Welcome to Kirkwood Continuing Education!

Whether you want to advance your professional career or enrich your personal life, Kirkwood Continuing Education can help you achieve your goals. We offer top-quality programs taught by highly skilled learning facilitators, at convenient times and locations to fit your busy lifestyle.

Make us your home for personal and professional development.

Life, Work, Family, Success
Find it all inside.

Need more information? 319-398-1022 or 1-800-332-8833
Log on and register at www.kirkwood.edu/ce.
September-November 2013

KIRKWOOD CONTINUING EDUCATION
Your guide to personal & professional development.

Hello!

Registrations Information
319-398-1022 or 1-800-332-8833
Payment must be made at the time of registration.
MasterCard, VISA or Discover Card accepted.

By Fax—319-398-7185
Fax enclosed enrollment form with credit card/debit card number or company billing information.

By Phone—Tell Our Operators:
1. The class numbers from this catalog.
2. Your credit card/debit card number and expiration date.

By Mail:
1. Fill out the enclosed enrollment form and credit card/debit card number, or enclose check.
2. Write name of person and class number on check.
3. Send to: Continuing Education, Kirkwood Community College
   P.O. Box 2068
   Cedar Rapids, IA 52406

Thank you! I really gained some great insight!
— Jen Burke

Super excited to pursue this experience further and continue on with more training.
— Shannon Rotter

Loved it! Best Kirkwood Continuing Education course I have taken so far.
— Drew Oldorf

Like us on Facebook
www.facebook.com/KirkwoodCE
Follow us on Twitter
www.twitter.com/KirkwoodCE

Double Your Fun
Classes priced for two participants.
Only one person is required to sign up/pay for the class. The second participant will register during the first meeting time of the class.

Textbook Required
A textbook is required for this class. Please see course details online at
www.kirkwood.edu/ce.

Refunds: An automatic refund is made if Kirkwood cancels a class. To withdraw your registration before a class starts, please call 319-398-1022 or 1-800-332-8833. Refunds will be issued to students who drop the class at least one day prior to the class start date. No refunds will be issued for classes dropped on or after the class start date.

Kirkwood Community College Continuing Education is pleased to welcome learners of all ages. However, learners under the age of 17 wishing to enroll in non-youth courses should seek permission from the program director. Please phone 319-398-5529.

Kirkwood Community College assumes no liability for accidents that occur while participating in Continuing Education classes and provides no funds to cover medical costs. Participants are reminded that participation is entirely voluntary and are strongly urged to have their own health insurance. It is understood that participation is voluntary and Kirkwood Community College is not responsible for injuries or accidents and all liability against them is waived.

Register Now!
With four easy ways to register.
MANY CLASSES HAVE LIMITED SEATING. REGISTER EARLY!

Online:
Log on to www.kirkwood.edu/ce.

By Mail:
1. Fill out the enclosed enrollment form and credit card/debit card number, or enclose check.
2. For company billings, please include name, address, phone number and appropriate signature.

Make Check Payable to Kirkwood Community College:
1. Pay the amount under “tuition” only. (Many classes have additional charges for materials and supplies. These will be collected in class.)
2. Write name of person and class number on check.
3. Send to: Continuing Education, Kirkwood Community College
   P.O. Box 2068
   Cedar Rapids, IA 52406

By Phone:
1. The class numbers from this catalog.
2. Your credit card/debit card number and expiration date.

By Fax—319-398-7185
Fax enclosed enrollment form with credit card/debit card number or company billing information.

Company Billing: We do not bill individuals, please list sponsoring agency.

Please see course details online at
www.kirkwood.edu/ce.
Harvest Vineyard Management 2
The harvest will be in full swing as we bring forth the fruits of our labors. We will introduce berry sensory analysis to complement our standard harvest monitoring techniques and do a year in review. Now is the time to finish up the work for this year and make plans for the next growing season. You will spend half of your time in the vineyard with close guidance from the instructor. Each viticulture course offers unique instruction and can be taken individually. Successful completion of all eight courses will earn you your Vineyard Management Certificate. Textbook required.

CBBC-2180 / 4 sessions / $59
> 37704 TW 6-7:30pm McIntire Sep 3-Sep 18 Washington Hall 104

Excellence in Employee Management

There is a lot of discussion regarding leadership and management. While many individuals demonstrate leadership qualities, these qualities are not necessarily supported by a career title and/or position. Management skills are essential in making things happen. This series of workshops addresses some important areas for effectively managing others. Gain greater knowledge and skills in key management areas to enhance your success as a manager.

CERTIFICATE PROGRAM

COURSE LIST:
Assessing and Planning for the Needs of Adult Learners
Curriculum Design and Development for the Adult Learner
Curriculum Implementation and Delivery for the Adult Learner
Assessment and Evaluation Strategies for the Adult Learner

> Sep 11-Oct 23 / Kirkwood Ctr / $795
> Save when you register for a certificate program or course series!

Fermentation Management I
During this series of classes and labs we will harvest, crush and press grapes, and begin the fermentation process. Students will learn how to monitor active fermentations. We will also have an advanced berry sensory analysis workshop. This is the second in our seven part series on Wine Making and Winery Facility Management. Textbook required.

CBBC-2220 / 4 sessions / $59
> 36869 TW 6-7:30pm McIntire Sep 10-Sep 25 Washington Hall 003

Fermentation Management II
Students will learn about malolactic fermentations and how to track their progress. With the primary fermentations complete, students will also learn how to measure alcohol levels in wine. We will also discuss the use of sulfur in wine making, how it protects the wine and how it is measured. This is the third in our seven part series on Wine Making and Winery Facility Management.

CBBC-2225 / 4 sessions / $59
> 38700 TW 6-7:30pm McIntire Oct 8-Oct 30 Washington Hall 003
Post Fermentation Management I
During this session, students learn about fining agents used to clarify wine. Applications of various fining agents will be performed to stabilize the wine. We will also have a professional wine-tasting workshop to explore the way experts analyze and grade wines. This is the fourth in our seven-part series on Wine Making and Winery Facility Management.

CBBC-2230 / 4 sessions / $59
> 38701 TW 6-7:30pm Nov 5-Nov 13
  McIntire Washington Hall 003

Accounting/Bookkeeping Concepts Parts 1 and 2
Understand basic accounting concepts, including debits, credits, double-entry bookkeeping, income statements and balance sheets. Discover payroll accounting, accruals, accounting for sales, cash receipts, purchases, special journals, voucher systems, book reconciliation and more. Tuition includes a textbook.

CBBC-3000 / 10 sessions / $25
> 45747 M 6-9pm Oct 14-Dec 23
TBA Kirkwood Ctr 123

Ethics and Issues in Coaching
This class addresses ethical situations and changing issues, giving coaches better insight in decision-making abilities for their programs.

CBCA-1010 / 1 session / $25
> 42469 Sa 9-10:30am Sep 7 Kirkwood Ctr 124

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

CBCA-1050 / 1 session / $25
> 42473 Sa 1-2:30pm Sep 7 Kirkwood Ctr 124

Ethics and Theory of Coaching (online)
State approved, lesson based, online program for Ethics and Theory of Coaching. This guided, online format will take approximately 15 hours to complete and meets all requirements for this portion of the state required core subject matter. Work at your own pace. (Requires computer and Internet access.)

CBCA-6000 / 35 sessions / $145
> 45839 Troutman Sep 9-Oct 6
> 45839 Troutman Oct 7-Nov 3

Coaching Authorization Certification Seminar
This program is an all-inclusive state approved seminar to meet the requirements for the Iowa coaching authorization certification. It includes all required course work, completion of the state forms and finger printing. For your convenience, Kirkwood will submit state forms and transcript direct to the Department of Education at the completion of the seminar.

CBCA-1000 / 6 sessions / $335
> 46271 F 5-10:30pm, Sa,Su 8am-8pm Sep 13-Sep 22 TBA Kirkwood Ctr 124
> 46272 F 5-10:30pm, Sa,Su 8am-8pm Oct 11-Oct 20 TBA Kirkwood Ctr 123
> 46273 F 5-10:30pm, Sa,Su 8am-8pm Nov 8-Nov 17 TBA Kirkwood Ctr 124

Coaching Authorization & Re-certification
In Iowa, K-12 coaches must be state certified. Kirkwood’s coaching authorization and re-certification programs satisfy state requirements. Classes are ongoing in Belle Plaine, Cedar Rapids, Iowa City, Monticello, Riverside and Williamsburg.

New online, state-approved coaching authorization program now available!

For the complete listing, visit www.kirkwood.edu/coaching.
For more information, contact Kristin Hanneman: kristin.hanneman@kirkwood.edu or 319-398-1278

Coaching Authorization & Re-certification
In Iowa, K-12 coaches must be state certified. Kirkwood’s coaching authorization and re-certification programs satisfy state requirements. Classes are ongoing in Belle Plaine, Cedar Rapids, Iowa City, Monticello, Riverside and Williamsburg.

New online, state-approved coaching authorization program now available!

For the complete listing, visit www.kirkwood.edu/coaching.
For more information, contact Kristin Hanneman: kristin.hanneman@kirkwood.edu or 319-398-1278

Ethics and Issues in Coaching
This class addresses ethical situations and changing issues, giving coaches better insight in decision-making abilities for their programs.

CBCA-1010 / 1 session / $25
> 42469 Sa 9-10:30am Sep 7 Kirkwood Ctr 124

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

CBCA-1050 / 1 session / $25
> 42473 Sa 1-2:30pm Sep 7 Kirkwood Ctr 124

Ethics and Theory of Coaching (online)
State approved, lesson based, online program for Ethics and Theory of Coaching. This guided, online format will take approximately 15 hours to complete and meets all requirements for this portion of the state required core subject matter. Work at your own pace. (Requires computer and Internet access.)

CBCA-6000 / 35 sessions / $145
> 45839 Troutman Sep 9-Oct 6
> 45839 Troutman Oct 7-Nov 3

Coaching Authorization Certification Seminar
This program is an all-inclusive state approved seminar to meet the requirements for the Iowa coaching authorization certification. It includes all required course work, completion of the state forms and finger printing. For your convenience, Kirkwood will submit state forms and transcript direct to the Department of Education at the completion of the seminar.

CBCA-1000 / 6 sessions / $335
> 46271 F 5-10:30pm, Sa,Su 8am-8pm Sep 13-Sep 22 TBA Kirkwood Ctr 124
> 46272 F 5-10:30pm, Sa,Su 8am-8pm Oct 11-Oct 20 TBA Kirkwood Ctr 123
> 46273 F 5-10:30pm, Sa,Su 8am-8pm Nov 8-Nov 17 TBA Kirkwood Ctr 124

EagleTech now offers pricing benefits to Continuing Ed students!
We want you to get Apple, HP and Dell computer products at a discount. Just show us your CE registration confirmation and a photo ID before making your hardware or software purchase, and if it’s 30 days before or after the start of your class, we’ll set you up!

For more information, visit www.kirkwood.edu/eagletech.
Professional Trainer

CERTIFICATE PROGRAM

Today, more corporations and organizations are developing in-house education departments and adding dedicated development and training roles to their rosters of employees. In order for employees to increase their knowledge and develop professionally, they must be presented with relevant and engaging curriculum, an environment conducive to learning and an effective trainer who understands the needs of the adult learner. Acquire a clear understanding of development strategies and adult learning models that will increase the effectiveness of you as a trainer and the organization’s educational department.

COURSE LIST:
Assessing and Planning for the Needs of Adult Learners
Curriculum Design and Development for the Adult Learner
Curriculum Implementation and Delivery for the Adult Learner
Assessment and Evaluation Strategies for the Adult Learner

- Sep 11-Oct 23 / Kirkwood Ctr / $795
- Save when you register for a certificate program or course series!

Begin your pathway to a better paying career with

Gap Tuition Assistance Program

Want to achieve a rewarding career? Are you seeking skill-development programs to improve 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 | Transportation
Health Occupations | Manufacturing/Industrial Technology

FREE INFORMATION SESSIONS / SECTION # CBPD-7150
All sessions are at Kirkwood Training & Outreach Services, Small Conference Room

- August 21 at 11 a.m.
- September 12 at 1 p.m.
- October 8 at 1 p.m.
- November 6 at 10 a.m.
- December 5 at 11 a.m.

Full tuition assistance is available to qualifying students through the Continuing Education Gap Tuition Assistance Program. Contact us for information about the Gap Tuition Assistance Program, to request an application packet, or to register for a FREE information session:

319-365-9474 x79201 | bparker@kirkwood.edu | www.kirkwood.edu/gap

As Good As It Gets

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

CBCA-2020 / 1 session / $25
- 42471 Sa 10:30am-12pm TBA Kirkwood Ctr 124

Human Growth and Development (online)
State approved, lesson based, online program for human growth and development. This guided, online format will take approximately 10 hours to complete and meets all requirements for this portion of the state required core subject matter. Work at your own pace. (Requires computer and internet access.)

CBCA-6005 / 35 sessions / $105
- 45830 Troutman Sep 9-Oct 6
- 45831 Troutman Oct 7-Nov 3

Human Body Function for Coaching (online)
State approved, lesson based, online program for human body function. This guided, online format will take approximately 10 hours to complete and meets all requirements for this portion of the state required core subject matter. Work at your own pace. (Requires computer and internet access.)

CBCA-6010 / 35 sessions / $105
- 45832 Troutman Sep 9-Oct 6
- 45833 Troutman Oct 7-Nov 3

Prevention and Care for Coaching (online)
State approved, lesson based, online program for prevention and care. This guided, online format will take approximately 20 hours to complete and meets all requirements for this portion of the state required core subject matter. Work at your own pace. (Requires computer and internet access.)

CBCA-6015 / 35 sessions / $150
- 45834 Troutman Sep 9-Oct 6
- 45835 Troutman Oct 7-Nov 3

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

CBCA-2030 / 1 session / $25
- 42475 Sa 2:30-4pm TBA Kirkwood Ctr 124

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

CBCA-2030 / 1 session / $25
- 42475 Sa 2:30-4pm TBA Kirkwood Ctr 124
**COSMETOLOGY**

**Customizing Hair Color**

Your client wants to know they are getting the right hair color for them. Focus on customizing your service to meet your clients’ needs by understanding their lifestyle, choosing a hair color based on their skin tone and color placing in relationship to their facial shape, all in a way that is easy to take back to the salon. This class is approved for four hours of continuing education for cosmetology and barbers by the Cosmetology Arts and Science Board.

**CBCO-1000 / 1 session / $39**

- **45904** Su 8:30am-12:30pm Oct 6
  - Mogensen
  - Kirkwood Ctr Event Rooms C-D

**Wedges, Bobs and Bangs, Oh My!**

Briefly review the foundation of wedges and bobs, with some modifications, and how to demonstrate different artistic approaches to each. Review variations of bangs choices, learn how to diagnosis summer hair damage and how to remedy, and more. This class is approved for four hours of continuing education for cosmetologists and barbers.

**CBCO-1000 / 1 session / $39**

- **45925** T 6-10pm Oct 8
  - Pennington Linn Hall 2188
- **45926** T 6-10pm Oct 8
  - Pennington Linn Co Reg Ctr 314

**Trending in the Salon and 2 Hours of Iowa Law/Sanitation**

Does your salon need a makeover? It doesn’t matter if you’re the owner or a stylist. Explore the business techniques for your working environment. How can you add structure in the salon to make it a great place to work? Can you incorporate interesting techniques to make your work environment contemporary and inspirational? Salon customer service, cleanliness, professionalism and overall styling techniques will be discussed. Come prepared to watch demonstrations and discuss the lively hair trends in today’s world. Fulfill your Iowa Law and sanitation rules, regulations and update requirements. This class is approved for four hours of continuing education for cosmetologists and barbers; two of Iowa law and two hour of regular continuing education.

**CBCO-1005 / 1 session / $39**

- **45854** T 6-10pm Oct 22
  - Rieckenberg Linn Hall 2188
- **45855** T 6-10pm Oct 22
  - Rieckenberg Linn Co Reg Ctr 314

---

**Iowa Inspired**

Engage and enjoy an inspirational Iowa-focused lunch and learn with the CEO of the Iowa Lottery, Terry Rich, as he presents on Innovation through Creativity. In addition to his dynamic presentation, enjoy an exceptional made-from-Iowa lunch featuring locally grown products from NewBo City Market vendors. Following lunch, engage in a panel discussion bringing together some of Iowa’s finest entrepreneurs and business professionals.

**CBBC-3500 / 1 session / $45**

- **34030** F 11am-1:30pm / Nov 8 / NewBo Rotary Hall

To register, call 1-800-332-8833 or visit www.kirkwood.edu/ce.
**ENTREPRENEURSHIP**

**Setting Up Payroll**
This class covers how to set up payroll records for new employees. Learn how to handle deductions for various employment taxes and what forms are required. It is sponsored by the Kirkwood Small Business Development Center.

**CBEN-1050** / 1 session / $29
> 44640 T 6-7:30pm Oct 15
  Beach KTOS 104

**How to Really Start Your Own Business**
A three-evening seminar discussing business/financial plans, marketing, Web design, insurance, legal issues and expectations of the bank. Sponsored by the Kirkwood Small Business Development Center. Presented by SCORE Cedar Rapids.

**CBEN-1055** / 3 sessions / $59
> 44642 T 6:30-8:30pm Sep 10-Sep 24
  SCORE KTOS 133

**Viral Marketing Strategies for Small Business**
Learn cost-effective methods for marketing via the internet and how using social media can lead to a measurable growth in sales. Also learn ways to use low-cost traditional print media to spread your message. Presented by the Kirkwood Small Business Development Center.

**CBEN-2000** / 1 session / $29
> 44641 W 6-8pm Nov 6
  Turner KTOS 126

**PROFESSIONAL DEVELOPMENT**

**Employee Reviews, Evaluations and Improvement Plans**
Performing reviews and developing improvement plans can be a timely and uncomfortable process. Ease through the process by learning how to collaborate with employees on goal setting and how to determine if they are meeting those goals.

**CBPD-1010** / 1 session / $59
> 44980 Th 10am-12pm Nov 7
  Jewell Kirkwood Ctr 122

**Getting it All: Determining Your Wants, Needs, Goals and Budgets**

**COURSE SERIES**

**The SHRM Learning System: Prep for Exam (webinar)**
This professional development course will assist you in preparing for the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) exams. The SHRM Learning System teaches six modules, covering topics that are most relevant to today’s HR professionals and matches the HR Certificate Institute body of knowledge on which the PHR/SPHR exams are based. The six modules are business management and strategy, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations, and risk management. Registration deadline for this class is August 22.

**CBPD-1111** / 10 sessions / $225
> 46106 Saffold & Neitzke Sep 3-Nov 12

**Employee Relations: To Say or Not To Say, That is the Question...**
Employers can avoid a sea of troubles when they have an understanding of employment laws, rules and regulations. Employers need to know what they can say and/or do legally when it comes to employee relations. Discuss popular employer related questions pertaining to job interview questions, background checks, employment at-will, and social media and its impact on hiring. Also discuss statements and actions that may violate the Americans with Disabilities Act (ADAAA), Family Medical Leave Act (FMLA), Health Insurance Portability and Accountability Act (HIPPA), or the National Labor Relations Act (NLRA); and discrimination and sexual harassment.

**CBPD-1140** / 1 session / $79
> 45898 M 9am-12pm Scroggins Sep 23
  Kirkwood Ctr 122
> 45899 M 5:30-8:30pm Nov 4
  Scroggins Kirkwood Ctr 124

**Preventing Burnout in the Workplace**
Understand the signs of burnout and stress in your employees, professional peers or yourself. Explore options for handling stress and learn how you can support stressed employees or coworkers to create a more enjoyable and productive work environment.

**CBPD-1190** / 1 session / $59
> 45074 T 10am-12pm Oct 22
  Jewell KTOS 126

**Understanding Your Deal Breakers Get What You Want from Your Career and Relationships Setting Goals and a Budget**

**CBPD-1111** / 10 sessions / $225
> 46106 Saffold & Neitzke Sep 3-Nov 12

Call for details, or visit our website:
1.800.332.8833 / www.kirkwood.edu/ce
Recruiting and Interviewing (webinar)

Recruiting a strong workforce today isn’t as easy as placing an ad in the newspaper. Although unemployment remains high, getting the right applicants can be challenging, and finding the right applicant out of the dozens, or hundreds, who apply can be even more difficult, time-consuming and costly. What’s worse, if you hire the wrong person, you will lose productivity, efficiency and morale of your existing workforce, while possibly creating legal problems for the organization. Interviewing outside of the human resources department can be a risky practice if not done right, so it’s important your hiring managers know how to conduct an interview legally and consistently. Objectives include learning how to reduce the cost and improve effectiveness of your recruiting efforts, understanding the most successful interviewing techniques and how to remain consistent and legal with your hiring process to protect the entire organization. Registration deadline is September 9, 2013.

CBPD-1195  
/ 1 session  /  $49
- 46108 Saffold & Neitzke  
Sep 12

Application Testing (webinar)

Conducting evaluations, aptitude tests, background checks and drug tests should be a way to improve your hires. However, how you implement these processes can also expose the organization to poor hiring practices, low performing employees and even lawsuits. Objectives include learning how to use, develop and implement valid and/or reliable tests and evaluations; how to set the bar so qualified, reliable, successful applicants get hired; and keeping your costs and risks for litigation as low as possible without taking away from your hiring efforts. Registration deadline is September 9, 2013.

CBPD-1196  
/ 1 session  /  $49
- 46109 Saffold & Neitzke  
Sep 26

Job Descriptions and Job Analysis (webinar)

Writing job descriptions isn’t as easy as it sounds; it takes strong job analysis and job specifications; communication with supervisors, direct reports and customers; and understanding how the job helps the organization achieve its vision, mission and goals. With an effective job description in hand, the employer may then develop a Realistic Job Preview, a tool that can save your organization tens or hundreds of thousands of dollars. It starts with hiring the right candidate which will improve morale, engagement and loyalty and reduces absenteeism, turnover and workers compensation claims. Objectives include learning how to develop, write and implement job descriptions, job analysis, job specifications and job previews, and applying an exercise to an actual job in your organization. Registration deadline is October 7, 2013.

CBPD-1197  
/ 1 session  /  $49
- 46110 Saffold & Neitzke  
Oct 10

The Empowerment Leader (webinar)

Discusses the supervisor’s role as a member of management and responsible for the performance and leadership of the entire team. Objectives: 1) Compare the differences in control management vs. empowerment; 2) discuss how to lead baby boomers, gen-xers and new millennium employees; 3) identify characteristics of good supervisors; 4) explain how to lead by managing performance; 5) discuss how to work with difficult employees; 6) identify and explain the five attitudes of successful leaders; 7) explain ways to both challenge and reward employees. Registration deadline is October 31, 2013.

CBPD-1199  
/ 1 session  /  $89
- 46290 Neitzke  
Nov 4

Managing Resistance to Change

Change is occurring more rapidly than ever and is predicted to continue at an even more rapid pace. Understanding and managing resistance to change is key in successful change initiatives. Explore normal reactions to change, the change curve and how to best help employees through change. Learn how you can help individuals and your organization manage resistance to change. Increase your understanding of how change impacts individuals differently, identify why change initiatives fail and discuss best practices relating to change management.

CBPD-1702  
/ 1 session  /  $119
- 45312 Th 8-11:30am  
Schmidt  
Sep 12  
Kirkwood Ctr 124

Employee Engagement

Employees are an organization’s greatest asset, and highly engaged employees can directly affect the bottom line. Great leaders understand and appreciate diversity in thinking, problem solving and decision making and they utilize these skills to engage their employees. Explore the importance of employee engagement, what needs different generations bring to an organization, what challenges them and what keeps them engaged. Discover the importance and value of employee engagement and understand the financial impact disengaged employees can have on your organization. Learn how events and technology have influenced each generation resulting in current behaviors, attitudes and beliefs which drive their engagement and discuss some of the best practices for addressing the specific needs of the different generations in the workplace.

CBPD-1704  
/ 1 session  /  $119
- 45316 Th 8-11:30am  
Schmidt  
Kirkwood Ctr 124

Accountability and Performance Management

Accountability doesn’t always happen. If we want others to be accountable, we need to set up expectations and develop follow-through to help support an environment of accountability. Learn how to hold individuals more accountable through personal expectations and performance management tools. Explore your current approach to holding employees accountable and recognize how your behavior influences employee performance. Acquire information and tools to help you easily and consistently manage performance. Learn how holding others accountable enhances your organization.

CBPD-1706  
/ 1 session  /  $119
- 45317 Th 8-11:30am  
Schmidt  
Oct 10  
Kirkwood Ctr 124

Understanding FLSA (webinar)

Although FLSA has been around since 1938, we still struggle today with how to classify employees as exempt, non-exempt, independent contractors or employees. Objectives include how to apply the Department of Labor’s three factors and 20 question test process to your workers, to calculate overtime correctly, and correctly use paid time off and comp time. Registration deadline is October 21, 2013.

CBPD-1198  
/ 1 session  /  $49
- 46112 Saffold  
Oct 24

Conflict Resolution and Effective Communication

This session looks at what we all bring to the table that can cause conflict. Identify and explore your natural response to conflict and learn a process to help resolve conflict. Identify your communication style preference, then acquire skills that help you understand what causes conflict. Identify your response to conflict and learn when to step in and when to let others resolve conflict on their own.

CBPD-1708  
/ 1 session  /  $119
- 45319 Th 8-11:30am  
Schmidt  
Oct 24  
Kirkwood Ctr 124
Developing and Managing Effective Teams

High performing teams add great value to an organization. When teams are functioning well, they make better decisions, serve their customers better and faster, and resolve more problems on their own. Being part of a high performing team creates greater job satisfaction and serves as a retention tool. Learn to manage an effective team by understanding how to lead your team through its different stages, the importance of coaching team members through conflict, what events can move a team backwards in their development and how to establish a framework to insure a successful team.

CBPD-1710 / 1 session / $119

Managing Non-stop Change

Although change is constant, it can be overwhelming. Learn strategies for dealing with the numerous changes that occur in our work environment and personal lives. You will recognize that all changes include three phases of transition and discuss strategies for managing non-stop change.

CBPD-1760 / 1 session / $49

Communicating through Generations

Communicating can be complicated, and when you take diversity of age into consideration, miscommunication can happen. Learn how to communicate with different generations, what their needs are in communication and how best to communicate with them. Look at new forms of communication, including texting, Twitter, email and other online formats, so that your company can not only communicate internally, but also externally with your customers of differing ages. Discover your communication style and how to deal with others who prefer a different style. Take your company’s communication to the next level by looking beyond your current communication into the needs of the future.

CBPD-2035 / 1 session / $59

Delivering a WOW! Presentation

Boost your professional skills by learning how to deliver outstanding and effective presentations. This hands-on, four-part workshop will assist you in identifying the goals and objectives of a presentation; determining the needs of the audience; utilizing stance, voice and visual aids to communicate confidence and presence; and fielding audience questions effectively. Participants will have the opportunity to apply this knowledge by creating and delivering a recorded presentation with personal feedback and coaching.

CBPD-2040 / 4 sessions / $69

Social Media Strategy

Time to get on the social media bandwagon? Get a brief history of social media, discussion of historical impacts and help determining the best strategy for implementing social media in your company. After you’ve established a strategy, learn how to implement social media platforms such as Facebook, Twitter, LinkedIn, Four Square and more!

CBPD-2063 / 4 sessions / $99

Business Writing

Have you ever been uncertain about how to write a business letter? In this course, you will learn 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 emails. Word Basics or equivalent experience is recommended. Tuition includes a textbook and course materials.

CBPD-2310 / 2 sessions / $129

Workplace Communication

Do you wish you could better understand your employees or coworkers? Maybe they are just communicating in different ways. Learn various communication styles along with tips and tools to communicate more effectively with individuals. Gain insight allowing you to improve your communication skills in both work and social settings.

CBPD-2550 / 1 session / $59

Leading with Emotional Intelligence

Leaders today need more than just work place knowledge and a high IQ to be successful. Studies show the most effective leaders possess Emotional Intelligence or EQ. Learn your current emotional intelligence skill level and ways to develop your emotional intelligence acumen and proficiency. Leveraging real world situations, the class will work together to understand the critical role our emotions play in effectively leading others. We will focus on our own self-awareness and self-management as well as work to understand how we can improve our social awareness and practice relationship management. At the conclusion of the course, you will have an emotional intelligence development plan tailored to your individual needs. Tuition includes book.

CBPD-7105 / 2 sessions / $199

Franklin Covey: The 5 Choices to Extraordinary Productivity

The barrage of information coming at us from multiple, coupled with the demands of our careers, is overwhelming and distracting. The sheer volume of information threatens our ability to think clearly and make wise decisions about what’s important. If we react to these stimuli without clear discernment, we fail to accomplish the goals that matter most in our professional and personal lives. Franklin Covey’s The 5 Choices to Extraordinary Productivity solution inspires participants to apply a process that will dramatically increase their ability to achieve life’s most important outcomes. Supported by science and years of experience, this solution not only produces a measurable increase in productivity, but also provides a renewed sense of engagement and accomplishment. The 5 Choices to Extraordinary Productivity process measurably increases productivity of individuals, teams and organizations. Tuition includes FranklinCovey Participant Guidebook, Technical Guide and electronic tools.

CBPD-5030 / 1 session / $499
### Excelling at Customer Service

What does it take to give excellent customer service? How does your interaction with a customer either make or break the opportunity for a “lifetime” customer? Learn what you can do to enhance each customer’s experience while also making interactions enjoyable for yourself.

- **CBPD-7030** / 1 session / $119
  - 45894 W 8-11am
    - Schmidt
    - KTOS 126
  - 45896 W 1-4pm
    - Schmidt
    - Kirkwood Ctr 123

### Curriculum Implementation and Delivery for the Adult Learner

A successful trainer must evaluate and implement diverse instructional methods and facilitation strategies to keep participants engaged and learning. Examine the positive impact that student-led instruction, computer aided instruction and collaborative groupings can have on learning outcomes. Communication and presentation skills will be reviewed and practiced to increase trainer effectiveness. This course is the third in a series of four courses to earn your Professional Trainer Certificate. Register for the Professional Trainer Certificate and enroll in all four courses at a reduced rate.

- **CBPD-7128** / 2 sessions / $269
  - 45345 W 12:30-4:30pm
    - Childs
    - Kirkwood Ctr 129
  - 45347 W 12:30-4:30pm
    - Childs
    - Kirkwood Ctr 129

### Assessing and Planning for the Needs of Adult Learners

Explore how to determine the needs of the organization and learners. This includes understanding the demographics of the audience including age and experience. Learn how to identify and set meaningful training objectives, discuss the importance of thoughtfully reviewing available training tools and consider the physical aspects of the training atmosphere. This course is the first in a series of four courses to earn your Professional Trainer Certificate. Register for the Professional Trainer Certificate and enroll in all four courses at a reduced rate.

- **CBPD-7126** / 1 session / $149
  - 45334 W 12:30-4:30pm
    - Childs
    - Kirkwood Ctr 129

### Curriculum Design and Development for the Adult Learner

Examine the research-based Adult Learning Theory and other proven instructional methods. Multiple diverse learning styles will be addressed, including kinesthetic, auditory and visual. Study the role of media and its correlation to increased engagement levels for the learner, and explore the benefits of incorporating different course structures, including classroom-based instruction, self-study, virtual classes and hybrid classes. This course is the second in a series of four courses to earn your Professional Trainer Certificate. Register for the Professional Trainer Certificate and enroll in all four courses at a reduced rate.

- **CBPD-7127** / 3 sessions / $379
  - 45342 W 12:30-4:30pm
    - Childs
    - Kirkwood Ctr 129

### Understanding Your Deal Breakers

Look closely at what you consider deal breakers in both your personal and professional life. Determine what issues or things you are willing to work on and what things are deal breakers. Put yourself in control of your relationships and situations as you determine what is best for you and what makes you happy.

- **CBPD-7581** / 1 session / $59
  - 46054 Th 10am-12pm
    - Jewell
    - KTOS 133

### Getting What You Want From Your Career and Relationships

If you have ever struggled at your job, wanted a new one or were undecided about where to go from here, this is a class for you. Determine what you want and need from your job, and understand your limitations and decide what you will not stand for from a boss, coworker or customer. Take a look at what you want from your personal and professional relationships and how to ask for it.

- **CBPD-7582** / 1 session / $79
  - 46056 Th 10am-12pm
    - Jewell
    - KTOS 133

### Setting Goals and a Budget

Finally get what you really want and have the money to achieve it. Learn how to start saving, budgeting and preparing for your goals. Determine what is most important and how to research what it takes to make it happen.

- **CBPD-7583** / 1 session / $59
  - 46058 Th 10am-12pm
    - Jewell
    - KTOS 133

### Communication: Delivering and Receiving Peer-to-Peer Feedback

For today’s professional, effective peer communication is critical for job success. Knowing what to say, and how and when to say it are skills you can practice. Examine different scenarios and learn techniques to provide feedback, support and assistance with peers. Understand how to engage in conversations to strengthen relationships and build trust. Addressing difficult behavior, conflicting priorities and communication method pitfalls also will be addressed.

- **CBPD-7800** / 1 session / $119
  - 46112 T 8am-12pm
    - Peerman
    - Kirkwood Ctr 124
Tool Box 101 for New Leaders: Understanding Key Roles, Responsibilities and Expectations

For many new leaders, the initial excitement of being offered the position is quickly followed by a sense of “what now?” when it comes to the seemingly overwhelming demands of being an organizational leader. This practical, meaty program is designed to help new leaders understand several of the key roles, responsibilities, and expectations of leaders within an organization, and how to face each with skill and thoughtfulness. Ease the potentially difficult transition from peer to manager by exploring the key roles and responsibilities of team leaders, learning how to set clear expectations, while keeping collaboration and motivation intact.

CBPD-7800 / 1 session / $119

Project Manager Strength Builder (online)

Identify how innate personality helps and challenges your abilities as project managers. You’ll find situations that will be best served by your project management strengths and how to communicate to employers or customers on how your talents and strengths can help them solve their problems.

CBPR-1065 / $310

Project Management Career Builder (online)

This five-hour course teaches students to leverage their project management skills to develop enhanced career opportunities. A one-week instructor-led online course.

CBPR-1075 / $310

Search Engine Marketing: Rise to the Top!

When you search for something online do you ever go past the first page of results? Most people don’t. That’s why it’s important that your business ranks high on search engine result pages. Learn techniques that you can use to rank higher. Leave with a general understanding of search engine marketing and how paid and organic search work together to help your personal or professional brand garner more customers. The class will conclude with a final project to help you master and understand the entire overview. You are encouraged to spend between $20 and $100 on one search engine ad platform.

CBPD-7900 / 4 sessions / $149

Cheetah Project Management (online)

This 20-hour course teaches students how to launch, direct and manage project teams using methods that are aligned with the ANSI Standard Project Management Body of Knowledge. In this eight-week instructor-led online class, students spend five hours per week developing their own Project Management facilitation kit, allocate resources and track project performance to use for every project launch.

CBPR-1070 / $910

CAPM Exam Prep (online)

This is a 23-hour project management training course where you will learn the fundamentals of project management, set up a peak performing mind diet and exercise schedule, embed a testing tool to memory, set up a customized CAPM Exam Prep Online three-week study schedule, complete and submit your CAPM application to PMI online for approval to sit for the exam. This pre-course, when successfully completed, can be used to satisfy PMI’s 23-contact hours of project management education if you do not have the 1,500 hours of work on a project team. After completing PMI’s CAPM Eligibility Application Online and receiving your eligibility number, you’ll schedule your CAPM exam in three to four weeks. You have one week from the date you start this course to complete Part 1 activities and file your CAPM Exam Eligibility application to PMI. You cannot start Part 2 until you have your PMI CAPM exam eligibility number and have scheduled your exam. Part 2-Cheetah Exam Prep for the CAPM - Online Part 3-CAPM Certification Exam.

CBPR-1080 / $2,145

APICS: Strategic Management of Resources

Explore the relationship between strategic planning and the management and execution of operations. The course fosters higher-level thinking about how market requirements and social and economic sustainability drive operations, processes and resource requirements of businesses. The course addresses three main topics: understanding the business environment, developing an operations strategy and implementing an operations strategy. The computer-based exam is not included, however APICS members are eligible for reduced test pricing. Individuals registering later than one week prior to the class will not have a book the first week.

CBPR-2060 / 10 sessions / $489

For more information, contact us at 319-398-5623 or visit www.kirkwood.edu/ktos.
APICS: Inventory Control Workshop

Participate in an Inventory Control Workshop Series course to gain a comprehensive understanding of inventory control and deepen your understanding of cycle counting, material requirements planning and bills of materials, physical inventory, and other relevant topics. You'll cover the basics of inventory management, cycle counting, distribution inventory management, materials requirements planning and billing material, and physical inventory.

CBP-2080 / 5 sessions / $299
> 45878 W 6-8:30pm Sep 11-Oct 9 Kirkwood Ctr 129

Health

CPR & FIRST AID

Adult First Aid

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-1200 / 1 session / $54
> 45278 W 6-10pm Schneebie Sep 18 Katz Sim Ctr 2040
> 45280 Sa 8am-12pm Sep 21 Schneebie Linn Hall 147B
> 45282 W 6-10pm Schneebie Oct 16 Katz Sim Ctr 2040
> 45283 Sa 8am-12pm Oct 19 Schneebie Linn Hall 147B

Pediatric First Aid

The Heartsaver Pediatric First Aid course is designed to meet the regulatory and credentialed training requirements for child care workers in all 50 states. This course teaches basic first aid, CPR and AED skills for children, such as what to do when a child or infant has a breathing problem, how to give compressions and breaths to an infant or child, and how to stop bleeding that can be seen.

CHCP-1300 / 1 session / $54
> 45285 Sa 1-5pm Schneebie Sep 21 Linn Hall 147B
> 45288 T 6-10pm Sep 24 Cline Linn Hall 147D
> 45289 Sa 1-5pm Schneebie Oct 19 Linn Hall 147B
> 45290 T 6-10pm Oct 29 Cline Linn Hall 147D

CPR for Healthcare Providers

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

CHCP-1000 / 1 session / $64
> 39952 W 5-9pm Hunt Sep 4 Katz Sim Ctr 2040
> 39953 Th 6-10pm Klenk Sep 5 Katz Sim Ctr 2040
> 39954 Sa 8am-12pm Moore Sep 7 Linn Hall 147D
> 39955 Sa 1-5pm Moore Sep 7 Linn Hall 147D
> 45321 W 8am-12pm Cline Sep 11 Linn Hall 147D
> 45322 Th 6-10pm Klenk Sep 12 Katz Sim Ctr 2040
> 45323 T 8am-12pm Cline Sep 17 TBA - CR
> 45333 Th 6-10pm Klenk Sep 19 Katz Sim Ctr 2040
> 45328 W 6-10pm Schneebie Sep 25 Katz Sim Ctr 2040
> 45335 Th 6-10pm Klenk Sep 26 Katz Sim Ctr 2040
> 45336 Th 6-10pm Klenk Oct 3 Katz Sim Ctr 2040
> 45339 Sa 8am-12pm Moore Oct 5 Linn Hall 147D
> 45341 Sa 1-5pm Moore Oct 5 Linn Hall 147D
> 45325 W 8am-12pm Cline Oct 9 Linn Hall 147D
> 45338 Th 6-10pm Klenk Oct 10 Katz Sim Ctr 2040
> 45327 T 8am-12pm Cline Oct 15 TBA - CR
> 45340 Th 6-10pm Klenk Oct 17 Katz Sim Ctr 2040
> 45329 W 6-10pm Schneebie Oct 23 Linn Hall 146
> 45341 Th 6-10pm Klenk Oct 24 Katz Sim Ctr 2040
> 45343 Th 6-10pm Klenk Oct 31 Katz Sim Ctr 2040
> 45313 Sa 8am-12pm Moore Nov 2 Linn Hall 147D
> 45314 Sa 1-5pm Moore Nov 2 Linn Hall 147D
> 45331 W 5-9pm Hunt Nov 6 Katz Sim Ctr 2040
> 45344 Th 6-10pm Klenk Nov 7 Katz Sim Ctr 2040
Advanced Cardiac Life Support Renewal

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-1500 / 1 session / $84

- 45259 T 6-10pm Gilchrist Sep 17 Linn Hall 147D
- 45260 T 6-10pm Gilchrist Oct 15 Linn Hall 147D

CPR Instructor (New Recognition)

This course advances current CPR for Health Care Providers to the level of instructor. It reviews CPR for infants, child and adult (including two rescuer), as well as management of foreign body airway obstruction and the use of barrier devices. Participants must take a written exam and skills testing. Two-year recommended renewal.

CHCP-1600 / 1 session / $134

- 45291 W 6-10pm Cline Oct 30 Katz Sim Ctr 2040

CPR Instructor Renewal

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-1700 / 1 session / $64

- 39818 T 6-10pm Cline Sep 3 Linn Hall 147D
- 45273 T 6-10pm Cline Oct 1 Linn Hall 147D
- 45275 T 6-10pm Cline Nov 5 Linn Hall 147D

Babysitting Course

This course is geared for the beginning babysitter. Instruction includes first aid, infant and child CPR, what to do in case of choking, safety issues, diaper changing, games and easy meal ideas. Learners must be at least nine years old to register.

CHCP-2600 / 1 session / $29

- 45293 Sa 8am-12pm Schnabbe Sep 28 Linn Hall 146
- 45294 Sa 8am-12pm Schnabbe Oct 26 Linn Hall 147D

DENTAL

Infection Control for the Dental Office

This program will provide participants with newly updated information on currently recommended infection control practices for the dental office. Learn about bloodborne pathogens, PPEs, waterline and air quality, and the protocols for antisepsis, disinfection and sterilization. Meets Iowa Dental Board continuing education requirements for infection control content.

CHDE-4500 / 1 session / $59

- 43459 T 6:30-8:45pm Malmberg Oct 29 Linn Hall 2188
- 43460 T 6:30-8:45pm Malmberg Linn Co Reg Ctr 314

Expanded Dental Functions - Graduate

This course is designed to provide the concepts and skills to expand the dental assistant’s scope of practice. Functions included in this course: taking occlusal registrations, placement and removal of gingival retraction, taking final impressions, fabrication and removal of provisional restorations, applying cavity liners and bases, desensitizing agents and bonding systems, placement and removal of dry socket medication, placement of periodontal dressings, testing pulp vitality, supragingival cement removal. Students must have graduated from Kirkwood Community College’s Dental Assisting Program within the last two years from their registration/orientation date to be eligible to register. Once accepted, students have six months to complete the readings, education measures and clinical sheets. There will be online quizzes and a final test to complete the course. For course specific information, visit www.kirkwood.edu/courses/efda or contact Pam Hanson at 319-398-5560 or pam.hanson@kirkwood.edu. To request registration materials, contact Heather Niec at heather.niec@kirkwood.edu or call 319-398-7660.

CHDE-5001 / $225

- 46515 Start Anytime

Supragingival Cement Removal

This course is designed to instruct expanded function dental assistants (EFDA) in the proper technique in temporary cementation and removal of supragingival temporary cement. Participants must provide proof of current EFDA certification in fabrication and removal of provisional restorations. The participant must work in an office where the participating dentist will serve as the clinical evaluator. Upon acceptance into the course, students will have three months to complete the readings, education measures and clinical skill sheet. There will be an online quiz and a final test to complete the course. Please contact Heather Niec at heather.niec@kirkwood.edu to request registration materials.

CHDE-5601 / $60

- 46036 Slach Start Anytime

EFDA: Monitoring of Nitrous Oxide Inhalation Analgesia with a Dental Patient (online)

This instructional unit provides students with an awareness of the indications and contraindications for nitrous oxide use, a working knowledge of the equipment, an understanding of the procedure for administering nitrous oxide analgesia, and prepares the participant to monitor nitrous oxide inhalation analgesia in a dental setting. This is a non-credit independent study course with a grading criteria of pass/fail. This course may be taken with the full EFDA course or as an independent unit. The student will have six months to complete the course and must be currently employed in a dental office where this function is conducted. Tuition does not include required textbook. For registration materials, please contact Heather Niec, heather.niec@kirkwood.edu, or call 319-398-7660. Course-specific questions should be directed to Pam Hanson, Kirkwood Community College Dental Assisting Program Director, pam.hanson@kirkwood.edu.

CHDE-5650 / $135

- 41152 Hanson Start Anytime

EMERGENCY MEDICAL SERVICES

First Responder to EMR Transition

This course meets the transition requirements from the current first responder to the new emergency medical responder (EMR). All EMS Providers can attend. The course has been approved for four hours of formal education.

CHEM-1001 / 1 session / $59

- 43407 Sa 8am-12pm Billow Linn Hall 147D
A Better Job is Out There.

Earn your GED, certificate, diploma or even your degree from Kirkwood Community College, by pursuing a KPACE* career pathway in welding, nurse aide, administrative assistant or PC technical support occupations. For each level you climb on the pathway ladder, you can earn additional credentials and certifications that increase your earning potential.

Students must meet income eligibility guidelines and complete the selection process. For more information on how you can increase your earning potential through the KPACE career pathway program, contact Mialisa Wright at 319-784-1518 or mialisa.wright@kirkwood.edu.

*KPACE (Kirkwood Pathways for Academic Career Education and Employment) is a partnership among Kirkwood Community College, United Way of East Central Iowa, Employers and Community Based Organizations.

Advanced EMT Test Prep (online)
Looking to pass the AEMT National Registry Exam? This online test prep allows you unlimited access to take multiple practice exams as well as a practice final exam. Full rationale for each question is available to help you understand the correct answer. Each exam gives you a breakdown of the major topic areas similar to National Registry Testing. This test prep will help you gear your studying to your weakest area. This is a great resource for all students taking the NREMT Exam.

CHEM-2675 / $41

EMS Evaluator
This is required to become a certified evaluator through the Iowa Department of Health, Bureau of EMS.

CHEM-5300 / 1 session / $10

EMS Instructor Update
This is designed for current EMS instructors and will provide current information on EMS instructor techniques. It is required for EMS instructors in order to recertify their EMS provider status.

CHEM-5400 / 1 session / $10

Expanded IV Therapy for the Licensed Practical Nurse
This course is designed to prepare the licensed practical nurse to perform procedures related to the expanded scope of intravenous therapy, using a peripheral intravenous catheter, a midline catheter and a peripherally inserted central catheter (PICC line), in a licensed hospital, a nursing facility and a certified end-stage renal dialysis unit as identified in 655 IAC Chapter 6. Major emphasis is placed on the specialized skills needed to provide intravenous therapy related to the expanded scope of the licensed practical nurse for clients who are age 12 or older and for clients who weigh 80 pounds or more.

CHHD-3050 / 10 sessions / $399

A Better Job is Out There.

Earn your GED, certificate, diploma or even your degree from Kirkwood Community College, by pursuing a KPACE* career pathway in welding, nurse aide, administrative assistant or PC technical support occupations. For each level you climb on the pathway ladder, you can earn additional credentials and certifications that increase your earning potential.

Students must meet income eligibility guidelines and complete the selection process. For more information on how you can increase your earning potential through the KPACE career pathway program, contact Mialisa Wright at 319-784-1518 or mialisa.wright@kirkwood.edu.

*KPACE (Kirkwood Pathways for Academic Career Education and Employment) is a partnership among Kirkwood Community College, United Way of East Central Iowa, Employers and Community Based Organizations.

EMT Test Prep (online)
Looking to pass the EMT National Registry Exam? This online test prep allows you unlimited access to take multiple practice exams as well as a practice final exam. Full rationale for each question is available to help you understand the correct answer. Each exam gives you a breakdown of the major topic areas similar to National Registry Testing. This test prep will help you gear your studying to your weakest area. This is a great resource for all students taking the NREMT Exam.

CHEM-2601 / $31

Paramedic Test Prep (online)
Looking to pass the Paramedic National Registry Exam? This online test prep allows you unlimited access to take multiple practice exams as well as a practice final exam. Full rationale for each question is available to help you understand the correct answer. Each exam gives you a breakdown of the major topic areas similar to National Registry Testing. This test prep will help you gear your studying to your weakest area. This is a great resource for all students taking the NREMT Exam.

CHEM-2651 / $41
Phlebotomist Training Course
This non-credit program 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. Course content includes anatomy and physiology of the circulatory system, medical terminology prefixes and suffixes, abbreviations and customer service skills. Class consists of classroom work, graded tests and quizzes, and lab practicals (September 3-November 7) followed by 80 hours clinical experience in a laboratory setting (November 11-22 OR December 2-13). Included in the cost of the course is a national certification exam, which students may take upon course completion. Successful passing of the exam results in the Phlebotomy Technician Certification (CPT), which is accredited by the National Commission for Certifying Agencies (NCQA) and issued through the National Healthcare Association (NHA). Prior to registering, all students must take the COMPASS reading placement test by contacting the Kirkwood Community College Test Center at 319-398-5456 in Cedar Rapids or 319-887-3642 in Iowa City. Applicant must achieve a passing score of 76 percent to be considered eligible to register for the phlebotomy program. After receiving the assessment score, the applicant must contact the program director at 319-398-5626 to complete the registration process. Costs associated with the program that are not included in the tuition: books (see below), $28 sessions / $899

24-hour Food Production (online)
Students prepare and evaluate foods appropriate for the elderly, with emphasis on quality control and quantity preparation techniques. You will be required to prepare food in the workplace and be evaluated by customers and/or employees. Management course requires travel to two local care facilities to tour and evaluate. Prospective students must have access to the following: 1) high-speed Internet access several times per week; 2) Internet Explorer or Mozilla Firefox browsers; 3) Microsoft Word and Microsoft Excel; 4) Adobe Acrobat; 5) a computer with speakers; and 6) a printer.

CHLT-1055 / 72 sessions / $199

Food Management (online)
You will learn personnel management, interviewing and hiring skills, orientation and training procedures, discipline, evaluation techniques, human relations and leadership. Prospective students must have access to the following requirements for the course: (1) high-speed Internet access several times per week; (2) Internet Explorer or Mozilla Firefox browsers; (3) Microsoft Word and Microsoft Excel; (4) Adobe Acrobat; (5) a computer with speakers; and (6) printer.

CHLT-1065 / 42 sessions / $199

20 sessions / $139

Food Preparation (online)
Learn different methods of cooking (e.g. Blanching and marinating), review recipe standardization and compare cooking methods. Discuss selection, storage and preparation of fruits, vegetables, meat, fish, poultry, eggs, breads, cereals, and cheese and milk products. Food preparation course requires food to be prepared in the workplace for evaluation by customers and employees. Management course requires travel to two local care facilities to tour and evaluate. Prospective students must have access to the following: 1) high-speed Internet access several times per week; 2) Internet Explorer or Mozilla Firefox browsers; 3) Microsoft Word and Microsoft Excel; 4) Adobe Acrobat; 5) a computer with speakers; 6) a printer.

CHLT-1045 / 28 sessions / $139

LONG-TERM CARE

Modified Diets (online)
This course is designed to familiarize you with the restrictions of diabetic, bland and sodium restricted diets as well as fat exchanges and herb and garnish use. Prospective students must have access to the following: 1) high-speed Internet access several times per week; 2) Internet Explorer or Mozilla Firefox browsers; 3) Microsoft Word and Microsoft Excel; 4) Adobe Acrobat; 5) a computer with speakers; 6) a printer.

CHLT-1035 / 28 sessions / $139

Supervising in Health Care Facilities
This course meets the requirements under the Nurse Practice Act for the LPN employed in a supervisory position in long-term care. The learner will examine selected management problems, discuss related basic theory and principles, and apply these in solving problems. Health care facilities or organization, management tasks and skills, leadership qualities and appreciation of the individual needs of residents and staff members will be discussed throughout the course. The RN may also find this to be a beneficial course to develop management skills.

CHLT-2500 / 9 sessions / $359

AM Nurse Aide State Skills Testing
This is the AM Skills only portion of the CNA exam. Doors will close promptly at test start time. No walk-ins will be accepted. Bring a valid picture ID. You must sign up for the written portion of the exam separately at an additional cost. You must pass both the written and skills portions of the state exam to be placed on the active registry. If for any reason your record indicates an unpaid tuition, you will be removed from the testing date without notice. The skills exam is designed as a realistic nurse aide assignment and consists of seven skills taken from the OBRA list of skills for testing. Hand hygiene and communication/resident rights are included in every skills exam. You will have 45 minutes to complete the skills test. Nurse aide candidates are required to achieve a 70 percent or better on both the written and skills Nurse Aide Competency Exam to be placed on the Direct Care Workers Registry (formally known as the Nurse Aide Registry). If you don’t receive the minimum score of 70 percent, you may take the skills exam three times in a year to achieve the minimum pass score. If you fail the third exam you must retake the course prior to testing again.

CHNA-3000 / 1 session / $85

AM Nurse Aide State Skills Testing
This is the AM Skills only portion of the CNA exam. Doors will close promptly at test start time. No walk-ins will be accepted. Bring a valid picture ID. You must sign up for the written portion of the exam separately at an additional cost. You must pass both the written and skills portions of the state exam to be placed on the active registry. If for any reason your record indicates an unpaid tuition, you will be removed from the testing date without notice. The skills exam is designed as a realistic nurse aide assignment and consists of seven skills taken from the OBRA list of skills for testing. Hand hygiene and communication/resident rights are included in every skills exam. You will have 45 minutes to complete the skills test. Nurse aide candidates are required to achieve a 70 percent or better on both the written and skills Nurse Aide Competency Exam to be placed on the Direct Care Workers Registry (formally known as the Nurse Aide Registry). If you don’t receive the minimum score of 70 percent, you may take the skills exam three times in a year to achieve the minimum pass score. If you fail the third exam you must retake the course prior to testing again.

CHNA-3000 / 1 session / $85

AM Nurse Aide State Skills Testing
This is the AM Skills only portion of the CNA exam. Doors will close promptly at test start time. No walk-ins will be accepted. Bring a valid picture ID. You must sign up for the written portion of the exam separately at an additional cost. You must pass both the written and skills portions of the state exam to be placed on the active registry. If for any reason your record indicates an unpaid tuition, you will be removed from the testing date without notice. The skills exam is designed as a realistic nurse aide assignment and consists of seven skills taken from the OBRA list of skills for testing. Hand hygiene and communication/resident rights are included in every skills exam. You will have 45 minutes to complete the skills test. Nurse aide candidates are required to achieve a 70 percent or better on both the written and skills Nurse Aide Competency Exam to be placed on the Direct Care Workers Registry (formally known as the Nurse Aide Registry). If you don’t receive the minimum score of 70 percent, you may take the skills exam three times in a year to achieve the minimum pass score. If you fail the third exam you must retake the course prior to testing again.

CHNA-3000 / 1 session / $85

AM Nurse Aide State Skills Testing
This is the AM Skills only portion of the CNA exam. Doors will close promptly at test start time. No walk-ins will be accepted. Bring a valid picture ID. You must sign up for the written portion of the exam separately at an additional cost. You must pass both the written and skills portions of the state exam to be placed on the active registry. If for any reason your record indicates an unpaid tuition, you will be removed from the testing date without notice. The skills exam is designed as a realistic nurse aide assignment and consists of seven skills taken from the OBRA list of skills for testing. Hand hygiene and communication/resident rights are included in every skills exam. You will have 45 minutes to complete the skills test. Nurse aide candidates are required to achieve a 70 percent or better on both the written and skills Nurse Aide Competency Exam to be placed on the Direct Care Workers Registry (formally known as the Nurse Aide Registry). If you don’t receive the minimum score of 70 percent, you may take the skills exam three times in a year to achieve the minimum pass score. If you fail the third exam you must retake the course prior to testing again.

CHNA-3000 / 1 session / $85

AM Nurse Aide State Skills Testing
This is the AM Skills only portion of the CNA exam. Doors will close promptly at test start time. No walk-ins will be accepted. Bring a valid picture ID. You must sign up for the written portion of the exam separately at an additional cost. You must pass both the written and skills portions of the state exam to be placed on the active registry. If for any reason your record indicates an unpaid tuition, you will be removed from the testing date without notice. The skills exam is designed as a realistic nurse aide assignment and consists of seven skills taken from the OBRA list of skills for testing. Hand hygiene and communication/resident rights are included in every skills exam. You will have 45 minutes to complete the skills test. Nurse aide candidates are required to achieve a 70 percent or better on both the written and skills Nurse Aide Competency Exam to be placed on the Direct Care Workers Registry (formally known as the Nurse Aide Registry). If you don’t receive the minimum score of 70 percent, you may take the skills exam three times in a year to achieve the minimum pass score. If you fail the third exam you must retake the course prior to testing again.
75-hour Nurse Aide

The 75-hour Nurse Aide course is designed to meet the training requirements for the nurse aide in long-term care facilities. Emphasis is in achieving a basic level of knowledge and demonstrating skills to provide safe, effective resident care. Per state regulations a criminal background check must be performed no more than 30 days prior to the first day of class and the $20 fee will be included at the time of registration.

CHNA-1000 / Please note session/price variations.

- 16 sessions / $466 for the following:
  - 43141: WF 8am-12pm Burkhaw, Sep 4-Oct 25 Linn Manor
  - 20 sessions / $466 for the following:
    - 42232: ThMTW 5-9pm Cart, Sep 5-Oct 9 Nurse Aide Bldg
    - 41060: TTh 12:30-4:30pm Scott, Sep 10-Nov 14 Linn Co Reg Ctr 518

- 20 sessions / $466 for the following:
  - 41061: MWF 12:30-4:30pm Scott, Sep 23-Nov 6 Linn Co Reg Ctr 518
  - 18 sessions / $466 for the following:
    - 45156: WThF 8am-12pm TBA, Sep 25-Oct 28 Linn Co Reg Ctr

- 23 sessions / $466 for the following:
  - 42425: ThT 12:15-3:30pm Moses, Sep 26-Dec 17 Nurse Aide Bldg

Nurse Aide State Written/Computer Competency Exam

This is the written portion of the CNA test. You may register for the written or skills portion of the test by calling 319-398-1022 or 1-800-332-8833. You will sign up for the skills test separately, and must successfully pass both the written and skills tests to be placed on the Iowa Nurse Aide Registry. The written portion of the test is taken on the computer. Call the Test Center to schedule an appointment for written testing upon completion of registration and payment at 319-398-5456. You will have two hours to complete the exam, and the computer will continually post the time remaining for the exam. If you have a documented learning disability and would like to receive accommodations, please contact Bev Riege learning disability and would like to receive accommodations, please contact Bev Riege.

You have two hours to complete the exam, and the computer will continually post the time remaining for the exam. If you have a documented learning disability and would like to receive accommodations, please contact Bev Riege learning disability and would like to receive accommodations, please contact Bev Riege.

Test Center to schedule an appointment for written testing upon completion of registration and payment at 319-398-5456. You will have two hours to complete the exam, and the computer will continually post the time remaining for the exam. If you have a documented learning disability and would like to receive accommodations, please contact Bev Riege learning disability and would like to receive accommodations, please contact Bev Riege.

You have two hours to complete the exam, and the computer will continually post the time remaining for the exam. If you have a documented learning disability and would like to receive accommodations, please contact Bev Riege learning disability and would like to receive accommodations, please contact Bev Riege.

For the exam. If you don’t receive the minimum score of 70 percent, you will receive a test analysis of the test is taken on the computer. Call the Test Center to schedule an appointment for written testing upon completion of registration and payment at 319-398-4970. The nurse aide candidate is required to achieve a 70 percent or better on both the written and skills Nurse Aide Competency Exam to be placed on the Direct Care Workers Registry (formally known as the Nurse Aide Registry). If you don’t receive the minimum score of 70 percent, you will receive a test analysis with the test results. You may take the written exam three times to achieve the minimum pass score. If you fail the third exam, you must retake the course prior to testing again.

CHNA-2000 / 5 sessions / $50

- 38616: MTWThF 9am-5:30pm Vann, Sep 9-Sep 13 Cedar Hall 2055
- 38619: MTWThF 9am-5:30pm Vann, Sep 30-Oct 14 Cedar Hall 2055
- 38620: MTWThF 9am-5:30pm Vann, Oct 14-Oct 18 Cedar Hall 2055
- 38621: MTWThF 9am-5:30pm Vann, Oct 21-Oct 25 Cedar Hall 2055
- 38622: MTWThF 9am-5:30pm Vann, Oct 28-Nov 1 Cedar Hall 2055
- 38623: MTWThF 9am-5:30pm Vann, Nov 4-Nov 8 Cedar Hall 2055

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.

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.
### PM Nurse Aide State Skills Testing
This is the PM Skills Only portion of the CAN exam. Doors will close promptly at test start time. No walk-ins accepted. Bring valid picture ID. You must sign up for the written portion of the exam separately at an additional cost. You must pass both the written and skills portion of the state exam to be placed on the active registry. If for any reason your record indicates an unpaid tuition, you will be removed from the testing date without notice. The skills exam is designed as a realistic nurse aide assignment and consists of seven skills taken from the O'BRA list of skills for testing. Hand hygiene and communication/resident rights are included in every skills exam. You will have 45 minutes to complete the skills test. TEST RESULTS: nurse aide candidates are required to achieve a 70 percent or better on both the written and skills Nurse Aide Competency Exam to be placed on the Direct Care Workers Registry (formally known as the Nurse Aide Registry). If you don’t receive the minimum score of 70 percent, you may take the skills exam three times in a year to achieve the minimum pass score. If you fail the third exam you must retake the course prior to testing again.

<table>
<thead>
<tr>
<th>CHNA-3500</th>
<th>1 session / $35</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 38592</td>
<td>F 12-4pm Sep 6</td>
</tr>
<tr>
<td>Vann</td>
<td>Nurse Aide Bldg</td>
</tr>
<tr>
<td>&gt; 38593</td>
<td>F 12-4pm Sep 13</td>
</tr>
<tr>
<td>Vann</td>
<td>Nurse Aide Bldg</td>
</tr>
<tr>
<td>&gt; 38594</td>
<td>F 12-4pm Sep 27</td>
</tr>
<tr>
<td>Vann</td>
<td>Nurse Aide Bldg</td>
</tr>
<tr>
<td>&gt; 38595</td>
<td>F 12-4pm Oct 4</td>
</tr>
<tr>
<td>Vann</td>
<td>Nurse Aide Bldg</td>
</tr>
<tr>
<td>&gt; 38596</td>
<td>F 12-4pm Oct 11</td>
</tr>
<tr>
<td>Vann</td>
<td>Nurse Aide Bldg</td>
</tr>
<tr>
<td>&gt; 38597</td>
<td>F 12-4pm Oct 25</td>
</tr>
<tr>
<td>Vann</td>
<td>Nurse Aide Bldg</td>
</tr>
<tr>
<td>&gt; 38598</td>
<td>F 12-4pm Nov 8</td>
</tr>
<tr>
<td>Vann</td>
<td>Nurse Aide Bldg</td>
</tr>
</tbody>
</table>

### Nurse Aide Refresher
The purpose of this eight-hour course is to provide content and skill review for those who successfully completed a 75-hour Nurse Aide course or nursing students who successfully completed nursing fundamentals courses. This refresher course consists of a two-to-three-hour session that focuses on the pre-assessment instrument, and includes both demonstration and return demonstration review. Resident scenarios will be used as a group activity to promote application of content and skills and assist with preparation for state competency testing. This review is to help facilitate re-entry into the long-term care work force.

<table>
<thead>
<tr>
<th>CHNA-5000</th>
<th>2 sessions / $69</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 42493</td>
<td>TTh 12:30-4:30pm</td>
</tr>
<tr>
<td>Doudna</td>
<td>Sep 10-Sep 12</td>
</tr>
<tr>
<td>Nurse Aide Bldg</td>
<td></td>
</tr>
<tr>
<td>&gt; 42494</td>
<td>MW 12:30-4:30pm</td>
</tr>
<tr>
<td>Doudna</td>
<td>Oct 21-Oct 23</td>
</tr>
<tr>
<td>Nurse Aide Bldg</td>
<td></td>
</tr>
</tbody>
</table>

### Cardiac and Pulmonary Assessment
This class, which is offered as an independent module in the “Management of the Critically Ill Patient” series, is designed for the health care professional who is taking care of patients across the continuum in multiple settings, such as emergency departments, critical care units, medical/surgical units and home care. Nurses new to critical care or preparing for positions in critical care, experienced critical care nurses who desire a review, and nurses working in multiple settings or home health who wish to enhance their current knowledge and assessment skills will find the content of this course useful. The facilitator is an experienced critical care educator in Des Moines. This program has been developed by the Iowa Critical Care Nursing Education Committee and delivered over the Iowa Communication Network (ICN). Students will be provided with up-to-date information on cardiac dysrhythmias, extensive handouts and the ability to interact with the instructor and participants from other sites across Iowa. Optional competency testing is available upon request.

<table>
<thead>
<tr>
<th>CHNC-1000</th>
<th>1 session / $73</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 43436</td>
<td>T 8am-4pm Sep 3</td>
</tr>
<tr>
<td>TBA</td>
<td>Jones Hall 123</td>
</tr>
</tbody>
</table>

### Acid/Base Balance
Acid-base balance is necessary for many physiological processes. Participants will review and discuss acidosis and alkalosis, adaptive compensatory mechanisms and changes, arterial blood gases and treatment protocols. This class is designed for the health care professional who is taking care of patients across the continuum in multiple settings, such as emergency departments, critical care units, medical/surgical units and home care. The “Management of the Critically Ill Patient” series of individual modules was developed by the Iowa Critical Care Nursing Education Committee and is delivered over the Iowa Communication Network (ICN). Students will be provided with extensive handouts, up-to-date information and the ability to interact with the instructor and participants from other sites across Iowa. Optional competency testing is available upon request. One hundred percent attendance is required to receive CEUs/CEHs.

<table>
<thead>
<tr>
<th>CHNC-1000</th>
<th>5 sessions / $199</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 43440</td>
<td>T 8-11:30am Sep 10-Oct 8</td>
</tr>
<tr>
<td>TBA</td>
<td>Jones Hall 123</td>
</tr>
</tbody>
</table>

### Cardiac Dysrhythmias
This five-session class, which is offered as an independent module in the “Management of the Critically Ill Patient” series, is designed for the health care professional who is taking care of patients across the continuum in multiple settings, such as emergency departments, critical care units, medical/surgical units and home care. Nurses new to critical care or preparing for positions in critical care, experienced critical care nurses who desire a review, and nurses working in multiple settings or home health who wish to enhance their current knowledge and assessment skills will find the content of this course useful. The facilitator is an experienced critical care educator in Des Moines. This program has been developed by the Iowa Critical Care Nursing Education Committee and is delivered over the Iowa Communication Network (ICN). Students will be provided with up-to-date information on cardiac dysrhythmias, extensive handouts and the ability to interact with the instructor and participants from other sites across Iowa. Optional competency testing is available upon request.

<table>
<thead>
<tr>
<th>CHNC-1000</th>
<th>1 session / $45</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 43446</td>
<td>T 12:30-4pm Oct 15</td>
</tr>
<tr>
<td>TBA</td>
<td>Jones Hall 123</td>
</tr>
</tbody>
</table>

### Critical Care Networks
Critical Care Nurses Network (CCN) and the Iowa Critical Care Nurses Network (ICCN) are national and state networks for healthcare providers who work in critical care. Both networks are provided by the Iowa Critical Care Nurses Association (ICNCA). The Critical Care Nurses Network (CCN) is a national membership organization that provides educational opportunities for critical care nurses across the United States. The Iowa Critical Care Nurses Network (ICCN) is a state-level organization that provides educational opportunities for critical care nurses in Iowa. Both networks are committed to providing high-quality education for critical care nurses to improve patient care and outcomes. Final exam is mandatory and participants from other sites across Iowa. Optional competency testing is available upon request.
Cardiac Physiology and Angina

This class, which is offered as an independent module in the “Management of the Critically Ill Patient” series, is designed for the health care professional who is taking care of patients across the continuum in multiple settings, such as emergency departments, critical care units, medical/surgical units and home care. Nurses new to critical care or preparing for positions in critical care, experienced critical care nurses who desire a review, and nurses working in multiple settings or home health who wish to enhance their current knowledge and assessment skills will find the content of this course useful. The facilitator is an experienced critical care educator in Des Moines. This program has been developed by the Iowa Critical Care Nursing Education Committee and is delivered over the Iowa Communication Network (ICN). Students will be provided with up-to-date information on cardiac physiology and angina, extensive handouts and the ability to interact with the instructor and participants from other sites across Iowa. Optional competency testing is available upon request.

CHNC-1000 / 1 session / $45

- 43441 T 12:30-4pm
  TBA Sep 10
  Jones Hall 123

Congestive Heart Failure

This class, which is offered as an independent module in the “Management of the Critically Ill Patient” series, is designed for the health care professional who is taking care of patients across the continuum in multiple settings, such as emergency departments, critical care units, medical/surgical units and home care. Nurses new to critical care or preparing for positions in critical care, experienced critical care nurses who desire a review, and nurses working in multiple settings or home health who wish to enhance their current knowledge and assessment skills will find the content of this course useful. The facilitator is an experienced critical care educator in Des Moines. This program has been developed by the Iowa Critical Care Nursing Education Committee and is delivered over the Iowa Communication Network (ICN). Students will be provided with up-to-date information on congestive heart failure, extensive handouts and the ability to interact with the instructor and participants from other sites across Iowa. Optional competency testing is available upon request.

CHNC-1000 / 1 session / $45

- 43439 T 12:30-4pm
  TBA Sep 24
  Jones Hall 123

Endocrine Disorders

The endocrine system encompasses several glands in different parts of the body. These glands secrete directly into the bloodstream and affect various important functions. This class on endocrine disorders is designed for the health care professional who cares for patients across the continuum in multiple settings, such as emergency departments, critical care units, medical/surgical units and home care. Our facilitator is a critical care educator with Iowa Health-DM in Des Moines. The “Management of Patients Across the Continuum” series was developed by the Iowa Critical Care Nursing Education Committee and is delivered over the Iowa Communication Network (ICN). Students will be provided with extensive handouts, up-to-date information on endocrine disorders and the ability to interact with the instructor and participants from other sites across Iowa. Optional competency testing is available.

CHNC-1000 / 1 session / $59

- 43455 T 8am-4pm
  TBA Nov 5
  Jones Hall 123

Myocardial Infarction

This class, which is offered as an independent module in the “Management of the Critically Ill Patient” series, is designed for the health care professional who is taking care of patients across the continuum in multiple settings, such as emergency departments, critical care units, medical/surgical units and home care. Nurses new to critical care or preparing for positions in critical care, experienced critical care nurses who desire a review, and nurses working in multiple settings or home health who wish to enhance their current knowledge and assessment skills will find the content of this course useful. The facilitator is an experienced critical care educator in Des Moines. This program has been developed by the Iowa Critical Care Nursing Education Committee and is delivered over the Iowa Communication Network (ICN). Students will be provided with up-to-date information on myocardial infarction, extensive handouts and the ability to interact with the instructor and participants from other sites across Iowa. Optional competency testing is available upon request.

CHNC-1000 / 1 session / $45

- 43442 T 12:30-4pm
  TBA Sep 17
  Jones Hall 123

Cultural Sensitivity in Healthcare

In healthcare, clinical knowledge and skills are essential, but not always adequate to meet the cultural needs of patients and their families. To ensure quality patient care, healthcare providers must know how to work effectively with patients, families and coworkers from culturally diverse backgrounds. This presentation will benefit healthcare professionals who work in any setting - including hospitals, home health, and long-term care.

CHNC-1000 / 1 session / $29

- 45836 Th 6-8:15pm
  TBA Oct 10
  Kirkwood Ctr 123

Dependent Adult Abuse and Mandatory Reporting

Are you aware of your obligations as a mandatory reporter of adult abuse or neglect? Diana Nicholls-Blomme will share the latest updates for mandatory reporters, their roles and responsibilities, and recognition of abuse. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, Approval #163.

CHNC-2100 / 1 session / $29

- 41401 Th 6:30-8:45pm
  Nicholls-Blomme Linn Ctr 314
- 41402 Th 6:30-8:45pm
  Oct 15
  Nicholls-Blomme Linn Hall 2188

Pulmonary Physiology

Pulmonary physiology focuses on the function of the lungs in gas exchange. Participants will review the basic physiology of the lungs and how it applies to patient and client care. This class is designed for the health care professional who is taking care of patients across the continuum in multiple settings, such as emergency departments, critical care units, medical/surgical units and home care. The “Management of the Critically Ill Patient” series of individual modules was developed by the Iowa Critical Care Nursing Education Committee and is delivered over the Iowa Communication Network (ICN). Students will be provided with extensive handouts, up-to-date information and the ability to interact with the instructor and participants from other sites across Iowa. Optional competency testing is available upon request. One hundred percent attendance is required to receive CEUs/CEHs.

CHNC-1000 / 1 session / $45

- 43444 T 8-11:30am
  TBA Oct 15
  Jones Hall 123
Renal Disorders

Renal or kidney disease occurs when kidneys can no longer remove wastes and extra water from the blood as they should. Millions of Americans have kidney disease. Many more are at risk. This class on Renal Disorders is designed for the healthcare professional who is taking care of patients across the continuum in multiple settings, such as emergency departments, critical care units, medical/surgical units and home care. Nurses new to critical care or preparing for positions in critical care, experienced critical care nurses who desire a review, and nurses working in multiple settings or home health who wish to enhance their current knowledge and assessment skills will find the content of this course useful. Our facilitator is an experienced critical care educator in Des Moines. The “Management of Patients Across the Continuum” series was developed by the Iowa Critical Care Nursing Education Committee and is delivered over the Iowa Communication Network (iCN). Students will be provided with up-to-date information on renal disorders, extensive handouts and the ability to interact with the instructor and participants from other sites across Iowa. Optional competency testing is available.

CHNC-1000 / 1 session / $79

> 43448 T 8am-4pm Oct 29
   TBA Jones Hall 123

Respiratory Disorders

This class on respiratory disorders is designed for the health care professional who is taking care of patients across the continuum in multiple settings, such as emergency departments, critical care units, medical/surgical units and home care. It is developed by the Iowa Critical Care Nursing Education Committee and cosponsored by Des Moines Area Community College in cooperation with Kirkwood Community College. Lunch is on your own. CEUs: 0.7 Nurses, IBON Provider #30. Content is appropriate for Respiratory Therapists and EMS providers (7.0 CEHs). One hundred percent attendance is required to receive CE certificate.

CHNC-1000 / 1 session / $79

> 43447 T 8am-4pm Oct 22
   TBA Jones Hall 123

Intubation: Tricks of the Blade

Provides RNs and EMS providers with classroom content and hands-on skill sessions to improve knowledge of managing difficult airways. Students in this class will review basic airway techniques and discuss and practice advanced skills. Our speaker is an anesthesiologist who will teach techniques that will increase your success in accessing and stabilizing difficult airways.

CHNC-9000 / 1 session / $79

> 45837 Sa 12:30-4:45pm Oct 26
   TBA Linn Hall 1707

There is no “I” in Team

Teamwork. It’s one of the most commonly used words in any organization, including healthcare. In fact, studies indicate that effective teamwork is essential in the provision of healthcare. Yet, in an industry where patient outcomes are dependent on a team of healthcare providers, teamwork is frequently misunderstood by those who are a part of the team. This session will focus on how individual health professionals contribute to effective teamwork and the personal competencies we need to understand and value in every team member.

CHNC-1000 / 1 session / $99

> 45841 Th 8:30am-3:30pm Oct 10
   Mulvaney Kirkwood Ctr 123

Valve Disease and Pericarditis

This class, which is offered as an independent module in the “Management of the Critically Ill Patient” series, is designed for the health care professional who is taking care of patients across the continuum in multiple settings, such as emergency departments, critical care units, medical/surgical units and home care. Nurses new to critical care or preparing for positions in critical care, experienced critical care nurses who desire a review, and nurses working in multiple settings or home health who wish to enhance their current knowledge and assessment skills will find the content of this course useful. The facilitator is an experienced critical care educator in Des Moines. This program has been developed by the Iowa Critical Care Nursing Education Committee and is delivered over the Iowa Communication Network (iCN). Students will be provided with up-to-date information on valve disease and pericarditis, extensive handouts and the ability to interact with the instructor and participants from other sites across Iowa. Optional competency testing is available upon request.

CHNC-1000 / 1 session / $45

> 43443 T 12:30-4pm Oct 1
   TBA Jones Hall 123

Abilities in Action 2013 Conference and Expo

The Abilities in Action Conference and Expo is a premiere combination of information and technology for professionals working in the disability field. This year’s conference will provide participants with strategies for effective team building, leadership, organization, self-care and communication for professional growth and development. Don’t miss this opportunity to learn, grow and network with other individuals who share your same interests!

CHNC-4200 / 1 session / $59

> 45165 W 8am-4:30pm Oct 2
   TBA KTOS

Training for Mandatory Reporters of Child Abuse and Dependent Adult Abuse

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. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, approval #2032. 100 percent attendance is required.

CHNC-2200 / 1 session / $35

> 41386 T 6-9:15pm Sep 17
   Nicholls-Blomme Linn Hall 2188

> 41389 T 6-9:15pm Sep 17
   Nicholls-Blomme Linn Co Reg Ctr 314

Pressure Ulcer Prevention, Indentification and Treatment: The State of the Evidence

Regulatory efforts to monitor pressure ulcer incidence in all healthcare settings as well as non-payment policies for facility-acquired pressure ulcers has focused the national spotlight on pressure ulcer prevention and early identification. But recent consensus by wound care organizations supports that pressure ulcers may be unavoidable under certain circumstances and in defined populations. Pressure ulcer identification may be difficult and can easily be confused with wounds of other etiologies. The purpose of this program is to discuss the state of the evidence on pressure ulcer prevention, accurate identification and staging, and treatment options. Target audience: RNs and LPNs in all practice settings. Our speaker is a registered nurse with 37 years’ experience. For the past 21 years, she has practiced the full scope of wound, ostomy and continence nursing care, providing clinical consultation for inpatient, outpatient, long term care and home health care settings.

CHNC-9000 / 1 session / $69

> 45846 W 8am-12pm Oct 9
   TBA Linn Hall 2017

319.398.1022 / 1.800.332.8833

Fall 2013. Continuing Education | Kirkwood Community College
**Industrial Technology**

**AUTOMOTIVE**

**Auto Body: Repair Dings, Dents and Rust**
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.

*Cias-1120* / 6 sessions / $295
- 45243 Th 6-10pm Simmering & Burns Auto Collision Shop

**Auto Body: Prime and Paint**
A glimmering coat of paint is the finishing touch for an auto body repair job. You will learn professional tips and techniques for sanding, priming, sealing, and spraying topcoat and clearcoat paints.

*Cias-1140* / 5 sessions / $295
- 45244 Th 6-10pm Oct 24-Dec 5 Simmering & Burns Auto Collision Shop

**Lawn and Garden Engine Maintenance/Repair**
Are you preparing your lawn and garden equipment for the upcoming season? Perhaps you have a lawn mower, snow blower or garden tiller that won’t start. Bring your equipment and acquire the basic skills and knowledge to tune-up, troubleshoot and repair your own small engines.

*Cias-3000* / 3 sessions / $195
- 44948 Sa 8am-4:30pm Neef Sep 7-Sep 21 Washington Hall 005

**COMPUTER AIDED DESIGN**

**Autodesk Inventor**
This is the third of a computer-aided design (CAD) series and is similar to ProE 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. Prerequisite: AutoCAD II or equivalent experience.

*Cica-1130* / 8 sessions / $265
- 53766 M-Th 6-9pm McKibben Oct 28-Dec 16 Jones Hall 112

**CONSTRUCTION TRADES**

**2012 Uniform Plumbing Code Update**
This one-day seminar provides you the unique opportunity to learn the basic requirements of the 2012 Uniform Plumbing Code. The six-hour session will include informative discussions covering code approved terms and definitions, traps and interceptors, materials, sizing drain, waste and vent systems, and pertinent update changes from the previous edition of the Uniform Plumbing Code. This class has been approved by the Iowa Plumbing and Mechanical Systems Board for two hours of plumbing code and four hours of plumbing discipline. A copy of the 2012 UPC is required for this class.

*Citr-1000* / 1 session / $149
- 44857 Sa 8am-2:30pm Sep 7 Williams Jones Hall 152
- 44859 Sa 8am-2:30pm Oct 26 Williams Jones Hall 117

**2009 UPC Chapter 10 Course (online)**
This class is designed to give you an opportunity to review Chapter 10 of the Uniform Plumbing Code. Chapter 10 covers the topics of traps and interceptors. Traps are essential in protecting the health individuals who use a building. Interceptors are essential to protect the plumbing system, from the point of use to the point of final disposal. Therefore, your understanding of the requirements of this chapter is critical. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing code.

*Citr-1015* / $59
- 40480 Williams Start Anytime

**2009 UPC Chapter 11 Course (online)**
The improper disposal of rainwater and ground water can create a number of problems. Chapter 11 of the Uniform Plumbing Code provides for the removal of storm water and ground water in a safe and efficient manner. The subject material is relevant to all structures, but is mainly applied to large commercial and public buildings, large apartment structures and factories. The proper installation of roof drains and storm drainage piping is a critical component of plumbing systems. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing code.

*Citr-1015* / $59
- 40481 Williams Start Anytime

**2009 UPC Chapter 12 Course (online)**
Propriety installed and sized fuel gas components are critical to insuring the safety of a building’s occupants and even the integrity of the entire structure. The importance of meeting required standards is essential when installing a new system, making repairs or adding new appliances. This online course will lead you through Chapter 12 by asking a series of multiple choice and true/false questions. You will need a 2009 Uniform Plumbing Code book to successfully complete this course. An advantage to this type of study is that you may work at your convenience and at your own pace. However, to gain the greatest knowledge, you are encouraged to take the time to search your code book for each answer. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing code.

*Citr-1015* / $59
- 40473 Williams Start Anytime

**2009 UPC Chapter 3 Course (online)**
This course is designed to lead you through an in-depth study of the General Requirements of the 2009 Uniform Plumbing Code. Chapter 3 is designed to insure quality workmanship in plumbing systems. Some of the topics covered are minimum installation standards, protection of piping, approved materials, prohibited practices, and the proper spacing of supports. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing code.

*Citr-1015* / $59
- 40474 Williams Start Anytime

**2009 UPC Chapter 4 Course (online)**
This online course is designed to provide an in-depth review of Chapter 4 of the 2009 Uniform Plumbing Code. The requirements found in the chapter are designed to insure quality workmanship and the durable installation of plumbing fixtures and fixture fittings. Acceptable types of fixtures, including water closets and urinals, flushing devices, and minimum plumbing requirements for various facilities are some of the topics examined. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing code.

*Citr-1015* / $59
- 40547 Williams Start Anytime
2009 UPC Chapter 5 Course, Water Heaters (online)

The subject of Chapter 5 is water heaters. Fuel-burning water heaters include natural gas, propane, and oil. The Uniform Plumbing Code provides installation guides to ensure that these appliances will meet the needs of the user by providing sufficient amounts of hot water, by operating efficiently, and providing sufficient amounts of hot water. Other code considerations are preventing possible damage from future leakage and creating a safe work area around the heating units, should the units require servicing.

CITR-1015 / $59
> 40475 Williams Start Anytime

2009 UPC Chapter 6 Course, Water Distribution (online)

This course is a study of the supply and distribution of plumbing water systems. Chapter 6 of the Uniform Plumbing Code requires the delivery of safe and clean potable water. This is accomplished by establishing minimum installation standards, from the building service to the most remote outlet. An adequate supply of water is required to meet all the demands that may be placed on the system. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing code.

CITR-1015 / $59
> 40476 Williams Start Anytime

2009 UPC Chapter 7 Course, Sanitary Drainage (online)

This online class is designed to give you an in-depth exploration of Chapter 7 of the Uniform Plumbing Code. An advantage to this type of course is that you can work at your convenience and at your own pace. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing code.

CITR-1015 / $59
> 40477 Williams Start Anytime

2009 UPC Chapter 8 Course (online)

Indirect wastes are required, in certain situations, to insure that equipment and fixtures are protected from unsanitary conditions that could result from being directly connected to the sanitary drainage system. It is critical that fixtures and equipment used in the preparation and dispensing of food and beverages kept free from contamination. Stills and sterilizing devices present another challenge to the plumber. Indirect wastes not only protect fixtures, they are used to protect the sanitary system from steam and hot water damage. The study of indirect wastes is not only a study of plumbing, it is a study of safety. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing code.

CITR-1015 / $59
> 40478 Williams Start Anytime

FACTS PAYMENT PLAN

Enjoy this convenient payment plan developed to help meet your continuing education expenses for courses that are at least 12 weeks in length. Tuition will be split into four equal payments. All applications require a one-time, non-refundable $25 processing fee. For more information, call Brenda at 319-398-7648.

Mirrored Classes

Looking for a way to enroll in a credit course without the formal enrollment process? Try a mirrored class!

Mirrored classes are classes offered by Kirkwood Community College for college credit but are taken by individuals who do not desire formal college credit. The goal is to obtain the knowledge for personal enrichment or career enhancement. The tuition and fees will be equivalent to the college’s credit tuition and fee schedule; however, mirror classes do not require formal enrollment in the college.

Mirrored credit classes are available this fall in Art and Industrial Technology. If you are interested in “mirroring” a credit class, contact Kirkwood Continuing Education at 319-398-7648.

Auto Body Repair

CERTIFICATE PROGRAM

Learn the essential skills and knowledge to repair dents and rust, including final painting.

 courses:
Repair Dings Dents and Rust
Prime and Paint
Auto Body Repair Advanced

> Sep 12-Jan 23 / Auto Collision / $695
> Save when you register for a certificate program or course series!

Continuing Education
Call for details, or visit our website:
1.800.332.8833 / www.kirkwood.edu/ce
2009 UPC Chapter 9 Course (online)
This is a self-guided study of Chapter 9 of the Uniform Plumbing Code. An advantage of this type of study is that you can work at your convenience and at your own pace. Chapter 9 deals with the subject of vents. The correct installation of vent components and systems insures that the drainage system will flow properly, it will reduce possible future system problems, and it will protect the health of the building’s occupants. This chapter is one of the corner stones that the Uniform Plumbing Code is built upon. The understanding of venting requirements is an essential element of plumbing. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing code.

CITR-1015 / $59
•  40479  Williams  Start Anytime

2009 UPC Chapters 1 & 2 Course (online)
A self-guided study of the 2009 Uniform Plumbing Code, Chapter 1 and Chapter 2. This online course covers two chapters of the Uniform Plumbing Code that are often overlooked. While Chapter 1 deals with administrative aspects of the code, it also contains important elements that relate to acceptable installation practices. Chapter 2 clarifies many of the requirements that are found in the following chapters. This is done by defining specific terms and words as they relate to the plumbing industry. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing code.

CITR-1015 / $59
•  40472  Williams & Schwickerath  Start Anytime

Drain, Waste and Vent Sizing (online)
This online class is on the topic of sizing the drain, waste and vents found in a plumbing system. Uniform Plumbing Code Table 7-3 and Table 7-5, along with their footnotes, are the main focus of this study. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing discipline.

CITR-1015 / $59
•  41283  Williams & Schwickerath  Start Anytime

Grease Interceptors (online)
This course combines material on grease interceptors from two main sources, the 2009 Uniform Plumbing Code and Drainage Institute. The information presented here is meant to give you a general understanding of how interceptors work and an overview of installation practices. Manufacturers’ installation instructions should always be used when installing an interceptor. Also, because local codes and requirements may vary, the Authority Having Jurisdiction should be consulted before installing any type of grease interceptor. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing discipline.

CITR-1015 / $59
•  49177  Williams & Schwickerath  Start Anytime

Water Pipe Sizing for Plumbers (online)
This online course covers the most commonly used UPC method of sizing water distribution systems is described in Code sections 610.7 - 610.9. This is the sizing that will be used in the course you are beginning. It should be noted that the Uniform Plumbing Code offers three other ways to size water piping systems. Appendix A is useful in sizing larger systems, especially if the water supply fixture units and length limits in Table 6-6 are exceeded. Appendix L allows for separate fixtures in a bathroom to be sized as a group. This allows for large apartment complexes and condos to be more economically sized. Footnote three in Table 6-5 permits fixtures, in branches that are supplied with both hot and cold piping, to be assigned seventy-five percent of their Table 6-5 values. The benefit, in larger installations, cost savings could result from smaller pipe sizes being required. The Authority Having Jurisdiction should be consulted before using any option, other than the standard sizing method. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing discipline.

CITR-1015 / $59
•  41284  Williams & Schwickerath  Start Anytime

Plumbing Residential Basic
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.

CITR-1020 / 5 sessions / $155
•  44956  Th 5:30-8:30pm  Sep 12-Oct 10  Schwickerath  Jones Hall 152
•  44958  Sa 8-11am  Oct 5-Nov 2  Schwickerath  Jones Hall 152
•  44959  W 5:30-8:30pm  Oct 23-Nov 20  Schwickerath  Jones Hall 152

2012 Uniform Plumbing Code Sewage Pump Update
This class review the terms and definitions found in the 2012 Uniform Plumbing Code used to install a sewage pump. A number of sewage pump installation questions will be answered and a sewage pump installation will be sized using the UPC requirements. This class has been approved by the Iowa Plumbing and Mechanical Systems Board for two hours of plumbing code.

CITR-1025 / 1 session / $49
•  44954  W 6-8pm  Oct 16  Schwickerath  Jones Hall 152
•  44955  Sa 8-10am  Nov 2  Schwickerath  Jones Hall 117

Oregon Plumbing Specialty Code Grease Interceptors (online)
This course combines material on grease interceptors from two main sources, the 2011 Oregon Plumbing Specialty Code and the Plumbing and Drainage Institute. The information presented here is meant to give you a general understanding of how interceptors work and an overview of installation practices. Manufacturers’ installation instructions should always be used when installing an interceptor. Also, because local codes and requirements may vary, the Building Official should be consulted before installing any type of grease interceptor. This class has been approved by the Plumbing and Mechanical Systems Board for two hours of plumbing discipline.

CITR-1015 / $59
•  43175  Williams & Schwickerath  Start Anytime

Journeyman Plumber with Gas Exam Prep Course (online)
This course is designed to help you become more familiar with the Uniform Plumbing Code. This is accomplished by asking a series of questions. Each set of questions is based on a specific chapter of the code book. In the actual journey plumber test, the questions are random and result in a wider search area of the code book for each answer. This course was intentionally not set up in that manner. Instead, each set of questions concentrate on individual chapters, to give you a deeper understanding of the specific topic that is being covered in each chapter. An advantage of an online class is that you can work at your convenience and at your own pace.

CITR-1057 / $119
•  41143  Williams & Schwickerath  Start Anytime
Backflow Prevention Certification

Congress established the Safe Drinking Water Act in 1974 to protect us from water contaminants. This legislation mandates the installation and maintenance of an approved backflow prevention assembly at the water service connection whenever a potential hazard is determined to exist due to cross-connections, back siphoning and other hydraulic conditions causing water to flow abnormally. This course is held at a state of Iowa authorized training site and is taught by a University of Southern California trained tester. This class has been approved by the Iowa Plumbing and Mechanical Systems Board for 36 hours of plumbing discipline.

CITR-1140 / 5 sessions / $495

• 44944 S 8am-4:30pm Sep 14-Oct 12
  Williams / Jones Hall 152

Backflow Prevention Recertification

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 and backflow, methods and devices for the prevention of backflow and back siphonation, test procedures and maintenance of backflow prevention devices. This class has been approved by the Iowa Plumbing and Mechanical Systems Board for six hours of plumbing discipline.

CITR-1145 / 1 session / $125

• 44940 S 8am-2:30pm Oct 19
  Williams / Jones Hall 152

OSHA Safety Two Hour State CEU

This course will be an introduction to the leading causes of accidents on the job site, slips, trips and falls. We will review fire protection and prevention on the job site. Reinforce with video and hands on extinguisher operation. This course has been approved by the Iowa Plumbing and Mechanical Systems Board for two hours of safety.

CITR-1170 / 1 session / $35

• 43502 Th 6-8pm Sep 12
  Downs / KCETC 1222

HVAC Troubleshooting

This will be an overview of HVAC troubleshooting. This class has been approved by the Iowa Department of Public Health for four hours of HVAC discipline.

CITR-1570 / 1 session / $49

• 45218 S 8am-12pm Sep 14
  Heeren / Jones Hall 154

• 45219 Th 5:30-9:30pm Nov 7
  Heeren / Jones Hall 154

Refrigerant Certification Prep and Exam

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

CITR-1600 / 1 session / $199

• 44663 Th 5-8pm Sep 12
  Decious / KCETC 1222

Electrical Industrial Wiring

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 three-way and four-way switches, wall receptacles, GFCIs and more. This course helps prepare you for the Homeowner’s Electrical Exam given by many cities and municipalities.

CITR-1240 / 5 sessions / $145

• 44671 M 6-10pm Sep 12
  Ludolph / KCETC 1220

Electrical Residential Wiring

Learn to install three-phase light/heavy services ranging from 220 to 600 volts. The class covers transformers, ventilation and air conditioning relays, switch gears, motor controllers and magnetic starters.

CITR-1260 / 5 sessions / $145

• 43504 W 6-10pm Sep 11-Oct 9
  Ludolph / KCETC 1220

Heating, Ventilation and Air Conditioning

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 are discussed.

CITR-1500 / 8 sessions / $219

• 45054 Th 6-8pm Sep 12-Oct 31
  Heeren / Jones Hall 116

Lead Safe Renovator Training

This eight-hour course is for people who have not previously been trained in lead-safe work practices. It concentrates on specific work practices that are lead-safe, and describes prohibited work practices when performing renovations. It demonstrates set up and clean up using hands-on activities and illustrates proper on-the-job training for noncertified workers. It also provides information on federal and state specific regulations that must be followed as a certified renovator, and how to maintain and document required reports. It is a course to prepare renovators for certification. There is an exam that requires a score of 80 percent or better. Once completed, participants will be eligible to apply for certification with the Iowa Department of Public Health. Note: This is not a course on lead abatement. This class has been approved by the Iowa Plumbing and Mechanical Systems Board for eight hours of safety.

CITR-2050 / 1 session / $159

• 44669 S 8am-4:30pm Oct 12
  Groom / KCETC 1220

Lead Safe Renovator Four-hour Renewal

This four-hour course is for people who have been previously trained in lead-safe work practices. It substitutes for the eight-hour course if a renovator has previously taken the IDPH lead-safe work practices class and has a training certificate to verify it. It is also used as a three-year refresher course for certified renovators to maintain their active certification status. This course reviews specific work practices that are lead-safe, and describes prohibited work practices when performing renovations. It also provides renovators a review on proper set up, clean up and on-the-job training for noncertified workers, including two hours of hands-on exercises. It highlights federal and state specific regulations for certified renovators, and provides examples of how to maintain and document required reports. It is a course to prepare renovators for certification or to maintain certification. There is an exam that requires a score of 80 percent or better. Once complete participants will be eligible to apply or reapply for certification with the Iowa Department of Public Health. This class has been approved by the Iowa Plumbing and Mechanical Systems Board for four hours of safety.

CITR-2055 / 1 session / $119

• 43510 Th 5:30-9:30pm Sep 19
  Groom / KCETC 1220

• 43511 Th 3:30-7:30pm Nov 7
  Groom / KCETC 1220
**Industrial Maintenance CERTIFICATE PROGRAM**

Prepare yourself for today’s technology driven world. Register for the Industrial Maintenance Certificate program to take both classes at a discounted rate.

**COURSE LIST:**
- Hydraulics/Pneumatics
- Mechanical Drive Systems

**Hydraulics/Pneumatics**

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 values, filters, lubrication, water removal techniques, and air logic components and design will be discussed and demonstrated along with motor and pump performance analysis.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Location</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLIM-1500</td>
<td>Sep 17-Nov 21</td>
<td>TTh 6-9pm</td>
<td>Madson</td>
<td>Jones Hall 133</td>
</tr>
</tbody>
</table>

> Save when you register for a certificate program or course series!

**Electrical Safety and Shop Methods**

Focus on basic safety for electrical trades. You will discuss general shop safety, the effect of electricity on the human body, and safe handling of batteries, toxic, and non toxic liquids and vapors. You will also learn basic electrical soldering techniques and constructing and soldering splices. This course is interconnected with a Kirkwood college credit course. To successfully complete this course, students must pass all required components as this class qualifies as a pathway into a Kirkwood credit program.

**COURSE LIST:**
- Electrical safety and shop Methods
- Maintenance Math I
- Micro Computers for the Trades

**Maintenance Math I**

Review mathematical principles and fundamentals that enable you to understand and apply course material throughout the Industrial Maintenance, Energy Production and Automation programs. Class covers metric prefixes, conversions, exponents, scientific notation, engineering notation, ratios, proportions and algebraic expressions. This course is interconnected with a Kirkwood college credit course. To successfully complete this course, students must pass all required components as this class qualifies as a pathway into a Kirkwood credit program.

**COURSE LIST:**
- Maintenance Math II
- Mechanical Drive Systems I
- Mechanical Drive Systems II
- Torqueing and Tensioning
- Electrical Theory Measurement and Circuits
- AC Magnet Transformers and Relays

> Save when you register for a certificate program or course series!

**Motors and Motor Controls**

This course introduces single-phase, three-phase, specialized and newer technology motors as found in industry today. Learn about timers, counters, time delay relays, photo and proximity controls.

**COURSE LIST:**
- Electrical theory Measurement and Circuits
- AC Magnet transformers and relays

> Save when you register for a certificate program or course series!

**Micro Computers for the Trades**

Introduces personal computer concepts and basic computer applications. Covers basic concepts of MS Windows, Office, CAD, Angel, Amatrol and other software used in the IMT, EPDT and AIT programs. This course is intended for students with no knowledge or experience using personal computers. This course is interconnected with a Kirkwood college credit course. To successfully complete this course, students must pass all required components as this class qualifies as a pathway into a Kirkwood credit program.
Mechanical Drive Systems I

This course is interconnected with a Kirkwood college credit course. To successfully complete this course, students must pass all required components as this class qualifies as a pathway into a Kirkwood credit program.

CIMM-4025 / 16 sessions / $266

> 46444 MTWThF 5-8:30pm
TBA

Jones Hall

Maintenance Math II

Review mathematical principles and fundamentals that enable you to understand and apply course material throughout the Industrial Maintenance, Energy Production and Automation programs. Class covers dimensional analysis, area, volume, binary and electrical formulas. This course is interconnected with a Kirkwood college credit course. To successfully complete this course, students must pass all required components as this class qualifies as a pathway into a Kirkwood credit program.

CIMM-4030 / 38 sessions / $266

> 46445 MWF 8:30-9:30pm
TBA

Jones Hall TBA

Mechanical Drive Systems II

This course is interconnected with a Kirkwood college credit course. To successfully complete this course, students must pass all required components as this class qualifies as a pathway into a Kirkwood credit program.

CIMM-4035 / 7 sessions / $133

> 46446 TThMF 9-11am
TBA

Jones Hall 131

Torqueing and Tensioning

Receive training in the proper use of torque wrenches for applying the appropriate torque and tension on bolts. You’ll gain hands-on experience utilizing labs that reinforce concepts and theory covered in lecture. This course is interconnected with a Kirkwood college credit course. To successfully complete this course, students must pass all required components as this class qualifies as a pathway into a Kirkwood credit program.

CIMM-4040 / 7 sessions / $133

> 46447 ThFMTW 5-8:30pm
Chapman

Jones Hall 139

Electrical Theory, Measurement and Circuits

Review electrical theory, terminology, symbols, abbreviations and calculations. Class focus will be on using a variety of electrical meters to measure circuit parameters. Reinforce theory and classroom study with practical lab exercises. This course is interconnected with a Kirkwood college credit course. To successfully complete this course, students must pass all required components as this class qualifies as a pathway into a Kirkwood credit program.

CIMM-4045 / 10 sessions / $399

> 46448 MTWThF 5-8:30pm
TBA

Oct 28-Nov 8

Jones Hall 143

AC, Magnet, Transformers and Relays

Expands existing study of AC theory and introduces magnetic induction, transformer theory and magnetic relays. Reinforces theory and classroom study with practical lab exercises. Prereq: Electrical Theory & Circuits. This course is interconnected with a Kirkwood college credit course. To successfully complete this course, students must pass all required components as this class qualifies as a pathway into a Kirkwood credit program.

CIMM-4050 / 6 sessions / $133

> 46449 MTWThF 5-8:30pm
TBA

Dec 5-Dec 12

Jones Hall 143

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 for safety orientation.

CIMA-1120 / 8 sessions / $295

> 42279 Sa 8am-1pm
Koch

Sep 28-Nov 16

Jones Hall 165

Production MIG Welding

A hands-on learning opportunity in gas metal arc welding. Safety, general welding knowledge and quality will be stressed. You’ll progress through the basic welding in the flat and horizontal welding, as well as use of axial spray transfer. To successfully complete this course, students must pass all required components as this class qualifies as a pathway into a Kirkwood credit program.

CIMA-1130 / 22 sessions / $535

> 46266 TTh 5-10pm
Koch

Sep 10-Nov 21

Jones Hall 165

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 shielding gas selection, machine settings, weld sizing and more. The first day of class is mandatory to go through the safety orientation.

CIMA-1140 / 8 sessions / $295

> 38743 Sa 8am-1pm
Koch

Sep 28-Nov 16

Jones Hall 165

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.

CIMA-1150 / 8 sessions / $295

> 38733 Sa 8am-1pm
Koch

Sep 28-Nov 16

Jones Hall 165
CIMa-2100 / 8 sessions / $175

- 44973 W 6-10pm Franklin Sep 11-Oct 30
- 44974 W 6-10pm Franklin Nov 6-Jan 15

Machining Advanced

This second course of a two-part series is a hands-on class that teaches advanced practices relating to lathes, mills, drills and heat treating. Self projects are encouraged. Machining Basic or equivalent experience is required. Tuition includes all materials.

CIMA-2120 / 8 sessions / $175

- 44977 W 6-10pm Franklin Sep 11-Oct 30
- 44978 W 6-10pm Franklin Nov 6-Jan 15

Life & Leisure

ARTS

Crocheted Christmas Stocking

Time to start making a lovely crochet Christmas stocking for the little ones in your life. Pick traditional colors or go with their favorite colors. This stocking works up quickly and is easy to make. You'll crochet a name or initials into the top of the stocking. A sample is on display at R. Rabbit Fiber Studios in Cedar Rapids. This is an advanced beginner level class. You should be able to do single and double crochet stitches. Materials fee $25.

CIMA-1390 / Please note session/price variations.

- 45823 Sa 1:30-5:45pm Moore Sep 14-Oct 12
- 45824 MW 5-8:30pm Oct 7-Oct 23

Purl with a Pal

Bring a friend and learn the basics of knitting. Students learn cast on, knit, purl and bind off skills in this series. Simple websites and pattern reading are also covered. Materials fee of $18 per student is paid to the instructor.

CLAR-1115 / 2 sessions / $39

- 44753 W 6-8pm Torbert Oct 23-Oct 30
- 45256 Th 6:30-9pm Stauffer Sep 12-Oct 17

Beginning Crochet

Learn to crochet by making two simple projects, a dish cloth and a small bag. You'll learn basic crochet stitches including chain, single crochet, double crochet, and construction techniques such as flat work, in the round, seaming and finishing. Work at your own pace. You will get help setting up your post-class crochet project. This course is good if you want to freshen up your crochet skills. Materials fee $20.

CLAR-1150 / 4 sessions / $45

- 44790 T 6-8pm Dilz Torbert Oct 10-Oct 24

Crocheted Hat with Earflaps

Be the first on your block to have crocheted your own winter hat! This super simple hat with ear flaps is a must for chilly Iowa winters and would also make a great gift for someone on your holiday list. A sample is on display at R. Rabbit Fiber Studio in Cedar Rapids. This is a beginner level class. Some basic skills will be helpful but not necessary.

CLAR-1150 / 2 sessions / $19

- 45971 Sa 3-5pm Dilz Oct 14-Sep 21

Super Water Color

Great for beginners or those experienced with art. This course introduces you to a new way to master painting with water colors. Special emphasis on wet on wet, dry brush, masking and use of materials other than brushes. Proper use of various types of brushes and many more techniques that will have you creating frame worthy paintings from the first class to the last.

CLAR-1215 / 6 sessions / $95

- 45256 Th 6:30-9pm Stauffer Sep 12-Oct 17

Drawing 102

Expand on the basic techniques while exploring professional techniques. Learn the dynamics of the “point” advanced attention to composition, use of texture, line weight, and experiment with sketch and wash. You’ll also focus on value, proportion and perspective. Prerequisite: completion of Drawing 101 course.

CLAR-1217 / 6 sessions / $69

- 46096 W 6:30-9pm Stauffer Sep 8-Oct 18

Pencil Drawing 101

This class is a must for those who think they can’t draw a straight line or have no talent; all you need are pencils, erasers and paper to qualify. Experience a fun easy way to learn the basics on shading, perspective proportion, composition, various pencil rendering techniques and pro tips that will have you creating really good drawings in just a few sessions.

CLAR-1217 / 8 sessions / $59

- 45255 W 6:30-9pm Stauffer Sep 11-Oct 30

Sewing: Alterations and Repairs I

A class for sewers of all levels. Basic mending and repairs will be taught, along with alterations such as how to shorten and lengthen slacks, skirts and T-shirts. The last class will cover making a denim bag out of a pair of used jeans. Bring your own sewing machine and personal items that need altered.

CLAR-1310 / 4 sessions / $59

- 46073 Th 6:30-9:30pm Martinek Sep 12-Oct 30

Sewing: Alterations and Repairs II

A class for sewers with some experience. Learn to replace zippers and alterations for suit jackets, shirts and blouses, and jean alterations of many types. Bring your own sewing machine and personal items that need altered.

CLAR-1310 / 4 sessions / $59

- 46076 Th 6:30-9:30pm Martinek Oct 17-Nov 7
Stained Glass I - Foil and Solder
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 materials kit is mandatory for the first class and should be purchased or rented before the session begins. Students receive six hours of free studio time to hone learned techniques even after class is complete. Any questions about physical limitations should be addressed before class registration.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAR-1405</td>
<td>/ 6 sessions / $65</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>46661 Th 7-9pm Cummings</td>
<td>Sep 19-Oct 24</td>
<td>Red Badge Glass</td>
</tr>
</tbody>
</table>

Montage Art
Compose a work of art by juxtaposing and superimposing assorted pictures or designs. Choose a subject, landscapes, seascapes, animals, cityscapes, abstract, etc and choose the pictures from National Geographic, travel magazines, calendars, etc. Browse through the book and magazine section at such places as Goodwill, Stuf and Salvation Army for inexpensive ways to develop a source for fantastic pictures. We’ll discuss supplies, view samples of montage art and answer questions about your project during the first class.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAR-1695</td>
<td>/ 7 sessions / $65</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>45254 T 6:30-9pm Staufer</td>
<td>Sep 10- Oct 22</td>
<td>Hort/Fior 168</td>
</tr>
</tbody>
</table>

Wonderful Cosmetic Clays
Clay has been used for centuries as an important medicinal and cosmetic tool. Clay absorbs oil, dirt and toxins from the skin while also exfoliating and improving skin circulation. Because of those benefits, clay is a great ingredient for body scrubs, facial masks, bath soaks, body powders and more. Learn how make a facial mask, foot powder and mineral makeup. Materials fee $12.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAR-1700</td>
<td>/ 1 session / $15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>45976 Th 6:30-8:30pm Rosenberger</td>
<td>Oct 17</td>
<td>Hearthstone</td>
</tr>
</tbody>
</table>

Soothing Lavendar Products
There’s nothing like lavender to soothe your nerves after a long day. Learn to make glycerin soap, glycerin lotion and an herbal bath bag all with lavender scent. Other scents will also be available for those that prefer something other than lavender. Materials fee $12.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAR-1705</td>
<td>/ 1 session / $15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>46012 M 6:30-8:30pm Rosenberger</td>
<td>Sep 23</td>
<td>Hearthstone</td>
</tr>
<tr>
<td></td>
<td>46014 T 6:30-8:30pm Rosenberger</td>
<td>Oct 29</td>
<td>Hearthstone</td>
</tr>
</tbody>
</table>

Home Sceneting Options
There are many ways to scent your home, so come ready to learn them all. We’ll talk about wax melts, Reed diffusers, essential oils and candles. You will make a soy candle to take home. Materials fee $10.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAR-1710</td>
<td>/ 1 session / $15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>46015 M 6:30-8:30pm Rosenberger</td>
<td>Oct 7</td>
<td>Hearthstone</td>
</tr>
<tr>
<td></td>
<td>46016 T 1:30-3:30pm Rosenberger</td>
<td>Nov 5</td>
<td>Hearthstone</td>
</tr>
</tbody>
</table>

Halloween Treat Bags, Candy and Cards
Make spook-tacular goodie bags, decorative candy bars and holiday greeting cards for your little ghosts and goblins. No experience necessary and all supplies are included. Materials fee $12.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAR-1730</td>
<td>/ 2 sessions / $9</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>45962 T 6-8pm Eadie</td>
<td>Oct 15-Oct 22</td>
<td>Kirkwood Ctr 129</td>
</tr>
</tbody>
</table>

Creature Creators Workshop - Mask Making 101
Are you interested in learning the art of creating 3-D special effects, making scary Halloween masks or creating creatures from a different world? Do you enjoy SyFy shows like Face Off and Monster Man, or the Travel Channel’s Making Monsters? Gain a solid understanding of the many tools and materials used by special effects artists in the industry. Become familiar with different techniques and concepts that go into creating these sculptural 3-D effects. Learn how to design, sculpt, mold and cast small theatrical latex appliances and full latex Halloween masks. Bring your creature to life by using color concepts, painting, and airbrush techniques. Material fees will vary depending on your project.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAR-1850</td>
<td>/ 18 sessions / $125</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>46022 WTh 6-8pm Bowers</td>
<td>Sep 11-Nov 7</td>
<td>Hort/Fior 169</td>
</tr>
</tbody>
</table>

Creature Creators Workshop - Theatrical Appliances 101
Are you interested in learning the art of creating special effects and make-up? Do you enjoy SyFy shows like Face Off and Monster Man, or the Travel Channel’s Making Monsters? Create full face appliance designs or up to a dozen different small appliance pieces such as noses, ears, foreheads, scars, chins and more. Gain a solid understanding on many tools and materials used by professional make-up artists who create character make-ups for feature films, television and theaters. Become familiar with different techniques and concepts that go into creating these 3-D sculptural effects as you learn how to design, sculpt, mold and cast small theatrical latex appliances. Bring them to life by using color concepts, latex paints and make-up techniques. Material fees will vary depending on your project.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAR-1857</td>
<td>/ 18 sessions / $125</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>46034 WTh 7-9pm Bowers</td>
<td>Sep 11-Nov 7</td>
<td>Hort/Fior 169</td>
</tr>
</tbody>
</table>

Creatue Creator Workshop - Mask Making 102
Still can’t get enough creating theatrical appliances, creatures and monsters? Take your imagination even further with more freedom to create and make your imagination come to life. Stretch your previous knowledge by learning more advanced techniques and methods in the special effects industry. Work with new materials such as foam latex, expanding foam, silicon and more to help you expand your creativity while you continue to improve your basic skills of sculpting, molding, casting and painting. Material fees will vary depending on your project.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAR-1852</td>
<td>/ 18 sessions / $125</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>46028 WTh 8-10pm Bowers</td>
<td>Sep 11-Nov 7</td>
<td>Hort/Fior 169</td>
</tr>
</tbody>
</table>

Guitar for Beginners
Learn the basics of how to rock out. Master a few chords and simple scales. Make your own original music. Participate in jam sessions and improvise on the guitar. No sheet music will be used and you’ll cover very little technical terms. Beginner and intermediate students are welcome. No experience is required.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAR-2203</td>
<td>/ 5 sessions / $49</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>45968 W 6-30-8:30pm Begalske</td>
<td>Oct 2-Oct 30</td>
<td>KTOS 104</td>
</tr>
</tbody>
</table>

CLAR-1279 | 7 sessions / $75 |         |      |
|       | 45254 T 6:30-9pm Staufer      | Sep 10-Oct 22 | Hort/Fior 168 |

CLAR-1279 | 7 sessions / $75 |         |      |
|       | 45254 T 6:30-9pm Staufer      | Sep 10-Oct 22 | Hort/Fior 168 |

CLAR-2203 | 5 sessions / $49 |         |      |
|       | 45968 W 6-30-8:30pm Begalske  | Oct 2-Oct 30 | KTOS 104 |
Photography
Enhance and broaden your knowledge of photography. This class covers camera functions, equipment and accessories, and improves photo composition. We cover the do’s and don’ts for better pictures through fun class assignments. Both film and digital can be used in this class. Do not purchase any supplies until instructed to do so at the first class. Be sure to bring your camera, pencil and paper!
CLAR-3025 / 8 sessions / $59
> 46199 W 7-9pm
Meyer
KTOS 133

Handcrafted Greeting Cards
Showcase your talents and share your love with heartfelt greeting cards you have made yourself. You will learn how to use tools such as the Cricut Machine and the Cuddlebug. No experience necessary. Materials fees $12.
CLAR-4010 / 3 sessions / $12
> 45960 T 6-8pm
Edkie
KTOS Sm Conf Rm

CULINARY

Cream Puffs and Éclairs
Pâte à Choux is the dough used to make delectable cream puffs and Éclairs. Learn how to make these delicious pastries guaranteed to expand your baking horizons and enhance any dessert table. This dough is highly versatile and also makes wonderful hors d’oeuvres! Materials fee $10.
CLFB-1000 / 1 session / $39
> 45949 Th 6-8pm
Kosek
The Hotel 191

Basic Cake Decorating CR
Ever wonder how to make a cake as pretty as the pros? This course is perfect for beginners and designed for those who have had little experience in cake decorating, but would like to learn more. Get introduced to frostings and materials needed to make your cake beautiful! Learn how to fill bags, how to use the versatile star and pencil tips, and how to craft beautiful flowers to decorate your cake. Each session will build on the previous skills learned ending in a finished cake with decorations. Materials fee $10.
CLFB-1005 / 5 sessions / $59
> 44901 M 6:30-8:30pm
Jensen
The Hotel 191

Make a Perfect Pie
Prepare pie crusts better than Pillsbury! Pie baking is becoming a lost art. Explore how easy it is to make a blue ribbon pie. Learn some wonderful crust recipes and simple techniques that make a great deal of difference in the finished pie that not only looks, but tastes delicious. Materials fee $10.
CLFB-1029 / 1 session / $39
> 44902 W 6-8pm
Kosek
The Hotel 191

Marshmallow Fondant
Join Kirkwood baking instructor, Marjorie, to learn how to use versatile and beautiful fondant to decorate a cake! Whether you want to create a classy, elegant cake or funky, fun cake fondant will do the trick! For this hands-on class, each participant will need to bring two round, unfrosted, eight inch cakes and a carrier or box to transport your beautiful creation. Tuition includes all fees.
CLFB-1065 / 1 session / $49
> 44903 M 6:30-9pm
Jensen
The Hotel 191

Hazelnut Torte
Find out why hazelnut is a favorite flavor of the fall season as you prepare a beautiful and decadent hazelnut torte. The first part of class you will prepare a light hazelnut sponge cake, brandy flavored simple syrup, creamy hazelnut butter cream and hazelnut Florentine. The second part of the class you will focus on torte construction including filling the cake with fresh raspberry sauce and garnishing the torte with toasted hazelnuts. You will also get a basic demonstration of piping and cake decorating. Materials fee $10.
CLFB-1066 / 2 sessions / $89
> 45940 SaSu 2-4pm
Bettis
The Hotel 191

Magical Mousse
Explore the magic of this light and creamy dessert. Learn how to make mousse, as well as additional applications in which to use it! Materials fee $10.
CLFB-1069 / 1 session / $39
> 45935 Th 6-8pm
Kosek
The Hotel 191

Yummy Custards
Did you know there are different styles of custards? Come learn how to use creme caramel and flan to cooked custard fillings for pies and cakes. Materials fee $10.
CLFB-1069 / 1 session / $39
> 45910 W 6-8pm
Kosek
The Hotel 191

Photography
Enhance and broaden your knowledge of photography. This class covers camera functions, equipment and accessories, and improves photo composition. We cover the do’s and don’ts for better pictures through fun class assignments. Both film and digital can be used in this class. Do not purchase any supplies until instructed to do so at the first class. Be sure to bring your camera, pencil and paper!

COURSE SERIES
The Culinary Experience
Fearn your kitchen no more! The Culinary Experience series is for those who want more kitchen confidence. By taking all four Culinary Experience classes, even rookie home cooks will learn to prepare an elegant four course meal guaranteed to impress and surprise friends and family. This is a hands on series focused on learning by doing. Take all four Culinary Experience courses for a discounted tuition by enrolling in the Culinary Experience series. Be sure to bring your appetite! Tuition includes all fees.

COURSE LIST:
Appetizers and Knife Basics
Soups and Salads
Entrees
Desserts

Black Forest Cake
Find out why chocolate never goes out of season as you prepare a black forest cake. Learn how to prepare a rich chocolate sponge cake, sweet Kirsch flavored simple syrup, soft creamy fresh whipped cream and beautiful brandied cherries. You will learn basic skills in piping whipped cream and ganache. This class is hands-on and will be conducted in two-parts. Materials fee $10.
CLFB-1070 / 2 sessions / $89
> 45909 SaSu 2-4pm
Bettis
Nov 2-Nov 3
The Hotel 191

---

Marion Cedar Rapids
LIFE & LEISURE

Kirkwood Community College | Continuing Education | Fall 2013
www.kirkwood.edu/ce

28
Parisian Macarons
Learn tips and techniques for making this colorful meringue-based cookie. Learn different flavor combinations and fun fillings for your Macarons! Materials fee $10.
CLFB-1071 / 1 session / $39
45946 W 6-8:30pm Sep 11 Kirkok The Hotel 191

Discovering Tapas: Chicken
Tapas are essentially small plated portions like a plate of marinated olives or spiced almonds. Tapas originated as small samples to be eaten before dinner to compliment Sherry, port and wine. Focus will be on chicken tapas. Come prepared to make and enjoy a variety of small plated chicken dishes. All material fees included in tuition. Register for the Discovering Tapas Series to take all four classes at a discounted rate.
CLFB-1314 / 1 session / $69
46020 Sa 11am-1pm Sep 7 Kalata The Hotel 191

Discovering Tapas: Vegetarian
Tapas are essentially small plated portions like a plate of marinated olives or spiced almonds. Tapas originated as small samples to be eaten before dinner to compliment Sherry, port and wine. Focus will be on vegetarian tapas. Come prepared to make and enjoy a variety of small plated vegetarian dishes. All material fees included in tuition. Register for the Discovering Tapas Series to take all four classes at a discounted rate.
CLFB-1314 / 1 session / $69
46024 Sa 11am-1pm Sep 28 Kalata The Hotel 191

Discovering Tapas: Beef
Tapas are essentially small plated portions like a plate of marinated olives or spiced almonds. Tapas originated as small samples to be eaten before dinner to compliment Sherry, port and wine. Focus will be on beef tapas. Come prepared to make and enjoy a variety of small plated beef dishes. All material fees included in tuition. Register for the Discovering Tapas Series to take all four classes at a discounted rate.
CLFB-1314 / 1 session / $69
46021 Sa 11am-1pm Sep 14 Kalata The Hotel 191

Discovering Tapas: Seafood
Tapas are essentially small plated portions like a plate of marinated olives or spiced almonds. Tapas originated as small samples to be eaten before dinner to compliment Sherry, port and wine. Focus will be on seafood tapas. Come prepared to make and enjoy a variety of small plated seafood dishes. All material fees included in tuition. Register for the Discovering Tapas Series to take all four classes at a discounted rate.
CLFB-1314 / 1 session / $69
46023 Sa 11am-1pm Sep 21 Kalata The Hotel 191

Discovering Tapas

Tapas are essentially small plated portions like a plate of marinated olives or spiced almonds. Tapas originated as small samples to be eaten before dinner to compliment Sherry, port and wine. Come enjoy a month long series of themed based tapas; each focusing on variety of ingredients with enticing flavors and textures. Register for the Discovering Tapas series to take all four classes at a discounted price. All material fees included in tuition.

COURSE LIST:
Discovering Tapas Chicken
Discovering Tapas Beef
Discovering Tapas Seafood
Discovering Tapas Vegetarian

> Save when you register for a certificate program or course series!

Tapas, Vino, and Tango
Begin the evening with five delicious courses of bite-size, Latin-inspired tapas. Each course will be paired with a complementing Spanish fine wine from The Secret Cellar. Finally, slip into a little romance on the dance floor with a professional ballroom tango dance lesson. Must be 21 to attend.
CLFB-2110 / 1 session / $29
45361 F 7-9:15pm Sep 20 Chalupsky-Cannon Cannon Studios Cannon Ballroom

Garde Manger
Today’s garde manger chefs employ numerous culinary skills focusing on food preparation, balance of flavors, creativity and nicely composed plate presentations. Each class in this series offers an introduction to first course options/starter that are sure to be a hit at your next cocktail party, holiday dinner or special event. Register for the Garde Manger Series to take all three classes at a discounted rate. All material fees included in tuition.

COURSE LIST:
More Than Just Lettuce
Curds and Whey
Quick and Easy Hours d’oeuvres

> Save when you register for a certificate program or course series!

Tapas, Vino, and Tango
Begin the evening with five delicious courses of bite-size, Latin-inspired tapas. Each course will be paired with a complementing Spanish fine wine from The Secret Cellar. Finally, slip into a little romance on the dance floor with a professional ballroom tango dance lesson. Must be 21 to attend.
CLFB-2110 / 1 session / $29
45361 F 7-9:15pm Sep 20 Chalupsky-Cannon Cannon Studios Cannon Ballroom

Continuing Education
Call for details, or visit our website: 1.800.332.8833 / www.kirkwood.edu/ce

Garde Manger
Today’s garde manger chefs employ numerous culinary skills focusing on food preparation, balance of flavors, creativity and nicely composed plate presentations. Each class in this series offers an introduction to first course options/starter that are sure to be a hit at your next cocktail party, holiday dinner or special event. Register for the Garde Manger Series to take all three classes at a discounted rate. All material fees included in tuition.

COURSE LIST:
More Than Just Lettuce
Curds and Whey
Quick and Easy Hours d’oeuvres

> Save when you register for a certificate program or course series!

Tapas, Vino, and Tango
Begin the evening with five delicious courses of bite-size, Latin-inspired tapas. Each course will be paired with a complementing Spanish fine wine from The Secret Cellar. Finally, slip into a little romance on the dance floor with a professional ballroom tango dance lesson. Must be 21 to attend.
CLFB-2110 / 1 session / $29
45361 F 7-9:15pm Sep 20 Chalupsky-Cannon Cannon Studios Cannon Ballroom

Continuing Education
Call for details, or visit our website: 1.800.332.8833 / www.kirkwood.edu/ce

Tapas, Vino, and Tango
Begin the evening with five delicious courses of bite-size, Latin-inspired tapas. Each course will be paired with a complementing Spanish fine wine from The Secret Cellar. Finally, slip into a little romance on the dance floor with a professional ballroom tango dance lesson. Must be 21 to attend.
CLFB-2110 / 1 session / $29
45361 F 7-9:15pm Sep 20 Chalupsky-Cannon Cannon Studios Cannon Ballroom

Continuing Education
Call for details, or visit our website: 1.800.332.8833 / www.kirkwood.edu/ce

Tapas, Vino, and Tango
Begin the evening with five delicious courses of bite-size, Latin-inspired tapas. Each course will be paired with a complementing Spanish fine wine from The Secret Cellar. Finally, slip into a little romance on the dance floor with a professional ballroom tango dance lesson. Must be 21 to attend.
CLFB-2110 / 1 session / $29
45361 F 7-9:15pm Sep 20 Chalupsky-Cannon Cannon Studios Cannon Ballroom

Continuing Education
Call for details, or visit our website: 1.800.332.8833 / www.kirkwood.edu/ce

Tapas, Vino, and Tango
Begin the evening with five delicious courses of bite-size, Latin-inspired tapas. Each course will be paired with a complementing Spanish fine wine from The Secret Cellar. Finally, slip into a little romance on the dance floor with a professional ballroom tango dance lesson. Must be 21 to attend.
CLFB-2110 / 1 session / $29
45361 F 7-9:15pm Sep 20 Chalupsky-Cannon Cannon Studios Cannon Ballroom

Continuing Education
Call for details, or visit our website: 1.800.332.8833 / www.kirkwood.edu/ce
Seasonality

As the weather gets cooler, our food gets warmer. November brings with it the opportunity to create comfort food at its best. Make your next gathering a hit with the easily reproduced recipes covered in each of the seasonality classes. Register for the Seasonality Series to take all three classes at a discounted rate. All material fees included in tuition.

COURSE LIST:

- Soups/Bisques
- Creating New Thanksgiving Traditions
- A Twist on Tailgating Appetizers

- Oct 26-Nov 23 / The Hotel / $169
- Save when you register for a certificate program or course series!

Garde Manger: Curds and Whey - Delicious Fresh Buffalo Mozzarella Cheese Roulades

Cheese making does not have to be difficult or labor intensive. Work with fresh buffalo mozzarella curd and tasty filling options like homemade pesto and sliced prosciutto to create a variety of mozzarella cheese roulades. Use the finished roulades as an appetizer, stuffing for chicken breast, a topping for burgers or as a base for a wonderful play on a caprese salad. All material fees included in tuition. Register for the Garde Manger Series to take all three classes at a discounted price.

CLFB-1551 / 1 session / $59
> 46007 Sa 11am-1pm Oct 12
  Kalata The Hotel 191

Wine 101

Are you a beginning wine drinker looking to learn a little more about the mysteries of wine? This exciting and highly-interactive class will teach you wine basics as you focus on sensory analysis and basic wine terminology. Come ready to taste five excellent wines from around the world in a non-intimidating environment with other beginning wine drinkers and leave with a new appreciation for delicious wine. Must be 21 to attend.

CLFB-2010 / 1 session / $29
> 45353 W 7-9pm Oct 30
  Chalupsky-Cannon Cannon Ballroom

Garde Manger: More than just Lettuce - Composed Salads

Salads are more than iceberg lettuce, tomatoes, cucumbers and ranch dressing. Learn the wow factor that make composed salads visually appealing and full of fresh, explosive flavors. All material fees included in tuition. Register for the Garde Manger Series to take all three classes at a discounted price.

CLFB-1551 / 1 session / $59
> 46004 Sa 11am-1pm Oct 5
  Kalata The Hotel 191

Seasonality: Creating New Thanksgiving Traditions

Are you tired of the same old boring Thanksgiving fare and dry turkey? Get an introduction to a variety of deliciously creative non-traditional side dishes and tips for making the perfect turkey. All material fees included in tuition.

CLFB-4001 / 1 session / $39
> 46029 Sa 11am-1pm Nov 2
  Kalata The Hotel 191

Seasonality: Soups/Bisques

Seasonal soups can make any dining experience special. The first course sets the tone for the rest of the meal. Discover how you can use seasonal ingredients to produce rich and flavorful soups and bisques that can be part of a family dinner, holiday gathering or special event. All material fees included in tuition.

CLFB-4001 / 1 session / $39
> 46027 Sa 11am-1pm Oct 26
  Kalata The Hotel 191

The Culinary Experience: Appetizers and Knife Basics

Fear your kitchen no more! The Appetizers and Knife Basics class is for those who want more kitchen confidence in preparing delicious appetizers and understanding the difference between kitchen knives. Appetizers and Knife Basics will teach the basics of knife cuts as you prepare three classic appetizers. If you want to discover new foods and techniques while learning to efficiently and safely use your knife, join Chef Daniel for food, fun and a few new friends. Take all four Culinary Experience courses for a discounted tuition by enrolling in the Culinary Experience series. Bring your appetite! Tuition includes all fees.

CLFB-5055 / 1 session / $59
> 45274 Th 6-8:30pm Oct 10
  Dennis The Hotel 191

The Culinary Experience: Desserts

Fear your kitchen no more! The Dessert Basics class is for those who want more kitchen confidence in topping off the perfect meal with the perfect dessert. From cakes to custards and fruit sauces to chocolate, Dessert Basics will teach you how to prepare three classic desserts. If you want to discover new foods and cooking techniques, join Chef Daniel for food, fun and a few new friends. Take all four Culinary Experience courses for a discounted tuition by enrolling in the Culinary Experience series. Be sure to bring your appetite! Tuition includes all fees.

CLFB-5070 / 1 session / $59
> 45296 Th 6-8:30pm Nov 7
  Dennis The Hotel 191

Sweet Dough

Want to expand your breakfast horizons? Come learn how to make this versatile breakfast bread dough with Chef Alison. We will explore several applications such as cinnamon rolls, kolaches and filled fruit braids. Materials fee $10.

CLFB-1655 / 1 session / $39
> 45952 W 6-8pm Oct 9
  Kosek The Hotel 191

The Culinary Experience: Desserts

Are you tired of the same old boring Thanksgiving fare and dry turkey? Get an introduction to a variety of deliciously creative non-traditional side dishes and tips for making the perfect turkey. All material fees included in tuition.

CLFB-4001 / 1 session / $39
> 46029 Sa 11am-1pm Nov 2
  Kalata The Hotel 191
The Culinary Experience: Soups and Salads

Fear your kitchen no more! The Soups and Salads Basics class is for those who want more kitchen confidence in understanding the basics about preparing delicious soups and salads. Explore the basics of various greens, homemade dressings and thickening sauces as you prepare three classic soups and salads. Join Chef Daniel for food, fun and new friends as you discover new foods and techniques. Take all four Culinary Experience courses for a discounted tuition by enrolling in the Culinary Experience series. Bring your appetite! Tuition includes all fees.

CLFB-5060 / 1 session / $69
> 45277 Th 6-8:30pm Oct 17
  Dennis The Hotel 191

The Culinary Experience: Entrees

Fear your kitchen no more! The Entree Basics class is for those who want more kitchen confidence in understanding the basics of preparing savory entrees. From grilling to braising, duck to lamb and sauces to chutneys, Entree Basics will teach you how to prepare three classic entrees. If you want to discover new foods and cooking techniques, join Chef Daniel for food, fun and a few new friends. Take all four Culinary Experience courses for a discounted tuition by enrolling in the Culinary Experience series. Be sure to bring your appetite! Tuition includes all fees.

CLFB-5065 / 1 session / $69
> 45284 Th 6-8pm Oct 24
  Dennis The Hotel 191

Discovering Pasta: International Noodles

Most countries and cultures have their own unique style and taste on pasta and noodles. Join Chef Andrew for an exploration of international cuisine and enjoy a wide array of noodles and dumplings from Japan to Midwest America. Perfect for those looking to explore the world through food. For a discounted tuition, take all three Discovering Pasta classes by enrolling in the Discovering Pasta series. Materials fee $15.

CLFB-5515 / 1 session / $49
> 45268 Th 6-8pm Sep 24
  Irwin The Hotel 191

Discovering Pasta: Classic Handmade Pasta

Pasta is the staple dish of many nations around the world. Join Chef Andrew on a tour examining the pasta origins of the Mediterranean. Learn how to make classic Mediterranean pasta by hand and several variations of sauces. Perfect for beginners who like hands-on cooking experiences, or for more seasoned cooks looking to expand their culinary skills. For a discounted tuition, take all three Discovering Pasta classes by enrolling in the Discovering Pasta series. Materials fee $10.

CLFB-5505 / 1 session / $49
> 45264 T 6-8pm Sep 10
  Irwin The Hotel 191

Discovering Pasta: Stuffed Pasta

Stuffed pastas are the signature dishes of great chefs around the world. Join Chef Andrew on a tour of stuffed pastas from the Mediterranean and modern kitchens, and learn how to make classic and modern stuffed pastas like ravioli, tortellini and more. Perfect for cooks who like hands-on cooking and enjoy working with dough. For a discounted tuition, take all three Discovering Pasta classes by enrolling in the Discovering Pasta series. Materials fee $15.

CLFB-5510 / 1 session / $49
> 45266 T 6-8pm Sep 17
  Irwin The Hotel 191

Discovering Pasta Course Series

Pasta is a versatile staple that can be created and enjoyed through many diverse dishes. If you are a pasta enthusiast and would enjoy exploring different types of pasta, you will love the Discovering Pasta series. Join Chef Andrew to learn how to prepare handmade pasta and stuffed pasta, as well as different international noodles and dumplings. Register for the Discovering Pasta series and take all three pasta classes at a discounted rate. Materials fee $10-15 per class.

COURSE LIST:
- Classic Handmade Pasta
- Stuffed Pasta
- International Noodles

> Sep 10-Sep 24 / The Hotel / $129
> Save when you register for a certificate program or course series!

Call for details, or visit our website:
1.800.332.8833 / www.kirkwood.edu/ce
Halloween Cookie Decorating for Kids (Ages 8-12)

Let’s have a little fun and get creative decorating fun Halloween shaped cookies! Come ready to decorate and take some spooky creations home to share with your family. Eat your creations as you please, or bring a container to take them home. Ages 8-12.

CLFB-0310 / 1 session / $29
> 45735 Su 2-4pm Oct 27 Delaney Kirkwood/NewBo

Discovering Desserts: Cakes and Custards

What’s any meal without a great finale? Ever wonder how they put that crunchy top on your crème brûlée? Did you know Boston cream pie is not really pie? Answer these questions and more in Discovering Desserts: Cakes and Custards. This is a laid back class for those with little or no baking confidence. If you are looking to discover new foods, while learning a few new tricks of the trade, join us for food, fun and a few new friends. Materials fee $10.

CLFB-1020 / 1 session / $49
> 44776 T 6-8:30pm Sep 10 Delaney Kirkwood/NewBo

Discovering Desserts: Cheesecakes!

Learn how to make bake and no-bake cheesecakes with different variations in crust and fillings, as well as a few basic dessert sauces and toppings. If you prefer something a bit more savory and fun, we will discuss great pairings for savory cheeses and additions to create a fun cheesecake appetizer. Materials fee $10.

CLFB-1020 / 1 session / $49
> 45730 T 6-8:30pm Sep 24 Delaney Kirkwood/NewBo

Seasonal Farmers’ Market Crostini with Tamar Adler

Join Tamar Adler, author of An Everlasting Meal: Cooking with Economy and Grace, in a hands-on cooking class at the Kirkwood Culinary Kitchen at NewBo City Market. Tamar will teach you how to turn farmers’ market vegetables into simple, rustic, delicious crostini, using versatile techniques you can apply across seasons. Class will end with the beautiful meal you’ve prepared, to be enjoyed with the author and your fellow students.

Tamar Adler is the James Beard Award winning author of An Everlasting Meal. A former editor at Harper’s Magazine, Tamar has cooked at Alice Waters’ Chez Panisse, and worked as head chef of Farm 255. Her work has appeared in The New York Times, Vogue, The New Yorker.com, Food & Wine, Fine Cooking, Saveur and Orion, among other publications.

CLFB-4400 / 1 session / $79
> 46005 S 12-2pm / Oct 29 / Kirkwood/NewBo

To register, call 1-800-332-8833 or visit www.kirkwood.edu/ce.
KIRKWOOD CULINARY KITCHEN AT NEWBO CITY MARKET

Discovering Desserts: Cookies and Pies
What’s any meal without a great finale? Satur-
sify your sweet tooth with Discovering Des-
serts: Cookies and Pies. From American
classics to elegant surprises, this is a laid
back class for those with little or no baking
confidence. If you are looking to discover new
foods, while learning a few new tricks of the
trade, join us for food, fun and a few new
CLFB-1020 / 1 session / $49
> 44775 T 6-8:30pm Sep 17
  Delaney  Kirkwood/NewBo

Cupcake Decorating for Kids
(Ages 8-12)
Who doesn’t love a good, classic cup-
cake? Kids, come and have some fun!
Show off your creativity by decorating a few
of your own cupcakes, as well as learning a few
fun tips to make them look like you bought
them at the store. Eat your creations as you
please, or bring a container and take home
and share with your family. Ages 8-12.
CLFB-1030 / 1 session / $29
> 45736 Sa 12:30-2:30pm Oct 19
  Delaney  Kirkwood/NewBo

Grandma’s Kolaches
Kolaches are sweet, soft and filled with all
sorts of wonderful fillings. Do you have a fa-
vorite recipe? Maybe one passed down from
your mom or grandma? Bring in your favorite
kolache recipe and let’s make them all! Then,
get your taste buds ready to taste and evalu-
ate which recipe is the best. Come ready for
plenty of hands on learning. Tuition includes
all fees.
CLFB-1035 / 1 session / $49
> 44777 M 6:30-9:30pm Oct 21
  Jensen  Kirkwood/NewBo

Young Chef’s Academy: White
House Recipes (Ages 8-12)
Send your child to this day class where they
will learn how to make delicious and nutritious
recipes straight from the White House kitchen!
This class will provide your child with the
opportunity to explore new foods and practice
culinary skills that will have them cooking for
your entire family. Kids should come prepared
to learn, laugh and of course, sample their
creations. Primarily demonstration with some
chef assistance.
CLFB-1042 / 1 session / $39
> 44768 Sa 1-3:30pm Oct 5
  Birchansky  Kirkwood/NewBo

Bite-Size Cake Balls
One of the hottest trends in baking today is
cake balls. They taste great and look fabu-
lous. Imagine your choice of cake, rolled into
a bite-sized ball and coated with chocolate,
much like a truffle. One bite of pure delight!
Discover how to bake and decorate with a
variety of flavors and toppings perfect for gift-
ning or a graduation party! Also get piping and
pastry bag decorating tips sure to impress!
Tuition includes all fees.
CLFB-1060 / 1 session / $49
> 45032 M 6-8:30pm Nov 4
  Birchansky  Kirkwood/NewBo

Apple Strudel
Time to use of those seasonally-wonder-
ful apples and wow your family by learning
how to make this wonderful fall dessert. Learn
how to make this flaky pastry by stretching
a piece of strudel dough until it reaches
paper-thin consistency. Easier than you think!
Materials fee $10.
CLFB-1069 / 1 session / $39
> 45928 M 6-8pm Oct 14
  TBA  Kirkwood/NewBo

Peanut Butter Lovers
Are you a peanut butter lover? Learn how
you can incorporate peanut butter into
tasty desserts. Come prepared to make and
taste some peanut butter favorites like Rees-
es peanut butter cake, peanut butter balls
and peanut butter snicker peak-a-boo cook-
ies.
CLFB-1069 / 1 session / $39
> 45938 Th 6-8:30pm Sep 26
  Birchansky  Kirkwood/NewBo

Russian and Ukrainian Cooking:
Authentic Goulash
Join Russian and Ukrainian native, Nina,
and learn how to prepare authentic goulash.
Goulash is a comfort dish that is popular
throughout Russia, Ukraine and many parts
of Europe. This protein-filled recipe is differ-
ent from most American goulash recipes and
does not incorporate pasta, but is served with
soft white bread. Priyatnogo appetita! Materi-
als fee $10-$15.
CLFB-1310 / 1 session / $29
> 45008 W 6-8:30pm Sep 25
  Scroggins  Kirkwood/NewBo

Russian and Ukrainian Cooking:
Beef Stroganoff
Join a Russian and Ukrainian native to learn how
to prepare authentic beef stroganoff. This
protein-filled recipe might be different from what
you’re used to eating, but you will thoroughly
enjoy the dish and the history behind it! Priyat-
Nogo appetita! Materials fee $10.
CLFB-1310 / 1 session / $29
> 45012 W 6-8:30pm Oct 2
  Scroggins  Kirkwood/NewBo

Russian and Ukrainian Cooking:
Siberian Pelmeni
Join Russia and Ukraine native, Nina, to
learn how to prepare Siberian pelmeni, a
true Russian comfort food. Siberian pelmeni
are homemade stuffed dumplings and can
be stuffed with a variety of meats and veg-
estables. Priyatnogo appetita! Materials fee
$10-$15.
CLFB-1310 / 1 session / $29
> 45010 M 6-9pm Sep 30
  Scroggins  Kirkwood/NewBo

At more than 1,500 square feet of premier teaching space, the Kirkwood Culinary Kitchen at NewBo City Market is the community’s learning center for hands-on culinary and nutrition offerings. For more information, visit www.kirkwood.edu/newbo.
**Russian and Ukrainian Cooking: Stolichnaya Russian Salad**

Join Russian and Ukraine native, Nina, to learn how to prepare Russian salad, stolichnaya. This salad is very well known in Russia and is often fixed for holiday dinners and family celebrations. This salad incorporates chicken, pickles, potatoes, carrots, onions, peas, eggs and mayo and is sure to awaken your taste buds! Priyantnogo appetita! Bring take-home container, knife and apron. Material fees $10-$15.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Registration Dates</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLFB-1310</td>
<td>45014 M 6-8:30pm</td>
<td>Oct 7</td>
<td>Scroggins</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kirkwood/NEWBo</td>
</tr>
</tbody>
</table>

**Authentic Chinese Cooking: Egg Rolls, Crabmeat Rangoon and Fried Rice**

Learn authentic Chinese cooking that is fun and easy. Why go out for Chinese when you can make it in your own kitchen? Several quick and easy recipes will be shared and all using inexpensive ingredients. No cooking experience is needed to take part in this fun, interactive class. Tuition includes all fees.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Registration Dates</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLFB-1325</td>
<td>45006 W 6-8pm</td>
<td>Oct 9</td>
<td>Liao</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kirkwood/NEWBo</td>
</tr>
</tbody>
</table>

**Adult and Child Chinese Cooking: Fried Wontons and Egg Drop Soup**

This Chinese cooking class will teach adult and child duos to prepare authentic recipes. End this culinary experience by enjoying your meal together! Tuition includes all fees.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Registration Dates</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLFB-1327</td>
<td>45066 Sa 2-4pm</td>
<td>Nov 9</td>
<td>Liao</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kirkwood/NEWBo</td>
</tr>
</tbody>
</table>

**Authentic Chinese Cooking: Sweet and Sour Chicken and Chow Mein Noodles**

Learn authentic Chinese cooking that is fun and easy. Why go out for Chinese when you can make it in your own kitchen? Several quick and easy recipes will be shared and all using inexpensive ingredients. No cooking experience is needed to take part in this fun, interactive class. Tuition includes all fees.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Registration Dates</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLFB-1325</td>
<td>38398 W 6-8pm</td>
<td>Sep 4</td>
<td>Liao</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kirkwood/NEWBo</td>
</tr>
</tbody>
</table>

**Bake Like You’re Irish**

Cead mile failte! Enjoy an Irish evening where you’ll learn how to make some baked goodies including breakfast scones and delicious apple cake! Materials fee $10.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Registration Dates</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLFB-1348</td>
<td>45954 M 6-8pm</td>
<td>Oct 28</td>
<td>Kosek</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kirkwood/NEWBo</td>
</tr>
</tbody>
</table>

**Greek Cooking: Gyros**

Learn how to make lamb or beef gyros with tzatziki sauce and pita bread. Also learn to make gemista dolmades, stuffed tomatoes, zucchini and eggplant wrapped in grape leaves.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Registration Dates</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLFB-1360</td>
<td>45310 M 6-8pm</td>
<td>Sep 23</td>
<td>Rieck</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kirkwood/NEWBo</td>
</tr>
</tbody>
</table>

**Marvelous Marinades**

Discover how to make great food even better! Explore acidic, enzymatic, dairy marinades and learn about popular marinades that taste great. Class will sample chicken, beef and seafood that will amaze you!

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Registration Dates</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLFB-1425</td>
<td>45033 W 6-8:30pm</td>
<td>Oct 16</td>
<td>Birchansky</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kirkwood/NEWBo</td>
</tr>
</tbody>
</table>

**Classic French Desserts**

A hands-on class where you’ll learn how to make some of France’s most classic desserts including crepes, creme brûlée and chocolate mousse. Materials fee $10.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Registration Dates</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLFB-1475</td>
<td>45945 Th 6-8:30pm</td>
<td>Oct 17</td>
<td>Kosek</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kirkwood/NEWBo</td>
</tr>
</tbody>
</table>

---

At more than 1,500 square feet of premier teaching space, the **Kirkwood Culinary Kitchen at NewBo City Market** is the community’s learning center for hands-on culinary and nutrition offerings. For more information, visit [www.kirkwood.edu/newbo](http://www.kirkwood.edu/newbo).
French Wine Sauces and Creme Brulee

A hands-on cooking class introducing you to the best tastes of French cuisine. Learn from a French native how to make gourmet wine sauces to accompany your favorite roasted chicken, beef or fish, as well as the famous creme brûléed dessert. Materials fee $10-15.

CLFB-1480 / 1 session / $39

- 44770 Su 2-4pm Oct 6
  Martin Kirkwood/NewBo

French Breakfast: Croissants and Sweet Crepes

A hands-on French breakfast class introducing you to the best tastes of French cuisine. Learn how to make authentic croissants and sweet crepes with a French native. Ooh la la! A great way to start any morning! Materials fee $10-15.

CLFB-1485 / 1 session / $39

- 44772 Su 10am-12pm Sep 15
  Martin Kirkwood/NewBo

- 44771 Sa 12-2pm Nov 2
  Martin Kirkwood/NewBo

French Lunch: French Quiches and Salad

A hands-on cooking class introducing you to the best tastes of a classic French lunch. In this hands-on cooking class, master multiple quiche recipes, including onion quiche and salmon broccoli quiche. Learn how to make your own crust and French vinaigrette for the salad to nicely compliment this authentic lunch. Materials fee $10-15.

CLFB-1490 / 1 session / $39

- 44773 W 11:30am-1:30pm Sep 18
  Martin Kirkwood/NewBo

- 44774 Su 12-2pm Oct 20
  Martin Kirkwood/NewBo

Global Gals: Nina

Explore foreign lands with the three ladies of the Global Cooking Series. These classes provide an introduction to the culture and food of three distinct regions as told by the ladies who lived there. Begin with Nina our Ukrainian cook as she shares her love of Russian and Ukrainian cooking. Materials fee $10.

CLFB-1571 / 1 session / $29

- 45994 W 6-8pm Oct 23
  Scroggins Kirkwood/NewBo

Global Gals: Eleonora

Explore foreign lands with the three ladies of the Global Cooking Series. These classes provide an introduction to the culture and food of three distinct regions as told by the ladies who lived there. The second class is taught by Eleonora who grew up on the island of Crete. Eleonora’s specialties have been gracing our cooking classes for over 20 years! Our final Global Gal is Lily, who brings Chinese cooking to an accessible level for everyone.

CLFB-1571 / 1 session / $29

- 45997 W 6-8pm Oct 30
  Rieck Kirkwood/NewBo

Global Gals: Lily

Explore foreign lands with the three ladies of the Global Cooking Series. These classes provide an introduction to the culture and food of three distinct regions as told by the ladies who lived there. Our final Global Gal is Lily who brings Chinese cooking to an accessible level for everyone. Materials fee $10.

CLFB-1571 / 1 session / $29

- 45998 W 6-8pm Nov 6
  Liao Kirkwood/NewBo

Discovering Breads: Bread Baking Basics

Fresh baked bread is delicious and easy to make. Join Chef Andrew for a great beginning in making bread from scratch. Learn simple methods and use easy to find products to make delicious breads. Perfect for beginners who like hands-on cooking experiences. For a discounted tuition, take all three Discovering Bread classes by enrolling in the Discovering Bread Series. Materials fee $10.

CLFB-1622 / 1 session / $49

- 45985 T 6-8:30pm Oct 8
  Irwin Kirkwood/NewBo

At more than 1,500 square feet of premier teaching space, the Kirkwood Culinary Kitchen at NewBo City Market is the community’s learning center for hands-on culinary and nutrition offerings. For more information, visit www.kirkwood.edu/newbo.
Discovering Bread: Savory Bread

Fresh baked cinnamon rolls and more are just a step away. Join Chef Andrew for a baking experience that satisfies everyone’s sweet tooth. Perfect for beginners and bakers looking for new recipes. For a discounted tuition, take all three Discovering Bread classes by enrolling in the Discovering Bread Series. Materials fee $15.

CLFB-1627 / 1 session / $49
- 45988 T 6-8:30pm Oct 15
  Delaney Kirkwood/NewBo

CLFB-1972 / 1 session / $49
- 45844 T 6-8:30pm Oct 29
  Birchansky Kirkwood/NewBo

Discovering Bread: Sweet Rolls and More

Explore how the American brewing industry rose from the ashes of Prohibition to become a world player in beer. Sample and discuss the different styles of American craft beer available in the market today. Topics include the brewing process and ingredient use and illustrated by sampling a variety of the American beers. Must be 21 to attend.

CLFB-3000 / 1 session / $39
- 45357 Th 7-9pm Oct 10
  Ball Kirkwood/NewBo

It’s All “Green” to Me

Come learn how to experiment with adding vegetables to make your dishes healthier and more nutritious. You will be surprised by many delicious vegetable secrets to include in your daily routines. Make and taste several delicious vegetable dishes.

CLFB-1972 / 1 session / $49
- 45844 T 6-8:30pm Oct 29
  Birchansky Kirkwood/NewBo

Cooking Risotto and Polenta

Learn the risotto technique for cooking rice and how to make both sweet and savory versions. Also explore techniques for making both creamy and pan seared polenta. Materials fee $10.

CLFB-6100 / 1 session / $39
- 45842 Th 6-8:30pm Sep 19
  Kosek Kirkwood/NewBo

Beer Appreciation: American Craft Beer

Discovering how simple it is to make healthy on-the-go snack mixes. Learn how to make multiple types of gorp, cereal mix and granola bars. Come prepared to spoil yourself with healthier, homemade, ready-to-grab snack options with no additives. Tuition includes all fees.

CLFB-1670 / 1 session / $49
- 45595 W 6-8:30pm Sep 11
  Birchansky Kirkwood/NewBo

Healthy Snack Mixes

Enjoy a trip through the history and evolution of beer as you explore how beer from different regions is made within the context of regional differences and traditions. Topics will include how environmental factors affect brewing cultures and, in turn, the final product. Focus will be on classic European styles including German, Czech, U.K., Irish and Belgian. Must be 21 to attend.

CLFB-3000 / 1 session / $45
- 45357 Th 7-9pm Oct 10
  Ball Kirkwood/NewBo

Everyday Baking: Gluten Free

Take a trip through the history and evolution of beer as you explore how beer from different regions is made within the context of regional differences and traditions. Topics will include how environmental factors affect brewing cultures and, in turn, the final product. Focus will be on classic European styles including German, Czech, U.K., Irish and Belgian. Must be 21 to attend.

CLFB-1725 / 1 session / $49
- 45734 Th 6-8pm Oct 24
  Delaney Kirkwood/NewBo

Beer Appreciation: Old World Style

Join us for an evening of elegance featuring port wines and decadent chocolate tortes. This class will discuss port wine and dessert pairings and includes both wine and dessert tastings. Materials fee $35. Must be 21 to attend.

CLFB-2015 / 1 session / $49
- 45843 Th 6-8:30pm Oct 3
  Birchansky Kirkwood/NewBo

At more than 1,500 square feet of premier teaching space, the Kirkwood Culinary Kitchen at NewBo City Market is the community’s learning center for hands-on culinary and nutrition offerings. For more information, visit www.kirkwood.edu/newbo.
Seasonal Farmers’ Market Crostini with Tamar Adler
Join Tamar Adler, author of An Everlasting Meal: Cooking with Economy and Grace, in this hands-on cooking class. Tamar will teach you how to turn farmers’ market vegetables into simple, rustic, delicious crostini using versatile techniques you can apply across seasons. The class will end with the beautiful meal you’ve prepared, to be enjoyed with the author and your fellow students.

CLFB-4400 / 1 session / $79
- 46005 Sa 12-2pm Oct 26
  Adler  Kirkwood/NewBo

Discovering: Gnocchi
Made like a pasta, cooked like a dumpling and served anyway you’d like! Gnocchi are a fun and delicious food. Join Chef Andrew for a relaxed evening in the kitchen making and cooking gnocchi. Great for beginners and bakers looking for new recipes. Materials fee $10.

CLFB-5600 / 1 session / $49
- 45947 T 6-8pm Oct 1
  Irwin  Kirkwood/NewBo

The Pizza Workshop: Handmade, Homemade
Handmade, homemade pizza is a fun dish perfect for sharing with family and friends. Limitless toppings and endless variety makes this dish creative and fun to master. Learn to construct the perfect pizza beginning with the dough and sauce, and ending with classic pizza toppings. Come have fun with a great food, and leave with the skills to make the best handmade, homemade pizzas at home! Materials fee $10.

CLFB-7150 / 1 session / $49
- 45930 T 6-8pm Nov 5
  Irwin  Kirkwood/NewBo

Lunch with Rachel and Mollie: Cedar Ridge Bourbon Sliders
Treat yourself to a lunch where you’ll learn about seasonal cooking with local food and leave with new ideas to expand your menus at home! Come enjoy sesame kale chips, Cedar Ridge bourbon sliders on pretzel buns and pig candy with vanilla ice cream in this demonstration-only lunchtime cooking class. Sit back, relax and watch Rachel and Mollie prepare your lunch and answer your cooking questions as you enjoy your meal. Rachel and Mollie are committed to seasonal eating and sourcing ingredients from local, small-scale food producers whenever possible. Occasionally, substitutions may be necessary depending on local harvests and weather conditions. You will receive recipes and food sourcing contact information in advance of the class. Lunch sized portions will be served.

CLFB-7650 / 1 session / $25
- 45942 F 11:30am-12:30pm Oct 11
  Morey Flynn  Kirkwood/NewBo

Dine and Dash with Cyndie: Love with Seasonal Foods
Fall in love with sensational seasonal food over the lunch hour at the Kirkwood Culinary Kitchen at NewBo City Market! Fall harvest apples, pumpkins and more will be a part of your seasonal demonstration as you enjoy an appetizer, entree and dessert. Grab a friend, boss or partner and come dine and dash with us. Leave with all of the recipes so you can duplicate at your next fall party.

CLFB-7650 / 1 session / $25
- 45950 Th 11:30am-12:30pm Oct 10
  Birchansky  Kirkwood/NewBo

Dine and Dash with Cyndie: Make Your Own Mini Pizza
Grab a friend, boss or partner and come dine and dash at the Kirkwood Culinary Kitchen at NewBo City Market. Come make your own mini pizza starting with fresh dough and toppings galore. Enjoy a crisp Italian salad with homemade dressing and dessert. Leave with all of the recipes so you can duplicate at home.

CLFB-7650 / 1 session / $25
- 45951 Th 11:30am-12:30pm Oct 24
  Birchansky  Kirkwood/NewBo

Lunch with Rachel and Mollie: Lemon Pepper Chicken Fettuccine
Treat yourself to a lunch where you’ll learn about seasonal cooking with local food and leave with new ideas to expand your menus at home! Come enjoy spicy pumpkin bisque, lemon pepper chicken fettuccine and fresh local apples with caramel dip in this demonstration-only lunchtime cooking class. Sit back, relax and watch Rachel and Mollie prepare your lunch and answer your cooking questions as you enjoy your meal. Rachel and Mollie are committed to seasonal eating and sourcing ingredients from local, small-scale food producers whenever possible. Occasionally, substitutions may be necessary depending on local harvests and weather conditions. You will receive recipes and food sourcing contact information in advance of the class. Lunch sized portions will be served.

CLFB-7650 / 1 session / $25
- 45939 F 11:30am-12:30pm Sep 13
  Morey Flynn  Kirkwood/NewBo

Lunch with Rachel and Mollie: Iowa Swabian Hall Brats
Treat yourself to a lunch where you’ll learn about seasonal cooking with local food and leave with new ideas to expand your menus at home! Come enjoy cheese stuffed jalapenos, Iowa Swabian hall brats with garden fresh horseradish mustard sauce and lemon basil mint sorbet in this demonstration-only lunchtime cooking class. Sit back, relax and watch Rachel and Mollie prepare your lunch and answer your cooking questions as you enjoy your meal. Rachel and Mollie are committed to seasonal eating and sourcing ingredients from local, small-scale food producers whenever possible. Occasionally, substitutions may be necessary depending on local harvests and weather conditions. You will receive recipes and food sourcing contact information in advance of the class. Lunch sized portions will be served.

CLFB-7650 / 1 session / $25
- 45943 F 11:30am-12:30pm Oct 25
  Morey Flynn  Kirkwood/NewBo

At more than 1,500 square feet of premier teaching space, the Kirkwood Culinary Kitchen at NewBo City Market is the community’s learning center for hands-on culinary and nutrition offerings. For more information, visit www.kirkwood.edu/newbo.
**Dine and Dash with Cyndie: Traveling Tailgate**

Great culinary tips and ideas for you football fanatics who love tailgating! Enjoy three home-cooked appetizer, entree and dessert demonstrations to fill your lunch appetite. This is a perfect way to break up your work day. Grab a friend, boss or partner and come dine and ditch at the Kirkwood Culinary Kitchen at NewBo City Market. Leave with all of the recipes to try on your own for the big game next weekend!

**CLFB-7600 / 1 session / $25**

- 45948 W 11:30am-12:30pm Sep 25
  Birchansky Kirkwood/NewBo

**Lunch with Rachel and Mollie: Pistachio Pesto Pasta**

Treat yourself to a lunch where you’ll learn about seasonal cooking with local food and leave with new ideas to expand your menus at home! Come enjoy bacon wrapped chorizo bites with maple syrup, pistachio pesto pasta and chocolate pound cake with drunken cherries in this demonstration-only luncheon cooking class. Sit back, relax and watch Rachel and Mollie prepare your lunch and answer your cooking questions as you enjoy your meal. Rachel and Mollie are committed to seasonal eating and sourcing ingredients from local, small-scale food producers whenever possible. Occasionally, substitutions may be necessary depending on local harvests and weather conditions. You will receive recipes and food sourcing contact information in advance of the class. Lunch sized portions will be served.

**CLFB-7650 / 1 session / $25**

- 45941 F 11:30am-12:30pm Sep 27
  Morey Flynn Kirkwood/NewBo

---

At more than 1,500 square feet of premier teaching space, the [Kirkwood Culinary Kitchen at NewBo City Market](http://www.kirkwood.edu/newbo) is the community’s learning center for hands-on culinary and nutrition offerings. For more information, visit [www.kirkwood.edu/newbo](http://www.kirkwood.edu/newbo).

---

**Join the Kirkwood Continuing Education Community on Facebook!**

Don’t miss a thing.

Join the Kirkwood Continuing Education Facebook page and get in on the conversation!

- You’ll find relevant and timely information related to lifelong learning
- You’ll be able to start and join discussions on a variety of topics
- You’ll be the first to hear about new courses, events and training programs
- You’ll join a community who share common experiences

[www.facebook.com/KirkwoodCE](http://www.facebook.com/KirkwoodCE)
DANCE

Ballroom Variations
Open a new world of elegance learning fun variations to the ballroom classics. You will be instructed in waltz, tango and foxtrot. Basic ballroom dance experience is necessary. A partner is not required.

CLDA-1000 / 4 sessions / $49
- 45007 T 8:15-9pm Oct 1-Oct 22 Dance NY - Marion
- 45009 Th 7:30-8:15pm Oct 31-Nov 21 Dance NY - Marion

Beginning Ballroom with Ken and Mary Mote
Looking for something fun you and your spouse or significant other can do together? And we stress FUN! Then learn to ballroom dance. This class teaches beginning steps to the foxtrot, waltz, tango, rumba, slow night club and swing. Great exercise, too.

CLDA-1010 / 6 sessions / $119
- 45197 T 7-9pm Sep 10-Oct 15 McKinley MS Small Gym

Wedding Class - Level 1
Don’t get caught doing the “junior-high sway” out on the reception floor. Spice up your wedding dance moves as you learn the rumba, swing and nightclub two-step. These moves are guaranteed to have you shining on the reception dance floor.

CLDA-1025 / 4 sessions / $49
- 45337 W 6:45-7:30pm Sep 4-Sep 25 Dance NY - Marion
- 45339 W 6:45-7:30pm Oct 2-Oct 23 Dance NY - Marion

Ballroom Dance for Beginners
Do you want to learn how to dance, but are a little terrified? Learn the basic ballroom dance steps step-by-step. By the end of class, you will have learned the basics of the waltz, foxtrot, rumba, tango, swing and slow nightclub dances. It’s easier than you might imagine, but you will need to practice between classes. Dancing is a great social activity which will boost your energy level, help you stay in shape and provide you with hours of enjoyment as you dance to your favorite music. You’ll love the camaraderie of the new friends you make in class, as well as the health benefits of dancing.

CLDA-1040 / 6 sessions / $119
- 45995 W 7-8pm Mote Sep 11-Oct 16 Emerson ES Gym

Ballroom Dances - Level I
Open a new world of elegance learning the ballroom classics. In this class you will be instructed in the waltz, tango and fox trot. Beginners are welcome. A partner is not required.

CLDA-1095 / 4 sessions / $49
- 45024 T 6:45-7:30pm Sep 3-Sep 24 Dance NY - Marion
- 45025 T 6:45-7:30pm Oct 1-Oct 22 Dance NY - Marion

Country Dances - Level I
Are you a boot scooter or looking for some moves to take to the dance floor? In this class you will be instructed in country two step, waltz and West Coast swing. It’s a good class for beginners. A partner is not required.

CLDA-3110 / 4 sessions / $49
- 45122 F 6:45-7:30pm Sep 6-Sep 27 Dance NY - Marion

Country Dances - Variations
Are you a boot scooter or looking for some moves to take to the dance floor? Learn the country two-step, waltz and West Coast swing. It’s a good class for beginners. A partner is not required.

CLDA-3113 / 4 sessions / $49
- 45120 F 7:30-8:15pm Oct 4-Oct 25 Dance NY - Marion
- 45121 F 6-6:45pm Nov 1-Nov 22 Dance NY - Marion

Club Dances - Level I
Looking for some moves to do when you go out dancing at the nightclubs? Learn the salsa, hustle and nightclub two-step for your next big night out. This is a great class for beginners. A partner is not required.

CLDA-3115 / 4 sessions / $49
- 45016 M 6:45-7:30pm Sep 30-Oct 21 Dance NY - Marion
- 45018 M 6:45-7:30pm Oct 28-Nov 18 Dance NY - Marion

Rhythm Dances - Level I
Feel the beat. Enjoy learning the rhythmic steps of the rumba, cha-cha and swing in a fun and easy way. This is a good class for beginners. A partner is not required.

CLDA-4210 / 4 sessions / $49
- 45110 Th 6:45-7:30pm Sep 5-Sep 26 Dance NY - Marion
- 45111 Th 6:45-7:30pm Oct 29-Nov 19 Dance NY - Marion

Latin Fitness
Latin fitness mixes body sculpting moves with dance steps derived from salsa, hip hop, country, flamenco and other styles of an upbeat, fun workout that will whip you into shape.

CLDA-4215 / 4 sessions / $49
- 45124 Th 6:45pm Oct 3-Oct 24 Dance NY - Marion

FITNESS

Rock Your Core - MAC Xtreme
One full hour of ab-blasting exercise taught by a certified MAC personal trainer. Emphasis will be placed on strengthening your core with proper form and technique in order to maximize your workout.

CLFI-1000 / 1 session / $21
- 45975 Sa 10:30-11:30am Sep 28 MAC Xtreme

Total Body Fitness
Tired of the high-pressure health clubs? Then check out this fitness class! Vivian Quinn has been teaching for years and focuses on cardiovascular fitness, endurance, strengthening, toning and flexibility through a variety of movements and routines.

CLFI-1020 / 16 sessions / $59
- 45248 MW 5:30-6:30pm Sep 9-Oct 30 Quinn TBA - Marion

Zumba - Gold Pointe
Party yourself into shape! Zumba classes feature exotic rhythms set to high-energy Latin and international beats. Before you know it, you are dancing yourself fit and your energy levels are soaring! All levels and ages welcome.

CLFI-1080 / 8 sessions / $55
- 45204 M 6:10-7:10pm Sep 9-Oct 28 Gold Pointe FC
Zumba - New Life Fitness
This class incorporates body sculpting moves with Latin international dance steps derived from salsa, flamenco, hip-hop and country. High energy and motivating music keep you moving throughout this fun-filled workout.
CLFI-1080 / 8 sessions / $39
> 45222 Sa 10:15-11:15am Sep 14-Nov 2 New Life Fitness - CR

Zumba at the MAC - South
Hot Latin hip-hop dance classes are sweeping the nation! This cardio class is packed with excitement; so much so you just might forget you’re working out! Join us as we sweat and party at MAC South! You must be 18 years or older.
CLFI-1080 / 16 sessions / $59
> 44783 TTh 5:45-6:45pm Sep 10-Oct 31 MAC South

Zumba Pass - Northland Fitness
Zumba is an exhilarating, effective, easy to follow, Latin inspired, calorie-burning dance fitness party that’s moving millions of people toward joy and health. Choose any Zumba class from our current fitness class schedule at www.northlandfitnessclub.com.
CLFI-1080 / 27 sessions / $59
> 45127 T 7:30-8pm, W 6:35-7:30pm, Sa 9:45-10:45am Sep 10-Nov 9 Northland Fitness

Body Pump Pass - Northland Fitness
Body Pump is one of the world’s fastest ways to get in shape. Your body will be transformed using the REP EFFECT, a proven formula focusing on low weights and high repetition to burn fat and calories. You will quickly gain strength and produce lean muscle while conditioning fat and calories. You will definitely burn off the fat and calories!
This class incorporates different kinds of cardio: kickboxing, high impact aerobics, step, interval training, plyometrics and cycling. Try this only if you are ready for a challenge and a chance to rev up your metabolism, burn calories and blast the fat.
CLFI-1215 / 8 sessions / $39
> 45235 T 5:30-6:15pm Sep 10-Oct 29 New Life Fitness - CR

Cardio Express - New Life Fitness
You will definitely burn off the fat and calories! This class incorporates different kinds of cardio: kickboxing, high impact aerobics, step, interval training, plyometrics and cycling. Try this only if you are ready for a challenge and a chance to rev up your metabolism, burn calories and blast the fat.
CLFI-1215 / 8 sessions / $39
> 45235 T 5:30-6:15pm Sep 10-Oct 29 New Life Fitness - CR

Jazzercise - One Month Pass Card
Burn up to 600 calories in one fun and powerfully effective 60-minute total body workout. Every Jazzercise group fitness class combines dance-based cardio with strength training and stretching to sculpt, tone and lengthen muscles for maximum fat burn. Choreographed to today’s hottest music, Jazzercise is a fusion of jazz dance, resistance training, pilates, yoga and kickboxing. Start dancing yourself fit and change the shape of your body today! This is a one-month pass with unlimited classes (four weeks). For specific schedule and location information, visit www.Jazzercise.com.
CLFI-1230 / 63 sessions / $50
> 45105 M,W 9:30am-6:45pm, TTh 5:45-6:45pm, F 9:30-10:30am, Sa 8-9am, Su 4-5pm Sep 9-Nov 10 Ratchford TBA

Jazzercise - Two Month Pass Card
Burn up to 600 calories in one fun and powerfully effective 60-minute total body workout. Every Jazzercise group fitness class combines dance-based cardio with strength training and stretching to sculpt, tone and lengthen muscles for maximum fat burn. Choreographed to today’s hottest music, Jazzercise is a fusion of jazz dance, resistance training, pilates, yoga and kickboxing. This is a two-month pass with unlimited classes (eight weeks). For specific schedule and location information, visit www.Jazzercise.com.
CLFI-1230 / 63 sessions / $90
> 45105 M,W 9:30am-6:45pm, TTh 5:45-6:45pm, F 9:30-10:30am, Sa 8-9am, Su 4-5pm Sep 9-Nov 10 Ratchford TBA

Northland Fitness Class Pass
Choose your favorite classes from your current schedule for a workout plan to fit your needs. Body Pump, Cross Train Challenge, PiYo, Boot Camp, Yoga and Pilates to name a few. Instructors are nationally certified and happy to help you reach your fitness goals. Check www.northlandfitnessclub.com for our current classes.
CLFI-1253 / 56 sessions / $79
> 45164 M,WTh,F,Sa,Su 6am-7:15am Sep 9-Nov 3 Northland Fitness

Basic Step - Interval - New Life Fitness
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, then 3-4 minutes of uncomplicated step moves and patterns and alternates with 3-4 minutes of weight training using dumbbells and resistance tubing. Finishing with a great stretch. This is a great overall body workout. For beginning-to-intermediate level.
CLFI-1210 / 16 sessions / $55
> 45228 M 7-8am, W 9-10am, Th 9-10am, Sa 8-9am Sep 9-Oct 28 TriYoga of CR

Kundalini Yoga - TriYoga
Kundalini yoga is the yoga of awareness and combines gentle and dynamic movements with poses, breath work, mantra and more. Based on the energy flows of the subtle body, kundalini yoga is great for health, growth and profound relaxation.
CLFI-1460 / 8 sessions / $88
> 45754 M 7:30-8:30am Sep 9-Oct 28 TriYoga of CR

Senior Yoga - Gold Pointe
Senior Yoga - Gold Pointe
Designed especially for seniors, training is done in chairs and in standing positions. It provides an overall workout for all levels, Body types and ranges of flexibility. Each class includes centering, strength and balance work, breathing awareness, and a guided meditation. Great for reducing stress!
CLFI-1460 / 16 sessions / $59
> 46047 M,W 10:30-11:30am Sep 9-Oct 30 Gold Pointe FC

Yoga - TriYoga
Yoga - TriYoga
Discover the many benefits of yoga, the ancient exercise system for the whole person. This fully equipped, quiet studio has mats and bolsters for your comfort. Start with relaxing stretches and progress at your own rate to more challenging workouts. Certified, experienced teachers help you increase your strength, flexibility and ability to relax. A full spectrum of traditional yoga practices is available.
CLFI-1460 / 8 sessions / $88
> 45764 M 5:30-6:45pm Sep 9-Oct 28 TriYoga of CR
> 45766 Sa 9-10:20am Sep 14-Nov 2 TriYoga of CR
Yoga - Gold Pointe

An overall workout for all levels, body types, and ranges of flexibility. Each class includes centering strength and balance work, breathing awareness, and a guided meditation. Great for reducing stress!

CLFi-1460 / 16 sessions / $69
> 45207 W 5:30-6:30pm, M 5-6pm Sep 11-Nov 4
Gold Pointe FC

Yoga for Every Body - New Life Fitness

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 free 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.

CLFi-1460 / 9 sessions / $55
> 45242 Th 7-8pm Sep 12-Nov 7
New Life Fitness - CR

Piyo - New Life Fitness

This class blends the best of yoga and pilates together in one class. Enjoy the benefits of developing strength through length, as well as relieve stress, gain flexibility, have better joint mobility, better mental focus and clarity. You will increase your energy level, improve posture and have a better state of well-being. This class works it all - mind, body and spirit. This is for all levels of fitness. We provide mats.

CLFi-1495 / 8 sessions / $55
> 45744 T 7-8:15pm Sep 10-Oct 9
New Life Fitness - CR

Mat Pilates - Northland Fitness

Looking for beautiful posture and sculpted abs? This mat based class will deliver results! Improve muscle control, flexibility and coordination. Experience exercises designed to maximize core strength while sculpting the entire body.

CLFi-1520 / 8 sessions / $39
> 45166 M 7:35-8pm Sep 9-Oct 28
Northland Fitness

Ultimate Body Shaping

Fuel the body, burn the fat and build the muscle. Ultimate Body Shaping is made for you. This is a motivation, accountability, dedication exercise. Ultimate Body Shaping includes TRX, cardio kickboxing, kettlebells, zumba, group personal training, bands, strength training and diet ideas to keep you in shape. You will meet two times a week for 45 minutes, for eight weeks. Don’t get bored; come work out with a team. Please visit www.ubscr.com for more information on ultimate body shaping.

CLFi-1635 / 16 sessions / $149
> 46196 MW 5:15-6pm Sep 9-Oct 30
Ult Body Shpng Studio
> 46197 TTh 5:15-6pm Sep 10-Oct 31
Ult Body Shpng Studio

MAX10 Body Shaping & Peak Fitness - Northland

MAX10 is an intelligently designed, 10 week body shaping and peak fitness program set in a vibrant and social environment. MAX10 keeps it fresh with a wide variety of fitness formats and tools including kickboxing, resistance bands, dumbbells, TRX Suspension training, plyometrics, medicine balls and yoga for whole-body transformation. MAX10 also includes daily nutrition tracking, in-class product demos, cooking lessons, grocery store tours and has a heavy emphasis on natural health. This is a community oriented program where members support members. Come for the workouts, stay for the friends! All instructors are certified by the owner and creator, Travis Richardson. Classes start at 5:30 am and run through 5:30 pm Monday-Friday along with a Saturday Yoga class 8:30am-9:30am. You must email Lynae4Maze10@gmail.com to secure class times.

CLFi-1640 / 61 sessions / $299
> 45307 Sa 8:30-9:30am, M,T,W,Th,F 5:30am-6:30pm Oct 5-Dec 14
Richardson
Northland Fitness

TRXstatic! All Levels TRX Suspension Training

TRX Suspension Training is a revolutionary total-body approach to fitness that leverages one’s own body weight and the force of gravity to develop strength, balance, flexibility, endurance, coordination and core stability all simultaneously. The system utilizes a system of straps, buckles and grips (called a suspension trainer) that allows the user to work against their own body weight. One simply changes the angle of their body from the ground for the different exercises. Having the ability to change the body’s angle allows one to work with more or less body weight which can intensify or modify a specific exercise. TRX training engages the core on every exercise in addition to providing some cardio fitness in every single workout. TRX Suspension Training is offered in small group training format. This is an all fitness levels class and includes both a warm up and a stretch cool-down at the end. This class is open to both “newbies” and those familiar with suspension training. Attendees always have the choice to modify the exercises to better suit their fitness needs. Instructors are seasoned trainers with a passion for fitness!

CLFi-1642 / 8 sessions / $50
> 45196 Sa 9:30-10:15am Sep 14-Nov 2
Richardson
Northland Fitness

Eastern Iowa Kettlebells Ages 10-Adult

Kettlebell offers a different kind of training using dynamic moves targeting almost every aspect of fitness - strength, balance, agility and cardio endurance. Kettlebell exercises train the body in eccentric deceleration, which can translate to a healthier, stronger body. The exercises are simple, the workouts are straightforward and you only need one piece of equipment.

CLFi-1805 / 18 sessions / $90
> 45739 TThF 5:30-6:15pm Sep 10-Oct 18
Richardson
Bruce TKD - Marion

Senior Circuit - Gold Pointe

A great class to slow the signs of aging and for improving your strength and flexibility. As a group, you will warm-up, stretch and perform a timed circuit using Cybex weight machines to work the entire body. You will also learn how to set up the machines and how to use them correctly.

CLFi-2005 / 24 sessions / $79
> 44997 MWF 8:30-9:30am Sep 9-Nov 1
Gold Pointe FC
> 44999 MWF 9:30-10:30am Sep 9-Nov 1
Gold Pointe FC
**Body Sculpt - New Life Fitness**

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 add definition to your body. Cardio segments will include short sprints, running stairs, plyometrics, jumping jacks and much more. This class will help increase your metabolism, burn calories and firm your body. This is a fast-paced, intense workout, so come prepared to sweat! All are welcome to attend the 20-minute Abs/Back class immediately following.

CLFI-2030 / 16 sessions / $55
- **45748** MW 5:30-6:30pm  
  **Sep 9-Oct 30**  
  New Life Fitness - CR

**Workout 24/7 MAC Xpress Pass**

Workout whenever you like at any of our 4 MAC Xpress clubs in the area (Marion, Hiawatha, Fairfax, and downtown). This pass allows you 24/7 access to train and sweat at your convenience using high quality cardio and strength training equipment. Some classes are available at the downtown and Marion MAC Xpress Clubs. The pass available to individuals who are 21 and older. You must meet with staff in order to activate your access card.

CLFI-2035 / 56 sessions / $99
- **46114** MTWThFs  
  **Su 12am-11:59pm**  
  **TBA**  
  MAC Xpress Clubs

**TNT - Tone-n-Tighten - New Life Fitness**

This class will trim and tone your body by using different means of resistance including dumbbells, tubes, stability balls and your own body weight. Core training and balance will also be incorporated in this great workout. It is for all levels of fitness as modifications can be used.

CLFI-2037 / 16 sessions / $55
- **45753** TTh 9:30-10:30am  
  **Sep 10-Oct 29**  
  New Life Fitness - CR

**Tai Chi Basics - TriYoga**

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 the tai chi form class and for the martial arts taught in advanced classes.

CLFI-2040 / 8 sessions / $88
- **45749** Sa 10:30-11:30am  
  **Sep 14-Nov 2**  
  TriYoga of CR

**Tai Chi Chuan**

Learn the ancient Chinese art of tai chi chuan for health, relaxation and peace of mind. Tai chi chuan means “grand ultimate fist” and is one of the internal martial arts of China. The emphasis is low impact health exercise. It is a perfect exercise for those recovering from health issues and is safe for all ages. Tai chi has been known to lower blood pressure, decrease stress and increase joint flexibility. The class covers the basic tai chi exercises, as well as a 24-movement short form that can be completed in about eight minutes. Students can advance to a longer 108 movement form if desired, as well as tai shou (push hands) exercises and self-defense applications.

CLFI-2040 / 8 sessions / $79
- **44881** M 6:30-7:30pm  
  **Sep 9-Oct 28**  
  KTOS 100

**Meditation - Tri Yoga**

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.

CLFI-2050 / 8 sessions / $80
- **45758** T 7-8pm  
  **Sep 10-Oct 29**  
  TriYoga of CR

**Aspen Athletic Club Three-Day Pass**

This three-day-per-week pass allows you access to the club on Mondays, Wednesdays or Fridays only. This pass also allows participation in any group fitness class Aspen Athletic Club offers any time of the day (space may be limited) and access to the NEW GTX Studio when not reserved for team or semi-private training. For a schedule and class description, please stop by Aspen Athletic Club or go to www.aspenathleticia.com.

CLFI-2080 / 27 sessions / $105
- **44752** MWF 5am-11pm  
  **Sep 9-Nov 8**  
  Aspen Athletic Club

**Aspen Athletic Club Four-Day Pass**

This four-day-per-week pass allows you access to the club on Tuesdays, Thursdays, Saturdays or Sundays only. This pass also allows participation in any group fitness class Aspen Athletic Club offers any time of the day (space may be limited) and access to the NEW GTX Studio when not reserved for team or semi-private training. For a schedule and class description, please stop by Aspen Athletic Club or go to http://www.aspenathleticia.com.

CLFI-2085 / 36 sessions / $115
- **44757** TTh 5am-11pm, SaSu 7am-8pm  
  **Sep 10-Nov 10**  
  Aspen Athletic Club

**Aspen Athletic Club Seven-Day Pass**

This seven-day-per-week pass allows you access to the club on Monday through Sunday. This pass also allows participation in any group fitness class Aspen Athletic Club offers any time of the day (space may be limited) and access to the NEW GTX Studio when not reserved for team or semi-private training. For a schedule and class description, please stop by Aspen Athletic Club or go to http://www.aspenathleticia.com.

CLFI-2090 / 63 sessions / $139
- **44762** M,T,W,Th,F 5am-11pm, SaSu 7am-8pm  
  **Sep 9-Nov 10**  
  Aspen Athletic Club

**Core Training - Gold Pointe**

This group exercise class works your abs into shape! Get the most sought after body part working with this 20 minute workout. Beautiful abs can be yours. Day care is available.

CLFI-2095 / 16 sessions / $49
- **45205** TTh 5:30-5:50pm  
  **Sep 10-Oct 31**  
  Gold Pointe FC

**The MAC-Ultimate Pool Pass - Xtreme**

Swim until your heart’s content in our MAC Xtreme swimming pool! Our three lane pool is an ideal place to lap swim or water walk. Please visit www.the-mac.net to view our pool activities brochure and lap lane policies. This pass is available to individuals 18 and older.

CLFI-2200 / 56 sessions / $79
- **44784** M,T,W,Th,F 5am-10pm, F 5am-9pm, Sa 7am-7pm, Su 8am-6pm  
  **Sep 9-Nov 3**  
  MAC Xtreme

**MAC Full Access Pass - South**

The MAC South club features a large workout floor full of cardio and strength training equipment. There are several Group Exercise Classes to choose from as well, including cycling classes, kickboxing, body sculpting/weight training, Zumba, fitness interval training, senior fitness and so much more! Our outdoor track and basketball court make outdoor workouts convenient and fun! We make it easy for you to get fit at The MAC! This pass is available to individuals 18 and older.

CLFI-2220 / 56 sessions / $99
- **44786** M,T,W,Th,F 5am-10pm, F 5am-9pm, Sa 7am-7pm, Su 8am-6pm  
  **Sep 9-Nov 3**  
  MAC South
MAC Full Access Pass - Xtreme

The MAC Xtreme offers a huge variety of exercise programs including weight training, group exercise, aqua aerobics, kickboxing, cycling, fitness interval training, Zumba, senior fitness classes, and more. Additionally, we have a pool, basketball court, racquetball court, and a Ms. MAC fitness room just for women! We make it easy for you to get fit! This pass is available to individuals 18 and older.

CLFI-2220 / 56 sessions / $99

- 44785  M,T,W,Th 5am-10pm, F 5am-9pm, Sa 7am-7pm, Su 8am-6pm Sep 9-Nov 3
- 44787  M,T,W,Th 5am-10pm, F 5am-9pm, Sa 7am-7pm, Su 8am-6pm Sep 9-Nov 3

The MAC-Unlimited Group Exercise Pass - MAC South

Be motivated and challenged in a variety of group exercise classes at MAC South! We offer all types of classes: Zumba, cycling, interval training, kickboxing, body sculpt, and more! With this pass you will have full access to The MAC fitness club and its classes (with the exception of Mind Body classes). This pass is available to individuals 18 and older. See www.the-mac.net for a class schedule and class descriptions. Space may be limited with certain classes.

CLFI-2240 / 56 sessions / $89

- 44785  M,T,W,Th 5am-10pm, F 5am-9pm, Sa 7am-7pm, Su 8am-6pm Sep 9-Nov 3

The MAC-Unlimited Group Exercise Pass - MAC Xtreme

Be motivated and challenged in a variety of group exercise classes at MAC Xtreme! We offer all types of classes: Zumba, cycling, interval training, kickboxing, body sculpt, and more! With this pass you will have full access to The MAC fitness club and its classes (with the exception of Mind Body classes). This pass is available to individuals 18 and older. See www.the-mac.net for a class schedule and class descriptions. Space may be limited with certain classes.

CLFI-2240 / 56 sessions / $89

- 44785  M,T,W,Th 5am-10pm, F 5am-9pm, Sa 7am-7pm, Su 8am-6pm Sep 9-Nov 3

Tae Kwon Do

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

CLFI-3010 / 22 sessions / $49

- 44898  MTW 6-7pm Oct 21-Dec 18

Martial Arts/Tae Kwon Do Ages 5-Adult

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. Pick any two nights of the week. Wear loose fitting, comfortable clothing. 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. Pick any two nights of the week. Wear loose fitting, comfortable clothing. Go to http://www.brucektkd.com to choose times and days of the week.

CLFI-3060 / 32 sessions / $99

- 45194  MTWTh 4:30-8pm Sep 9-Oct 31

Japanese Karate Full Session

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 of experience. www.japankarateiowa.com.

CLFI-3200 / 16 sessions / $59

- 45002  MW 6-7:30pm Sep 9-Oct 30

Self Defense for Women

Learn simple and effective ways to defend yourself with a NASM Certified Personal Trainer who is Black Sash Certified in Wushu (Chinese Martial Arts). You’ll identify your individual capabilities and limitations and then you’ll work on identifying and discerning evasive and attack techniques that will be most effective for your self-defense. Instructions on basic joint locking, evasive techniques, major vital points, and body awareness will be provided. Leave class with a sense of empowerment and a greater capability to defend yourself! Must be 18 years of age.

CLFI-3435 / 1 session / $25

- 45970  Sa 11am-12:30pm Oct 5

Boxer’s Workout - Beginning

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, towel and water bottle. Talk with the instructor at the first class before buying new equipment. This is a non-contact class.

CLFI-4000 / 8 sessions / $50

- 44900  Th 5:15-6:45pm Sep 12-Oct 31

Aqua Fitness - Gold Pointe

This is a fun water aerobics class for all fitness levels. It’s excellent for people with joint or range of movement issues and for toning, burning calories, improving motion range, enhancing your cardiovascular endurance and reducing stress.

CLFI-6010 / 24 sessions / $89

- 45202  MWF 9:30-10:30am Sep 9-Nov 1

- 45203  MWF 10:30-11:30am Sep 9-Nov 1
Evening Splash! Water Aerobics - New Life Fitness

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. The Monday night class is non-structured for free swim or class time.

CLFI-6040 / 16 sessions / $55
> 45763 M W 5:45-6:45pm Sep 9-Oct 30 New Life Fitness - CR

Morning Splash! Water Aerobics - New Life Fitness

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.

CLFI-6040 / 24 sessions / $69
> 45759 M W F 9:30-10:30am Sep 9-Nov 1 New Life Fitness - CR

HOME & GARDEN

Decorating 101

Decorating can be fun and satisfying, but it’s sometimes hard to know where to start and how to fit in all the considerations. Gain a comprehensive overview to help you get a handle on where to start and gain confidence and joy in decorating your home.

CLHG-1115 / 5 sessions / $59
> 45725 T 6:30-8:30pm Sep 10-Oct 8 Daviere KTOS 104

How About Them Apples

Ever think about planting a small orchard or wish you knew a little more about how to take care of the apple trees in your back yard? Designed for beginning fruit enthusiasts, come learn the basics of planting, pruning, spraying and caring for an apple tree (or small orchard.) You will also learn the importance of the waggle dance, be introduced to apple varieties you’ll never find in the grocery store and have fun in the process.

CLHG-2500 / 1 session / $19
> 45724 Sa 9-11am Sep 21 Monk Kirkwood Ctr 122

LANGUAGE

French 1

Start exploring French through various themes: greetings, introductions, nouns, numbers, time and dates, family, meals and culture. Special attention is given to pronunciation, recognition and production.

CLLA-1110 / 8 sessions / $89
> 44751 M W 6-7:30pm Daviere KTOS 104 Sep 9-Oct 28

French 2

Take your beginning French to the next level. Practice simple sentences and conversation patterns and be able to travel in France. Be ready to tackle French verbs through a variety of materials: short stories, poems, songs and more. Textbook required.

CLLA-1115 / 8 sessions / $89
> 44750 T 6-7:30pm Daviere KTOS 127 Sep 10-Oct 29

Spanish 1

In this introductory class, you’ll learn the alphabet, pronunciation and basic reading. You will also learn about numbers, days of the week and months, simple dialogues, articles, gender/number, verbs and simple conversation. Textbook required.

CLLA-1240 / 8 sessions / $89
> 44992 Th 6-7:30pm TBA Sep 12-Oct 31 Kirkwood Ctr 124

German 1

Guten tag! This class is an introduction to the German language. Study the alphabet and pronunciation. Get an introduction to regular and irregular verb forms. Tell time using the 24-hour system. Basic grammar, reading and conversation will be discussed. Textbook required.

CLLA-1315 / 8 sessions / $89
> 44649 Th 7-8:30pm Cloke Sep 12-Oct 31 KTOS 126

German 2

Are you ready to take your German to the next level? Continue to study grammatical structures, expressions of weather, foods, weights and measures, holidays and more. Dialogues, readings and conversations are based on the required book and handouts. Prerequisite: Beginning German.

CLLA-1320 / 8 sessions / $89
> 44648 M W Th 7-8:30pm Cloke Sep 9-Oct 28 KTOS 127

To register, please visit: www.languageauthority.com/kirkwood.

CONVERSATIONAL AND OCCUPATIONAL ONLINE LANGUAGE COURSES

Conversational language classes offered for:
Dutch, French, German, Italian, Mandarin Chinese, Portuguese and Spanish.

Online occupational Spanish courses are customized for a variety of professions: customer service, real estate, health care, teaching, banking, corrections, law enforcement and park rangers.

Learn fast with innovative, interactive online lessons and vocabulary tools.

Only $89 for six months – unlimited online access.
Russian 1
Join Alla, a native Russian speaker, to discover the Russian language. Master the Russian alphabet and correlating sounds. You’ll also be introduced to common words, phrases and responses in the Russian language. Textbook required.
CLLA-1515 / 8 sessions / $69
> 44647 W 6-7:30pm McPherson KTOS 126

Russian 2
This is a continuation course for students who have taken Russian 1 or for those who have basic Russian language knowledge.
CLLA-1517 / 8 sessions / $89
> 44646 M 6-7:30pm McPherson KTOS 126

Paranormal Studies 101 - Haunting and Investigations
Learn the basics of what a haunting is and the different theories behind haunting activity. Understand the different classifications of haunting, and a breakdown of entities and spirits that can be encountered. Discuss the differences between what is shown in the media and in real life, and also how ghosts are perceived from culture to culture. Due to the intense nature of the course, students must be 18 or older.
CLLE-8040 / 4 sessions / $45
> 45108 M 7-9pm McGrath Sep 9-Sep 30 Kirkwood Ctr 129

Paranormal Studies 201: Haunting and Investigations Field Work
This continuation of Haunting and Investigations 101 focuses on ghost hunting and ghost investigations. Discover ghost hunting myths, and the difference between real life ghost hunting and the methods seen on television. Learn many of the different tools used, as well as why they are used on the hunt, as well as electronic voice phenomenon, ghost psychology and personal protection. You will also have the opportunity to apply what you’ve learned through an optimal ghost hunt excursion. Please note this will be a non-Kirkwood sponsored excursion and not a requirement for class completion. An extra cost will be incurred. Due to the intense nature of the course, there is an age restriction of 18 and older. Prerequisite: Haunting and Investigations 101.
CLLE-8045 / 4 sessions / $45
> 45109 M 7-9pm McGrath Oct 7-Oct 28 Kirkwood Ctr 129

LEISURE

Astrology
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, health, money and career. Come and learn the basics of this science and art, and you gain a better understanding of who you are and where you are going. You will need to know your birth time.
CLLE-8080 / 3 sessions / $25
> 45080 Th 7-9pm Begalske Oct 10-Oct 24 Linn Mar HS 218

Reading the Tarot
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.
CLLE-8085 / 4 sessions / $35
> 45075 Th 7-9pm Begalske Sep 12-Oct 3 Linn Mar HS 218

Sailing Lessons for Beginners
Learn the basic techniques needed to enjoy sailing. This course will allow you to understand sailing theory, learn sail boat parts and their function, and provide you with supervised “dry dock” sailing instruction.
CLLE-3020 / 6 sessions / $59
> 44899 T 7-9pm Hart Sep 10-Oct 15 Kirkwood Ctr 124

Save Money on Practically Everything
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 tops! Come join us for three hours of informative fun.
CLPD-2100 / 1 session / $19
> 44743 Sa 9am-12pm Beer Sep 21 Kirkwood Ctr 123

First Time Home Buyer Education
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.
CLPD-2110 / 1 session / $29
> 45348 Th 6:30-8:30pm Minton Oct 19 KTOS 133

Your Time, Your Money, Your Interest
Learn how the time value of money impacts your savings and use this knowledge to plan your finances. Course materials provided. Come prepared to take notes.
CLPD-2120 / 1 session / $29
> 44748 Th 6:30-8:30pm Rittgers Oct 24 KTOS 127

Adoption and Fostering (Parenting Series: AALLC)
If you are considering adopting a child or becoming a foster parent, get the information you need to get started. Join a 30-year veteran of social work with children and families involved in the adoption and foster care system in Iowa to learn about the different types of public and private adoption, what steps to take to adopt or foster, legal aspects of adoption and foster care and all of the costs involved. Gain insight on becoming a first time parent, adopting older children, adding a child to a family with birth children, and emotional challenges in adoption. CDA competencies credits will not be awarded for this class.
CLPD-3000 / 1 session / $29
> 44620 W 6:30-8:30pm Andress Sep 18 Kirkwood Ctr 122

CLPD-2100 / 1 session / $19
> 44747 Th 6-9pm Rittgers KTOS 127

CLPD-2010 / 1 session / $19
> 44743 Sa 9am-12pm Beer Sep 21 Kirkwood Ctr 123

CLPD-2000 / 1 session / $19
> 44742 Sa 9am-12pm Beer Oct 5 Kirkwood Ctr 123

CLPD-2110 / 1 session / $29
> 45348 Th 6:30-8:30pm Minton Oct 19 KTOS 133

CLPD-3000 / 1 session / $29
> 44620 W 6:30-8:30pm Andress Sep 18 Kirkwood Ctr 122

CLPD-2120 / 1 session / $29
> 44748 Th 6:30-8:30pm Rittgers Oct 24 KTOS 127

CLPD-2120 / 1 session / $29
> 45348 Th 6:30-8:30pm Minton Oct 19 KTOS 133

CLPD-2120 / 1 session / $29
> 44748 Th 6:30-8:30pm Rittgers Oct 24 KTOS 127

CLPD-2120 / 1 session / $29
> 45348 Th 6:30-8:30pm Minton Oct 19 KTOS 133

CLPD-2120 / 1 session / $29
> 44748 Th 6:30-8:30pm Rittgers Oct 24 KTOS 127

CLPD-2120 / 1 session / $29
> 45348 Th 6:30-8:30pm Minton Oct 19 KTOS 133

CLPD-2120 / 1 session / $29
> 44748 Th 6:30-8:30pm Rittgers Oct 24 KTOS 127

CLPD-2120 / 1 session / $29
> 45348 Th 6:30-8:30pm Minton Oct 19 KTOS 133

CLPD-2120 / 1 session / $29
> 44748 Th 6:30-8:30pm Rittgers Oct 24 KTOS 127
Keep Kids Safe: Child Safety Update

Get a heightened sense of awareness on child safety. Unintentional injuries are the leading cause of death and disability in children. Discover the latest updates on child safety and learn how to keep children safe in cars and at home. Meets CDA competency: To establish a Safe, Healthy Learning Environment.

CLPD-3005 / 1 session / $19
- 45911 T 7-9pm Hauskins Oct 1 Linn Hall 2188
- 45912 T 7-9pm Hauskins Oct 1 Resource Ctr KTS-3
- 45913 T 7-9pm Hauskins Oct 1 Linn Co Reg Ctr 314

Stress Reduction, Relaxation and 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.

CLPD-4230 / 3 sessions / $75
- 45085 Th 6-8pm Mealhouse Oct 3-Oct 17 Kirkwood Ctr 129

Live Your Passion Now!

Are you looking for clarity and uncertain of how to find your sense of clarity and purpose? The Passion Test process will take you step-by-step through the process of determining and prioritizing your passions, and will teach you methods of focusing your time and energy on those things in your life that are truly important to you, helping you to stay inspired and live the life of your dreams. What you put your attention on grows stronger in your life.

CLPD-6600 / 3 sessions / $75
- 45083 M 6-8pm Mealhouse Sep 16-Sep 30 Kirkwood Ctr 122

Creative Exploration

Focus on the nurturing of oneself through discovery and inspiration. A perfect fit for those looking to be inspired to continue doing something, or starting a new creative endeavor. Focus will be centered around three themes: how we see ourselves, how we see others and how we see the world. Come ready to start your creative exploration.

CLPD-6670 / 3 sessions / $49
- 45791 Th 6-7:30pm Rahim Oct 10-Oct 24 KTOS Sm Conf Rm

My First Book: From Idea to Published

This is an extended class for students who took My First Book: From Idea to Published and would like to advance their work to completion. Material Fee $5.

CLPD-7020 / 6 sessions / $59
- 45035 M 7:30-9pm Sep 16-Oct 28 Ballard KTOS Sm Conf Rm

Family Roots I: Beginning Genealogy

More and more people are beginning to research their family history. This workshop discusses the fundamentals of genealogy research. You will learn how to search, organize, and preserve your ancestors and their stories. Hands-on time will be provided using print sources, and information on organizing your search and pictures. The emphasis will be on how to use the Internet for searches.

CLPD-9030 / 6 sessions / $49
- 45827 Th 6:30-8pm Sep 12-Oct 24 Novak KCETC 1228

Family Roots: Intermediate to Advanced Genealogy

Build on the fundamental methods in the Roots Beginning to Intermediate course to further your search methods in the areas of military, immigration, land and family ancestor records. Time will also be invested in problem solving, explore research techniques for problems presented from feedback from the class and identifying old photographs. The course is designed for those who have completed the basic course or are returning to genealogy. The emphasis is on internet searches and social media.

CLPD-9035 / 6 sessions / $49
- 45826 Th 6:30-8pm Oct 31-Dec 12 Novak KCETC 1228

Introduction to Strengths

Have you heard of Strengths? Do you know your top five strengths? If you’re not sure, now’s your chance to find out. In this introductory session, get introduced to the strengths philosophy, explore what holds us back from living our strengths, and take the Strength Finder assessment to discover your strengths. Book is included.

CLPD-9045 / 1 session / $29
- 45315 W 6-8pm Sep 18 Smock KTOS 127

Materials fee $5.
## PETS

### Adult Dog Obedience I
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.

**CLPT-1015** / 8 sessions / $39

- **49493** T 7:30-8:30pm Neff
  Sep 10-Oct 29
  Pawsitive Paws

### Puppy Obedience I
New puppy? Get it off to a great start. Socialize with other puppies and people, while learning to sit, come, walk nicely and build an overall great bond with your puppy. This is for puppies under one year of age.

**CLPT-1100** / 8 sessions / $39

- **49436** T 6:15-7:15pm Neff
  Sep 10-Oct 29
  Pawsitive Paws

## YOUTH

### Max10 Kid’s Kickboxing
Designed for ages 5-12, this class is an intro to fitness, kickboxing, nutrition and fun! Taught by great instructors from Max10, Kids Kick Boxing is unique to the Cedar Rapids area!

**CLYO-4760** / 7 sessions / $50

- **45993** Tu 6:30-7:15pm Richardson
  Sep 15-Oct 27
  Northland Fitness

### Motorcycle Training: Basic Rider Course (BRC)
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 1.5 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 a valid Iowa drivers license or instructional permit to take this course. This class is required for anyone under the age of 18 by the state of Iowa to receive a motorcycle endorsement. If under 18 years of age, a parent or guardian must accompany participant into the first class to sign paperwork.

**CTR-1300** / Please note session/price variations.

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Price</th>
</tr>
</thead>
</table>
| 3 | $199

- **38098** F 6-10pm Sa, Su 8am-5pm
  Sep 6-Sep 8
  Smart & Calhoun
  Transportation Safety 103

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Price</th>
</tr>
</thead>
</table>
| 5 | $199

- **38102** MTWTh 8am-12pm
  Sep 9-Sep 13
  Pelletier & Allen
  Transportation Safety 103

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Price</th>
</tr>
</thead>
</table>
| 8 | $199

- **38103** MTWTh 5-8pm
  Sep 9-Sep 19
  Pelletier & Tucker
  Transportation Safety 103

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Price</th>
</tr>
</thead>
</table>
| 3 | $199

- **38105** F 6-10pm, Sa, Su 8am-5pm
  Sep 13-Sep 15
  Chapman & Calhoun
  Transportation Safety 103

### Basic Rider Course 2
This course is designed for experienced riders (two years or 2,000 miles minimum) looking to hone their advanced skills on their own bikes or for experienced riders who want 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 one hour in the classroom. People interested in taking this course. This course covers pre-trip and post-trip instruction and one hour in the classroom. Students interested in taking this course must be 18 or older. Those learners wishing to attain the certificate of completion for the Iowa DOT must pass both the riding and written examinations to successfully complete this course and attain the certificate. Students must have their own motorcycle, a valid Iowa motorcycle license or instructional permit endorsement on their license and proof of insurance to qualify for this course. This class was formerly known as the Experienced Rider class.

**CTR-1320** / 1 session / $0

- **38137** Sa 8am-5pm
  Chapman
  Transportation Safety 103

- **38138** Sa 8am-5pm
  Tucker
  Transportation Safety 103

### COMMERICAL DRIVING PROGRAMS

### Class A CDL Refresher
Are you currently holding a Class A CDL and want to get back into truck driving? Our six-hour refresher program will help you do this. Many companies will hire former truck drivers who want to get back into the business after taking this course. This course covers pre-trip inspections, backing skills, and driving on two lane roads, interstate and in city. Receive a refresher certificate of completion at the end of this course. Please call 319-398-5690 to see if you qualify and to set up class times.

**CTTK-1115** / $400

- **40464** Start Anytime

---

### Transportation

#### RECREATIONAL VEHICLES

### Private Pilot Ground School
Private Pilot Ground School covers the basic knowledge needed to obtain a private pilot license and to pass the FAA written exam. Materials fee approximately $80. Obtain your ground school kit at the Marion Airport (319) 377-9437.

**CTR-1200** / 8 sessions / $99

- **46556** T 6:30-9:30pm Walton
  Sep 10-Oct 29
  KTOS 126

### Instrument Pilot Ground School
This course covers the basic knowledge necessary to obtain an instrument rating and to pass the FAA written exam. Materials fee is approximately $96. Obtain your ground school kit by calling the Marion Airport at 377-9437.

**CTR-1210** / 8 sessions / $99

- **46554** M 6:30-9:30pm Walton
  Sep 9-Oct 28
  KTOS 133
FOUR SHORT WEEKS—
ONE GREAT CAREER!

No job offers the freedom, stability and rewards that you’ll experience as a driver. And there’s no better place to start your training than at Kirkwood Community College, where you can get your commercial drivers license in just four short weeks!

We’ll help you find full-time employment with interstate trucking companies that hire our graduates directly out of the course.

You can soon be enjoying the advantages:
- A starting salary of $30,000-$35,000.
- Medical, dental, vision & life insurance plans.
- 401(k) retirement plan.
- Paid vacation.

NEW TRAINING CLASSES STARTING:
- August 19
- September 16
- October 14
- November 11

Tuition assistance is available. Contact us today and get on the road to a better job.

319-398-7130 or 800-332-2055 ext. 7130 www.kirkwood.edu/td

Power Industrial Forklift Operations
This class includes a classroom presentation, hands-on training and testing in various types of lifts, power lifts, lift-truck operations and inspection of lift trucks. Participants receive certification meeting OSHA requirements upon successful completion. Participants must be 18 years old to take this course.
CTTK-1600 / 1 session / $199
- 36427 Sa 7am-3pm
  Swyers
  Sep 28
  KCETC 1220
- 36428 Sa 7am-3pm
  Swyers
  Oct 26
  KCETC 1220

Truck Driving Program Class A CDL
In four weeks you can be earning a good living driving a semi. There are tremendous job opportunities through our placement service. Learn the safe driving skills necessary to get your Class A CDL and a well-paying job. Tuition includes books and testing with the Iowa DOT at our site. Participants are required to have a Class A permit with air brakes and combination vehicle endorsement, a DOT long form physical and pre-employment drug test before the first class. Call (319) 398-5529 for a brochure and more information.
CTTK-1100 / 20 sessions / $2,601
- 34303 MTWThF 6am-4pm
  TBA
  Sep 16-Oct 11
  KCETC 1208
- 34304 MTWThF 6am-4pm
  TBA
  Oct 14-Nov 8
  KCETC 1208

DRIVERS EDUCATION

AARP Smart Driver Class
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.
CTDE-1000 / 1 session / $0
- 46200 Sa 9am-1pm
  TBA
  KCETC 1204
- 46201 Sa 8:45am-12:45pm
  TBA
  KCETC 1204

High School Driver Education
Is your child almost ready to get his or her driver’s license? The Iowa Department of Transportation (IDOT) requires everyone under the age of 18 to go through an approved driver education course. Our course meets all IDOT guidelines and regulations. This is a 36-hour course where you will have 30 hours of classroom instruction and six hours of behind the wheel driving (not part of the classroom time) 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).
CTDE-1020 / Please note session/price variations.
- 43475 TTh 6-8:30pm
  Koch
  Aug 22-Oct 3
  Linn Mar HS 210
  $375 for the following:
- 43476 MTWTh 7:45-8:30am
  Smith
  Sep 9-Oct 31
  Prairie HS C241
  30 sessions / $375 for the following:
- 43477 WTh 6-8:20pm
  Koch
  Sep 25-Nov 20
  Linn Mar HS 210
  14 sessions / $375 for the following:

48 Kirkwood Community College | Continuing Education | Fall 2013 www.kirkwood.edu/ce
Computer Technology

COMPUTERS FOR 50+

Computer Basics for 50+
This course is a complete introduction to Microsoft’s newest operating system, Windows, and all its exciting new features. Learn how to manage windows and folders, sort and filter files, run programs, manage security settings, and take advantage of Windows’ multimedia features for photos, music and videos. Learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises that allow the ability to apply concepts. Learning Windows has never been this easy! Tuition includes textbook.

CCCS-2001 / 6 sessions / $149

- 45069 MW 1:30-3:30pm
  Tokheim
- 45053 TTh 10am-12pm
  Frevert
Oct 8-Oct 24
KTOS 134

MS Office for 50+
Learn the basics of the following Microsoft Office 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.

CCCS-3001 / 6 sessions / $179

- 45067 MW 1:30-3:30pm
  Tokheim
  Sep 30-Oct 16
- 45054 TTh 10am-12pm
  Frevert
  Oct 29-Nov 14
  KTOS 134

All About Computers for 50+

Are you feeling like it’s time to “rewire”? Are your colleagues and family members asking for your email address? Or, have you decided it is just time to learn more about the world of computers? Gain a good understanding of how your computer functions, and learn what it can do. This program includes a free storage device (flash drive) to save all your files. Save $1.35 by taking the series versus taking classes individually. That’s the same as getting one class for free! Tuition includes all textbooks and a flash drive.

CCCS-4000 / 4 sessions / $119

- 45071 MW 1:30-3:30pm
  Oct 21-Oct 30
  IC Learning Ctr A

PC Security and Maintenance for 50+
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; and hard drive maintenance, including disk cleanup, check disk and disk defragmenter. Discover what email spam and phishing are and how to protect your computer from them. Also covered are topics on installing and using firewalls, Internet Explorer security settings and how to communicate effectively with technical support personnel. Tuition includes a textbook.

CCCS-4000 / 4 sessions / $119

- 45071 MW 1:30-3:30pm
  Oct 21-Oct 30
  IC Learning Ctr A

Welcome to the Web for 50+
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 communicate effectively with technical support personnel. Tuition includes a textbook.

CCCS-4050 / Please note session/price variations.

- 38827 MW 10am-12pm
  Sep 9-Sep 18
  Frevett
  KTOS 134
  $95
  4 sessions

- 45082 MW 1:30-3:30pm
  Nov 4-Nov 13
  Tokheim
  IC Learning Ctr A
  $119
  4 sessions

Call for details, or visit our website: 1.800.332.8833 / www.kirkwood.edu/ce
iPad for 50+

iPads aren’t just for teenagers! In this class we will discuss how to configure your iPad, setup an email account, send photos by email, setup a calendar with reminders, create a contact list, map a location, download books to your library, set up iTunes account for music and more. Requirements: An iPad and a basic knowledge of computers.

CCCS-5000 / 4 sessions / $115

> 44914 MW 1-3pm Oct 7-Oct 16
TBA
KTOS 134

Discover Email for 50+

Get a thorough overview of various email-related tasks. Begin with the basics of sending, receiving and replying to email messages using a webmail account. You then learn to open attachments and attach files to outgoing email messages. Also learn about common email-related security threats and email 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 email 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 email 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. Tuition includes a textbook.

CCCS-6000 / 4 sessions / $95

> 38828 MW 10am-12pm Sep 23-Oct 2
Frevert KTOS 134

Digital Cameras and Picasa for 50+

Want to learn an easy way to manage your photos? This class is for you! Learn how to install and use Picasa, a free program from Google. Manage your photos, improve and retouch photos, make slide shows and create a gift CD. Also learn to save and make backups of your files. Create internet albums or even publish your photos on your own blog! You will also learn some basic digital camera concepts including how to move pictures to your computer and delete pictures off your camera.

CCCS-7010 / 4 sessions / $95

> 44984 TTh 10am-12pm Oct 15-Oct 24
TBA
Kirkwood Ctr 128

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.
• 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.

All courses run for six weeks (with 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, email, and Netscape or Microsoft Internet Explorer. Some classes may have additional requirements. Please visit the website for more information.

To view our full list of offerings, visit our Online Instruction Center:
www.kirkwood.edu/ce
Basic Workplace Computing

Learn the essentials of computing for today’s technological workplace in a wide variety of occupations. Through hands-on interactive training, gain a working knowledge of computer fundamentals. This program is for those who want to establish basic computer proficiencies to enter the job market. Strengthen your resume and entry-level technology skills with this certificate program. Tuition includes all textbooks.

**COURSE LIST:**
- Keyboarding for Computers
- Windows Basics
- Word Basics, Outlook Basics
- Excel Basics
- Basic Workplace Computing Final Project

**MS Office Excel 2013 Level 1**
Learn to use Microsoft’s powerful spreadsheet application that is an essential tool for today’s workplace. Learn the basic concepts of Excel in this slower-paced class. Discover how to build, edit and format spreadsheets, design charts, and create basic and complex formulas and functions. Learn how to create and modify charts. Introduction to Windows or equivalent experience recommended. Tuition includes a textbook.

**Mom’s Online Calendar**
Busy moms need a way to track their families. What better way than through an online calendar? Set up a free family calendar and assign colors and accounts to family members to help organize busy schedules. You’ll explore free calendar systems that work on Macs, PCs, smartphones, iPads, tablets and more.

**Introduction to eBay Storefronts**
You already know how to sell on eBay, so should an eBay storefront be the next step for you? Get an overview on how to build your storefront, manage your listings, promote your business and track your sales. Previous eBay selling experience recommended.

**The Basics of eBay Selling**
Do you want to be successful selling on eBay? Join this eBay education specialist who is also an eBay seller with more than 10 years of experience. You will learn all the basics including how to open a seller account, research and create listings, set pricing, monitor your listing, open and use a PayPal account, and complete your sale. Tuition includes course materials.

**Chatting with Family and Friends for 50+**
Flabbergasted by Facebook, Twitter, Skype and all of the other new-fangled social media environments out there? This class will help you connect with family and friends at a distance using technology to see and hear each other.

**Computer Technology**

Welcome to the wonderful world of online learning. This course is designed to teach you how to be successful in today’s online platform. Work at your own pace through this easy to use, online curriculum and train yourself how to navigate your way to success. This course is designed for the new online learner. (Access to a computer and the Internet required.) Students will receive log-in information within a week after registration.

**How to Succeed in Online Learning (online)**
Welcome to the wonderful world of online learning. This course is designed to teach you how to be successful in today’s online platform. Work at your own pace through this easy to use, online curriculum and train yourself how to navigate your way to success. This course is designed for the new online learner. (Access to a computer and the Internet required.) Students will receive log-in information within a week after registration.

**Getting Started**

Call for details, or visit our website: 1.800.332.8833 / www.kirkwood.edu/ce
Office Professional

CERTIFICATE PROGRAM

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. Become empowered as you learn how to use Microsoft Office and increase your skills and competencies as an office professional or administrative assistant. Learn effective techniques for business communication and the skills required for the delivery of excellent customer service. Earn a certificate showing you have the skills employers are looking for. This is an excellent credential for your resume. Tuition includes all textbooks.

COURSE LIST:

Keyboarding
Windows Basics
Word Basics
Word Intermediate
Business Writing
Outlook Basics
Excel Basics
Excel Intermediate
Excellence in Service
PowerPoint Basics
Access Basics
Microsoft Publisher
Final Project

• Sep 9-Dec 18 / Kirkwood Ctr / $1,595
• Oct 1-Dec 19 / IC Learning Ctr / $1,595

> Save when you register for a certificate program or course series!

Mac iLife
Enhance your personal computing experience with Apple’s iLife programs that come with your Mac. Learn how easy it can be to work creatively with photos, music, movies and more. Organize photos with iPhoto using facial recognition and geotagging technologies. Produce spectacular slide shows, photo books, calendars and greeting cards. Receive an introduction to GarageBand where you can record and arrange your own music. Discover the feature iMovie to make your own movies. Gain knowledge on how to reserve the past by digitizing old records, photos and movies. Also, explore iWeb where you can create and publish your own websites, blogs and podcasts. Please bring a flash drive.

CCGS-3505 / 4 sessions / $135

- 44908 MW 6-8pm TBA Oct 7-Oct 16
  Linn Co Reg Ctr 316

iPhoto Introduction
Edit and organize your photos with ease thanks to iPhoto. This program comes standard with Macintosh computers as part of the iLife suite. Work on transferring photos into iPhoto, putting photos in albums, editing photos and more! Bring a memory stick or digital camera and your USB cable to class the first night and we’ll get ready to rock! (Laptop is optional. Mac desktops are provided.)

CCGS-3600 / 2 sessions / $59

- 44888 MW 6-8pm Driscoll Oct 21-Oct 23
  Linn Co Reg Ctr 316

iMovie Introduction
Edit and organize your movies with ease thanks to iMovie. This program comes standard with Macintosh computers as part of the iLife suite. Work on transferring videos into iMovie, editing footage, as well as as enhancing your films by adding transitions, text and more! Bring a memory stick or digital camera and your USB cable to class the first night! (Laptop is optional. Mac desktops are provided.)

CCGS-3605 / 2 sessions / $59

- 44986 MW 6-8pm TBA Oct 28-Oct 30
  Linn Co Reg Ctr 316

Facebook Pages for Business
Come create a Facebook page for your business. Get the tools you need to set up and start your business page. Discover how you can interact with other businesses and fans to increase interactions and keep the conversation going.

CCGS-4050 / 1 session / $39

- 44912 Th 9:30-11am Rahim Sep 12
  IC Learning Ctr A

Using Social Media in Business
Are you worried that the social networking world is moving ahead in the marketplace without you? Learn how to use LinkedIn, Facebook, Twitter, Scribd, SlideShare and other social media tools to connect with clients, vendors and customers and stay ahead of competitors. Learn the basics of various social networks, Set up your own accounts and start using them to advance your business.

CCGS-4100 / 2 sessions / $69

- 44887 TTh 6-8pm TBA Oct 1-Oct 3
  Kirkwood Ctr 128

Social Media for Non Profits
Social sites such as Facebook and Twitter are changing the way we reach out to our donor base. By adding social media to your overall communication plan you can promote your events, recognize your funders, connect with your constituent, engage the community and build awareness of your cause— all with very little impact on your budget. Discover how to use Facebook and Twitter to keep conversation going.

CCGS-4150 / 1 session / $39

- 44953 T 9:30-11:30am Oct 29
  IC Learning Ctr A

Blogging for Business
Having a blog is a great way to communicate with people who are or may be interested in what you do. Explore the mechanics of blogging, the how-to’s and tools to develop ideas on what to write, how to write it and how to get people to read your blog.

CCGS-4400 / 2 sessions / $59

- 44967 TTh 9:30-11:30am Oct 1-Oct 3
  IC Learning Ctr A

Blogging for Fun
Interested in learning more about blogging? This introductory class gets you started in Wordpress to create an online blog in minutes. Maybe you want to share pictures with family and friends afar. Maybe you want to share your creative ideas with a new audience. Either way— blogging is for you. Come enjoy two evenings of creative development and exploration. Basic computer knowledge recommended.

CCGS-4405 / 2 sessions / $39

- 45887 MW 6-8pm Nov 4-Nov 6
  Linn Co Reg Ctr 316
iPads for Work Are They Worth It?

Considering an iPad for work? Get an overview on what the iPad has to offer for the mobile business person of today. Basic features, applications, and security will be discussed. Designed as a lecture and discussion oriented class, focus will be on the overview of an iPad with very little hands-on activity.

CCGS-7032 / 1 session / $59
> 44945 Th 6-8pm Sep 26
Whaley KTOS 134

Getting Started with Your iPad

This is an introduction course to give you an overview of what your iPad can do. This course will be both lecture and hands-on, so bring your iPad. (Any version welcome.)

CCGS-7033 / 4 sessions / $95
> 45845 MV 6-8pm Sep 16-Sep 25
TBA

Take Your iPad to Work

Increase your productivity and organizational skills by using an iPad at work. Learn the critical tools needed to be successful in today's mobile professional environment. A textbook will be included, but you will need to bring your own iPad.

CCGS-7034 / 4 sessions / $199
> 44946 T Th 6-8pm Oct 1-Oct 10
Whaley KTOS 132

Putting the “i” Back In Your iPod/iPad/iPhone

Discover all the functions your iPhone/iPod/iPad has to offer whether using it for business or leisure. Learn common features including contacts, calendars, music playback, video playback, podcasts, stock quotes, weather, eBooks and games. In addition, the class will cover wireless networking, integration with Exchange, Web browsing and the Apple Store. Many other functions of iTunes will also be covered. You will need to bring your own iPhone/iPod/iPad to this course. All course materials will be provided.

CCGS-7035 / 2 sessions / $115
> 44985 T Th 6-8pm Sep 10-Sep 12
Whaley Kirkwood Ctr 128

Getting Started with the Kindle Fire

An introductory course providing you with all of the tools you need to make your new device hum. Learn how to set up an account, search for books, download samples and complete books, share books, and play games on your device. Get answers to your questions! Bring your Kindle Fire and learn all that it can do.

CCGS-7560 / 1 session / $29
> 44911 W 6-8pm Oct 23
Ritch KTOS 134

Advanced Workplace Computing

Take your business computing skills to the next level through our advanced training in Microsoft Office applications. You will receive hands-on, intermediate and advanced training 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.

Call for details, or visit our website: 1.800.332.8833 / www.kirkwood.edu/ce

OFFICE PRODUCTIVITY

Word Basics 2013

With Microsoft Office 2013, learn the basics of word processing with Microsoft Word. Learn how to create, save, edit and print documents. Also learn how to move, copy, format documents use proofing tools, tabs and indents. You will create, sort, format, merge and perform calculations in tables. This beginning-level class will help you with basic document preparation. Introduction to XP or equivalent experience recommended. Tuition includes a textbook.

CCOP-2102 / 2 sessions / $169
> 45137 MW 5:30-9:30pm Sep 30-Oct 2
TBA IC Learning Ctr C

> 45777 MW 5:30-9:30pm Sep 30-Oct 2
TBA Kirkwood Ctr 128

> 45391 MW 5:30-9:30pm Oct 21-Oct 23
TBA Linn Co Reg Ctr 328

> 45794 TTh 5:30-9:30pm Oct 22-Oct 24
TBA IC Learning Ctr C

Exploring with Google Earth

Ready to take a travel adventure right from your computer? Google Earth provides users the opportunity to view 3D buildings, imagery, and terrain as well as exploring cities, places and local businesses. Come tour the world with us!

CCGS-4900 / 1 session / $29
> 45015 T 6-8pm Oct 22
TBA IC Learning Ctr A

Creating a Digital Cookbook

Calling all cooks! Do you need a way to organize all of those wonderful recipes you find online? Explore free online tools to help you save and organize all of that wonderful culinary potential. (Software works with Mac and PC, as well as tablet and smart phone systems.)

CCGS-7800 / 1 session / $29
> 44909 T 6-8pm Sep 24
Hamre Kirkwood Ctr 127

Online Maps: Finding Your Way

Are you planning a trip, but not sure which route to take? Explore online map programs to help you plan the best route for your trip. Learn how to check distances, alternative routes and highlights along your travel path. The software used will work on any computer system that has internet access.

CCGS-9000 / 1 session / $29
> 44915 M 6-8pm Oct 21
TBA KTOS 134

Whaley Kirkwood Ctr 128
44946
TTh 6-9pm Sep 10-Sep 12
44945
TTh 6-9pm Oct 1-Oct 10
45845
MV 6-8pm Sep 16-Sep 25
TBA
44945
Th 6-8pm Sep 26
Whaley KTOS 134
45794
TTh 5:30-9:30pm Oct 22-Oct 24
TBA IC Learning Ctr C
Business Computing Professional

CERTIFICATE PROGRAM


COURSE LIST:

- Keyboarding for Computers
- Windows Basics
- Word Basics
- Outlook Basics
- Excel Basics
- Basic Workplace Computing Final Project
- Word Intermediate
- Word Advanced
- Excel Intermediate
- Excel Advanced
- PowerPoint Basics
- Access Basics
- Access Intermediate
- Microsoft Publisher
- Advanced Workplace Computing Final Project

QuickBooks

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 2011 version of QuickBooks will be used in class. Tuition includes a textbook.

CCOP-1200 / 4 sessions / $169

- 38870 MW 5:30-8:30pm Sep 9-Sep 18 TBA KTOS 134

More with QuickBooks

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 to create reports and graphs, customize forms, do payroll, and track and pay sales tax. The 2011 version of QuickBooks will be used in class. Tuition includes a textbook.

CCOP-1300 / 4 sessions / $169

- 38871 MW 5:30-8:30pm Sep 23-Oct 2 TBA KTOS 134

120-minute Crash Course for QuickBooks

QuickBooks 2011 provides a system for creating financial structure even with little or no accounting experience. Track expenses, learn about invoice preparation, purchase order processing, sales receipts and more. In this abbreviated two-hour session, you will understand the flow chart of the QuickBooks home page and be able to enter transactions accurately and efficiently. Learn to create a chart of accounts, receive payments, track sales, pay bills, and develop reports and graphs. Discover how easy it is to make QuickBooks 2011 work for you and manage your finances. All course materials will be provided.

CCOP-1310 / 1 session / $59

- 44886 T 6-8pm Oct 8 TBA Kirkwood Ctr 128

Word Intermediate 2013

With Microsoft Office 2013, harness the power of Microsoft’s powerful word processing program. Learn about section breaks, columns, WordArt, Clip Art and themes. Work with shapes, picture, editing, inserting and formatting SmartArt, and formatting the page background. Create mail merge documents, envelopes and labels. Learn to create a research paper that includes footnotes and endnotes and a table of figures and discover how to create bibliographies. Word basics or equivalent experience is recommended. Tuition includes a textbook.

CCOP-2202 / 2 sessions / $169

- 45778 MW 5:30-9:30pm Oct 7-Oct 9 TBA Kirkwood Ctr 128
- 45144 MW 5:30-9:30pm Oct 28-Oct 30 TBA IC Learning Ctr C
- 45796 TTh 5:30-9:30pm Oct 29-Oct 31 TBA IC Learning Ctr C

Word Advance 2013

With Microsoft Office 2013, become a master Word user. In this course, learn to organize a long document with a table of contents, an index, headers and footers, and cross-references. Discover how to use Track Changes. Add comments to a document, send a document for review via email and combine documents from multiple reviewers. Also learn to add a password to a document and apply editing restrictions, combined reviewed documents without Track Changes and use the Highlighter. Find out how to share and secure content by providing compatibility, using the Document Inspector, controlling document access and applying digital signatures. Finally, understand how to integrate Word with other Office applications and Web pages. Word Intermediate or equivalent experience is recommended. Tuition includes a textbook.

CCOP-2302 / 2 sessions / $169

- 45148 MW 5:30-9:30pm Nov 4-Nov 6 TBA IC Learning Ctr C
Keyboarding for Computers
Why do you need to know how to keyboard by touch? One word: speed. You will learn the alphabetic keyboard, practice alphanumeric skills and apply those skills to word processing situations you are likely to encounter.

**CCOP-1100 / 4 sessions / $129**
- **45135** MW 5:30-8:30pm TBA Sep 9-Sep 18 IC Learning Ctr C
- **45775** MW 5:30-8:30pm TBA Sep 9-Sep 18 Kirkwood Ctr 128
- **46065** MW 5:30-8:30pm TBA Sep 30-Oct 9 Linn Co Reg Ctr 326
- **45790** Th 5:30-8:30pm TBA Oct 1-Oct 10 IC Learning Ctr C
- **45172** Th 5:30-8:30pm TBA Oct 22-Oct 31 TBA

Excel Basics 2013
Learn to use Microsoft’s powerful spreadsheet application that is an essential tool for today’s workplace. Learn the basic concepts of Excel. Discover how to build, edit and format worksheets and charts. Create basic and complex formulas and functions. Learn how to copy and move worksheets, copy formatting between worksheets and use linked formulas. Discover how to work with tables, lists and outlines. Understand how to create hyperlinks to areas within the workbook and between workbooks. Learn the essentials of Excel. Create and format PivotTable and PivotCharts. Learn how to add, hide and show Pivot Table items. Expand your knowledge by learning how to record and run macros to help automate repetitive tasks. Intermediate knowledge of Excel is strongly encouraged for this course. Materials are included.

**CCOP-2501 / 2 sessions / $145**
- **38794** MW 5:30-9:30pm TBA Sep 9-Sep 11 IC Learning Ctr A

Excel Intermediate 2013
Using Microsoft Office 2013, take your spreadsheet skills to the next level. In this hands-on course, learn 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. Use Office templates and create custom templates. Copy and move worksheets, copy formatting between worksheets and use linked formulas. Discover how to work with tables, lists and outlines. 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.

**CCOP-2502 / 2 sessions / $169**
- **45782** MW 5:30-9:30pm TBA Nov 4-Nov 6 Kirkwood Ctr 128

Excel Intermediate 2013
Using Microsoft Office 2013, take your spreadsheet skills to the next level. In this hands-on course, learn 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. Use Office templates and create custom templates. Copy and move worksheets, copy formatting between worksheets and use linked formulas. Discover how to work with tables, lists and outlines. 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.

**CCOP-2502 / 2 sessions / $169**
- **45782** MW 5:30-9:30pm TBA Nov 4-Nov 6 Kirkwood Ctr 128

Excel Advanced 2010
Using Microsoft Office 2010, master the skills of Excel. Create and format PivotTable and PivotCharts, and learn to automate routine tasks. Use the PMT and FV functions, as well as Goal Seek, Solver, the Analysis ToolPak and the Scenario Manager. Learn to use 3-D cell references and use the HLOOKUP, VLOOKUP and IF functions. Consolidate data from detail worksheets and group worksheets. Discover how to use Data Validation and Conditional Formatting. Learn about data tables and trendlines. Discover how to collaborate, track changes and merge multiple workbooks. Excel Intermediate or equivalent experience is recommended. Tuition includes a textbook.

**CCOP-2601 / 2 sessions / $145**
- **38979** MW 5:30-9:30pm TBA Sep 9-Sep 11 Kirkwood Ctr 128

Crunch Numbers with Formulas and Functions in Excel
Excel spreadsheets have a magical ability to crunch numbers and make sense of data by using formulas and functions. Learn to create and modify basic formulas and functions to calculate values such as sum, average, maximum and minimum. Discover how to use absolute and relative cell references. Basic understanding of Excel is strongly encouraged. Materials are included.

**CCOP-2650 / 1 session / $45**
- **44885** Th 6-8:30pm TBA Oct 10 Kirkwood Ctr 128

How Pivot Tables Work with Excel 2013
Do you wish you knew how to perform sophisticated data analysis, spot trends and draw conclusions with pages full of data? You can with Pivot Tables. Discover the essentials of creating Pivot Tables and macros in this advanced Excel course. Find out how to create, format and modify Pivot Tables and Pivot Charts. Learn how to add fields, and hide and show Pivot Table items. Expand your knowledge by learning how to record and run macros to help automate repetitive tasks. Intermediate knowledge of Excel is strongly encouraged for this course. Materials are included.

**CCOP-2680 / 1 session / $45**
- **44928** Th 6-8:30pm TBA Sep 19 Kirkwood Ctr 128

PowerPoint Basics 2010
With Microsoft Office 2010, learn to create and modify slides and presentations by using clip art, WordArt and charts, templates and presentation options. Learn how to add speaker notes, slide headings and footers. Insert multimedia content, including audio and video, and configure your presentation to run automatically as if on autopilot. Discover how to use tables to aid in the placement of data and customize built-in document themes and color schemes. Windows Basics and Word Basics or equivalent experience is recommended. Tuition includes a textbook.

**CCOP-2801 / 2 sessions / $145**
- **38980** MW 5:30-9:30pm TBA Sep 23-Sep 25 IC Learning Ctr A
- **38981** MW 5:30-9:30pm TBA Sep 23-Sep 25 IC Learning Ctr A
- **38982** MW 5:30-9:30pm TBA Sep 23-Sep 25 IC Learning Ctr A
- **38983** MW 5:30-9:30pm TBA Sep 23-Sep 25 IC Learning Ctr A

Access Basics 2010
Utilizing Microsoft Office 2010, learn basic database functions. Open, navigate and close database objects, view forms and reports, and look at queries. Add records to a table using the datasheet and a form and use a database to sort, delete, edit and filter records. Learn to create tables using Table Design View, append records to a table, work with queries and wizards, and learn about database management. Also discover how to modify table structures, set lookup fields and field properties, and analyze and document a database. Windows Basics and Word Basics or equivalent experience is recommended. Tuition includes a textbook.

**CCOP-3101 / 2 sessions / $145**
- **38981** MW 5:30-9:30pm TBA Sep 23-Sep 25 IC Learning Ctr A
- **38982** MW 5:30-9:30pm TBA Sep 23-Sep 25 IC Learning Ctr A
- **38983** MW 5:30-9:30pm TBA Sep 23-Sep 25 IC Learning Ctr A
IT Foundations

CERTIFICATE PROGRAM

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 A+ Essentials, A+ IT Technician, Network+ 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 more than $800. Tuition includes all textbooks and course materials.

COURSE LIST:

- A+ Certification Prep
- Network+ Certification
- Security+ Certification

- Sep 17-Jan 9 / Linn Co Reg Ctr / $3,795
- Save when you register for a certificate program or course series!

Access Intermediate 2010

Using Microsoft Office 2010, learn to design a relational database, analyze table relationships, design complex queries including parameter queries and action queries. Discover how to customize reports and input forms. Access Basics or equivalent experience is recommended. Tuition includes a textbook.

CCOP-3201 / 2 sessions / $145
- 38982 MW 5:30-9:30pm Bullock Sep 30-Oct 2 KTOS 132

Crazy Brain? Try OneNote

Unlike paper-based systems, word processing programs, email systems or other productivity programs, OneNote delivers the flexibility to gather and organize text, pictures, digital handwriting, audio and video recordings, and more all in one digital notebook. OneNote can help you become more productive by keeping the information you need at your fingertips and reducing your time searching.

CCOP-6005 / 1 session / $69
- 44947 Th 6-8pm Young Oct 10 KTOS 134

Outlook Basics 2013

It’s not just for email anymore. With Microsoft Office 2013, take advantage of Outlook 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, email, tasks and calendar all within this powerful business tool. Windows Basics and Word Basics or equivalent experience is recommended. Tuition includes a textbook.

CCOP-7042 / 2 sessions / $189
- 45139 MW 5:30-9:30pm TBA Oct 7-Oct 9 IC Learning Ctr C
- 45780 MW 5:30-9:30pm TBA Oct 21-Oct 23 Kirkwood Ctr 128
- 46067 MW 5:30-9:30pm TBA Oct 28-Oct 30 Linn Co Reg Ctr 326

Windows 7 Basics

This course is a complete introduction to Microsoft’s newest operating system and all its exciting new features. Learn to manage windows and folders, sort and filter files, run programs, manage security settings and take advantage of Windows’ multimedia features for photos, music and videos. Learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises that allow the ability to apply concepts. Learning Windows has never been this easy! Tuition includes a textbook.

CCOP-7051 / 2 sessions / $189
- 45138 MW 5:30-9:30pm TBA Sep 23-Sep 25 IC Learning Ctr C
- 45776 MW 5:30-9:30pm TBA Sep 23-Sep 25 Kirkwood Ctr 128
- 46067 MW 5:30-9:30pm TBA Oct 14-Oct 16 Linn Co Reg Ctr 326
- 45792 Th 5:30-9:30pm TBA Oct 15-Oct 17 IC Learning Ctr C
- 45173 Th 5:30-9:30pm Bullock Nov 5-Nov 7 KTOS 132

Intro to Computers in Spanish

Get an introduction to Windows and Microsoft Office programs in a bilingual environment. Learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises allowing you to apply the concepts. Learning about the computer has never been this easy! Textbook and workbook included in tuition.

CCOP-7000 / 4 sessions / $149
- 44744 MW 7-9pm Ramos Oct 7-Oct 16 KTOS 134

JavaScript

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 Rolodex to access URLs from a list. Validate, then submit user-entered HTML form data. HTML Level I or equivalent experience is recommended.

CCPS-1100 / 6 sessions / $349
- 45729 TTh 5:30-9:30pm TBA Oct 29-Nov 14 Kirkwood Ctr 127

Introduction to Web Programming

This course is an introduction to several technologies that will be used throughout the Web Programming certificate including Eclipse, FileZilla and XAMPP. Eclipse is a very popular, open source, Integrated Development Environment (IDE) used to develop applications in a number of programming languages including Java, C++, PHP and others. This class will cover Eclipse package installation, plug-in installation via update sites and archives and setting preferences. You will also learn productivity capabilities like code formatting, content assist, and code completion. FileZilla will be used to upload files to a website. XAMPP is a distribution of Apache, the open source Web server, MySQL and PHP.

CCPS-3000 / 2 sessions / $179
- 45727 TTh 5:30-9:30pm TBA Oct 1-Oct 3 Kirkwood Ctr 127

Programming & Scripting

Call for details, or visit our website: 1.800.332.8833 / www.kirkwood.edu/ce
Principles of Graphic Design

Earn 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.

**CCPD-1100 / 4 sessions / $199**

- 45262  TTh 5:30-9:30pm  Sep 24-Oct 3  Linn Co Reg Ctr 316

Microsoft Publisher 2010

Have you ever wanted to create your own brochure, handout or flyer? You can with Microsoft Publisher 2010! Learn how to navigate the Publisher interface, create and edit publications, arrange text and pictures, work with master pages, and create and format tables. Also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF and prepare publications for commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section colors and gradients, create and apply styles, commercial printing. Discover how to control colors and gradients, create and apply styles, work with WordAr...
Illustrator CS6 Basics

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

CCPD-1302 / 4 sessions / $199
> 45265 TTh 5:30-8:30pm Oct 8-Oct 17
  TBA Linn Co Reg Ctr 316

Illustrator Advanced CS5

Further your knowledge of Illustrator in the advanced-level class. Learn how to efficiently use Illustrator to manipulate paths and enhance fills and strokes. This course will also include tips and tricks for transforming shapes and utilizing effects and graphic styles. Tuition includes a textbook.

CCPD-1351 / 4 sessions / $199
> 38957 MW 5:30-8:30pm Sep 23-Oct 2
  Hein Kirkwood Ctr 127

Illustrator CS6 Advanced

Further your knowledge of Illustrator in the advanced-level class. Learn how to efficiently use Illustrator to manipulate paths and enhance fills and strokes. This course will also include tips and tricks for transforming shapes and utilizing effects and graphic styles. Tuition includes a textbook.

CCPD-1352 / 4 sessions / $199
> 45267 TTh 5:30-8:30pm Oct 22-Oct 31
  TBA Linn Co Reg Ctr 316

InDesign Advanced CS5

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

CCPD-1501 / 2 sessions / $145
> 38959 MW 5:30-8:30pm Oct 14-Oct 16
  Hein Kirkwood Ctr 127

PhotoShop CS6 Basics

In this introduction to Adobe Photoshop, you will learn the fundamentals of how this powerful image editing program functions. This 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 email and the Web, all while learning the powerful tools that make this program so popular and unique in the world of digital editing. Tuition includes a textbook.

CCPD-1602 / 4 sessions / $199
> 45269 TTh 5:30-8:30pm Nov 5-Nov 14
  TBA Linn Co Reg Ctr 316

Designing Effective Websites

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

CCWD-1100 / 2 sessions / $169
> 45354 MW 5:30-9:30pm Nov 4-Nov 6
  Maitland KTOS 132

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 A+ Essentials and IT Technician exams. Tuition includes all textbooks and course materials including vouchers for both exams.

CCVD-1200 / 14 sessions / $1,795
> 45352 MW 5:30-9:30pm Oct 21-Oct 30
  Maitland KTOS 132

Cascading Style Sheets/HTML I

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 Cascading Style Sheets to enhance HTML formatting. Learn to control font properties, text properties and box properties for multiple Web pages. Tuition includes a textbook.

CCWD-1200 / 4 sessions / $299
> 45352 MW 5:30-9:30pm Oct 21-Oct 30
  Maitland KTOS 132

Beginning Website Programming

This certificate is for those who wish to go beyond Web design to make Web pages that are dynamic and interactive. Start with the essential technologies of HTML and CSS, the foundational building blocks for Web development. Next, you’ll cover the popular computer languages, JavaScript, and PHP. Finally, you will learn about how to integrate PHP with a MySQL database to store and retrieve information. Get started in the fast growing field of open source technologies.

WEB DEVELOPMENT & DESIGN

Call for details, or visit our website:
1.800.332.8833 / www.kirkwood.edu/ce
**CSS/HTML for Web Development**

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 Cascading Style Sheets to enhance HTML formatting. Learn to control font properties, text properties and box properties for multiple Web pages. Create well-formed code that conforms to the XHTML standard. Modify tables and create nested tables. Control the sizing, spacing and alignment of images, and understand how image maps work. Create Web forms, modify form attributes to make forms more usable and easier to navigate. Apply meta tags and understand how JavaScript is embedded into HTML documents. Create page frames. Tuition includes a textbook.

CCWD-1300 / 6 sessions / $369

> 45728 TTh 5:30-9:30pm Oct 8-Oct 24
> TBA Kirkwood Ctr 127

**Search Engine Optimization Basics (SEO)**

Learn step-by-step how to optimize your website to obtain better positioning on the world’s most popular search engines and directories. Discover the fundamental strategies that make websites search-engine friendly. This course will show you how to choose the best keywords and phrases to target and also how to monitor and maintain successful search engine rankings for those keywords. This is a great additional class to take with our Website Design certificate program. All course materials will be provided.

CCWD-2010 / 2 sessions / $129

> 44884 TTh 6-9pm Whaley Sep 17-Sep 19
> Kirkwood Ctr 128

**Flash CS5 Level 1**

A website 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 CS5 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.

CCWD-1601 / 2 sessions / $169

> 38884 TTh 6-10pm Sep 10-Sep 12
> Maitland KTOS 132

**Bookkeeping Computer CERTIFICATE PROGRAM**

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.

**COURSE LIST:**

- Accounting/Bookkeeping Concepts
- Windows Basics
- Word Basics
- Excel Basic
- Excel Intermediate
- Access Basics
- Bookkeeping Final Project
- Quick Books
- More with Quick Books

• Oct 14-Mar 19 / Kirkwood Ctr / $1,495

> Save when you register for a certificate program or course series!

Looking for Microsoft Office 2007 or 2010 classes?

We offer a number of online classes for different versions of software. Search our catalog at [www.kirkwood.edu/ce](http://www.kirkwood.edu/ce) and look for the ed2go symbol.
Coaching Authorization & Re-certification

In Iowa, K-12 coaches must be state certified. Kirkwood’s coaching authorization and re-certification programs satisfy state requirements. Classes are ongoing in Belle Plaine, Cedar Rapids, Iowa City, Monticello, Riverside and Williamsburg.

New online, state-approved coaching authorization program now available!

For more information, contact Kristin Hanneman:
kristin.hanneman@kirkwood.edu / 319-398-1278
or visit www.kirkwood.edu/coaching.

Volunteer Management  
CERTIFICATE PROGRAM

Earn a certificate in Volunteer Management. There are six classes that make up this certificate series. All of the classes are complete in themselves, so you may take them individually or sign up for this certificate and save more than 15 percent. No prerequisite is required. The courses in this program reinforce the core competencies for the CVA (Certified in Volunteer Administration) credential and will provide classroom support to the candidate’s required material.

COURSE LIST:
- Developing Your Volunteer Program
- Recruiting, Screen and Place Volunteers
- Orientation and Training of Volunteers
- Leadership and Supervision of Volunteers
- Volunteer Appreciation
- Retention and Recognition
- Evaluating Your Volunteer Program
- Individual Volunteer Performance

Call for details, or visit our website:
1.800.332.8833 / www.kirkwood.edu/ce

Business & Professional Development

Recruit, Screen and Place Volunteers

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. 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. The courses in this program reinforce the core competencies for the CVA (Certified in Volunteer Administration) credential and will provide classroom support to the candidate’s required material.

CBBC-2310 / 1 session / $119
- 45039 Th 9am-4pm Fields
- 45038 Th 9am-4pm Coralville United Way

Developing Your Volunteer Program

Explore ways to utilize volunteers in your agency/organization and develop a quality program that brings staff and volunteers together. Learn basic components of an effective volunteer program, volunteer philosophy and policies, job descriptions and volunteer applications, volunteer manuals, volunteer record keeping systems, risk management processes and assessments. The courses in this program reinforce the core competencies for the CVA (Certified in Volunteer Administration) credential and will provide classroom support to the candidate’s required material.

CBBC-2320 / 1 session / $119
- 45038 Th 9am-4pm Fields
- 44962 M–W 6:30pm Robb

Becoming a Professional Organizer

Are you a naturally organized and efficient person? Do you look at a disheveled closet and anticipate the challenge? If so, maybe you have considered a career in professional organizing. Use your strengths to help others achieve their organizational goals. Bring a list of 10 questions with you and have them answered by an established, local professional organizer.

CBBC-4000 / 1 session / $25
- 44962 M–W 6:30pm
- 45038 Th 9am-4pm Coralville United Way

Evaluating your Volunteer Program

- 45038 Th 9am-4pm Coralville United Way
COACHING/ATHLETICS

Coaching Authorization Certification Seminar

This program is an all-inclusive state approved seminar to meet the requirements for the Iowa coaching authorization certificate. It includes all required course work, completion of the state forms and fingerprinting. For your convenience Kirkwood will submit state forms and transcript direct to the Department of Education at the completion of the seminar.

CBCA-1000 / 6 sessions / $335
- 46217 F 5-10:30pm, Sa,Su 8am-8pm Sep 6-Sep 15 TBA IC Credit Ctr 255
- 46218 F 5-10:30pm, Sa,Su 8am-8pm Oct 4-Oct 13 Hora IC Credit Ctr 255
- 46219 F 5-10:30pm, Sa,Su 8am-8pm Nov 1-Nov 10 Hora IC Credit Ctr 255

COSMETOLOGY

Trending in the Salon and 2 Hours of Iowa Law/Sanitation

Does your salon need a makeover? It doesn’t matter if you’re the owner or a stylist. Explore the business techniques for your working environment. How can you add structure in the salon to make it a great place to work? Can you incorporate interesting techniques to make your work environment contemporary and inspirational? Salon customer service, cleanliness, professionalism and overall styling techniques will be discussed. Come prepared to watch demonstrations and discuss the lively hair trends in today’s world. Fulfill your iowa Law/sanitation trending in the salon and 2 Hours of training requirements. This class is approved for four hours of continuing education for cosmetologists and barbers; two of iowa law and two of regular continuing education.

CBCO-1005 / 1 session / $39
- 45856 T 6-10pm Oct 22 Rieckenberg IC Credit Ctr 119

Wedges, Bobs and Bangs, Oh My!

Briefly review the foundation of wedges and bobs, with some modifications, and how to demonstrate different artistic approaches to each. Review variations of bangs choices, learn how to diagnosis summer hair damage and how to remedy, and more. This class is approved for four hours of continuing education for cosmetologists and barbers.

CBCO-1000 / 1 session / $39
- 45927 T 6-10pm Oct 8 Pennington IC Credit Ctr 119

PROJECTED

PROFESSIONAL DEVELOPMENT

Art Techniques for Helping Professionals

Art therapy is a well established profession in which individuals create art to express, process, and communicate experiences non-verbally in the context of therapy or counseling. Talking about the art provides an alternative focus for transference and provides valuable information for discussion and processing. Many professionals would like to use art with their clients, but don’t know how or where to begin. Gain a brief history of art therapy, information on techniques and directives, what to avoid and what to utilize. Participate in art making and sharing with the group to the degree they are comfortable. Perfect for social workers, counselors and therapists who want to expand their practice using art in a safe and practical manner. This course has not been approved a state professional licensure board for recertification credits. Materials fee $20.

CBPD-1240 / 3 sessions / $49
- 46294 M 6-8pm Oct 14-Oct 28 Chrysalis Counseling & Therapy Northwest Jr HS 106

GATLIN ONLINE EDUCATION

The WORLD’S LARGEST PROVIDER of ONLINE, INSTRUCTOR-SUPPORTED TRAINING

Gatlin’s 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.kirkwood.edu/ce.

Public Speaking Without Fear

Did you know that public speaking is the number one fear in America? Learn how to address this fear and give effective speeches, whether it’s for a business presentation, a wedding toast or a eulogy. Learn how to reduce your anxiety, sound natural, make eye contact, and effectively use PowerPoint and other notes.

CBPD-2002 / 1 session / $29
- 45811 Th 7-8:30pm Slodki IC Credit Ctr 216
- 45812 Th 7-8:30pm Slodki IC Credit Ctr 216

Pinterest for Business

Pinterest is the newest social media site being used by businesses. Learn how to make your business Pinterest-ready by creating imagery and information that will be attractive to potential users and measure traffic to your site.

CBPD-2067 / 1 session / $35
- 45874 T 9:30-10:30am Rahim IC Learning Ctr A
- 45875 T 9:30-10:30am Rahim IC Learning Ctr A

Fall 2013. Continuing Education | Kirkwood Community College 61
Business Writing

Have you ever been uncertain about how to write a business letter? In this course, you will learn 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 emails. Word Basics or equivalent experience is recommended. Tuition includes a textbook and course materials.

CBPD-2310 / 2 sessions / $129

> 45797 TTh 5:30-8:30pm Nov 5-Nov 7
TBA IC Learning Ctr C

Excellence in Service

We all know what bad service looks like, but do we know how to give excellent service? What do you do when the customer is angry or unreasonable? You can keep your customer happy and satisfy business needs. In this course, you will gain the skills to address customer expectations, find solutions in difficult situations, communicate clearly and be empowered for excellence. Tuition includes a textbook and course materials.

CBPD-7040 / 2 sessions / $115

> 38797 M 5:30-8:30pm Sep 16-Sep 18
TBA IC Learning Ctr A

Health

DENTAL

Infection Control for the Dental Office

This program will provide participants with newly updated information on currently recommended infection control practices for the dental office. Learn about bloodborne pathogens, PPEs, waterline and air quality, and the protocols for antisepsis, disinfection and sterilization. Meets Iowa Dental Board continuing education requirements for infection control content.

CHDE-4500 / 1 session / $59

> 43461 T 6:30-8:45pm Oct 29
Malmberg IC Credit Ctr

NURSE AIDE TRAINING

75-hour Nurse Aide

The 75-hour Nurse Aide course is designed to meet the training requirements for the nurse aide in long-term care facilities. Emphasis is in achieving a basic level of knowledge and demonstrating skills to provide safe, effective resident care. Per state regulations a criminal background check must be performed no more than 30 days prior to the first day of class. Included in registration is a non-refundable $20 background check fee.

CHNA-1500 / Please note session/price variations.

> 42427 TF 10am-3:15pm Sep 10-Oct 29
Pickering Windmill Manor

> 41070 WThM 4-7:15pm Oct 16-Dec 16
Malley Windmill Manor

NURSING & ALLIED HEALTH

Dependent Adult Abuse and Mandatory Reporting

Are you aware of your obligations as a mandatory reporter of adult abuse or neglect? Diana Nicholls-Blomme will share the latest updates for mandatory reporters, their roles and responsibilities, and recognition of abuse. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, Approval #163.

CHNC-2100 / 1 session / $29

> 41046 T 6:30-8:45pm Oct 15
Nicholls-Blomme IC Credit Ctr 119

Training for Mandatory Reporters of Child Abuse and Dependent Adult Abuse

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. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, approval #2032.

CHNC-2200 / 1 session / $35

> 41390 T 6-8:15pm Sep 17
Nicholls-Blomme IC Credit Ctr 119

Industrial Technology

CONSTRUCTION TRADES

Electrician Licensing Examination Prep

This class helps prepare you to take the journeyman and master-level Thomson Pro Metric examinations. This class has been approved by the Iowa Electrical Examining Board for 1.4 hours of electrical code and 2 hours of non-code.

CITR-1220 / 4 sessions / $219

> 46187 TTh 6-10pm Nov 5-Nov 14
Chambers IC Credit Ctr 216

> 46183 M 7-9pm Sep 23
Chambers IC Credit Ctr 201

Amperage Calculations

A two-hour class covering ampacity calculations for conductors in residential, commercial and industrial applications, including derating for ambient temperature, number of conductors in a raceway or cable, and installations on rooftops. This course has been approved by the Iowa Electrical Examining Board for two hours of code.

CITR-1310 / 1 session / $59

> 46182 M 5-7pm Sep 23
Chambers IC Credit Ctr 201

Voltage Drop Calculations

A two-hour class covering the practical method to compute voltage from single-phase and three-phase AC and DC circuits, the need for these calculations, how to use your calculator most effectively, how to solve voltage drop problems in the electrician license exam, and how to correctly size conductors for efficient operations in residential, commercial and industrial applications. This course has been approved by the Iowa Electrical Examining Board for two hours of code.

CITR-1320 / 1 session / $59

> 46184 M 5-7pm Oct 21
Chambers IC Credit Ctr 201

Box Sizing Calculations

A two-hour class covering box sizing calculations for residential, commercial and industrial applications, including metallic and nonmetallic boxes, junction and pull boxes, and conduit bodies. This course has been approved by the Iowa Electrical Examining Board for two hours of code.

CITR-1330 / 1 session / $59

> 46184 M 5-7pm Oct 21
Chambers IC Credit Ctr 201
**Life & Leisure**

### ARTS

#### Conduit Sizing Calculations
A two-hour class covering conduit sizing calculations for residential, commercial, and industrial applications, including all conductor and raceway types and nipples. This course has been approved by the Iowa Electrical Examining Board for two hours of code.

**CLIR-1340 / 1 session / $59**
- **46185** M 7-9pm Chambers Oct 21 IC Credit Ctr 201

#### Self-Portrait Plate
This course provides the opportunity to paint your portrait on a plate. Please bring a photo copy of a picture of you when you come to class. We will be tracing over this picture to apply it to your plate. A fun class for all ages.

**CLAR-1215 / 1 session / $40**
- **46045** Sa 1-2pm Sep 28 Renee's Ceramic Cafe

#### Painting Using the Pottery Wheel - New Technique
The pottery wheel isn’t just for throwing clay. In this fun class, we will use the pottery wheel to paint a plate. Each piece is unique. Dress for a mess. A fun class for all ages.

**CLAR-1215 / 1 session / $40**
- **46045** Sa 11am-12pm Sep 28 Renee's Ceramic Cafe

#### Advanced Drawing Techniques
Starting with a comprehensive review of basic drawing and watercolor techniques, this plan of study includes analysis of the work of masters in the field of drawing and their technical methodology. The course allows you to pursue your interest in cultural sources of drawing. At Home Ec. Workshop and experience. Fall classes will have a more focused nature, allowing participants to explore the ideas and techniques developed in the previous four weeks. The focus is on the creative process and how to use drawing to communicate your ideas.

**CLAR-1225 / 6 sessions / $89**
- **45168** F 7-9pm Elkadi Sep 13-Oct 18 Northwest Jr HS 106

#### Intro to Fused Glass
In this four-week fusing class, we will focus on arranging glass for flat fusing, safety, basic fusing concepts and introduce different kinds of glass available to the kiln glass artist. Students will make a variety of items including coasters, a shade pull, sun catcher and a picture frame. Participants must purchase or supply their own safety goggles. For information, call 319-354-0022 or email Mike at ferrerace1@gmail.com. Materials fee: $35

**CLAR-1435 / 4 sessions / $65**
- **44767** Th 7-9pm Sep 12-Oct 3 Wapsi Glass Works

### BEGINNING KNITTING
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.

**CLAR-1120 / 8 sessions / $45**
- **44756** M 7-8:30pm Sep 9-Oct 28 Knitting Shoppe

**Knitting: Beginning and Intermediate Combined**
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 feedback on their individual projects and will learn new techniques including cables, open work patterns, intarsia color change and Fair Isle color change.

**CLAR-1125 / 8 sessions / $45**
- **44759** Th 10:30am-12pm Sep 12-Oct 31 Knitting Shoppe
- **44760** Th 1:30-3pm Sep 12-Oct 31 Knitting Shoppe

**Intermediate Knitting**
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 feedback on your individual projects.

**CLAR-1130 / 8 sessions / $45**
- **44758** M 7-8:30pm Sep 9-Oct 28 Knitting Shoppe

#### Medical Illustrations
Taught by an experienced surgeon and medical illustrator of multiple text books, this course is offered to medical students, doctors, nurses and to those aiming at a medical illustration career. The training is purely manual (non-digital) in order to create genuine work that is unique and obviously non-generic.

**CLAR-1217 / 6 sessions / $89**
- **46038** Sa 1-3pm Sep 14-Oct 19 Northwest Jr HS 106

#### Quilting a Small Blanket
This course will guide you through the basics of quilting as you create a small blanket. Start with choosing beautiful fabrics, a pattern and assembling quilt blocks. Finish by learning how to machine quilt your small blanket. This class is perfect for beginners wanting to learn the art of quilting or more seasoned quilters looking for tips and inspiration. Supplies sold separately and available at Home Ec. Workshop with a class discount. Bring your own sewing machine or use one in our workshop.

**CLAR-1310 / 6 sessions / $75**
- **45067** Th 6-8pm Sep 12-Oct 17 Home Ec Workshop

### SCREEN PRINTING
Learn to make prints of images using stencils, drawing fluid and photo emulsion screen prints. Use this technique to print on fabric, T-shirts, bags, wood and paper. Students will provide materials to print. Materials fee: $35

**CLAR-1280 / 3 sessions / $45**
- **45088** Th 6-8pm Oct 24-Nov 7 Home Ec Workshop

### INTRO TO FUSED GLASS
In this four-week fusing class, we will focus on arranging glass for flat fusing, safety, basic fusing concepts and introduce different kinds of glass available to the kiln glass artist. Students will make a variety of items including coasters, a shade pull, sun catcher and a picture frame. Participants must purchase or supply their own safety goggles. For information, call 319-354-0022 or email Mike at ferrerace1@gmail.com. Materials fee: $30

**CLAR-1435 / 4 sessions / $65**
- **44767** Th 7-9pm Sep 12-Oct 3 Wapsi Glass Works
Fused Glass Level II
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 sun catcher. For more information, call 319-354-0022 or email Mike at ferrance1@gmail.com. All materials and supplies, tool use, fusing glass, and kiln firing is $115.
CLAR-1440 / 4 sessions / $65
> 45778 Th 7-9pm Oct 17-Nov 7 Wapsi Glass Works

Stained Glass Made Easy Level I
This five-week class is for people who have little or no glass experience. Students will choose a pattern from a selection of several relatively simple panels, 15 or fewer 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 because you use our 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 email Mike at ferrance1@gmail.com. Materials and tool rental fee is $35.
CLAR-1450 / 4 sessions / $65
> 45763 T 7-9pm Sep 10-Oct 1 Wapsi Glass Works
> 45765 T 7-9pm Oct 15-Nov 5 Wapsi Glass Works

Make Three Pairs of Earrings
Who doesn’t need a new pair of earrings? Discover simple yet elegant earring designs to make for yourself or as gifts. Learn two wirework skills that you will practice to make a closed wrapped loop for making earrings and pendants and a closed wrapped loop inside of a closed loop allowing you to attach dangles to chains. Earrings will be made from glass, stone, pearls and Swarovski crystals.
CLAR-1524 / 1 session / $55
> 45292 T 6-8:30pm Sep 24 Beadology Iowa
> 45295 T 5:30-8pm Oct 1 Beadology Iowa

Intro to Lampworking and Making Glass Beads
Learn the basics of lampworking and the art of working with glass rods and a torch to make glass beads. Safety and appropriate equipment handling will be emphasized. Get a feel for how glass moves as it melts, how to use tools to make simple shapes with molten glass and what you can do by adding different colors of glass to your beads.
CLAR-1550 / 1 session / $90
> 45178 Th 10am-2pm Sep 26 Beadology iowa
> 45180 W 5-9pm Oct 23 Beadology Iowa

Byzantine Chain Maille Bracelet
Learn the basics of Byzantine chain maille to make a bracelet. Chain maille is an ancient technique of taking individual open jump rings and putting them together to form a mesh or chain. Proper tool handling and opening closing of rings will be emphasized. No previous experience is necessary.
CLAR-1580 / 1 session / $65
> 45966 W 5:30-8:30pm Sep 18 Beadology Iowa
> 45967 T 5:30-8:30pm Oct 29 Beadology Iowa

Intermediate Digital SLR Photography
Continue learning the creative and technical aspect of 35mm digital photography for the photographer who has completed the basic class. You will need a fully adjustable digital SLR camera. You must be at least 16 years old to attend this class.
CLAR-3010 / 8 sessions / $75
> 45048 W 6:30-8:30pm Bergmann-Smithey Sep 18-Nov 6 West HS 105

Advanced Digital Photography
For students who have completed both the Basic and Intermediate Digital Photography courses offered by Lisa Bergmann-Smithey. We’ll continue to explore advanced techniques in composition and exposure. Weekly assignments include exploration in macro, ND filters, photojournalism and black and white techniques with an individual creative project presented at the end of the session.
CLAR-3011 / 8 sessions / $75
> 45044 Th 6:30-8:30pm Bergmann-Smithey Sep 19-Nov 7 West HS 105

Photography: Basic Exposure and Composition with Your Digital SLR
Take this multi-week class and learn how to use the manual controls of your digital SLR. Learn the basic camera operations and techniques to create more beautiful photographs.
CLAR-3070 / 8 sessions / $75
> 45161 M 6:30-8:30pm Bergmann-Smithey Sep 16-Nov 4 West HS 105
> 45162 T 6:30-8:30pm Bergmann-Smithey Sep 17-Nov 5 West HS 105

Bubble Blowing on Ceramics
This class is for all ages. Have fun blowing bubbles in paint and applying them to a vase. Creative, unique and fun! Don’t forget to dress for a mess.
CLAR-8020 / 1 session / $25
> 45742 Sa 11am-12pm Sep 14 Renee’s Ceramic Cafe

Ceramic Fusion Class
You will combine ceramic and glass in this fun class. You will glaze a bisque mold, and then will fill the cavities with glass frit. Ages 14 and up. Items will be ready to pick up in one week. Tuition includes all materials.
CLAR-8020 / 1 session / $40
> 45741 Sa 11am-12pm Oct 12 Renee’s Ceramic Cafe

Mosaic Fun!
Learn how to design and put together mosaics. Choose your form and be creative. We will go over your options for designing your own special mosaic piece. A fun class for all ages.
CLAR-8025 / 1 session / $40
> 46044 Sa 11am-1pm Oct 19 Renee’s Ceramic Cafe

Basic Cake Decorating IC
Have you always wanted to learn how to decorate cakes? Join us for six nights of cake decorating fun! Learn the basics and have a great time doing it. The materials list will be distributed at first class.
CLFB-1005 / 6 sessions / $39
> 45001 M 6:30-9pm VanNausdaile Sep 9-Oct 14 Northwest Jr HS 114
Let’s Cook with Kids (Ages 4-8)
A local instructor and food blogger will provide a fun, hands-on cooking and memory-making experience for adults and children. Selections like home-made pizza, fresh green beans, banana muffins, meatballs with homemade sauce, applesauce for easy kids cookies, you’ll cook a meals designed to teach children what it means to eat a rainbow every day. Children will learn to practice good kitchen hygiene, follow a recipe and measure ingredients. They will also cook, plate and serve their creations to their adult cooking partner at a sit-down dinner.

Intermediate Cake Decorating-IC
Have you already mastered the basics of cake decorating? Join an experienced cake master for some fun and creativity as you take your established skills to the next level as you master more advanced cake decorating techniques. The materials list will be distributed at the first class.

Comfort Foods and Holiday Sides
This class will show students how to make fast and simple comfort foods to warm you up on chilly fall evenings. Instructor Patty Mishler will share her personal recipes for classics like garlic mashed potatoes and chicken pot pie, as well as simple soups and pan sauces to enhance any meal. Patty will also share recipes and tips for creating delicious side dishes to add flavor to your holiday meals. Students will help to prepare several dishes during class, then sit down together to eat the meal they have prepared! All fees included in class.

Fresh Herbs in your Kitchen
Experience a new world of flavors and aromas in the kitchen. Learn how to incorporate fresh herbs into appetizers, entrees, drinks and desserts. You will have an opportunity to smell and taste a variety of fresh herbs and you will make your own compound herb butter to take home. At the end of class, you will sit down to share a meal featuring all the items prepared during class, such as herb roasted chicken and roasted potatoes with rosemary and thyme. Bon Appetit!

Wine and Cheese Pairing Workshop
Does talk about the magic of food and wine pairing peak your interest? Designed to bring the absolute beginner into the world of vino and cheese, this exciting and highly interactive class will focus on sensory analysis and basic wine terminology. Come ready to taste five delicious wines from around the world along with its own complementing gourmet cheese course. Must be 21 to attend.

Homemade Pizza
Learn how to make a great pizzeria style pizza from scratch in your own home. Leave with the confidence to put away the yellow pages as you learn to make your own dough and assemble your own uniquely fantastic pizza.

Wines of Australia
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. Materials fee $50, payable to the instructor at class. Must be 21 years of age or older.

Sparkling Wines for the Holidays
With end-of-year holidays approaching, this is a great time to taste sparkling wines from around the world. Sparkling wines enhance any celebration, they pair wonderfully with food and make excellent aperitifs. This one-evening class will focus on the winemaking process, grape varieties and food/wine pairing. Materials fee $25.

DANCE
Ballroom Variations
Open a new world of elegance learning fun variations to the ballroom classics. You will be instructed in waltz, tango and foxtrot. Basic ballroom dance experience is necessary. A partner is not required.

Beginning Ballroom/Social Dance
This is for beginners who want to learn the fundamentals required to successfully do casual recreational partner dancing in a ballroom or social club setting. Dances to be taught are ballroom slow, foxtrot, single swing, rumba and waltz. Completion of this course prepares one to enroll in the Level 2 Ballroom/Social Dance course. Partners are required.
Do-able Ballroom/Social Dancing
(aka Partner/Touch Dancing)

Do-able is an uncomplicated, basic, easy and natural ballroom dance technique where everything taught is capable of being done by everyone. No effort is made to have participants become showy, pompous, flashy or pretentious. It is not exhibition dancing. This first-level course highlights what it takes to dance with a partner as you dance to a variety of music in different social dance situations. Movements and motion used in slow (ballad), ballroom, foxtrot and smooth-swing, four-count nightclub basic and four-count disco swing will be learned. Because the foundation and essentials required of partner touch dancing are covered, this course is a prerequisite to the Use-able Ballroom/Social Dancing and Justifiable Ballroom/Social Dancing courses.

Use-able Ballroom/Social Dancing
(aka Partner/Touch Dancing)

Use-able will continue to offer foot movements and body motions that are useful, practical, functional, effective and worthwhile. The first goal is to review and expand upon the movements and motions introduced in the Do-able Ballroom/Social Dancing (aka Partner/Touch Dancing) course. The second goal is to learn the foundational movements of the rumba and illustrate how they apply to the waltz, cha-cha and the mambo/salsa. The third goal is to learn how to connect the versatile four-count Latin (meringue) to multiple dance opportunities. Interwoven is the four-count freestyle (solo) that allows the freedom to dance without any set movements and motions introduced. Do-able Ballroom/Social Dancing and Use-able Ballroom/Social Dancing are prerequisites. This course should be taken multiple times to learn how many of the basic movements and motions can be applied to multiple dances.

Justifiable Ballroom/Social Dancing
(aka Partner/Touch Dancing)

The content of this course and the two preceding courses is reasonable, do-able, useable, sound and based on knowledge and understanding of the human body. It closely examines the “why” of dancing as it provides the purpose, reason and motivation. What makes partner dancing so unique. It provides for two people to touch as they respond emotionally to music. The Do-able Ballroom/Social Dancing and Useable Ballroom/Social Dancing will be reviewed and expanded; a total of 12 dances having been learned. In addition, the polka, tango and fast (Viennese) waltz will be introduced as time allows. Do-able Ballroom/Social Dancing and Useable Ballroom/Social Dancing are prerequisites. This course should be taken multiple times to learn how many of the basic movements and motions can be applied to multiple dances.

Ballroom Dances - Level I

Open a new world of elegance learning the ballroom classics. In this class you will be instructed in the waltz, tango and fox trot. Beginners are welcome. A partner is not required.

Samba Workshop

Samba de Gafiera ballroom dance classes involve not only the basic and beginner Samba steps, but also fundamentals on rhythm and other cultural influences related to the rich history and traditions of the Brazilian Samba and its African and European influences. Have fun learning new dance techniques and leave ready to dance the night away to Brazilian samba musical rhythms.

Club Dances - Level I

Looking for some moves to do when you go out dancing at the nightclubs? Learn the salsa, hustle and nightclub two-step for your next big night out. This is a great class for beginners. A partner is not required.

Rhythm Dances - Level I

Feel the beat. Enjoy learning the rhythmic steps of the rumba, cha-cha and swing in a fun and easy way. This is a good class for beginners. A partner is not required.

Rhythm Variations

Feel the beat! Learn the rhythmic steps of the rumba, cha-cha and swing in a fun and easy way. A partner is not required. Basic ballroom dance experience required.

Body Step - Core Fitness North Liberty

This is a cutting-edge version of the classic step class. This class is a cardio program using a height-adjustable step. Providing a high-energy cardio workout to music, this class features high-intensity intervals followed by fat-burning systems into high gear. All levels are welcome and class can be tailored to fit the individual.

Zumba - Core Fitness East

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.
Zumba - Core Fitness Mormon Trek
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. Sign up with a friend or child who is age 13 or older. Studies show working out with people increases the likelihood you will stick with a program.

CLFI-1080 / 16 sessions / $95
> 45079 Su 5-6pm, W 6:45-7:45pm Core Fitness Mormon Trek

Zumbini
Let the journey to an active, healthy life begin! Designed to let adults and their little ones wiggle, sing and learn together. Zumbini is where the science of child development meets the magic of Zumba, creating an ultimate bonding experience! Classes feature cool Zumba music packed with world rhythms and catchy, kid-friendly tunes created just for this program. Geared towards adults with children three years old and younger.

CLFI-1085 / 8 sessions / $99
> 46285 TTh 9:30-10:30am Anderson Sep 10-Oct 3 Studio 889
> 46286 TTh 9:30-10:30am Oct 8-Oct 31 Anderson Studio 889

Zumba Gold
A fun way to do Zumba at your own pace with an easy-to-follow program that lets you move to the beat at your own speed. It’s an invigorating, community-oriented dance-fitness class that leaves you feeling fresh and exhilarating! Zumba Gold provides modified, low-impact moves and easy-to-follow pacing for a healthy, active lifestyle.

CLFI-1080 / 8 sessions / $99
> 46269 M 11:30am-12:30pm Anderson Sep 9-Oct 2 Studio 889
> 46281 Su 9-10am Anderson Sep 14-Nov 2 Studio 889
> 46282 Su 9-10am Anderson Sep 15-Nov 3 Studio 889
> 46270 M 11:30am-12:30pm Oct 7-Oct 30 Anderson Studio 889

Zumba Gold for Seniors - Core Fitness Mormon Trek
A fitness party using low impact easy to follow choreography. It includes the basic rhythms of merengue, cha-cha, salsa and banera. A great class for those new to fitness and dance.

CLFI-1080 / 8 sessions / $50
> 45246 T 11:15am-12:15pm Sep 10-Oct 29 Core Fitness Mormon Trek

Body Combat - Core Fitness North Liberty
Check out the empowering workout where you unleash! This high-energy workout inspired is by martial arts and draws from a wide array of disciplines such as karate, boxing, Taekwondo, Taichi and Muay Thai. Kick and punch your way to superior fitness.

CLFI-1090 / 8 sessions / $45
> 45082 Su 9-10am Sep 15-Nov 3 Core Fitness Core Fitness Nor th Liberty

RPM - Core Fitness East
RPM is the indoor cycling workout where you ride to the rhythm of powerful music. Take on the terrain with your coach who leads the pack through hills, flats, mountains and more. Burn up to 675 calories in this 45 minute class.

CLFI-1100 / 8 sessions / $45
> 45084 Th 9-10am Sep 19-Nov 7 Core Fitness East

Spin/RPM - Core Fitness North Liberty
Indoor cycling is a fast way to scorch calories! Burn over 500 calories per class. Our instructors will show you proper bike set up and form then get ready for a challenging interval workout. RPM is a Les Mills indoor cycling class where you ride to the rhythm of awesome music. Bring a water bottle.

CLFI-1100 / 16 sessions / $45
> 45086 M 5:45-6:30pm, W 5:45-6:45pm Core Fitness Core Fitness North Liberty

Cardio Kickboxing
Get lean, sculpted arms and a strong, tight core in this kickin’ workout. Choreographed to today’s hottest music, Cardio Kick Boxing is a fusion of kickboxing, dance, resistance training and pilates.

CLFI-1180 / 12 sessions / $79
> 46048 TTh 6:45-7:45pm Sep 10-Oct 17 Jazzercise Fitness Center

Freestyle Kickboxing
This kickboxing class for men and women provides the best cardio exercise in Iowa City. Additional benefits include improved overall physical condition, flexibility and reflexes. Call 319-331-1752 if you have questions.

CLFI-1180 / 12 sessions / $79
> 45101 TTh 7:30-8:30pm Sep 10-Oct 17 Choe’s Black Belt Acad

Two for One Women’s Kickboxing - STRIKE TKD
This is a basic kickboxing class for fitness and self-defense. Learn kickboxing techniques to get fit or to stop an attacker cold. Complete this eight-week course and receive a certificate of completion from Strike Martial Arts Academy.

CLFI-1180 / 8 sessions / $99
> 44961 T 6:30-8pm Sep 10-Oct 29 STRIKE Martial Arts

Bootcamp - Core Fitness Mormon Trek
This is a workout that is designed to enhance speed and agility, increase your strength and burn calories. No choreography or coordination is necessary, just willing bodies that want to work hard.

CLFI-1190 / 12 sessions / $80
> 45076 WF 6-7am Sep 11-Oct 18 Core Fitness Core Fitness Mormon Trek

Mixed Martial Arts (MMA) Boot Camp
Take boxing, kick boxing, and Ju-Jitsu plus one Mixed Martial Arts (MMA) fit class for one price. Two people train for the price of one and will learn three disciplines. Take S.T.R.I.K.E. MMA boot camp challenge for fitness, self defense or for guaranteed weight loss.

CLFI-1190 / 32 sessions / $99
> 46051 M 8-9:30pm, T 5-6pm, Th 6:30pm-7:30pm, Sa 9-10am Sep 9-Nov 2 STRIKE Martial Arts
Five Week Unlimited Class Pass - Jazzercise Fitness Center Iowa City

Burn up to 600 calories in one fun and powerfully effective 60-minute total body workout. Every Jazzercise group fitness class combines dance-based cardio with strength training and stretching to sculpt, tone and lengthen muscles for maximum fat burn. Choreographed to today’s hottest music, Jazzercise is a fusion of jazz dance, resistance training, pilates, yoga and kickboxing. Start dancing yourself fit and change the shape of your body today! For a complete schedule of classes check www.jazzercise.com and search “Iowa City.”

CLFI-1230 / 35 sessions / $79

- 45346 M,T,W, Th 5:25am-7:45pm, F 5:25am-6:35pm, Sa 7:05am-3:15pm, Su 8:15am-5:25pm Oct 7-Nov 10

Jazzercise Fitness Center

Four Week Unlimited Class Pass - Jazzercise Fitness Center Iowa City

Burn up to 600 calories in one fun and powerfully effective 60-minute total body workout. Every Jazzercise group fitness class combines dance-based cardio with strength training and stretching to sculpt, tone and lengthen muscles for maximum fat burn. Choreographed to today’s hottest music, Jazzercise is a fusion of jazz dance, resistance training, pilates, yoga and kickboxing. Start dancing yourself fit and change the shape of your body today! For a complete schedule of classes check www.jazzercise.com and search “Iowa City.”

CLFI-1230 / 28 sessions / $79

- 45349 M,T,W, Th 5:25am-7:45pm, F 5:25am-6:35pm, Sa 8:15am-4:15pm, Su 8:15am-5:25pm Sep 9-Oct 6

Jazzercise Fitness Center

Body Attack - Core Fitness East

This is a new combo offering. We will do cardio on Tuesdays and strength training on Thursdays. This is a simple, high-intensity exercise-to-music class that’s fully optioned to cater to all fitness levels. Experience high-energy sports training moves for cardiovascular fitness, along with upper and lower body conditioning exercises for building strength.

CLFI-1260 / 16 sessions / $95

- 45240 Th 5:40-6:40pm, Sa 10:25-11:25am Sep 12-Nov 2

Core Fitness East

Body Pump - Core Fitness East

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 weight to tone and condition the whole body, raising metabolic rate for rapid fat-burning. You’ll build endurance and increase definition. It’s great for all fitness levels.

CLFI-1280 / 16 sessions / $95

- 45129 M 5:40-6:40pm, W 5:30-6:30pm Sep 16-Nov 6

Core Fitness East

Body Pump - Core Fitness Mormon Trek

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 weight to tone and condition the whole body, raising metabolic rate for rapid fat-burning. You’ll build endurance and increase definition. It’s great for all fitness levels.

CLFI-1280 / 16 sessions / $95

- 45130 Th 5:30-6:30pm Sep 16-Oct 31

Core Fitness Mormon Trek

Yoga Essentials - Core Fitness Mormon Trek

This class will help you develop better posture, strength, balance and flexibility by making the most of classic yoga poses. Reduce stress and create an inner peace with a stimulating workout that’s great for all levels. Discover how yoga encompasses so much more than meditation! This is a perfect beginner class and a great compliment to your usual workout.

CLFI-1460 / 6 sessions / $40

- 45229 Su 9:30-10:30am Sep 15-Oct 20

Core Fitness Mormon Trek

Senior Strength - Core Fitness North Liberty

Let our personal trainer help you get stronger, more flexible and leaner! Modifications will be available for all fitness levels. A great class for you to get the strength training you need in a safe environment.

CLFI-2004 / 12 sessions / $80

- 45224 Th 7:30-8:15am Sep 17-Oct 24

Core Fitness North Liberty

Four-day Club Pass - Core Fitness East

This pass allows you total use of the club and classes during the noted times. Day care is not included in the price.

CLFI-2075 / 32 sessions / $200

- 45239 M,W,F 5am-10pm, Sa 8am-9pm Sep 9-Nov 2

Core Fitness East

Three-day Club Pass - Core Fitness Mormon Trek

This pass allows you total use of the club and classes during the noted times. Day care is not included in the price.

CLFI-2075 / 24 sessions / $150

- 45233 M,W,F 5am-10pm Sep 9-Nov 1

Core Fitness Mormon Trek

Three-day Club Pass - Core Fitness North Liberty

This pass allows you total use of the club and classes during the noted times. Day care is not included in the price.

CLFI-2075 / 23 sessions / $150

- 45236 T,Th 5am-10pm, Su 8am-8pm Sep 10-Oct 31

Core Fitness North Liberty

Yoga - STRIKE

Practice yoga for better health and fitness. This is a basic class in yoga where you’ll gain relaxation techniques, flexibility and toned muscles. Strengthen your core and stretch.

CLFI-1460 / 16 sessions / $99

- 46059 T 8-9:30pm, F 5-6pm Sep 10-Nov 1

STRIKE Martial Arts
Core, Floor & More
Enhance your current exercise program with the “triple threat” workout. Core, Floor & More incorporates aerobics, solid core strategies and floor dynamics for a fully body workout. Studio 889’s Brazilian trained fitness instructor helps you achieve that fit body with mind and body challenges. You will burn calories while firming and toning just in time for your holiday festivities.

CLFI-2095 / Please note session/price variations.

> CLFI-3010 / 6 sessions / $79
  > 45103 W 6:15-7:30pm Sep 11-Oct 16 Choe’s Black Belt Acad

Women’s Self Defense-Martial Arts
Women of all ages and physical abilities can learn basic self defense and self confidence through Tae Kwon Do.

CLFI-3430 / 6 sessions / $45
> 45095 W 6-7pm Sep 11-Oct 16 Choe’s Black Belt Acad

Mixed Martial Arts-STRIKE Two for One
This two-for-one class is a mixed martial arts class involving kickboxing and grappling. It is great for fitness and self-defense.

CLFI-3460 / 40 sessions / $99
> 45049 T 5-6pm Sep 10-Oct 29 STRIKE Martial Arts

Brazilian Jujitsu
Learn Brazilian Jujitsu from a certified Brazilian blue belt and Mixed Martial Arts (MMA) coach. Learn Russian Sambo, Judo and Brazilian ground fitness techniques for self-defense or competition.

CLFI-3490 / 8 sessions / $69
> 45049 T 5-6pm Sep 10-Oct 29 STRIKE Martial Arts

Family Tae Kwon Do
Learn tae kwon do as a family. The family that kicks together, sticks together. Learn basic kicks, blocks and practical self-defense techniques from a master and national champion. A uniform is required and may be purchased at the studio.

CLFI-3010 / 6 sessions / $79
> 45103 W 6:15-7:30pm Sep 11-Oct 16 Choe’s Black Belt Acad

Muay Thai Boxing Two for One
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.

CLFI-3410 / 16 sessions / $99
> 45839 Th 6:30-8pm, Sa 2:30-5:30pm Sep 12-Nov 2 STRIKE Martial Arts

Aikibujutsu
Many times on the battlefields of ancient Japan, the samurai would find themselves weaponless. Unwilling to surrender, they developed Aikibujutsu, a system of joint locks and throws designed to quickly and effectively dispatch an opponent regardless of their weapons or armor. Come to class in gym clothes and be prepared to roll.

CLFI-3420 / 9 sessions / $69
> 45963 Sa 1:30-3pm Sep 14-Nov 9 Kojokan Samurai Dojo

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.

CLHG-1130 / 1 session / $25
> 45814 M 6-8pm Sep 23 Robb IC Credit Cr 350

Language

French 1
Bonjour! Whether you want to travel or just learn the basics of French, this class is for you! Learn basic vocabulary and grammar for the beginning French student. Textbook required.

CLLA-1100 / 8 sessions / $89
> 45793 T 6-7:30pm Sep 10-Oct 29 Martin IC Credit Cr 216

Spanish 3
Continuation of Spanish for those who have taken Spanish 1 and 2.

CLLA-1212 / 8 sessions / $89
> 44994 W 6-7:30pm Sep 17-Nov 5 Johnson IC Credit Cr 101

Spanish 5
This class will plan an emphasis on reinforcing all the structures studied in Spanish 1-4 with written and oral exercises. To build confidence, students will continue to read stories and dialogs in the Spanish language.

CLLA-1212 / 8 sessions / $89
> 44994 W 6-7:30pm Sep 17-Nov 5 Johnson IC Credit Cr 101

Spanish 9
Continue to learn more grammar. Become more confident in expressing your thoughts in Spanish.

CLLA-1216 / 8 sessions / $89
> 44996 W 7:30-9pm Sep 18-Nov 6 Johnson IC Credit Cr 101

German 1
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. Textbook required.

CLLA-1300 / 8 sessions / $89
> 44998 M 7:30-9pm Sep 9-Oct 28 Couch IC Credit Cr 101

Home & Garden

Enhance your current exercise program with the “triple threat” workout. Core, Floor & More incorporates aerobics, solid core strategies and floor dynamics for a fully body workout. Studio 889’s Brazilian trained fitness instructor helps you achieve that fit body with mind and body challenges. You will burn calories while firming and toning just in time for your holiday festivities.

319.398.1022 / 1.800.332.8833 Fall 2013. Continuing Education | Kirkwood Community College 69
German Immigrants in America

One quarter of America’s population can claim German ancestry. Germans comprised the single largest group of immigrants in the U.S. What brought the Germans to America? What was their life like after their arrival? How did their presence influence American culture? Join Richard Couch, Ph.D, for a series of three talks on German experiences in America that will answer these questions and more.

German 2

This course builds on the four basic language skills emphasized in the Basic German class (speaking, listening, reading and writing) in order to develop and strengthen your command of German. Textbook required.

Beginning Bridge: Play of Hand

You should be familiar with the basic bidding language of the game. This course concentrates on developing the techniques to play your cards for the best result. You will learn to evaluate what your situation is from the opening lead and how to achieve winning the “tricks” needed to fulfill the contract promised during the bidding. You will learn to make a plan to eliminate losers or create winners. You will learn to place missing honor cards in your opponents’ hands and how the missing cards will divide. This is a fun, hands-on class. There will be a lecture and you will receive materials for review at home. There is some optional homework. The class will practice the play techniques with six to 12 hands each time. There is a break each hour. The last hour of the class is for in-class practice. This course works best to have a partner.

Beginning Bridge: Basic Bidding

Learn the bidding language to be able to participate in the card game bridge. This course is designed for a novice who has never played the game before, or someone who has not played in a long time and wants a refresher class. Bridge is a card game played by a partnership of two players with two phases to each dealt hand of 13 cards. The subject of this course is learning to describe your hand to your partner through a bidding process. The bidding language allows you only 15 words to describe any of the myriad of hands that could be dealt to you. Learn how to evaluate the value of your hand to begin the participation in bidding, how to interpret what your partner is telling you in the bidding process and to judge how many of the 13 tricks your partnership should offer to take. Brand new materials have been prepared for this class. The last hour of the class is an optional practice period. You are welcome to skip this last hour.

Organizational Wedding Planning

Planning a wedding doesn’t have to be a daunting task. Get ideas, a structured timeline, tips on details often overlooked during the ceremony and reception planning process and answers to all of your questions. Feel more confident in creating and planning for your special day in an organized manner.

Paranormal Studies 101 - Haunting and Investigations

Learn the basics of what a haunting is and the different theories behind haunting activity. Understand the different classifications of haunting, and a breakdown of entities and spirits that can be encountered. Discuss the differences between what is shown in the media and in real life, and also how ghosts are perceived from culture to culture. Due to the intense nature of the course, students must be 18 or older.
Stargazing 101

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

CLLE-1365 / 4 sessions / $25

> 45808 T 7:30-9pm Bastemeyer Sep 10-Oct 1 IC Credit Ctr 216

Paranormal Studies 201: Haunting and Investigations Field Work

This continuation of Haunting and Investigations 101 focuses on ghost hunting and ghost investigations. Discover ghost hunting myths, and the difference between real life ghost hunting and the methods seen on television. Learn many of the different tools used, as well as why they are used on the hunt, as well as electronic voice phenomenon, ghost psychology and personal protection. You will also have the opportunity to apply what you’ve learned through an optimal ghost hunt excursion. Please note this will be a non-Kirkwood sponsored excursion and not a requirement for class completion. An extra cost will be incurred. Due to the intense nature of the course, there is an age restriction of 18 and older. Prerequisite: Haunting and Investigations 101.

CLLE-8045 / 4 sessions / $45

> 45804 Th 7-9pm McGrath Oct 10-Oct 31 IC Credit Ctr 101

PERSONAL DEVELOPMENT

Keep Kids Safe: Child Safety Update

Get a heightened sense of awareness on child safety. Unintentional injuries are the leading cause of death and disability in children. Discover the latest updates on child safety and learn how to keep children safe in cars and at home. Meets CDA competency: To

CLPD-3085 / 1 session / $19

> 45914 T 7-9pm Hauskins Oct 1 IC Credit Ctr 119

Introduction to SoulCollage® Workshop

Originated by Seena Frost, SoulCollage is a process for accessing your intuition and creating an incredible deck of cards with deep personal meaning that will help you with life’s questions and transitions. Make your own deck with each collage card representing an aspect of your personality, community, life companions or your deeper self. Use the collage cards intuitively to answer life’s questions and participate in self-discovery. Joyfully deepen your understanding of the relationships between you and your family, community and world and you and your dreams, symbols and spirit. You do not need to be an artist to make your cards. Materials fee $20.

CLPD-3895 / 3 sessions / $49

> 46303 W 6-8pm Chrysalis Counseling & Therapy Sep 18-Oct 2 Northwest Jr HS 106

Less Mess = Less Stress

Webster’s Dictionary defines organization as becoming whole through unified and coherent relationships. Learn how to create health and balance for your mind, body, soul, space and time by replacing old, ineffective habits with positive new routines. Join in learning simple organizing strategies for improving your overall wellness through organization.

CLPD-4060 / 1 session / $25

> 45815 M 6-8pm Robb Oct 14 IC Credit Ctr 201

Creative Exploration

Focus on the nurturing of oneself through discovery and inspiration. A perfect fit for those looking to be inspired to continue doing something, or starting a new creative endeavor. Focus will be centered around three themes: how we see ourselves, how we see others and how we see the world. Come ready to start your creative exploration.

CLPD-6670 / 3 sessions / $49

> 45789 M 6-7:30pm Rahim Sep 9-Sep 23 IC Credit Ctr 101

Fiction Writing Workshop

Do you have a plot and characters, but need to push yourself a little further in developing your masterpiece? Move beyond the basics and take your story or novel to the next level. Come prepared to talk about your writing, learn the joys and sorrows of editing, develop the tools and confidence needed to experiment with your story, how to move pieces around and delete passages, and how to incorporate some fresh, new angles. By the end of class, you’ll have a story that’s ready to submit to a magazine or journal, or the opening chapters of a novel confidently on their way.

CLPD-7000 / 8 sessions / $69

> 45863 M 7-9:30pm Renek Sep 9-Oct 28 IC Credit Ctr 256

Short Story Writing Workshop

Are you ready to step beyond beginning creative writing? Move beyond the basics and take your story to the next level. Come prepared to talk about your writing and listen to others as they talk about theirs. This is a great tool for improving your own writing. You’ll also develop the tools and confidence necessary to edit your story, to experiment and to bring your characters to life. By the end of class, you’ll have a short story ready to submit to a journal or magazine.

CLPD-7000 / 8 sessions / $69

> 45864 T 7-9:30pm Renek Sep 10-Oct 29 IC Credit Ctr 213

A Reading of John Milton’s “Paradise Lost”

A reading of John Milton’s Paradise Lost (1668-74) is an epic story of the expulsion of Adam and Eve from Eden told in 12 books. Read and discuss over 12 intense weeks. The work begins with Satan’s revolt against Heaven and ends with our first parents’ entrance into a fallen world. Please read book one for our opening class.

CLPD-7055 / 12 sessions / $119

> 45737 Th 2-4pm Freeman Sep 19-Dec 12 IC Learning Ctr J

Jewish Events: Guide for the Perplexed Guest

What is a good gift for a boy celebrating his bar mitzvah? Is it appropriate to bring flowers to a Jewish funeral? Attending a friend, family member, or coworker’s Jewish event can be fun, but also confusing for a first-timer. Learn the different Jewish life cycle events, including baby naming, bar mitzvahs, weddings and funerals. Gain an understanding of the rich traditions behind the rituals, as well as practical knowledge on how to be a polite guest.

CLPD-8200 / 1 session / $25

> 45818 Th 7-8:30pm Slodki Nov 7 IC Annex 103
**YOUTH**

**Little Dragons**
This class is geared towards children ages four to seven years old. Tae kwon do teaches children respect while creating friendships and having fun.

**CLYO-4500 / 6 sessions / $79**
- 45998 Sa 12-1pm Sep 14-Oct 19
  Choe’s Black Belt Acad

**Two for One Little Ninjas**
This class is a basic Tae Kwon Do course for young learners. Participants will build confidence while working on fitness and self-control.

**CLYO-4520 / 24 sessions / $99**
- 44966 M,W 5:30-6:30pm, Sa 10:30-11:30am Sep 9-Nov 2
  STRIKE Martial Arts

**Kids Brazilian Jiu Jitsu**
A basic Brazilian Jujitsu class for kids. This is a safe and structured class that teaches grappling and judo techniques for self-defense and confidence. Ages 8-17.

**CLYO-4555 / 8 sessions / $99**
- 45978 Th 5-6pm Sep 12-Oct 31
  STRIKE Martial Arts

**Kids Boxing**
A basic boxing class for kids in a safe and structured environment. USA Boxing techniques will be taught by a certified professional coach. Ages 8-17.

**CLYO-4750 / 16 sessions / $69**
- 45984 MW 4-5pm Sep 9-Oct 30
  STRIKE Martial Arts

**Toddler Dexterity Clay Class - Mud Pies**
Improve your toddler’s fine motor skills and create a work of art. Your toddler will roll snakes, ball up and flatten clay, paint his/her work of art and we will fire it. The items can be picked up after they are fired. Ages 3-5. Tuition includes all materials.

**CLYO-7000 / 1 session / $20**
- 45047 W 11am-12pm Sep 18
  Renee’s Ceramic Cafe

**Transportation**

**RECREATIONAL VEHICLES**

**Motorcycle Training: Basic Rider Course (BRC)**
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 a valid Iowa drivers license or instruction permit to take this course. This class is required for anyone under the age of 18 by the state of Iowa to receive a motorcycle endorsement. If under 18 years of age, a parent or guardian must accompany participant into the first class to sign paperwork.

**CTR-1300 / 3 sessions / $199**
- 38097 F 6-10pm, Sa,Su 8am-5pm Sep 6-Sep 8
  Pelletier & Lepore
- 38104 F 6-10pm, Sa,Su 8am-5pm Sep 13-Sep 15
  Hughes
- 38108 F 6-10pm, Sa,Su 8am-5pm Sep 20-Sep 22
  Siebert & Pelletier
- 38111 F 6-10pm, Sa,Su 8am-5pm Sep 27-Sep 29
  Pelletier
- 38114 F 6-10pm, Sa,Su 8am-5pm Oct 4-Oct 6
  Pelletier
- 38119 F 6-10pm, Sa,Su 8am-5pm Oct 11-Oct 13
  Pelletier
- 38123 F 6-10pm, Sa,Su 8am-5pm Oct 18-Oct 20
  Pelletier
- 38126 F 6-10pm, Sa,Su 8am-5pm Oct 25-Oct 27
  Pelletier & Lepore
- 38129 F 6-10pm, Sa,Su 8am-5pm Nov 1-Nov 3
  Pelletier
BUSINESS

Wedges, Bobs and Bangs, Oh My!
Briefly review the foundation of wedges and bobs, with some modifications, and how to demonstrate different artistic approaches to each. Review variations of bangs choices, learn how to diagnosis summer hair damage and how to remedy, and more. This class is approved for four hours of continuing education for cosmetologists and barbers.

CBCO-1000 / 1 session / $39
> 45930 T 6-10pm Pennington
Oct 8 Benton Co Ctr KTS-3

Trending in the Salon and 2 Hours of Iowa Law/Sanitation
Does your salon need a makeover? It doesn’t matter if you’re the owner or a stylist. Explore the business techniques for your working environment. How can you add structure in the salon to make it a great place to work? Can you incorporate interesting techniques to make your work environment contemporary and inspirational? Salon customer service, cleanliness, professionalism and overall styling techniques will be discussed. Come prepared to watch demonstrations and discuss the lively hair trends in today’s world. Fulfill your Iowa Law/sanitation requirements. This class is approved for two of Iowa law and two hours of regular continuing education.

CBCO-1005 / 1 session / $39
> 45938 T 6-10pm Rieckenberg
Oct 22 Benton Ctr KTS-3

HEALTH

Infection Control for the Dental Office
This program will provide participants with newly updated information on currently recommended infection control practices for the dental office. Learn about bloodborne pathogens, PPEs, waterline and air quality, and the protocols for antisepsis, disinfection and sterilization. Meets Iowa Dental Board continuing education requirements for infection control content.

CHDE-4500 / 1 session / $39
> 43463 T 6:30-8:45pm Malmberg
Oct 29 Benton Co Ctr KTS-3

75-hour Nurse Aide
The 75-hour Nurse Aide course is designed to meet the training requirements for the nurse aide in long-term care facilities. Emphasis is in achieving a basic level of knowledge and demonstrating skills to provide safe, effective resident care. Per state regulations a criminal background check must be performed no more than 30 days prior to the first day of class. Included in registration is a non-refundable $20 background check fee.

CHNA-1500 / 18 sessions / $466
> 42429 W,M 4-8:30pm, Sa 7am-3pm
Sep 4-Oct 23 Fowler
Benton Co Ctr 109

Dependent Adult Abuse and Mandatory Reporting
Are you aware of your obligations as a mandatory reporter of adult abuse or neglect? Diana Nicholls-Blomme will share the latest updates for mandatory reporters, their roles and responsibilities, and recognition of abuse. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, approval #1033.

CHNC-2100 / 1 session / $29
> 41403 T 6:30-8:45pm
Nicholls-Blomme
Oct 15 Benton Co Ctr KTS-3

Training for Mandatory Reporters of Child Abuse and Dependent Adult Abuse
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 perpetuated 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. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, approval #2032.

CHNC-2200 / 1 session / $35
> 41392 T 6-9:15pm
Nicholls-Blomme
Sep 17 Benton Co Ctr KTS-3

LIFE & LEISURE

Yoga for the Mind and Body
This yoga class is designed to meet the needs of new and returning students. You will learn 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.

CLFI-0300 / 13 sessions / $75
> 46322 W 6:15-7:30pm
Sep 11-Dec 4
McGowan
IBSSS 116, Old Main

Easy Relieving Yoga
Explore the benefits of yoga using gentle movements and breathing techniques. This 60 minute class is designed for, but not limited to, individuals with no yoga experience. This is similar to an introductory class of yoga. This class will help improve flexibility, range of motion and strength. Stretch and release the day’s tension. Each class concludes with relaxation for renewal.

CLFI-0305 / 6 sessions / $35
> 46318 M 5-6pm
Sep 9-Oct 14
McGowan
IBSSS 116, Old Main
> 46320 M 5-6pm
Oct 28-Dec 2
McGowan
IBSSS 116, Old Main
Keep Kids Safe: Child Safety Update

Get a heightened sense of awareness on child safety. Unintentional injuries are the leading cause of death and disability in children. Discover the latest updates on child safety and learn how to keep children safe in cars and at home. Meets CDA competency: To Establish a Safe, Healthy Learning Environment.

CLPD-3005 / 1 session / $19

> 45916 T 7-9pm
Hauskins
Benton Co Ctr KTS-3

Including All Children: Creating Inclusive Environments

An informational session on how to make adaptations for individual or groups of children who are experiencing challenges during everyday routines and activities. Practice using CARA’s Kit: Creating Adaptations for Routines and Activities, which helps teachers in early care and education programs develop adaptations to increase children’s participation in everyday routines and activities. Review a six-step decision making process and apply to a particular child in your setting and review early childhood materials. Meets CDA competency: Steps to Advance Children’s Physical and Intellectual Development.

CLPD-3105 / 1 session / $19

> 45849 W 6:30-8:30pm
TBA
Benton Co Ctr 101

What’s That You Say (or Don’t Say)? Communication with Young Children

Explore all the ways we communicate with young children and their families. You’ll also discuss behavior, including the good, the bad and the ugly as a method of communication; barriers to communication and using clear, concise language when giving directions or managing guidance situations. Meets CDA competency: Strategies to Establish Relationships with Families.

CLPD-3112 / 1 session / $19

> 45852 W 7-9pm
Buck
Sep 11
Benton Co Ctr 101

Benton County/Belle Plaine

BUSINESS

Wedges, Bobs and Bangs, Oh My!

Briefly review the foundation of wedges and bobs, with some modifications, and how to demonstrate different artistic approaches to each. Review variations of bangs choices, learn how to diagnosis summer hair damage and how to remedy, and more. This class is approved for four hours of continuing education for cosmetologists and barbers.

CBDC-1000 / 1 session / $39

> 45929 T 6-10pm
Pennington
Tippie-Mansfld Ctr KTS-3

Trending in the Salon and 2 Hours of Iowa Law/Sanitation

Does your salon need a makeover? It doesn’t matter if you’re the owner or a stylist. Explore the business techniques for your working environment. How can you add structure in the salon to make it a great place to work? Can you incorporate interesting techniques to make your work environment contemporary and inspirational? Salon customer service, cleanliness, professionalism and overall styling techniques will be discussed. Come prepared to watch demonstrations and discuss the lively hair trends in today’s world. Fulfill your Iowa Law and sanitation rules, regulations and update requirements. This class is approved for four hours of continuing education for cosmetologists and barbers; two of Iowa law and two hour of regular continuing education.

CBDC-1005 / 1 session / $39

> 45957 T 6-10pm
Rieckenberg
Tippie-Mansfld Ctr KTS-3

HEALTH

Infection Control for the Dental Office

This program will provide participants with newly updated information on currently recommended infection control practices for the dental office. Learn about bloodborne pathogens, PPEs, waterline and air quality, and the protocols for antisepsis, disinfection and sterilization. Meets Iowa Dental Board continuing education requirements for infection control content.

CHDE-4500 / 1 session / $59

> 43462 T 6:30-8:45pm
Malmberg
Tippie-Mansfld Ctr KTS-3

Dependent Adult Abuse and Mandatory Reporting

Are you aware of your obligations as a mandated reporter of adult abuse or neglect? Diana Nicholls-Blomme will share the latest updates for mandatory reporters, their roles and responsibilities, and recognition of abuse. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, Approval #163.

CHNC-2100 / 1 session / $29

> 41407 T 6:30-8:45pm
Nicholls-Blomme
Tippie-Mansfld Ctr KTS-3

Training for Mandatory Reporters of Child Abuse and Dependent Adult Abuse

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. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, approval #2032.

CHNC-2200 / 1 session / $25

> 41391 T 6-8:15pm
Nicholls-Blomme
Sep 17
Tippie-Mansfld Ctr KTS-3

LIFE & LEISURE

Keep Kids Safe: Child Safety Update

Get a heightened sense of awareness on child safety. Unintentional injuries are the leading cause of death and disability in children. Discover the latest updates on child safety and learn how to keep children safe in cars and at home. Meets CDA competency: To Establish a Safe, Healthy Learning Environment.

CLPD-3085 / 1 session / $19

> 45915 T 7-9pm
Hauskins
Oct 1
Tippie-Mansfld Ctr KTS-3

> 45922 W 7-9pm
Hauskins
Oct 2
IS Extension Office 1
### BUSINESS

**Wedges, Bobs and Bangs, Oh My!**

Briefly review the foundation of wedges and bobs, with some modifications, and how to demonstrate different artistic approaches to each. Review variations of bangs choices, demonstrate different artistic approaches to today’s world. Fulfill your Iowa Law/sanitation content.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Details</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBCG-0003</td>
<td>2 sessions $29</td>
<td>Cedar Co Ctr 303</td>
</tr>
</tbody>
</table>

- **Getting Started with Kindle Fire**

An introductory course providing you with all of the tools you need to make your new device hum. Learn how to set up an account, search for books, download samples and complete books, share books, and play games on your device.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Details</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCGS-0020</td>
<td>2 sessions $59</td>
<td>Cedar Co Ctr 303</td>
</tr>
</tbody>
</table>

- **Wedges, Bobs and Bangs, Oh My!**

Briefly review the foundation of wedges and bobs, with some modifications, and how to demonstrate different artistic approaches to each. Review variations of bangs choices, demonstrate different artistic approaches to today’s world. Fulfill your Iowa Law/sanitation content.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Details</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCGS-0030</td>
<td>1 session $29</td>
<td>Cedar Co Ctr 303</td>
</tr>
</tbody>
</table>

- **Trending in the Salon and 2 Hours of Iowa Law/Sanitation**

Does your salon need a makeover? It doesn’t matter if you’re the owner or a stylist. Explore the business techniques for your working environment. How can you add structure in the salon to make it a great place to work? Can you incorporate interesting techniques to make your work environment contemporary and inspirational? Salon customer service, cleanliness, professionalism, and overall styling techniques will be discussed. Come prepared to watch demonstrations and discuss the lively hair trends in today’s world. Fulfill your Iowa Law/sanitation rules, regulations and update requirements. This class is approved for four hours of continuing education for cosmetologists and barbers; two of Iowa law and two hour of regular continuing education.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Details</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBCG-1005</td>
<td>1 session $39</td>
<td>Cedar Co Ctr KTS-3</td>
</tr>
</tbody>
</table>

### COMPUTER TECHNOLOGY

**Computers Made Simple for 50+**

Learn how to use your computer with an introduction to computer concepts using the mouse, cursor, desktop and taskbar. This course will teach you basic file browsing and file management. Also learn how to browse the World Wide Web, perform searches and create and manage your favorite websites. Webmail, email attachments and email security, including scams, phishing and spam are also discussed. Tuition includes a textbook. Please register two weeks in advance.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Details</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCCS-0000</td>
<td>6 sessions $125</td>
<td>Cedar Co Ctr 303</td>
</tr>
</tbody>
</table>

### HEALTH

**Infection Control for the Dental Office**

This program will provide participants with newly updated information on currently recommended infection control practices for the dental office. Learn about bloodborne pathogens, PPEs, waterline and air quality, and the protocols for antisepsis, disinfection and sterilization. Meets Iowa Dental Board continuing education requirements for infection control content.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Details</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDE-4500</td>
<td>1 session $59</td>
<td>Cedar Co Ctr 303</td>
</tr>
</tbody>
</table>

- **Dependent Adult Abuse and Mandatory Reporting**

Are you aware of your obligations as a mandatory reporter of adult abuse or neglect? Diana Nicholls-Blomme will share the latest updates for mandatory reporters, their roles and responsibilities, and recognition of abuse. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, Approval #163.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Details</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLPD-3085</td>
<td>1 session $19</td>
<td>Cedar Co Ctr 303</td>
</tr>
</tbody>
</table>

### LIFE & LEISURE

**Get to Know Your iPad**

This class is ideal for people who have an iPad and want to build familiarity. Topics cover the basics of using an iPad as a personal productivity tool as well as for entertainment. Some basics you’ll learn are: “apps” and how to load them onto the iPad, settings, cloud and why you need it, how to get an iBook and read it, typing tricks and gestures, how to use the iPad camera, how to communicate with distant friends and family.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Details</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCGS-0020</td>
<td>2 sessions $59</td>
<td>Cedar Co Ctr 303</td>
</tr>
</tbody>
</table>

- **Training for Mandatory Reporters of Child Abuse and Dependent Adult Abuse**

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. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, Approval #2032.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Details</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHNC-2200</td>
<td>1 session $35</td>
<td>Cedar Co Ctr KTS-3</td>
</tr>
</tbody>
</table>

- **Keep Kids Safe: Child Safety Update**

Get a heightened sense of awareness on child safety. Unintentional injuries are the leading cause of death and disability in children. Discover the latest updates on child safety and learn how to keep children safe in cars and at home. Meets CDA competency: To Establish a Safe, Healthy Learning Environment.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Details</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLPD-3085</td>
<td>1 session $19</td>
<td>Cedar Co Ctr KTS-3</td>
</tr>
</tbody>
</table>

### CEDAR Classes

**319.398.1022 / 1.800.332.8833**

**Fall I 2013 . Continuing Education | Kirkwood Community College**
AARP Defensive Driving

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.

CTDE-0000 / 1 session / $0
• 40418 Sa 9:30am-1:30pm
  Patterson Cedar Co Ctr 303
• 46315 Th 9:30am-1:30pm
  Patterson Cedar Co Ctr 303

Iowa County/Williamsburg

BUSINESS

Wedges, Bobs and Bangs, Oh My!

Briefly review the foundation of wedges and bobs, with some modifications, and how to demonstrate different artistic approaches to each. Review variations of bangs choices, learn how to diagnosis summer hair damage and how to remedy, and more. This class is approved for four hours of continuing education for cosmetologists and barbers.

CBCO-1000 / 1 session / $39
• 45932 T 6-10pm
  Pennington Iowa Co Ctr KTS-3

Trending in the Salon and 2 Hours of Iowa Law/Sanitation

Does your salon need a makeover? It doesn't matter if you’re the owner or a stylist. Explore the business techniques for your working environment. How can you add structure in the salon to make it a great place to work? Can you incorporate interesting techniques to make your work environment contemporary and inspirational? Salon customer service, cleanliness, professionalism and overall styling techniques will be discussed. Come prepared to watch demonstrations and discuss the likely hair trends in today’s world. Fulfill your Iowa Law and sanitation rules, regulations and update requirements. This class is approved for four hours of continuing education for cosmetologists and barbers; two of Iowa law and two hour of regular continuing education.

CBCO-1005 / 1 session / $39
• 45860 T 6-10pm
  Rieckenberg Iowa Co Ctr KTS-3

Health

Infection Control for the Dental Office

This program will provide participants with newly updated information on currently recommended infection control practices for the dental office. Learn about bloodborne pathogens, PPEs, waterline and air quality, and the protocols for antisepsis, disinfection and sterilization. Meets Iowa Dental Board continuing education requirements for infection control content.

CHDE-4500 / 1 session / $59
• 43465 T 6:30-8:45pm
  Malberg Iowa Co Ctr KTS-3

Dependent Adult Abuse and Mandatory Reporting

Are you aware of your obligations as a mandatory reporter of adult abuse or neglect? Diana Nicholls-Blomme will share the latest updates for mandatory reporters, their roles and responsibilities, and recognition of abuse. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, Approval #163.

CHNC-2100 / 1 session / $29
• 41410 T 6:30-8:45pm
  Nicholls-Blomme Iowa Co Ctr KTS-3

Training for Mandatory Reporters of Child Abuse and Dependent Adult Abuse

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. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, approval #2032.

CHNC-2200 / 1 session / $35
• 41398 T 6-9:15pm
  Nicholls-Blomme Iowa Co Ctr KTS-3

Life & Leisure

Beer: From Grain to Glass

Discover the rewarding world of home brewing as you learn the ingredients of beer and how each plays a role in the finished product. After a short discussion in the classroom, get hands-on experience and see how easy it is to brew quality beer at home. A variety of beers will be sampled throughout the class to illustrate the how’s and why’s of the brew day. Must be 21 years of age to register and attend class.

CLFB-3002 / 1 session / $75
• 44701 Sa 10am-5pm
  Ball Millstream Brewing Co

Keep Kids Safe: Child Safety Update

Get a heightened sense of awareness on child safety. Unintentional injuries are the leading cause of death and disability in children. Discover the latest updates on child safety and learn how to keep children safe in cars and at home. Meets CDA competency: To Establish a Safe, Healthy Learning Environment.

CLPD-3085 / 1 session / $19
• 45918 T 7-9pm
  Hauskins Iowa Co Ctr KTS-3
• 45923 T 7-9pm
  Hauskins Iowa Co Ctr 112

Including All Children: Creating Inclusive Environments

An informational session on how to make adaptations for individual or groups of children who are experiencing challenges during everyday routines and activities. Practice using CARA’s Kit: Creating Adaptation’s for Routines and Activities, which helps teachers in early care and education programs develop adaptations to increase children’s participation in everyday routines and activities. Review a six-step decision making process and apply to a particular child in your setting and review early childhood materials. Meets CDA competency: Steps to Advance Children’s Physical and Intellectual Development.

CLPD-3105 / 1 session / $19
• 45847 W 6:30-8:30pm
  TBA Iowa Co Ctr 112
What's That You Say (or Don’t Say)? Communication with Young Children

Explore all the ways we communicate with young children and their families. You'll also discuss behavior, including the good, the bad and the ugly as a method of communication; barriers to communication and using clear, concise language when giving directions or managing guidance situations. Meets CDA competency: Strategies to Establish Relationships with Families.

CLPD-3112 / 1 session / $19

- 45853 T 7-9pm Nov 5
  Buck Iowa Co Ctr 112

Babysitting Clinic

This class is geared for the beginning babysitter. Instruction includes first aid, child and infant CPR, what to do in case of choking, safety issues, diaper changing, games and easy meal ideas. Students must be at least nine years old to register. Preregistration is required.

CLYO-0532 / 1 session / $17

- 46311 Sa 8am-12pm Oct 5
  Schnebbe Iowa Co Ctr 112

TRANSPORTATION

Moped Rider Education

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.

CSTR-0500 / 2 sessions / $39

- 46312 MT 6-8pm Oct 7-Oct 8
  Koch TBA - Williamsburg

Jones County/Monticello

BUSINESS

Coaching Authorization Certification Seminar

This program is an all-inclusive state approved seminar to meet the requirements for the Iowa coaching authorization certification. It includes all required course work, completion of the state forms and finger printing. For your convenience, Kirkwood will submit state forms and transcript direct to the Department of Education at the completion of the seminar.

CBDA-1000 / 6 sessions / $335

- 46208 F 5-10:30pm, Sa, Su 8am-8pm Sep 20-Sep 29
  TBA Jones Reg Ed Ctr 136

Trending in the Salon and 2 hours of Iowa Law/Sanitation

Does your salon need a makeover? It doesn’t matter if you’re the owner or a stylist. Explore the business techniques for your working environment. How can you add structure in the salon to make it a great place to work? Can you incorporate interesting techniques to make your work environment contemporary and inspirational? Salon customer service, cleanliness, professionalism and overall styling techniques will be discussed. Come prepared to watch demonstrations and discuss the lively hair trends in today’s world. Fulfill your Iowa Law and sanitation rules, regulations and update requirements. This class is approved for four hours of continuing education for cosmetologists and barbers; two of Iowa law and two hour of regular continuing education.

CBDC-1005 / 1 session / $39

- 45861 T 6-10pm Oct 22
  Riekenberg Jones Reg Ed Ctr KTS-3

Jones County Leadership Program

Your ability to achieve success in business, community and relationships depends highly on your willingness to learn. The Jones County Leadership Program provides dynamic speakers and empowering training that re-energizes and inspires your spirit. Learning sessions include segments on rotating topics like agriculture, education, healthcare and banking. Related to these topics will be panel discussions on economic vitality, successful business ownership, school board expectations and tax payer contributions, facilities planning, the growing healthcare industry and successful banking. There will also be opportunities to develop leadership skills, participate in Strength Finder 2.0 exercises and Matrix Color Training. Network with community members who share your interest in professional and personal growth and add this program to your resume! Meets on the second Tuesday of each month for four sessions. Locations to be announced. Call the Kirkwood Jones Regional Center for more information and registrations at (319) 465-2302.

CBPD-0100 / 4 sessions / $125

- 46308 T 1-4pm Sep 17-Dec 10
  TBA TBA - Monticello

Wedges, Bobs and Bangs, Oh My!

Briefly review the foundation of wedges and bobs, some modifications, and how to demonstrate different artistic approaches to each. Review variations of bangs choices, learn how to diagnosis summer hair damage and how to remedy, and more. This class is approved for four hours of continuing education for cosmetologists and barbers.

CBDC-1000 / 1 session / $39

- 45933 T 6-10pm Oct 8
  Pennington Jones Reg Ed Ctr KTS-3

COMPUTER TECHNOLOGY

The Basics of eBay Selling

Do you want to be successful selling on eBay? Join this eBay education specialist who is also an eBay seller with more than 10 years of experience. You will learn all the basics including how to open a seller account, research and create listings, set pricing, monitor your listing, open and use a PayPal account, and complete your sale. Tuition includes course materials.

CCGS-3200 / 1 session / $95

- 45107 F 9am-4pm Oct 4
  Beer Jones Reg Ed Ctr

HEALTH

Infection Control for the Dental Office

This program will provide participants with newly updated information on currently recommended infection control practices for the dental office. Learn about bloodborne pathogens, PPEs, waterline and air quality, and the protocols for antisepsis, disinfection and sterilization. Meets Iowa Dental Board continuing education requirements for infection control content.

CHDE-4500 / 1 session / $59

- 43466 T 6:30-8:45pm Oct 29
  Malmberg Jones Reg Ed Ctr KTS-3

Dependent Adult Abuse and Mandatory Reporting

Are you aware of your obligations as a mandatory reporter of adult abuse or neglect? Diana Nicholls-Blomme will share the latest updates for mandatory reporters, their roles and responsibilities, and recognition of abuse. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, Approval #163.

CHNC-2100 / 1 session / $29

- 41415 T 6:30-8:45pm Oct 15
  Nicholls-Blomme Jones Reg Ed Ctr KTS-3
Keep Kids Safe: Child Safety Update

Get a heightened sense of awareness on child safety. Unintentional injuries are the leading cause of death and disability in children. Discover the latest updates on child safety and learn how to keep children safe in cars and at home. Meets CDA competency: To Establish a Safe, Healthy Learning Environment.

CLPD-3085 / 1 session / $19
- 45920 T 7-9pm Oct 1 Hauskinds Jones Reg Ed Ctr KTS-3

Including All Children: Creating Inclusive Environments

An informational session on how to make adaptations for individual or groups of children who are experiencing challenges during everyday routines and activities. Practice using CARA’s Kit: Creating Adaptation’s for Routines and Activities, which helps teachers in early care and education programs develop adaptations to increase children’s participation in everyday routines and activities. Review a six-step decision making process and apply to a particular child in your setting and review early childhood materials. Meets CDA competency: Steps to Advance Children’s Physical and Intellectual Development.

CLPD-3105 / 1 session / $19
- 45848 W 6:30-8:30pm Oct 2 TBA Jones Reg Ed Ctr 137

Wapsipinicon Youth Orchestra - Part 1

Learn to play violin, viola or cello in a group setting. In a welcoming teaching environment, students have the opportunity to begin training as a string musician. Following 12 weeks of solid string instruction, students will perform in a strings concert. Classes open to students age 6 through high school. Instrument rental available. Additional book fee.

CLYO-0104 / 12 sessions / $79
- 46305 Th 3:30-4:15pm Novak Jones Reg Ed Ctr 117

Wapsipinicon Youth Orchestra - Part 2

Have you been playing violin, viola or cello? In a welcoming teaching environment, students have the opportunity to continue to excel as a string musician. Following 12 weeks of solid string instruction, students will perform in a strings concert. Call to schedule an audition for class placement. Classes open to students age 6 through high school. Instrument rental available. Additional book fee

CLYO-0106 / 12 sessions / $79
- 46307 Th 4:15-5pm Novak Jones Reg Ed Ctr 117
Training for Mandatory Reporters of Child Abuse and Dependent Adult Abuse

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. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, approval #2032.

INDUSTRIAL TECHNOLOGY

NEC Code For PV Installers

This eight-hour class provides an in-depth discussion of Article 690 of the Electrical Code. Type of systems, circuit requirements, disconnecting means, wiring methods, grounding, marking, storage batteries and utility interactive inverters are all covered as part of the discussion. This class has been approved by the Iowa Electrical Examining Board for eight hours of electrical code. 

ARC Flash

This class will review the NFPA 70E-2009 Standard for Electrical Safety in the Workplace focusing on work situations under 600V. It will cover methods of assessing electrical hazards and taking appropriate measures to guard the worker and others that might be in the area. The establishment of safe work conditions and work boundaries, choosing PPE, and information on lock-out and tag-out will be covered. This class has been approved by the Iowa Electrical Examining Board for six hours of electrical other non-code.

LIFE & LEISURE

Iowa Wine

Explore the process of making native Iowa wine during prime grape harvest season. Visit the vineyard and winery of Wooden Wheel Vineyards and see how the grapes are harvested, and go from the vine into wine. The class will contain a tour of the vineyard and the winery including a chance to taste produced wines.

Keep Kids Safe: Child Safety Update

Get a heightened sense of awareness on child safety. Unintentional injuries are the leading cause of death and disability in children. Discover the latest updates on child safety and learn how to keep children safe in cars and at home. Meets CDA competency: To Establish a Safe, Healthy Learning Environment.

TRANSPORTATION

Moped Safety

Classroom Safety Education for moped riders. Take this classroom safety education for moped riders. This class satisfies Iowa’s training requirements for riders under 16 years old. The course includes rules of the road, riding in traffic, basic operation skills and safety maintenance.
Pathways to Careers
Kirkwood CE 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.

Successful completion of the certificates listed below can help you 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.

Courses that count towards earning CREDIT — upon successful completion of these CE certificates:

<table>
<thead>
<tr>
<th>CONTINUING EDUCATION CERTIFICATE</th>
<th>CREDIT COURSE &amp; SECTION NO.</th>
<th>CREDIT HRS.</th>
<th>CREDIT PROGRAMS APPLICABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Certificate in Website Design</td>
<td>BCA 290 Web Design AND CIS 207 Fundamentals of Web Programming</td>
<td>3</td>
<td>Computer Support Specialist Web Technologies</td>
</tr>
<tr>
<td>Certificate in Website Development</td>
<td>CIS 207 Fundamentals of Web Programming</td>
<td>3</td>
<td>Computer Support Specialist Web Technologies</td>
</tr>
<tr>
<td>Java Programmer</td>
<td>CIS 128 Programming Concepts</td>
<td>3</td>
<td>Computer Support Specialist 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 LAN Management</td>
</tr>
</tbody>
</table>

*You must have CompTIA certification to receive credit.

Note: 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 Mary Ann Hamre at 319-398-5886 or maryann.hamre@kirkwood.edu.
Register Now!

With four easy ways to register.

MANY CLASSES HAVE LIMITED SEATING. REGISTER EARLY!

Online:
Log on to www.kirkwood.edu/ce.

By Mail:
1. Fill out the enclosed enrollment form and credit card/debit card number, or enclose check.
2. For company billings, please include name, address, phone number and appropriate signature.

Make Check Payable to Kirkwood Community College:
1. Pay the amount under “tuition” only. (Many classes have additional charges for materials and supplies. These will be collected in class.)
2. Write name of person and class number on check.
3. Send to: Continuing Education, Kirkwood Community College P.O. Box 2058 Cedar Rapids, IA 52406

By Fax—319-398-7185
Fax enclosed enrollment form with credit card/debit card number or company billing information.

Payment must be made at the time of registration.

MasterCard, VISA or Discover Card accepted.

By Phone—Tell Our Operators:
1. The class numbers from this catalog.
2. Your credit card/debit card number and expiration date.

By Mail:
1. Fill out the enclosed enrollment form and credit card/debit card number, or enclose check.
2. For company billings, please include name, address, phone number and appropriate signature.

Make Check Payable to Kirkwood Community College:
1. Pay the amount under “tuition” only. (Many classes have additional charges for materials and supplies. These will be collected in class.)
2. Write name of person and class number on check.
3. Send to: Continuing Education, Kirkwood Community College P.O. Box 2058 Cedar Rapids, IA 52406

By Phone —Tell Our Operators:
1. The class numbers from this catalog.
2. Your credit card/debit card number and expiration date.

Refunds:
An automatic refund is made if Kirkwood cancels a class. To withdraw your registration before a class starts, please call 319-398-1022 or 1-800-332-8833. Refunds will be issued to students who drop the class at least one day prior to the class start date. No refunds will be issued for classes dropped on or after the class start date.

Register Now!

With four easy ways to register.

MANY CLASSES HAVE LIMITED SEATING. REGISTER EARLY!

Online:
Log on to www.kirkwood.edu/ce.

By Mail:
1. Fill out the enclosed enrollment form and credit card/debit card number, or enclose check.
2. For company billings, please include name, address, phone number and appropriate signature.

Make Check Payable to Kirkwood Community College:
1. Pay the amount under “tuition” only. (Many classes have additional charges for materials and supplies. These will be collected in class.)
2. Write name of person and class number on check.
3. Send to: Continuing Education, Kirkwood Community College P.O. Box 2058 Cedar Rapids, IA 52406

By Fax—319-398-7185
Fax enclosed enrollment form with credit card/debit card number or company billing information.

Payment must be made at the time of registration.

MasterCard, VISA or Discover Card accepted.
Welcome to Kirkwood Continuing Education!

Whether you want to advance your professional career or enrich your personal life, Kirkwood Continuing Education can help you achieve your goals. We offer top-quality programs taught by highly skilled learning facilitators, at convenient times and locations to fit your busy lifestyle.

Make us your home for personal and professional development.

Life, Work, Family, Success
Find it all inside.

Need more information? 319-398-1022 or 1-800-332-8833
Log on and register at www.kirkwood.edu/ce.

Personal & Professional Development from Guitar to Google Docs