healthcare Provider required. Background checks are required prior to clinical internship.
W Blairstown Ambulance Service Rm. CONF 6:00PM-10:00PM

NURSING CONTINUING EDUCATION
Child Abuse and Mandatory Reporting $29
What are your obligations as a mandatory reporter? Are you interested in learning about the investigation, identification and legalities of child abuse? This program is approved by the Iowa Department of Public Health, #422.
T Vinton 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 Vinton Center Rm. KTS-1 6:00PM-9:00PM

RECREATION

AEROBICS/EXERCISE
Yoga for the Mind & 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. Requirements include a yoga mat, 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 Sc Rm. GYM 7:15PM-8:30PM
W Iowa Braille & Sight Saving Sc Rm. GYM 7:15PM-8:30PM

MARTIAL ARTS/SELF DEFENSE
Tae Kwon Do $39
Classic traditional Korean-style martial arts. Great program for practical self-defense, discipline and confidence. For all levels of youth ages 7 and up, men and women.
MW Atkins Legion Memorial 5:30PM-6:30PM

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-LUT03 - Inst. Defensive Arts. Begins Sep 2. 8 Wks.
MW Atkins Legion Memorial 5:30PM-6:30PM
CRMA-400-LUT06 - Inst. Defensive Arts. Begins Sep 7. 8 Wks.
M Atkins Legion Memorial 7:30PM-8:30PM

YOUTH PROGRAMS

GENERAL INTEREST
Hunter Hunter $3
If you were born after Jan. 1, 1972, and want an Iowa hunting license, this course is required. Topics include: ethics, responsibilities, state hunting laws, conservation practices and gun handling. Students must be at least 12 years of age to enroll and must attend all three sessions to be certified. This class will be held at the Izaak Walton Building north of Vinton. Class size is limited so register early. Please bring a lunch for the Saturday class.
CYGI-020-VIN09 - Begins Sep 8. 1 Wk.
T Izaak Walton Building 6:00PM-9:00PM
S Izaak Walton Building 8:00AM-4:30PM
SU Izaak Walton Building 11:30AM-2:30PM

BELLE PLAINE BUSINESS

BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT
Magnificent Memory: Retain or Regain It $69
You can maintain and even regain some of your ability to remember. Explore four different memory pathways, practice strategies for actively encoding information for easier recall and learn the impact of some lifestyle choices on your memory. Melanie is a certified brain-based trainer.
TH Belle Plaine Center Rm. KTS-1 6:00PM-9:00PM

ENTREPRENEURSHIP/BUSINESS DEVELOPMENT
How to Really Start Your Own Business $59
This course informs prospective business owners of legal structure options, sources of capital, basic business records, business taxes, regulations, permits, business insurance, marketing and advertising. Co-sponsored by Kirkwood and SCORE.
CBEN-135-TBI17 - Begins Sep 1. 3 Wks.
T Belle Plaine Center Rm. 100 6:30PM-9:30PM

To register call 319-398-1022 or 1-800-332-8833
Page Turners: A Reading Retreat

Get away from the stresses of life by joining a new book club called Page Turners. Breathe new life into your love of reading by exchanging your ideas and sharing your analysis with fellow readers.

Wednesdays, October 7-28, 7-8 p.m.
Tippie Mansfield Center, Room 300, Belle Plaine
Section #: CGWL-030-BEL02
Tuition: $39

COMPUTERS
GETTING STARTED & THE INTERNET

eBay for Beginners $35
Do you want to be successful in buying and/or selling 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 purchase or sale.
TH Belle Plaine Center Rm. KTS-1
5:30PM-7:30PM

Getting Started with Twitter $49
If you are confused over all the hype about Twitter, this is your opportunity to learn 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 tool such as hashtags, compressed URLs, Twitter search and twitpic to find and share helpful information.
TH Belle Plaine Center Rm. KTS-1
5:30PM-7:30PM

What's New for Office 2007 $125
Learn about the features of Microsoft Office 2007 new to the Office suite. By the end of class, students will understand the user interface, the common tasks, and the new features of each application within Microsoft Office 2007. Microsoft Word, Excel and Outlook will be emphasized. Tuition includes a textbook.
MTWTH Tippie Education Center Rm. 301
6:00PM-8:00PM

Security and Maintenance for Your Home Computer $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 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.
TH Belle Plaine Center Rm. KTS-1
5:30PM-9:30PM

FAMILY/HOME/FINANCE

Recycle Your Clients & Two Hours Iowa Law $39
Burn out trying to attract new clients? Why not offer new services for the clients you already have? Make these services marketable by offering these add-on service discounts: at the shampoo bowl facials, color refreshers with glossing and glazing, hair detox treatments and conditioner cocktails, body building treatments and hand treatments, and sun-kissed color (10 foils). Approved for two hours of Iowa Law and two hours of continuing education credit for cosmetologists, barbers and nail technicians.
T Belle Plaine Center Rm. KTS-1
6:00PM-10:00PM

PERSONAL & FAMILY DEVELOPMENT

Keep Children Learning & Out of Mischief $19
Use activities! Activities with children have proven to be a powerful motivating and learning tool. Discover activities and learning that encourage natural exploration and curiosity that you can do with your child. Expand your child's mind. Help your child learn about the world. Active learning with a purpose is learning and fun at its best! Janet Andersen-Heller, parent-child educator with Grant Wood AEA teaches this class. Approved for foster parents. Meets requirements for child care providers.
T Belle Plaine Center Rm. KTS-1
6:30PM-8:30PM

GENERAL INTEREST

CRAFTS

Online Scrapbooking $39
Ditch the paper, glue and tape. For those busy, not so crafty people, learn how to take your digital photographs and create quick, beautiful scrapbooks. Bring photos that are saved to CD, disk or flashstick.
TSU Belle Plaine Center Rm. 100
6:00PM-8:00PM

SEASONAL INTEREST

Halloween Luminaries $19
Light your walkway or front steps with this easy luminary made from tin cans, while recycling at the same time. Material list will be provided after registration. Bring a friend.
W Belle Plaine High School Rm. CONSUMER
6:30PM-8:30PM

WRITING AND LITERATURE

Page Turners $39
A reading retreat...Get away from the stresses of life by joining a new book club called Page Turners. Breathe new life into your love of reading by exchanging your ideas and sharing your analysis with fellow readers. Club members will meet once a week throughout the month of October with instructor Lisa Daily for lively discussions over the featured assigned reading. The featured novel will be available Wednesday, September 30, so club members can read and prepare for the first session on Wednesday, October 7.
W Tippie Education Center Rm. 300
7:00PM-8:00PM

HEALTH

NURSING CONTINUING EDUCATION

Child Abuse and Mandatory Reporting $29
What are your obligations as a mandatory reporter? Are you interested in learning about the investigation, identification and legalities of child abuse? This program is approved by the Iowa Department of Public Health, #422.
T Belle Plaine 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 Belle Plaine Center Rm. KTS-1
6:00PM-9:00PM
BUSINESS

BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT

MAGNIFICENT MEMORY: RETAIN OR REGAIN IT $69
You can maintain and even regain some of your ability to remember. Explore four different memory pathways, practice strategies for actively encoding information for easier recall and learn the impact of some lifestyle choices on your memory. Melanie is a certified brain-based trainer.

CBEM-417-TSL17 - Inst. Hoffner. Begins Sep 24. 1 Wk. 6:00PM-9:00PM
TH Tipton Center Rm. KTS-1

ENTREPRENEURSHIP/BUSINESS DEVELOPMENT

HOW TO REALLY START YOUR OWN BUSINESS $59
This course informs prospective business owners of legal structure options, sources of capital, basic business records, business taxes, regulations, permits, business insurance, marketing and advertising. Co-sponsored by Kirkwood and SCORE.

CBEN-135-TB118 - Begins Sep 1. 3 Wks. 6:30PM-9:30PM
T Tipton Center Rm. 305

COMPUTERS

GETTING STARTED & THE INTERNET

FROM CAMERAS TO COMPUTERS $59
This course will cover sending and receiving attachments with e-mail messages. We will also cover sending pictures and other files along with your e-mail messages using tools included with Windows, Outlook Express and My Pictures. Getting digital pictures from a digital camera to your e-mail will be covered as well.

CCGS-108-CED02 - Inst. Wilson. Begins Sep 1. 1 Wk. 6:00PM-8:00PM
T Tipton Center Rm. 303

E-BAY FOR BEGINNERS NEW $35
Do you want to be successful in buying and/or selling 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 purchase or sale.

CCGS-200-TVO07 - Inst. Beer. Begins Oct 22. 1 Wk. 5:30PM-7:30PM
TH Tipton Center Rm. KTS-1

Getting Started with Twitter NEW $49
If you are confused over all the hype about Twitter, this is your opportunity to learn 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-TVO06 - Inst. Buttry. Begins Oct 27. 1 Wk. 5:30PM-7:30PM
TH Tipton Center Rm. KTS-1

SECURITY AND MAINTENANCE FOR YOUR HOME COMPUTER $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-TVO06 - Inst. Crawley. Begins Oct 1. 2 Wks. 5:30PM-9:30PM
TH Tipton Center Rm. KTS-1

FAMILY/HOME/FINANCE

COSMETOLOGY

RECYCLE YOUR CLIENTS & TWO HOURS IOWA LAW $39
Burnt out trying to attract new clients? Why not offer new services for the clients you already have! Make these services marketable by offering these add-on service discounts: at the shampoo bowl facials, color refreshers with glossing and glazing, hair detox treatments and conditioner cocktails, body building treatments and hand treatments, and sun-kissed color (10 foils). Approved for two hours of Iowa law and two hours of continuing education credit for cosmetologists, barbers and nail technicians.

CFCS-100-TSL07 - Inst. Behrens. Begins Oct 6. 1 Wk. 6:00PM-10:00PM
T Tipton Center Rm. KTS-1

TO WEATHER: $125
This course will provide an overview of different weather systems, and how to predict the weather. You will learn how to use weather maps and charts, learn the impact of these systems on the local environment, and how to use the weather to your advantage. Tuition includes a textbook.

CCGS-270-TVO05 - Inst. Beer. Begins Oct 22. 2 Wks. 6:00PM-8:00PM
TH Tipton Center Rm. KTS-1

HOME IMPROVEMENT/INTERIOR DESIGN

WEATHERIZING YOUR HOME/BUSINESS $25
Give your pocketbook a break! Did you know you can substantially lower your energy costs by simply reducing air infiltration and increasing the insulating value of your home and/or business? How to properly caulk and weather-strip, purchase windows and doors and better insulate walls/ceilings/basements will be thoroughly discussed. Return home from this informative evening with a firm understanding of convection, conduction and radiation, the three sources of heat loss/gain in building structures and how to control them to reduce your energy costs.

TH Tipton Center Rm. 303

PERSONAL & FAMILY DEVELOPMENT

KEEP CHILDREN LEARNING & OUT OF MISCHIEF $19
Use activities! Activities with children have proven to be a powerful motivating and learning tool. Discover activities and learning that encourage natural exploration and curiosity that you can do with your child. Expand your child’s mind. Help your child learn about the world. Active learning with a purpose is learning and fun at its best! Janet Andersen-Heller, parent-child educator with Grant Wood AEA teaches this class. Approved for foster parents. Meets requirements for child care providers.

CFPF-908-TSL07 - Inst. Andersen-Heller. Begins Oct 20. 1 Wk. 6:30PM-8:30PM
T Tipton Center Rm. KTS-1

GENERAL INTEREST

CRAFTS

ADVANCE IN KNITTING NEW $39
Ready for more advanced knitting? 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.

CCGR-0345-CED01 - Inst. Gilbert. Begins Aug 31. 4 Wks. 5:30PM-7:30PM
M Tipton Center Rm. 303

HEALTH

NURSING CONTINUING EDUCATION

CHILD ABUSE AND MANDATORY REPORTING $29
What are your obligations as a mandatory reporter? Are you interested in learning about the investigation, identification and legalities of child abuse? This program is approved by the Iowa Department of Public Health, #422.

CHNC-022-TVA27 - Inst. Strang. Begins Sep 22. 1 Wk. 6:30PM-8:45PM
T Tipton Center Rm. KTS-1

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.

CHNC-042-TVA47 - Inst. Nicholls-Blomme. Begins Oct 13. 1 Wk. 6:00PM-9:00PM
T Tipton Center Rm. KTS-1

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.

CRAE-118-CED17 - Inst. Ehlers. Begins Aug 31. 6 Wks. 6:30PM-7:30PM
T Tipton Center Rm. KTS-1

CRAE-118-CED18 - Inst. Ehlers. Begins Oct 12. 6 Wks. 6:30PM-7:30PM
M Tipton Center Rm. KTS-1

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

BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT

Magnificent Memory: Retain or Regain It $69
You can maintain and even regain some of your ability to remember. Explore four different memory pathways, practice strategies for actively encoding information for easier recall and learn the impact of some lifestyle choices on your memory. Melanie is a certified brain-based trainer.

TH Williamsburg Center Rm. KTS-1
6:00PM-9:00PM

ENTREPRENEURSHIP/BUSINESS DEVELOPMENT

How to Really Start Your Own Business $59
This course informs prospective business owners of legal structure options, sources of capital, basic business records, business taxes, regulations, permits, business insurance, marketing and advertising. Co-sponsored by Kirkwood and SCORE.

T Williamsburg Center Rm. 105
6:30PM-9:30PM

COMPUTERS

COMPUTING FOR 50+

Computer Basics for 50+ $59
A relaxed, individualized entry into the world of computers, this course will lay a firm foundation for you. Let Karolyn Trumpold help you to achieve confidence with the basics of computer technology. This two-week course comes with a reader-friendly, large print, illustrated textbook that uses personal life examples in its applications. We are never too old to learn new skills.

CCCS-220-IOW01 - Begins Oct 27. 2 Wks.
T Williamsburg Center Rm. 107
6:30PM-8:30PM

GETTING STARTED & THE INTERNET
eBay for Beginners NEW $35
Do you want to be successful in buying and/or selling 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 purchase or sale.

TH Williamsburg Center Rm. KTS-1
5:30PM-7:30PM

Getting Started with Twitter NEW $49
If you are confused over all the hype about Twitter, this is your opportunity to learn 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 tool such as hashtags, compressed URLs, Twitter search and twipic to find and share helpful information.

TTH Williamsburg Center Rm. KTS-1
5:30PM-7:30PM

Security and Maintenance for Your Home Computer $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.

TH Williamsburg Center Rm. KTS-1
5:30PM-9:30PM

FAMILY/HOME/FINANCE

COSMETOLOGY

Recycle Your Clients & Two Hours Iowa Law $39
Burnt out trying to attract new clients? Why not offer new services for the clients you already have? Make these services marketable by offering these add-on service discounts: at the shampoo bowl facials, color refreshers with glossing and glazing, hair detox treatments and conditioner cocktails, body building treatments and hand treatments, and sun-kissed color (10 foils). Approved for two hours of Iowa Law and two hours of continuing education credit for cosmetologists, barbers and nail technicians.

T Williamsburg Center Rm. KTS-1
6:00PM-10:00PM

HOME IMPROVEMENT/INTERIOR DESIGN

Professional Interior Decorator Steps In! $39
You have a room you want to redo; you have a sense of what you want. Now what? Do you start with paint? With a swatch of fabric? What about mixing and matching prints, colors and textures? Accessorizing? Let interior decorator Carol Zuber help make your ideas an affordable reality in this three-session course designed for your individual needs. Class size limited to eight.

T Williamsburg Center Rm. 112
6:30PM-8:30PM

Weatherizing Your Home/Business $25
Give your pocketbook a break! Did you know you can substantially lower your energy costs by simply reducing air infiltration and increasing the insulating value of your home and/or business? How to properly caulk and weather-strip, purchase windows and doors and better insulate walls/ceilings/basements will be thoroughly discussed. Return home from this informative evening with a firm understanding of convection, conduction and radiation, the three sources of heat loss/gain in building structures and how to control them to reduce your energy costs.

TH Williamsburg Center Rm. 112
6:30PM-9:30PM

PERSONAL & FAMILY DEVELOPMENT

Games, Music and Activities Ages 0-8 Years NEW $19
Make well-known tunes into new songs and games and make your everyday routines fun for children. What are some traditional songs and new games and songs to use with children? You will be able to share some of your favorites. Approved for foster parents. Meets requirements for child care providers.

CPFPI-112-IOW01 - Begins Oct 15. 1 Wk.
TH Williamsburg Center Rm. 112
6:30PM-8:30PM

Pediatric Medic First Aid NEW $49
Learn basic care skills in first aid, CPR and obstructed airway for infants, children and adults. This course meets OSHA requirements for daycare and other preschool workers. Two-year recommended renewal.

S Williamsburg Center Rm. 112
8:00AM-12:00PM

Baby’s Brain Strong & Smart Ages 0-5 Years $19
Learn what you can do to motivate children’s brains to be strong and smart. What can you do to motivate a child to feel confident and secure? What should you expect developmentally? Fun and play strategies for children 0 to 5 years will be explored. Approved for foster parents. Meets requirements for child care providers.

TH Williamsburg Center Rm. 112
6:30PM-8:30PM

Keep Children Learning & Out of Mischief $19
Use activities! Activities with children have proven to be a powerful motivating and learning tool. Discover activities and learning that encourage natural exploration and curiosity that you can do with your child. Expand your child’s mind. Help your child learn about the world. Active learning with a purpose is learning and fun at its best! Janet Andersen-Heller, parent-child educator with Grant Wood AEA teaches this class. Approved for foster parents. Meets requirements for child care providers.

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

GENERAL INTEREST

CRAFTS

Knitting: Beginning and Intermediate Combined NEW $29
Individual attention will be given to each knitter’s needs. Beginners will learn how to knit, purl, cast on, cast off, increase and decrease. Intermediates will work on a project which requires four needles and color changing. Intermediates will also work on cable stitches and graph knitting.

T Williamsburg Center Rm. 107
6:30PM-8:30PM
**LANGUAGE AND CULTURE**

**Whys and Wherefores of the German Language**  
NEW  
$49  
This is not a language learning class or a formal history of the German language. This fun and informative course will acquaint you with where the German language comes from, how the language works and how it is related to English. Also, you will consider German dialects: Why do they exist? What is standard German, and how is it different from German dialects? What about Amana German? Don’t miss this opportunity to join German professor Larry Rettig, of South Amana, who, along with his wife Wilma, has an infectious approach to this fascinating subject.

M Williamsburg Center Rm. 112  
6:30PM-8:30PM

**HEALTH**

**NURSING CONTINUING EDUCATION**

**Child Abuse and Mandatory Reporting**  
$29  
What are your obligations as a mandatory reporter? Are you interested in learning about the investigation, identification and legalities of child abuse? This program is approved by the Iowa Department of Public Health, #422.

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

**TRANSPORTATION AND SAFETY**

**MOPEd RIDER EDUCATION**

**Moped Rider Education**  
$39  
This safety education course for moped riders is designed for 14 and 15 year olds who must complete a course prior to being licensed to operate a moped. Must be 13 years old or older to take this course. Must attend both evenings.

MT Williamsburg Center Rm. 112  
6:00PM-9:00PM

**YOUTH PROGRAMS**

**ARTS, CRAFTS, CULTURE**

**Not Just Doodling**  
NEW  
$15  
You can make shapes seem like they are leaping off the page; you can make blocks look like they go deep into the paper. It is the art of shading geometric solids and the possibilities are limitless. Bring your colored pencils and join Natalie Jenkins as she shares shading techniques taught at Iowa State University. It is loads of fun. As usual, a parent or grandparent may join you at no extra cost if you are willing to share your colored pencil! Students must be at least 9 years old to register.

S Williamsburg Center Rm. 112  
1:00PM-3:00PM

**Drawing a Face That Looks Like Someone**  
NEW  
$15  
Have you ever tried to draw someone’s face and torn it up over and over again? Have you just given up? Help is here! Let Iowa State University senior Natalie Jenkins teach you some face drawing tricks that will bring a smile to your face as you draw someone else’s. A parent or grandparent may join you at no extra cost. Students must be at least 9 years old to register.

S Williamsburg Center Rm. 112  
1:00PM-3:00PM

**IN COOPERATION WITH THE SCHOOL DISTRICTS OF**

**JONES COUNTY**

ANAMOSA COMMUNITY  
MIDLAND COMMUNITY  
MONTICELLO COMMUNITY  
OLIN COMMUNITY

**BUSINESS**

**BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT**

**Magnificent Memory: Retain or Regain It**  
$69  
You can maintain and even regain some of your ability to remember. Explore four different memory pathways, practice strategies for actively encoding information for easier recall and learn the impact of some lifestyle choices on your memory. Melanie is an a certified brain-based trainer.

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

**ENTREPRENEURSHIP/BUSINESS DEVELOPMENT**

**How to Really Start Your Own Business**  
$59  
This course informs prospective business owners of legal structure options, sources of capital, basic business records, business taxes, regulations, permits, business insurance, marketing and advertising. Co-sponsored by Kirkwood and SCORE.

CBEN-135-TB121 - Begins Sep 1. 3 Wks.  
T Monticello Center Rm. 315  
6:30PM-9:30PM

**COMPUTERS**

**GETTING STARTED & THE INTERNET**

**eBay for Beginners**  
NEW  
$35  
Do you want to be successful in buying and/or selling 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 purchase or sale.

TH Jones Regional Education Ctr Rm. KTS-1  
5:30PM-7:30PM

**Getting Started with Twitter**  
NEW  
$49  
If you are confused over all the hype about Twitter, this is your opportunity to learn 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.

TH Jones Regional Education Ctr Rm. KTS-3  
5:30PM-7:30PM

**All About Facebook**  
$19  
Keep in touch with friends and loved ones far and near on Facebook and create your own account. Set up your profile, home page and invite others to your site. Visit others’ sites and leave an e-mail message, sticky note or write on their wall. Learn how to post photos, music and videos to your Facebook page.

TH Jones Regional Education Ctr Rm. 222  
6:30PM-8:00PM

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

Keep in touch with friends and loved ones near and far on Facebook. Create your own account, set up your profile and home page, and invite others to your site. Visit others’ sites and leave a message, sticky note or write on their wall. Also learn how to post photos, music and videos.

Thursday, September 24, 6:30-8 p.m.
Jones Regional Education Center, Room 222, Monticello
Section #: CCGS-550-JON01
Tuition: $19

Security and Maintenance for Your Home Computer $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.
TH Jones Regional Education Ctr Rm. KTS-1 5:30PM-9:30PM

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.
TH Jones Regional Education Ctr Rm. 221 5:30PM-8:30PM

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 3D, 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.
TH Jones Regional Education Ctr Rm. 221 5:30PM-9:30PM

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 Jones Regional Education Ctr Rm. 221 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 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.
TTH Jones Regional Education Ctr Rm. 221 5:30PM-8:30PM

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.
TTH Jones Regional Education Ctr Rm. 221 5:30PM-9:30PM

FAMILY/HOME/FINANCE

PUBLISHERS & DESIGN

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.
TTH Jones Regional Education Ctr Rm. 221 5:30PM-9:30PM

Weatherizing Your Home/Business $25
Give your pocketbook a break! Did you know you can substantially lower your energy costs by simply reducing air infiltration and increasing the insulating value of your home and/or business? How to properly caulk and weather-strip, purchase windows and doors and better insulate walls/ceilings/basements will be thoroughly discussed. Return home from this informative evening with a firm understanding of convection, conduction and radiation, the three sources of heat loss/gain in building structures and how to control them to reduce your energy costs.
T TH Jones Regional Education Ctr Rm. KTS-1 6:00PM-10:00PM

HOME IMPROVEMENT/INTERIOR DESIGN

When In a Pickle-Salsa $25
We will show you how to make successful pickles and share our recipes with you. Also, we will taste several different salsas, including a sweet corn salsa, and show you how to make them. Anyone for pickled peppers or pickled beets? The garden will show us how our late season vegetables are doing and what is left to harvest. Garden vegetable soup is on the menu tonight and we will share several different recipes. Shall we dig a few potatoes and carrots to put in our soup? You’ll need your chair so don’t forget to bring it.
CFLG-256-JON01 - Begins Sep 10, 1 Wk.
T Sunset Greenhouse, Inc. 6:00PM-9:00PM

Don’t Weep, Put Your Garden to Sleep $25
Let’s start by cleaning off the garden. We’ll cover your fall crops to extend the growing season, dig and store your root crops like carrots and potatoes, and cover your parsnips. When to thump, harvest or leave your pumpkins and squash in the garden until October. We’ll move inside to can some pumpkin and squash. Don’t

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get shortchanged; harvest all you can. Green tomato pie will be our sample for this evening
along with fried green tomatoes. We will also show and share with you a great
tomato soup recipe this evening and how to can it. Our menu will consist of tomato
soup and potato soup. Our grill chef will be serving up their final creation. Supper
is included with this course. We shouldn’t have to tell you by now you need to bring
your lawn chair.
CFLG-258-JON01 - Begins Sep 24. 1 Wk.
TH Sunset Greenhouse, Inc. 6:00PM-8:00PM

PERSONAL & FAMILY DEVELOPMENT

Keep Children Learning & Out of Mischief $19
Use activities! Activities with children have proven to be a powerful motivating and
learning tool. Discover activities and learning that encourage natural exploration and
curiosity that you can do with your child. Expand your child’s mind. Help your child
learn about the world. Active learning with a purpose is learning and fun at its best!
Janet Andersen-Heller, parent-child educator with Grant Wood AEA teaches this
class. Approved for foster parents. Meets requirements for child care providers.
T Jones Regional Education Ctr Rm. KTS-1 6:30PM-8:30PM

HEALTH

NURSE AIDE

75-Hour Nurse Aide $339
The 75-hour CNA course prepares students to work in a long term care facility. The
course deals with patient care, terminology and procedures necessary to give good
patient care. A physical is required. Book required: Assisting in Long Term Care, 5th
dition.
MTH Anamosa Care Center 4:30PM-8:30PM

NURSING CONTINUING EDUCATION

Child Abuse and Mandatory Reporting $29
What are your obligations as a mandatory reporter? Are you interested in learning
about the investigation, identification and legalities of child abuse? This program is
approved by the Iowa Department of Public Health, #422.
T Jones Regional Education Ctr 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 Jones Regional Education Ctr Rm. KTS-1 6:00PM-9:00PM

INDUSTRIAL TECHNOLOGY

WELDING/MACHINING

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.
W Jones Regional Education Ctr Rm. 132 6:00PM-9:00PM

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 Ctr Rm. 132 5:00PM-6:00PM
TTH Jones Regional Education Ctr 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.
CIPM-062-MIT05 - Inst. Stark. Begins Sep 1. 1 Wk.
T Jones Regional Education Ctr Rm. 132 5:00PM-8:00PM
T Jones Regional Education Ctr Rm. 132 5:00PM-8:00PM

General Welding NEW $245
Aspiring artist, farmer, maintenance technicians, racers and metal working hobbyist-
this class is for you. Fast track your welding skills in the areas of stick, MIG, and
oxygen/carbon welding/ brazing/cutting. Book required. Bring safety glasses, welding
helmet, chiming hammer, pliers and leather gloves.
M Jones Regional Education Ctr Rm. 132 6:00PM-7:00PM
M Jones Regional Education Ctr Rm. 129 6:00PM-10:00PM

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 of $150 will be collected the first day of class. Carpooling options
from Cedar Rapids/Iowa City will be discussed first day of class.
S Jones Regional Education Ctr Rm. 127 9:00AM-4:30PM

Build Your Own Canoe NEW $695
Skillfully build a 10 1/2 foot. Rustion 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. A $150 material fee will be collected at the first
day of class.
S Jones Regional Education Ctr Rm. 127 9:00AM-4:30PM

RECREATION

COACHING AUTHORIZATION

Coaching Authorization Certification Seminar $299
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. A materials fee of $20 will be collected
during the first class. Upon class completion, there is an additional application fee of
$157 payable to the state of Iowa for certification processing.
CRCA-000-LUT40 - Begins Oct 24. 2 Wks.
F Jones Regional Education Ctr Rm. 136 5:00PM-10:30PM
SSU Jones Regional Education Ctr Rm. 136 8:00AM-8:00PM

YOUTH PROGRAMS

FOOD

Cooking with Books NEW $9
Come join us for some reading and cooking adventures. In this class we will be
reading books that have a food connection and then make up some tasty treats!
Class size limited. Students ages 3 and up are welcome. Materials fee $3 payable to
 instructor at class.
CYFO-060-JON01 - Begins Oct 13. 1 Wk.
T Jones Regional Education Ctr Rm. 222 4:00PM-5:30PM

GENERAL INTEREST

Babysitting Clinic $19
Under the instruction of Jan Tackett you will learn all you need to know to become a
reliable, fun and responsible babysitter. Get insight on safety, activities, food, dangers,
first aid and dealing with choking emergencies.
S Jones Regional Education Ctr Rm. 222 9:00AM-12:00PM

To register call 319-398-1022 or 1-800-332-8833
36
IN COOPERATION WITH THE SCHOOL DISTRICTS OF

WASHINGTON COUNTY

HIGHLAND COMMUNITY

MID-PRAIRIE COMMUNITY

WASHINGTON COMMUNITY

NANCY RASH, COUNTY DIRECTOR (319-653-4655)
LINDA VENZKE, CENTER ASSISTANT
DAWN MILAM, CONTINUING ED COORDINATOR

Twitter for fun, news and work. In addition, learn how to use tool such as hashtags, compressed URLs, Twitter search and twitpic to find and share helpful information.

TH Washington Center Rm. KTS-1
5:30PM-7:30PM

Security and Maintenance for Your Home Computer $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; 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.
TH Washington Center Rm. KTS-1
5:30PM-9:30PM

OFFICE PRODUCTIVITY

Excel Basics 2007 $69
The focus of this course is basic skills. Excel is a powerful spreadsheet application that can be used at home and at work. In this course you will learn how to navigate the Excel window, learn the ribbon interface, enter text and numbers into cells, create formulas and functions, format worksheets using a variety of methods and print sections or entire worksheets. Tuition includes a textbook.
MW Washington Center Rm. 114
6:00PM-9:00PM

WEB DEVELOPMENT AND DESIGN

Basic Web Page Design $99
Join a beginning Web page design class to learn the basics of page design. We will discuss how the Web works and how to set up a Web page. Learn the various parts of a Web page and what information is placed in each section. We will cover the use of “HTML” language to place text, create links, as well as use fonts, color and graphics to enhance a Web page. Tuition includes a textbook.
TH Washington Center Rm. 108
6:00PM-9:00PM

FAMILY/HOME/FINANCE

COSMETOLOGY

Recycle Your Clients & Two Hours Iowa Law $39
Burnt out trying to attract new clients? Why not offer new services for the clients you already have? Make these services marketable by offering these add-on service discounts: at the shampoo bowl facials, color refreshers with glossing and glazing, hair detox treatments and conditioner cocktails, body building treatments and hand treatments, and sun-kissed color (10 foils). Approved for two hours of Iowa law and two hours of continuing education credit for cosmetologists, barbers and nail technicians.
T Washington Center Rm. 101
6:30PM-9:30PM

HOME IMPROVEMENT/INTERIOR DESIGN

Weatherizing Your Home/Business NEW $25
Give your pocketbook a break! Did you know you can substantially lower your energy costs by simply reducing air infiltration and increasing the insulating value of your home and/or business? How to properly caulk and weather-strips, purchase windows and doors and better insulate walls/ceilings/basements will be thoroughly discussed. Return home from this informative evening with a firm understanding of convection, conduction and radiation, the three sources of heat loss/gain in building structures and how to control them to reduce your energy costs.
M Washington Assure Center Rm. 203
6:30PM-9:30PM

PERSONAL & FAMILY DEVELOPMENT

Keep Children Learning & Out of Mischief $19
Use activities! Activities with children have proven to be a powerful motivating and learning tool. Discover activities and learning that encourage natural exploration and

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

<table>
<thead>
<tr>
<th>HEALTH</th>
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</thead>
<tbody>
<tr>
<td><strong>NURSE AIDE</strong></td>
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<tr>
<td><strong>75-Hour Nurse Aide</strong></td>
</tr>
<tr>
<td>The 75-hour CNA course prepares students to work in a long term care facility. The course deals with patient care, terminology and procedures necessary to give good patient care. A physical is required. Book required: Assisting in Long Term Care, 5th edition. CHNA-020-KIR84 - Inst. Hahn. Begins Oct 5. 7 Wks. MW Halcyon House 8:00AM-2:30PM</td>
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<table>
<thead>
<tr>
<th>NURSING CONTINUING EDUCATION</th>
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<tbody>
<tr>
<td><strong>Child Abuse and Mandatory Reporting</strong></td>
</tr>
<tr>
<td>What are your obligations as a mandatory reporter? Are you interested in learning about the investigation, identification and legalities of child abuse? This program is approved by the Iowa Department of Public Health, #422. CHNC-022-TVA30 - Inst. Strang. Begins Sep 22. 1 Wk. T Washington Center Rm. KTS-1 6:30PM-8:45PM</td>
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<thead>
<tr>
<th>TRAINING AND SAFETY</th>
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<tr>
<td><strong>MOPED RIDER EDUCATION</strong></td>
</tr>
<tr>
<td><strong>Moped Safety</strong></td>
</tr>
<tr>
<td>Take this classroom safety education for moped riders. This class satisfies Iowa’s training requirements for riders under 16. The course includes rules of the road, riding in traffic, basic operation skills and safety maintenance. Learners will need to bring a sack lunch. CTMP-005-WAS26 - Inst. Ellingson. Begins Sep 26. 1 Wk. S Washington Center Rm. 108 8:00AM-2:30PM</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>City</th>
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<tbody>
<tr>
<td>Anamosa Care Center</td>
<td>1209 E. 3rd St.</td>
<td>Anamosa IA 52205</td>
</tr>
<tr>
<td>Art and Theater Annex</td>
<td>6301 Kirkwood Blvd. SW</td>
<td>Cedar Rapids IA 52406</td>
</tr>
<tr>
<td>Arthur Elementary School</td>
<td>2630 B Ave. NE</td>
<td>Cedar Rapids IA 52402</td>
</tr>
<tr>
<td>Aspen Athletic Clubs</td>
<td>2120 Edgewood Rd. SW</td>
<td>Cedar Rapids IA 52404</td>
</tr>
<tr>
<td>Atkins Legion Memorial</td>
<td>89 Main Ave.</td>
<td>Atkins IA 52206</td>
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<tr>
<td>Auto Collision</td>
<td>6301 Kirkwood Blvd. SW</td>
<td>Cedar Rapids IA 52406</td>
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<tr>
<td>Auto Technology</td>
<td>6301 Kirkwood Blvd. SW</td>
<td>Cedar Rapids IA 52406</td>
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<tr>
<td>Baseball Equipment Shed</td>
<td>6301 Kirkwood Blvd. SW</td>
<td>Cedar Rapids IA 52406</td>
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<tr>
<td>Belle Plaine Center</td>
<td>1214 9th Ave.</td>
<td>Belle Plaine IA 52208</td>
</tr>
<tr>
<td>Belle Plaine High School</td>
<td>610 13th Ave.</td>
<td>Belle Plaine IA 52208</td>
</tr>
<tr>
<td>Blairstown Ambulance Service</td>
<td>205 Main St. NE</td>
<td>Blairstown IA 52209</td>
</tr>
<tr>
<td>Bruce Tae Kwon Do Academy</td>
<td>139 Marion Blvd</td>
<td>Marion IA 52302</td>
</tr>
<tr>
<td>Cartwheels Gymnastics/Tumbling</td>
<td>5005 Blairs Forest Ln. NE</td>
<td>Cedar Rapids IA 52402</td>
</tr>
<tr>
<td>Cedar Hall</td>
<td>6301 Kirkwood Blvd. SW</td>
<td>Cedar Rapids IA 52406</td>
</tr>
<tr>
<td>Choe's Black Belt Academy</td>
<td>224 Stevens Dr</td>
<td>Iowa City IA 52240</td>
</tr>
<tr>
<td>City High School</td>
<td>1900 Morningside Dr.</td>
<td>Iowa City IA 52240</td>
</tr>
<tr>
<td>Core Fitness</td>
<td>1555 S. 1st Ave.</td>
<td>Iowa City IA 52240</td>
</tr>
<tr>
<td>C-S-D</td>
<td>4403 1st Ave. SE Suite 303</td>
<td>Cedar Rapids IA 52403</td>
</tr>
<tr>
<td>Dance New York</td>
<td>1154 7th Ave.</td>
<td>Marion IA 52302</td>
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<tr>
<td>Dynamic Fitness</td>
<td>Ely IA 52227</td>
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<tr>
<td>Emerson Elementary School</td>
<td>1400 Tenth Avenue</td>
<td>Marion IA 52302</td>
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<tr>
<td>First Baptist Church-Brethren</td>
<td>5200 Northland Ave. NE</td>
<td>Cedar Rapids IA 52402</td>
</tr>
<tr>
<td>First Church of the Open Bible</td>
<td>1911 E Ave. NW</td>
<td>Cedar Rapids IA 52405</td>
</tr>
<tr>
<td>Gold Pointe Fitness Club</td>
<td>80 Twixt Town Rd. NE</td>
<td>Cedar Rapids IA 52402</td>
</tr>
<tr>
<td>Halcyon House</td>
<td>1015 S. Iowa Avenue</td>
<td>Washington IA 52353</td>
</tr>
<tr>
<td>Hallmark Care Center</td>
<td>215 Highway 30 West</td>
<td>Mount Vernon IA 52314</td>
</tr>
<tr>
<td>Hawkeye Downs</td>
<td>4400 6th St. SW</td>
<td>Cedar Rapids IA 52404</td>
</tr>
<tr>
<td>Hearthstone Gifts &amp; Supplies</td>
<td>760 11th St.</td>
<td>Marion IA 52302</td>
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<tr>
<td>Hiawatha Elementary School</td>
<td>603 Emmons St.</td>
<td>Hiawatha IA 52233</td>
</tr>
<tr>
<td>Horticulture/Floriculture</td>
<td>6301 Kirkwood Blvd. SW</td>
<td>Cedar Rapids IA 52406</td>
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### CLASSROOM SITES (Cont.)

<table>
<thead>
<tr>
<th>Address</th>
<th>Address</th>
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<tbody>
<tr>
<td>Iowa Braille &amp; Sight Saving School</td>
<td>Kirkwood Center for Continuing Education</td>
</tr>
<tr>
<td>1002 G Ave.</td>
<td>7725 Kirkwood Blvd. SW</td>
</tr>
<tr>
<td>Vinton, IA 52349</td>
<td>Cedar Rapids IA 52404</td>
</tr>
<tr>
<td>Iowa City Annex</td>
<td>Kirkwood Training &amp; Outreach Services</td>
</tr>
<tr>
<td>1814 Lower Muscatine Rd.</td>
<td>3375 Armar Dr.</td>
</tr>
<tr>
<td>Iowa City, IA 52240</td>
<td>Marion IA 52302</td>
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<tr>
<td>Iowa City Credit Center</td>
<td>Lincoln Learning Center</td>
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<tr>
<td>1816 Lower Muscatine Rd.</td>
<td>912 18th Ave. SW</td>
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<tr>
<td>Iowa City IA 52240</td>
<td>Cedar Rapids IA 52404</td>
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<td>Iowa City Learning Center</td>
<td>Linn Hall</td>
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<td>1810 Lower Muscatine Rd.</td>
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<tr>
<td>Iowa City IA 52240</td>
<td>Cedar Rapids IA 52406</td>
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<tr>
<td>Iowa Hall</td>
<td>Linn Mar High School</td>
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<tr>
<td>6301 Kirkwood Blvd. SW</td>
<td>3111 N 10th St.</td>
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<tr>
<td>Cedar Rapids IA 52406</td>
<td>Marion IA 52302</td>
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<tr>
<td>Iowa Hall Mansfield Center</td>
<td>Marion Center</td>
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<tr>
<td>6301 Kirkwood Blvd. SW</td>
<td>2900 8th Ave.</td>
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<tr>
<td>Cedar Rapids IA 52406</td>
<td>Marion IA 52302</td>
</tr>
<tr>
<td>Izaak Walton Building</td>
<td>New Life Fitness World West</td>
</tr>
<tr>
<td>5689 24th Ave Dr</td>
<td>3950 Wilson Ave. SW</td>
</tr>
<tr>
<td>Vinton IA 52349</td>
<td>Cedar Rapids IA 52404</td>
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<tr>
<td>Jangsong Tae Kwon Do</td>
<td>Nielsen Hall</td>
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<tr>
<td>1177 Grand Avenue</td>
<td>6301 Kirkwood Blvd. SW</td>
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<tr>
<td>Marion IA 52302</td>
<td>Cedar Rapids IA 52404</td>
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<tr>
<td>Johnson Hall</td>
<td>Noelridge Park</td>
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<tr>
<td>6301 Kirkwood Blvd. SW</td>
<td>4900 Council St. NE</td>
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<td>Cedar Rapids IA 52406</td>
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<td>Jones Hall</td>
<td>Northland Fitness</td>
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<tr>
<td>6301 Kirkwood Blvd. SW</td>
<td>252 Blairs Ferry Rd. NE</td>
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<tr>
<td>Cedar Rapids IA 52406</td>
<td>Cedar Rapids IA 52402</td>
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<tr>
<td>Jones Regional Education Ctr</td>
<td>Northwest Junior High School</td>
</tr>
<tr>
<td>220 Welter Dr.</td>
<td>1507 8th St.</td>
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<tr>
<td>Monticello IA 52310</td>
<td>Coralville IA 52241</td>
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<tr>
<td>Kahraman Dance Studio</td>
<td>Old Capital Town Center</td>
</tr>
<tr>
<td>330 E. Second St.</td>
<td>201 S. Clinton St.</td>
</tr>
<tr>
<td>Iowa City IA 52245</td>
<td>Iowa City, IA 52240</td>
</tr>
<tr>
<td>Kennedy High School</td>
<td>Pawsitive Paws Academy</td>
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<tr>
<td>4545 Wenig Rd. NE</td>
<td>1756 E Ave. NE Suite 4</td>
</tr>
<tr>
<td>Cedar Rapids IA 52402</td>
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<tr>
<td>Kent Park</td>
<td>Performance Fitness</td>
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<tr>
<td>2048 Highway 6 NW</td>
<td>3290 Ridgeway Drive</td>
</tr>
<tr>
<td>Oxford IA 52322</td>
<td>Coralville IA 52241</td>
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To register call 319-398-1022 or 1-800-332-8833
<table>
<thead>
<tr>
<th>Classroom Sites</th>
<th>Location</th>
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<tbody>
<tr>
<td>Prairie High School</td>
<td>401 76th Ave. SW</td>
</tr>
<tr>
<td>Cedar Rapids IA 52404</td>
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<tr>
<td>Quail Creek Golf Course</td>
<td>Highway 965</td>
</tr>
<tr>
<td>North Liberty IA 52317</td>
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<tr>
<td>Resource Center</td>
<td>1030 5th Ave. SE</td>
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<tr>
<td>Cedar Rapids IA 52403</td>
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<tr>
<td>Ruffalo Cody</td>
<td>65 Kirkwood N. Rd. SW</td>
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<tr>
<td>Cedar Rapids, IA 52404</td>
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<tr>
<td>Springtides, Inc.</td>
<td>2215 Westdale Dr. SW</td>
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<tr>
<td>Cedar Rapids IA 52404</td>
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<tr>
<td>Stained Glass Gallery</td>
<td>702 2nd Ave SE</td>
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<tr>
<td>Starry Elementary School</td>
<td>700 S 15th St.</td>
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<tr>
<td>Marion IA 52302</td>
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<tr>
<td>STRIKE TKD &amp; Kickboxing Acad.</td>
<td>806 5th St.</td>
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<tr>
<td>Coralville IA 52241</td>
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<tr>
<td>Sunset Greenhouse, Inc.</td>
<td>18136 County Rd. D62</td>
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<tr>
<td>Monticello IA 52310</td>
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<td>Taft Middle School</td>
<td>5200 E Ave.</td>
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<td>Cedar Rapids IA 52405</td>
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<tr>
<td>The Dreaming Bear</td>
<td>720 11th St.</td>
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<td>Marion IA 52302</td>
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<tr>
<td>The Knitting Shoppe</td>
<td>2141 Muscatine Ave.</td>
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<tr>
<td>Iowa City IA 52240</td>
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<tr>
<td>The Secret Cellar</td>
<td>1202 Curtis Bridge Rd. NE</td>
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<td>Swisher IA 52338</td>
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<td>Tippie Education Center</td>
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<td>TriYoga of Cedar Rapids</td>
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<td>United Way</td>
<td>1150 5th St Ste 266</td>
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<td>Vinton Center</td>
<td>111 W 3rd St.</td>
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<td>Vinton IA 52349</td>
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<td>Wapsi Glass Works</td>
<td>3671 Wapsi Ave. SE</td>
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<tr>
<td>Iowa City IA 52240</td>
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<td>Washington Assure Center</td>
<td>105 Westview Dr</td>
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<td>Washington IA 52353</td>
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<td>West Core Fitness</td>
<td>1395 Jordan St.</td>
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<td>North Liberty IA 52317</td>
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<tr>
<td>West High School</td>
<td>2901 Melrose Ave.</td>
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<tr>
<td>Iowa City IA 52240</td>
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<tr>
<td>Wickiup Hill Outdoor Lrng Ctr</td>
<td>10260 Morris Hills Road</td>
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<tr>
<td>Toddville IA 52341</td>
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<td>Williamsburg Center</td>
<td>200 West St.</td>
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<td>Williamsburg IA 52361</td>
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</tbody>
</table>
To register call 319-398-1022 or 1-800-332-8833
Quality, Cost-Effective Training that Meets Your Needs.

AT KIRKWOOD TRAINING & OUTREACH SERVICES, we partner with companies large and small to deliver quality customized training and education programs. We pinpoint your organization’s needs and develop specific solutions to help your employees succeed.

Typical training activities include, but are not limited to:

- Leadership Training
- Supervisory Training
- Essential Skills
- Industrial/Technical Skills
- Computer/Information Technology
- OSHA, Health and Safety
- Lean Processes

CONTACT US TODAY TO FIND OUT HOW WE CAN SIMPLIFY YOUR TRAINING NEEDS.
The Premier Learning Environment for Today’s Adult Learner.

*Tucked in the rolling hills surrounding Kirkwood’s scenic campus,* the Kirkwood Center for Continuing Education blends technology with “green” architecture to create a premier learning environment for today’s adult learner.

The beautifully-appointed and creatively-designed interior complements its state-of-the-art instructional design, creating the flexibility desired for your conference, retreat, seminar, meeting or other special event. Its design supports the region’s increasing demand for continuing education and opportunities for learning.

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**—We handle the details before, during and after your event.
- **Advanced Technology**—We have 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 Bredman at 319-398-1276 or stephanie.bredman@kirkwood.edu.

Kirkwood Center for Continuing Education
7725 Kirkwood Blvd. SW
Cedar Rapids, IA 52404
319-398-1276
www.kirkwood.edu/kcce

To register call 319-398-1022 or 1-800-332-8833
Whether it’s one class or a two-year degree, great careers start here. Kirkwood is truly our community’s best resource for real-world training and education: top-notch facilities furnished with premium equipment, world-class faculty, innovative curriculum and a forward-thinking, global vision that makes us a respected educational leader. Yet, we ensure our students enjoy small class sizes, and the convenience and personal attention they deserve.

At Kirkwood, you really can start here and go anywhere.

www.kirkwood.edu
ENROLLMENT FORM

Kirkwood Community College
PO Box 2068
Cedar Rapids, IA 52406
319-398-1022 or 1-800-332-8833
Fax: 319-398-7185

Kirkwood ID Number

Sex: □ Male □ Female

OR

Social Security Number

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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