Kirkwood Continuing Education

Professional Development Programs

March–September 2013

- Business & Professional Development
- Certificate Series Programs
- Computer Technology
- Business Careers

Register at www.kirkwood.edu/ce
Kirkwood Community College’s Continuing Professional Development programs build and enhance your professional career. Whether you need computer training, a certificate to continue employment or advance your career, or would simply like to enrich your professional knowledge and enhance your marketability, we have specialized programs providing educational opportunities for a variety of working professionals.

Course delivery options include both traditional classroom and online instruction, conveniently offered during the day, evenings and on weekends at a variety of locations. Our classes are affordable, held in a friendly environment and taught by highly skilled facilitators who will provide you with the training necessary to reach your goals.
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
>38335 M 10am-12pm May 6
Jewell Kirkwood Ctr 122

Leading Across Generations
For the first time in history, there are four distinct generations in the workforce: Traditionalists, Baby Boomers, Gen Xers and Millennials. Each of the generations has perspectives, styles and expectations. Generational differences often create misunderstandings, stereotypes and conflicts, but with this series, leaders can learn how to tap into the unique contributions of each generation and bridge the gap. Tuition includes FranklinCovey® Participant Guidebook, Implementation Handbook and electronic tools.

CBPD-1070 / 1 session / $225
>32819 Th 8am-12pm Apr 4
Woody Kirkwood Ctr 129

SHRM: The Essentials of Human Resource Management (webinar)
If you're a small business owner, new to HR, or HR is one of your many responsibilities, the newly updated SHRM Essentials of HR Management course focuses on the key topics you need to know. Offered in partnership with SHRM, this course covers a breadth of HR issues in a condensed, easy-to-understand format. Gain practical skills to handle HR challenges that are relevant to you and can help your company avoid potentially costly lawsuits. Learn six key HR management practices delivered in a blended learning experience that combines print and online tools with the benefits of an instructor-led class. Modules are human resource management, employment law, recruitment and selection, compensation and benefits, employee development, and performance management, live instruction from HR expert, real-world case studies, structured dates, times and assignments, eligible for company/tuition reimbursement. This class is presented as an instructor led webinar. Participate using a home or office computer with a reliable Internet connection. Audio and video are broadcast via Internet.

CBPD-1101 / 6 sessions / $419
>38534 Th 6:30-9:30pm Apr 4-May 9
TBA Cedar Rapids TBD

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
>38348 W 10am-12pm Apr 17
Jewell KTOS 126

Employee Recruitment and Retention
Are you hoping to recruit talented employees and retain them once they are hired? Explore new ways to recruit and enticing benefit options. Gain insight into employees of different generations and what each generation may be looking for in an employer. Learn how you can provide an atmosphere that encourages employees to not only to work harder, but stay longer.

CBPD-1280 / 1 session / $59
>38349 W 10am-12pm Apr 24
Jewell KTOS 126

Interacting with Different Coworkers
Discover why you get along with certain coworkers better than others. Learn what you can do to understand your coworkers and how you can work together to solve problems. Discuss and learn about different cultures, why they differ in viewpoints and how you can overcome the differences.

CBPD-1280 / 1 session / $59
>39329 M 10am-12pm Apr 22
Jewell KTOS 126

Public Speaking Without Fear
Did you know that public speaking is the number one fear in America? Discover ways 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 / $25
>39150 Th 7-8:30pm Apr 4
Slodki IC Annex 110
>39151 Th 7-8:30pm Jun 20
Slodki Iowa City TBD

Additional questions? Call 319-398-1022 or 800-332-8833.
Delivering a WOW! Presentation
Boost your professional skills by learning how to deliver outstanding and effective presentations. A four-part, hands-on workshop designed to 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. You 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

Crafting Effective Email
You may already know how to manage your mailbox, but how well do you manage the messages you send? Do they convey the meaning and image you intend and get you the response you need? Learn how to craft more effective emails, direct them to the right audience, and distinguish between your personal and professional communications. You’ll also gain tools to help avoid common hazards including spam, phishing, endless forwarding and the dreaded reply all.

CBPD-2095 / 1 session / $29

Create Speaker Series: Spark Innovation in the Creative Corridor
This three-part series will feature nationally renowned, high-profile speakers from across the country sharing inspiring stories and information to spark innovation in both the professional and personal lives of the audience. Kirkwood Community College is pleased to host Jeff Tobe, international speaker and author; Bill Rancic, entrepreneur and winner of the first season of NBC’s The Apprentice; and JoAnn Corley, speaker, coach and author. Learn the tools and techniques you need to assert your creative and innovative thinking in each of these dynamic and interactive sessions. Sessions include: Coloring Outside the Lines!™ Innovation and Creative Problem Solving, How to Succeed in Business and Life, and Creative and Innovative Thinking: The Next New Skill.

CBPD-2160 / 3 sessions / $179

Coloring Outside the Lines!™ Innovation and Creative Problem Solving
This high-energy, participatory, humorous session has received outstanding reviews from diverse professionals around the world. Certified Speaking Professional Jeff Tobe challenges you to step outside your comfort zone in positioning yourself more creatively than ever before. He provides the insight you require to give yourself the creative edge we all strive for in our professional and personal lives.

CBPD-2162 / 1 session / $99

How to Succeed in Business and Life
Many strategies have helped make Bill Rancic a successful entrepreneur. From starting a boat wash and wax business while in college, to running a million dollar company and working for Donald Trump, Bill will share the ups and downs on his road to success. You will get a glimpse on the lessons he has learned throughout his many business experiences, including how to break from the pack, how to make each day count - twice, and how to separate your expectations from your shortcomings. This motivational speech is packed with advice that audience members can apply to their lives immediately.

CBPD-2162 / 1 session / $129

Creative and Innovative Thinking: The Next New Skill
Many companies miss out on saving money and making money because their employees don’t believe they are creative and/or don’t know how to think creatively for practical, profitable outcomes. JoAnn Corley will help tap and nurture creative and innovative thinking by helping attendees connect with their creativity, their unique contribution within and to the organization and the limits they might put on their creativity. She will also unveil an ideation process anyone can use to tap into his/her creativity. This process can be used over and over to continuously generate ideas, improve process improvement and cultivate innovation.

CBPD-2162 / 1 session / $99

“I liked that the instructor was involved and made it great.”
— Karen Kirkpatrick
Business Writing

Have you ever been uncertain about how to write a business letter? Learn to craft effective business communications and how to 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 / $115
>38639 MW 5:30-8:30pm May 6-May 8
Gray KTOS 134
>38789 MW 5:30-8:30pm Aug 12-Aug 14
Rahim IC Learning Ctr A

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
>33990 F 10am-12pm Mar 22
Jewell KTOS 126
>38343 W 10am-12pm Apr 3
Jewell KTOS 126
>38345 T 10am-12pm Apr 30
Jewell KTOS 126

Professional Presentation Skills

Explore specific skills, procedures and techniques that will allow you to speak as well as you think. Learn how to effectively present in a variety of situations, including standing or sitting, informal or formal situations, and small or large audiences. This program provides opportunities for participants to be videotaped, as well as receive one-on-one coaching and feedback from an instructor and other program attendees to develop and deliver high-level presentations that are clear, compelling and effective. Deadline to register is April 8, 2013.

CBPD-2901 / 1 session / $329
>40408 T 9am-5pm Apr 23
Dardis Communications Kirkwood Ctr 123

How to Create a Relaxing and Comfortable Workplace

Learn how to create a calm office setting, how to add relaxation into your workday and the health benefits related to less stress on employees. Discover some low cost and no cost ideas for creating a relaxing and comfortable workplace, along with optional health and wellness benefits available for employees.

CBPD-6090 / 1 session / $59
>38736 W 10am-12pm May 8
Jewell KTOS 104

Business Writing

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>38639 MW 5:30-8:30pm May 6-May 8
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CBPD-6090 / 1 session / $59
>38736 W 10am-12pm May 8
Jewell KTOS 104

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. 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
>37588 MW 5:30-8:30pm Apr 8-Apr 10
Rahim IC Learning Ctr C
>37525 TTh 5:30-8:30pm Apr 9-Apr 11
Gray Kirkwood Ctr 128
>38845 MW 5:30-8:30pm Jun 10-Jun 12
Gray KTOS 134

Create Your Career Professional Portfolio: In Print or Online

As a professional in your field, one way to prove you can do what you say is with a professional portfolio. Whether you are actively searching for a new position, demonstrating your value to the team or simply meeting with clients, a professional portfolio will set you apart from your competition. Explore what a portfolio is, why you need one, how to develop your portfolio (both hard copy and electronic or online) and how can you use it once you’ve developed it.

CBPD-7080 / 2 sessions / $89
>38342 TTh 6:30-8:30pm Jun 18-Jun 20
Perrine Kirkwood Ctr 123

Additional questions? Call 319-398-1022 or 800-332-8833.
Branding on a Budget
Is the marketing of your small business tight, or are you struggling to get more sales for your business? Learn some cost effective options to build your brand and differentiate yourself from your competitors. Explore topics including logos, business cards, brochures and websites. Discussion includes customer acquisition and retention strategies.

CBPD-7136 / 1 session / $49
>32520  F 7:30-9am  Mar 22-Mar 22
Nemec Marketing Group KTOS 126

Notary Public Education and Training
Learn how to obtain your Iowa notary commission. You will acquire skills and tools to complete your state assigned job duties as described by the Iowa Secretary of State. Any notary, new or renewing, will obtain the ability to perform all notary duties with less liability and more confidence. This course of study meets the standards of the United Notary Association of America and follows all of the laws and guidelines for the position of the Iowa Notary Public from the Iowa Secretary of State and Iowa Notary Laws.

CBPD-7140 / 1 session / $79
>38273  Th 1-4pm  Apr 18
Halitek Industries LLC  Kirkwood Ctr 122

Diversity Training: Understanding Employees and Coworkers
If you have ever wondered how to get your employees or professional peers to interact better and understand each other's traditions, cultures or religious practices, this class is for you. Learn about other cultures, embracing differences and how to create a more welcoming professional atmosphere in your workplace.

CBPD-7173 / 1 session / $59
>33994  M 10am-12pm  Mar 18
Jewell  KTOS 126
>38347  M 10am-12pm  Apr 8
Jewell  KTOS 126

Jump-start Making Your Administrative Procedures Binder
Maybe you've just been promoted to a new position or you're planning for retirement. You might find yourself taking a planned or unplanned medical leave. Maybe you just need to take a vacation. Do you have an administrative reference binder of procedures for your position? Join us for a kick-start session on how to create your very own administrative procedures binder. You'll learn why you need an admin binder, how to not be overwhelmed by creating your own, the appropriate items to include in your admin binder, how to document processes and procedures in an understandable format, and to maintain your admin binder in hard copy and electronic formats.

CBPD-7200 / 1 session / $49
>39241  W 8:30am-12:30pm  Jun 26
Perrine  Kirkwood Ctr 124

Thought Patterns for High Performance
A Pacific Institute workshop designed to help you achieve full potential in your work and life. Lou Tice, the founder of Pacific Institute, believed that excellence was a process - an achievable, continuous process that inevitably results when we learn to control how we think, what we expect and what we believe. Achieve higher levels of growth and productivity as you learn best practices and gain the proper tools to develop your potential by changing your habits, attitude, beliefs and expectations permanently. Emerge with heightened self-confidence, self-motivation, better accountability and become more goal oriented, open-minded, flexible and creative.

CBPD-7270 / 2 sessions / $595
>40471  MW 8am-4pm  Apr 22-Apr 24
Erusha  KTOS 127

Constructing Conflicts to Lead Organizational Change
Gain insight as to why you get along with certain people better than others. Work towards building stronger relationships through this interactive session. You'll learn the importance of conflict in stimulating organizational change, to initiate productive conflicts that are strategically important, to keep the right level of conflict necessary to keep the change in motion, and how to manage resistance to the change.

CBPD-7800 / 1 session / $119
>34016  M 1-5pm  Apr 8
Richards  Kirkwood Ctr TBD

The Leadership Challenge: Five Practices of Exemplary Leadership
Are you ready to seize opportunities that lead to extraordinary results? Leadership is everyone’s business. It’s not a place or position, a rank or title. Leadership is a set of skills and abilities that can be learned by everyone with desire and dedication to fully develop themselves. Be inspired to take initiative, seize opportunities and make a difference. Engage in a learner-centered curriculum that follows simple yet profound principles that approaches leadership as a measurable, learnable and teachable set of behaviors. Leave energized, inspired and with an action plan for your workplace. Leadership is about what you do. Are you ready to do it better?

CBPD-7800 / 1 session / $119
>34018  W 1-5pm  May 15
Chaplin Leadership Partners  Kirkwood Ctr TBD

Register at www.kirkwood.edu/ce
Certificate Series Programs

Computer Technology

Basic Workplace Computing Certificate Program

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. Classes include: Keyboarding for Computers, Windows Basics, Word Basics, Outlook Basics, Excel Basics and Basic Workplace Computing Final Project.

CCCP-5100 / 13 sessions / $649

>39038 TTh 5:30-9:30pm Apr 2-May 14
Hamre IC Learning Ctr A

>38995 TTh 5:30-9:30pm May 21-Jul 4
Hamre Kirkwood Ctr 128

>38965 MW 5:30-9:30pm Jun 17-Aug 5
Hamre KTOS 132

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. Class include: Keyboarding, Windows Basics, Word Basics, Word Intermediate, Business Writing, Outlook Basics, Excel Basics, Excel Intermediate, Excellence in Service, PowerPoint Basics, Access Basics, Microsoft Publisher and Final Project.

CCCP-5150 / 28 sessions / $1,349

>38831 MW 5:30-9:30pm Apr 1-May 8
Hamre KTOS 134

>38779 MW 5:30-9:30pm Jul 8-Oct 16
Hamre IC Learning Ctr A

Advanced Workplace Computing Certificate Program

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. Classes include: Word Intermediate, Word Advanced, Excel Intermediate, Excel Advanced, PowerPoint Basics, Access Basics, Access Intermediate, Microsoft Publisher and Advanced Workplace Computing Final Project.

CCCP-5200 / 18 sessions / $995

>37804 MW 5:30-9:30pm Apr 8-Jun 10
Bullock KTOS 132

>37795 MW 5:30-9:30pm Apr 22-Jun 26
Hamre IC Learning Ctr A

>37848 TTh 5:30-9:30pm Apr 30-Jun 27
Hamre Kirkwood Ctr 127

>39041 TTh 5:30-9:30pm May 21-Jul 25
Hamre IC Learning Ctr A

>38998 TTh 5:30-9:30pm Jul 9-Sep 5
Hamre Kirkwood Ctr 128

>38966 MW 5:30-9:30pm Aug 12-Oct 16
Hamre KTOS 132
Certificate Series Programs

**Business Computing Professional Certificate Program**


**CCCP-5300 / 31 sessions / $1,295**  
>39028  TTh 5:30-9:30pm  Apr 2-Jul 25  
Hamre   IC Learning Ctr A
>38990  TTh 5:30-9:30pm  May 21-Sep 5  
Hamre   Kirkwood Ctr 126
>38964  MW 5:30-9:30pm  Jun 17-Oct 9  
Hamre   KTOS 132

**Website Design Certificate Program**

Do you want to learn the latest software to build the best websites? This program will guide you through client-side website development, from the very basics to the finished Web-ready product. Learn techniques and principles of Web design, HTML and HTML-authoring tools like Adobe’s Dreamweaver. Design graphics and animations for the Web using Fireworks and Flash. Register for the certificate and save close to $100 versus taking the classes individually. Students must be comfortable with navigating, creating and editing folder or directory structures in Windows XP. Students also need to be efficient in Internet browsing or search engine use. Tuition includes all textbooks and materials. Classes include: Designing Effective Websites, Cascading Style Sheets/HTML I, DreamWeaver Level I, Fireworks Level I, DreamWeaver Level II, Supervised Lab I, Fireworks Level II, Flash Level I, Supervised Lab II, Supervised Lab III and Website Design Project.

**CCCP-5460 / 28 sessions / $1,095**  
>38873  TTh 5:30-9:30pm  Jun 18-Sep 24  
Maitland    KTOS 132

**Graphic Design Certificate Program**

Learn the software every graphic designer needs to know: Adobe Photoshop, Illustrator, Acrobat and InDesign. You’ll prepare digital images, illustrations and layouts, learn how to address the elements of color, typography, composition and visual identity. Hands-on projects focus on essential skills and provide experience in professional graphic design project scenarios. Class assignments include photo editing and collage, display advertising, logo design, poster design, form design, magazine covers, promotional design, book design and more. Graphic artists and designers with a range of technical, drawing and design skills are valuable members of work teams in a variety of industries. Many artists have also discovered the joys of freelance design and graphic development work. Tuition includes all textbooks. Classes include: Photoshop Basics CS5, Photoshop Advanced CS5, InDesign Basics CS5, Principles of Graphic Design, Illustrator Basics CS5, Illustrator Advanced CS5, Graphic Design Supervised Lab 1, InDesign Advanced CS5, Graphic Design Supervised Lab 2 and Graphic Design Final Project.

**CCCP-5450 / 30 sessions / $1,095**  
>38938  TTh 5:30-8:30pm  Apr 23-Aug 8  
Shultz   IC Learning Ctr C
>38950  MW 5:30-8:30pm  Jul 8-Oct 23  
Hein   Kirkwood Ctr 127

**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. Classes include: Accounting/Bookkeeping Concepts, Windows Basics, Word Basics, Excel Basic, Excel Intermediate, Access Basics, Bookkeeping Final Project, Quick Books and More with Quick Books.

**CCCP-5500 / 43 sessions / $1,195**  
>38856  MW 5:30-9:30pm  May 8-Oct 2  
Hamre   KTOS 134

Register at www.kirkwood.edu/ce
Computer Technology

MS Office Word 2010 Level 1
Learn the basics of Microsoft Word in a slower-paced environment. Learn how to create, save, edit and print documents. Also learn how to move, copy, and format documents using 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.

CCGS-2101 / 4 sessions / $139
>39317  MW 1:30-4:30pm Jun 3-Jun 12
          Rahim   IC Learning Ctr C

MS Office Excel 2010 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.

CCGS-2301 / 4 sessions / $139
>39318  MW 1:30-4:30pm Jun 17-Jun 26
          Tokheim  IC Learning Ctr C

Macintosh Introduction
Are you a new Mac user and need to get up to speed quickly? Get started with Mac OS X and take control of your computer. The best way to become comfortable working with your computer is to learn about the operating system. Explore the basics in this introductory class including the user interface and the Finder to manage documents and files. Discover how to control the Mac using Preferences and how to start and run software programs. The class concludes with an introduction to the software included on a Mac. Tuition includes a textbook.

CCGS-3500 / 4 sessions / $155
>39320  MW 6-8pm   Apr 15-Apr 24
          TBA   Nielsen Hall 306

Podcasting - Spreading the Word
Do you have something to share? Learn how to use GarageBand for the Mac platform to create audio podcasts incorporating images and sounds. Bring your creative juices and a topic to class, and create a final project to share.

CCGS-3612 / 1 session / $49
>39214  Th 6-8pm   Apr 11
          TBA   Nielsen Hall 306
>39216  S 9am-12pm May 4
          TBA   Kirkwood Ctr 127

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 / $25
>39196  M 9:30-11am Apr 8
          Rahim   Kirkwood Ctr 128

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 / $59
>39322  TTh 6-8pm  Jul 9-Jul 11
          Rahim   KTOS 134
>39321  TTh 6-8pm  Aug 13-Aug 15
          Johnson  IC Learning Ctr A

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 constituency, 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 / $29
>39212  Th 9-11am  May 23
          Rahim   Kirkwood Ctr 128
>39213  T 9:30-11:30am Jul 9
          Rahim   IC Learning Ctr C

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 the 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 / $49
>36610  TW 9:30-11:30am Mar 19-Mar 20
          Rahim   IC Learning Ctr C
>39210  T 9:30-11:30am Apr 23
          Rahim   Kirkwood Ctr 128

Additional questions? Call 319-398-1022 or 800-332-8833.
Rocking Google Docs
Google provides a free file storage option that can make your job and life much easier to keep organized! Learn how to create documents, spreadsheets and presentations; edit them from any computer; and share them with anyone you wish. Also learn how to upload files you have already created, edit and share them as well. Need to work on a document with others? Google Docs allows you to grant individuals editing rights to your documents. This is a hands-on class, so come ready to rock Google Docs!
CCGS-4800 / 1 session / $29
>39202 W 6-8pm Apr 3
TBA Kirkwood Ctr 128
>39207 M 6-8pm Aug 12
TBA IC Learning Ctr C

Cloud Computing
Cloud computing allows you to store files remotely in order to access them from any computer any time! This time-saving, organizational tool will help you manage your file, share documents with others, and access information from both desktop systems and mobile devices.
CCGS-6000 / 1 session / $29
>39230 T 6-8pm Jun 25
TBA KTOS 134
>39234 M 6-8pm Jul 29
TBA Kirkwood Ctr 128

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 / $49
>39327 Th 6-8pm Apr 18
Whaley IC Learning Ctr C
>39340 M 6-8pm Aug 19
Whaley Kirkwood Ctr 128

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 / $179
>39316 MW 6-9pm Jul 22-Jul 31
Whaley 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 / $115
>38833 MW 5:30-8:30pm Apr 1-Apr 10
Fuller KTOS 134
>39043 TTh 5:30-8:30pm Apr 2-Apr 11
Rahim IC Learning Ctr A
>38999 TTh 5:30-8:30pm May 21-May 30
Johnson Kirkwood Ctr 128
>38968 MW 5:30-8:30pm Jun 17-Jun 26
Fuller KTOS 132
>38780 MW 5:30-8:30pm Jul 8-Jul 17
McClure IC Learning Ctr A

“Awesome class time, instructor made me feel important about attending each class. I thank her for allowing me to be just me in each class.”
— Shantana Johnson
QuickBooks
Learn practical knowledge about QuickBooks from an accounting perspective. Learn to set up accounts, categorize transactions, add transactions to registers, transfer funds, split transactions, create 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
>37764  MW 5:30-8:30pm  Jun 3-Jun 12
Schipper Kirkwood Ctr 128

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
>37767  MW 5:30-8:30pm  Jun 17-Jun 26
Schipper Kirkwood Ctr 128

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 / $49
>39304  Th 6-8pm  May 16
TBA Kirkwood Ctr 128
>39306  T 6-8pm  Jun 18
TBA KTOS 134

Word Basics 2010
With Microsoft Office 2010, 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-2101 / 2 sessions / $145
>37799  MW 5:30-9:30pm  Mar 25-Mar 27
Rahim IC Learning Ctr A
>37852  TTh 5:30-9:30pm  Apr 2-Apr 4
Johnson Kirkwood Ctr 127
>37757  MW 5:30-9:30pm  Apr 22-Apr 24
Hageman Kirkwood Ctr 128
>38836  MW 5:30-9:30pm  Apr 22-Apr 24
Fuller KTOS 134
>39047  TTh 5:30-9:30pm  Apr 23-Apr 25
Tokheim IC Learning Ctr A
>39003  TTh 5:30-9:30pm  Jun 11-Jun 13
Johnson Kirkwood Ctr 128
>38970  MW 5:30-9:30pm  Jul 15-Jul 17
Bullock KTOS 132
>38782  MW 5:30-9:30pm  Jul 29-Jul 31
Rahim IC Learning Ctr A
>38864  MW 5:30-9:30pm  Jul 29-Jul 31
McClure KTOS 134

Word Intermediate 2010
With Microsoft Office 2010, 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-2201 / 2 sessions / $145
>37815  MW 5:30-9:30pm  Apr 8-Apr 10
Bullock KTOS 132
>37805  MW 5:30-9:30pm  Apr 22-Apr 24
Rahim IC Learning Ctr A
>38837  MW 5:30-9:30pm  Apr 29-May 1
TBA KTOS 134
>37860  TTh 5:30-9:30pm  Apr 30-May 2
Tokheim Kirkwood Ctr 127
>39054  TTh 5:30-9:30pm  May 21-May 23
Dawson IC Learning Ctr A
>39088  TTh 5:30-9:30pm  Jul 9-Jul 11
Johnson Kirkwood Ctr 128
>38786  MW 5:30-9:30pm  Aug 5-Aug 7
Tokheim IC Learning Ctr A
>38976  MW 5:30-9:30pm  Aug 12-Aug 14
Bullock KTOS 132

“I found the class extremely helpful and it will definitely be helpful when I give future presentations.”
— Brian Hagmeler
**Word Advanced 2010**

With Microsoft Office 2010, 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, combine 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-2301 / 2 sessions / $145**

- **37817**
  - MW 5:30-9:30pm
  - Apr 15-Apr 17
  - Bullock
  - KTOS 132

- **37807**
  - MW 5:30-9:30pm
  - Apr 29-May 1
  - Rahim
  - IC Learning Ctr A

- **37861**
  - TTh 5:30-9:30pm
  - May 7-May 9
  - Johnson
  - Kirkwood Ctr 127

- **39055**
  - TTh 5:30-9:30pm
  - May 28-May 30
  - Rahim
  - IC Learning Ctr A

- **39010**
  - TTh 5:30-9:30pm
  - Jul 16-Jul 18
  - Johnson
  - Kirkwood Ctr 128

- **38977**
  - MW 5:30-9:30pm
  - Aug 19-Aug 21
  - Bullock
  - KTOS 132

**Excel Basics 2010**

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 spreadsheets, and create basic and complex formulas and functions. Learn how to create and modify charts. Introduction to Computer Basics (XP or Windows 7) or equivalent experience recommended. Tuition induces a textbook.

**CCOP-2401 / 2 sessions / $145**

- **37813**
  - MW 5:30-9:30pm
  - Mar 25-Mar 27
  - Bullock
  - KTOS 132

- **37586**
  - MW 5:30-9:30pm
  - Mar 25-Mar 27
  - Tokheim
  - IC Learning Ctr C

- **37523**
  - TTh 5:30-9:30pm
  - Mar 26-Mar 28
  - Johnson
  - Kirkwood Ctr 128

- **37801**
  - MW 5:30-9:30pm
  - Apr 8-Apr 10
  - Tokheim
  - IC Learning Ctr A

- **37854**
  - TTh 5:30-9:30pm
  - Apr 16-Apr 18
  - Fuller
  - Kirkwood Ctr 127

- **37759**
  - MW 5:30-9:30pm
  - Apr 29-May 1
  - Fuller
  - Kirkwood Ctr 128

- **39051**
  - TTh 5:30-9:30pm
  - May 7-May 9
  - Dawson
  - IC Learning Ctr A

- **38842**
  - MW 5:30-9:30pm
  - May 20-May 22
  - TBA
  - KTOS 134

- **39006**
  - TTh 5:30-9:30pm
  - Jun 25-Jun 27
  - Johnson
  - Kirkwood Ctr 128

- **38974**
  - MW 5:30-9:30pm
  - Jul 29-Jul 31
  - Bullock
  - KTOS 132

- **38866**
  - MW 5:30-9:30pm
  - Aug 5-Aug 7
  - McClure
  - KTOS 134

- **38793**
  - MW 5:30-9:30pm
  - Aug 26-Aug 28
  - Tokheim
  - IC Learning Ctr A
Excel Intermediate 2010
Using Microsoft Office 2010, 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 workbooks, 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-2501 / 2 sessions / $145
>37587 MW 5:30-9:30pm Apr 1-Apr 3
Tokheim IC Learning Ctr C
>37524 TTh 5:30-9:30pm Apr 2-Apr 4
Fuller Kirkwood Ctr 128
>37818 MW 5:30-9:30pm Apr 22-Apr 24
Bullock KTOS 132
>37809 MW 5:30-9:30pm May 6-May 8
TBA IC Learning Ctr A
>37760 MW 5:30-9:30pm May 6-May 8
Fuller Kirkwood Ctr 128
>37862 TTh 5:30-9:30pm May 14-May 16
Fuller Kirkwood Ctr 127
>38844 MW 5:30-9:30pm Jun 3-Jun 5
Fuller KTOS 134
>39056 TTh 5:30-9:30pm Jun 4-Jun 6
Dawson IC Learning Ctr A
>39011 TTh 5:30-9:30pm Jul 23-Jul 25
Fuller Kirkwood Ctr 128
>38867 MW 5:30-9:30pm Aug 12-Aug 14
Fuller KTOS 134
>38978 MW 5:30-9:30pm Aug 26-Aug 28
Bullock KTOS 132

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 workbooks. 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
>37819 MW 5:30-9:30pm Apr 29-May 1
Bullock KTOS 132
>37811 MW 5:30-9:30pm May 13-May 15
Dawson IC Learning Ctr A
>37865 TTh 5:30-9:30pm May 21-May 23
Johnson Kirkwood Ctr 127
>39057 TTh 5:30-9:30pm Jun 11-Jun 13
Dawson IC Learning Ctr A
>39013 TTh 5:30-9:30pm Jul 30-Aug 1
Fuller 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 / $39
>39309 M 6-8:30pm Mar 25
TBA KTOS 134
>39310 W 6-8:30pm Jun 26
TBA IC Learning Ctr C

How Pivot Tables Work with Excel 2010
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 / $39
>39313 M 6-8:30pm Apr 8
Betsworth Kirkwood Ctr 128
>39314 W 6-8:30pm Jun 12
TBA IC Learning Ctr C

“Great course and campus! My instructor was engaging and helpful. Even the maintenance guy greeted everyone with a smile.”
— Elizabeth Boenish
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 headers and footers. Insert multimedia content, including audio and video, and configure your presentation to run automatically as if on autopilot. Discover how to use tables to aid in the placement of data and customize built-in document themes and color schemes. Windows Basics and Word Basics or equivalent experience is recommended. Tuition includes a textbook.

CCOP-2801 / 2 sessions / $145

>37589  MW 5:30-9:30pm  Apr 15-Apr 17
Dawson  IC Learning Ctr C

>37526  TTh 5:30-9:30pm  Apr 16-Apr 18
TBA  Kirkwood Ctr 128

>37821  MW 5:30-9:30pm  May 6-May 8
Bullock  KTOS 132

>37816  MW 5:30-9:30pm  May 20-May 22
TBA  IC Learning Ctr A

>37863  TTh 5:30-9:30pm  May 28-May 30
Johnson  Kirkwood Ctr 127

>38846  MW 5:30-9:30pm  Jun 17-Jun 19
Bullock  KTOS 134

>39058  TTh 5:30-9:30pm  Jun 18-Jun 20
McClure  IC Learning Ctr A

>39015  TTh 5:30-9:30pm  Aug 6-Aug 8
Johnson  Kirkwood Ctr 128

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

>37592  MW 5:30-9:30pm  Apr 22-Apr 24
Dawson  IC Learning Ctr C

>37533  TTh 5:30-9:30pm  Apr 23-Apr 25
Tokheim  Kirkwood Ctr 128

>37822  MW 5:30-9:30pm  May 13-May 15
Tokheim  KTOS 132

>37762  MW 5:30-9:30pm  May 13-May 15
Tokheim  Kirkwood Ctr 128

>37820  MW 5:30-9:30pm  Jun 3-Jun 5
McClure  IC Learning Ctr A

>37856  TTh 5:30-9:30pm  Jun 4-Jun 6
McClure  Kirkwood Ctr 127

>38848  MW 5:30-9:30pm  Jun 24-Jun 26
Tokheim  KTOS 134

>39059  TTh 5:30-9:30pm  Jun 25-Jun 27
Dawson  IC Learning Ctr A

>39016  TTh 5:30-9:30pm  Aug 13-Aug 15
McClure  Kirkwood Ctr 128

>38868  MW 5:30-9:30pm  Aug 19-Aug 21
McClure  KTOS 134

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

>37824  MW 5:30-9:30pm  May 20-May 22
Bullock  KTOS 132

>37823  MW 5:30-9:30pm  Jun 10-Jun 12
Tokheim  IC Learning Ctr A

>37857  TTh 5:30-9:30pm  Jun 11-Jun 13
TBA  Kirkwood Ctr 127

>39061  TTh 5:30-9:30pm  Jul 9-Jul 11
Dawson  IC Learning Ctr A

>39017  TTh 5:30-9:30pm  Aug 20-Aug 22
TBA  Kirkwood Ctr 128

Additional questions? Call 319-398-1022 or 800-332-8833.
Outlook Basics 2010
It's not just for email anymore. With Microsoft Office 2010, 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-7041 / 2 sessions / $145
>37812  MW 5:30-9:30pm  Mar 18-Mar 20
  Bullock  KTOS 132
>37585  MW 5:30-9:30pm  Mar 18-Mar 20
  Rahim   IC Learning Ctr C
>37522  TTh 5:30-9:30pm  Mar 19-Mar 21
  Tokheim  Kirkwood Ctr 128
>37800  MW 5:30-9:30pm  Apr 1-Apr 3
  TBA     IC Learning Ctr A
>37853  TTh 5:30-9:30pm  Apr 9-Apr 11
  Tokheim  Kirkwood Ctr 127
>39049  TTh 5:30-9:30pm  Apr 28-May 2
  Tokheim  IC Learning Ctr A
>38840  MW 5:30-9:30pm  May 13-May 15
  TBA     KTOS 134
>39004  TTh 5:30-9:30pm  Jun 18-Jun 20
  Johnson  Kirkwood Ctr 128
>38973  MW 5:30-9:30pm  Jul 22-Jul 24
  Bullock  KTOS 132
>38791  MW 5:30-9:30pm  Aug 19-Aug 21
  Tokheim  IC Learning Ctr A

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 / $145
>37797  MW 5:30-9:30pm  Mar 18-Mar 20
  Tokheim  IC Learning Ctr A
>37851  TTh 5:30-9:30pm  Mar 26-Mar 28
  Johnson  Kirkwood Ctr 127
>37756  MW 5:30-9:30pm  Apr 15-Apr 17
  Tokheim  Kirkwood Ctr 128
>38835  MW 5:30-9:30pm  Apr 15-Apr 17
  TBA     KTOS 134
>39045  TTh 5:30-9:30pm  Apr 16-Apr 18
  Tokheim  IC Learning Ctr A
>39001  TTh 5:30-9:30pm  Jun 4-Jun 6
  Johnson  Kirkwood Ctr 128
>38969  MW 5:30-9:30pm  Jul 8-Jul 10
  Bullock  KTOS 132
>38862  MW 5:30-9:30pm  Jul 22-Jul 24
  Rahim   KTOS 134
>38781  MW 5:30-9:30pm  Jul 22-Jul 24
  Tokheim  IC Learning Ctr A

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 / $169
>37775  TTh 5:30-8:30pm  Apr 16-Apr 25
  Hein   KTOS 134
>38942  TTh 5:30-8:30pm  Jun 4-Jun 13
  Shultz  IC Learning Ctr C
>38955  MW 5:30-8:30pm  Aug 19-Aug 28
  Hein  Kirkwood Ctr 127

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 page numbers and bookmarks. Create and manage mail merge lists, edit Web forms and elements, and maintain and publish websites created in previous editions of Publisher. Also learn to customize the Ribbon and Quick Access toolbar. Tuition includes textbooks.

CCPD-1201 / 3 sessions / $159
>34477  TTh 5:30-9:30pm  Mar 19-Mar 26
  Dawson  IC Learning Ctr A
>37593  MW 5:30-9:30pm  Apr 29-May 6
  Dawson  IC Learning Ctr C
>37535  TTh 5:30-9:30pm  Apr 30-May 7
  Johnson  Kirkwood Ctr 128
>37827  MW 5:30-9:30pm  May 29-Jun 5
  Bullock  KTOS 132
>37825  MW 5:30-9:30pm  Jun 17-Jun 24
  McClure  IC Learning Ctr A
>37858  TTh 5:30-9:30pm  Jun 18-Jun 25
  Johnson  Kirkwood Ctr 127
>38850  MW 5:30-9:30pm  Jul 8-Jul 15
  McClure  KTOS 134
>39062  TTh 5:30-9:30pm  Jul 16-Jul 23
  Dawson  IC Learning Ctr A
>39018  TTh 5:30-9:30pm  Aug 27-Sep 3
  Johnson  Kirkwood Ctr 128
Illustrator Basics CS5
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-1301 / 4 sessions / $199
>37776 TTh 5:30-8:30pm Apr 30-May 9
Hein KTOS 134
>38943 TTh 5:30-8:30pm Jun 18-Jun 27
Shultz IC Learning Ctr C

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
>37777 TTh 5:30-8:30pm May 14-May 23
Hein KTOS 134
>38944 TTh 5:30-8:30pm Jul 9-Jul 18
Shultz IC Learning Ctr C

InDesign CS5 Basics
Don’t miss this opportunity to take a tour of Adobe InDesign for desktop publishing. Learn the latest techniques for working with text and graphics to create multiple page layouts. Using Adobe’s familiar tools and palettes, you will find it easy to create professional looking newsletters, flyers, posters and PDF files. Previous experience with creating, saving and editing text and previous experience with an Adobe application is helpful, but not required.
CCPD-1401 / 4 sessions / $199
>37774 TTh 5:30-8:30pm Apr 2-Apr 11
Hein KTOS 134
>38941 TTh 5:30-8:30pm May 21-May 30
Shultz IC Learning Ctr C
>38954 MW 5:30-8:30pm Aug 5-Aug 14
Hein Kirkwood Ctr 127

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
>37779 TTh 5:30-8:30pm Jun 4-Jun 6
Hein KTOS 134
>38946 TTh 5:30-8:30pm Jul 30-Aug 1
Shultz IC Learning Ctr C

Photoshop CS5 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-1601 / 4 sessions / $199
>38939 TTh 5:30-8:30pm Apr 23-May 2
Shultz IC Learning Ctr C
>38952 MW 5:30-8:30pm Jul 8-Jul 17
Hein Kirkwood Ctr 127

Photoshop CS5 Advanced
Add to your basic knowledge of Photoshop. Use Quick Mask mode, alpha channels and layer masks to isolate image areas. Create clipping groups to use one layer’s contents to mask another’s. Create vector paths as tools for selecting images, creating transparent areas in images to be used with other applications and for drawing shapes. Create color swatches, gradients and patterns. Create layer styles that can apply effects, colors, patterns and gradients in one step. Use the Background Eraser and the Extract command to create complex masks quickly and accurately. Photoshop Level I or equivalent experience is recommended. Tuition includes a textbook.
CCPD-1701 / 4 sessions / $199
>37773 TTh 5:30-8:30pm Mar 19-Mar 28
Hein KTOS 134
>38940 TTh 5:30-8:30pm May 7-May 16
Shultz IC Learning Ctr C
>38953 MW 5:30-8:30pm Jul 22-Jul 31
Hein Kirkwood Ctr 127

“It was well worth my time and money. I feel like I really saw presentations from a different perspective.”
— Douglas Johnston
Computer Technology

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 RoloURL 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 / $299
>37761 MW 5:30-9:30pm Apr 1-Apr 17 Hageman Kirkwood Ctr 127
>38924 TTh 5:30-9:30pm Aug 6-Aug 22 Hageman Kirkwood Ctr 127

Introduction to PHP and MySQL
Learn how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site’s visitors. You’ll see how to use the PHP programming language to generate dynamic websites that automatically change as your data changes. You’ll also learn how to use the popular MySQL database server with PHP to store and retrieve data over the Web. You’ll discover how you can allow your site’s visitors to add new information to an online database, search through posted data and create meaningful printed reports. Prior HTML coding experience is helpful, but not required.
CCPS-1400 / 6 sessions / $319
>37765 MW 5:30-9:30pm Apr 22-May 8 McClurg Kirkwood Ctr 127
>38925 TTh 5:30-9:30pm Aug 27-Sep 12 McClurg Kirkwood Ctr 127

There’s an App for That!
Do you have an idea for an app? Gain the skills and confidence to develop applications for the iPhone/iPad/iPod Touch from beginning to end, with a complete understanding of the development, debugging and deployment process. Learn Xcode and Interface Builder, as well as the Cocoa framework and Objective-C language, the building blocks of iOS applications. Explore iOS technologies including programmable views, location services (GPS) and more. Create preferences for your application, and use picture, video and sound media. Fully exploit the rich set of objects including with the iOS software development kit to build applications that are full-featured and consistent with the applications that users already know how to use. These applications will run on any iOS device and fully exploit the capabilities of whatever device they are running on. Skill in at least one C-based programming language (C, C++, Java, Javascript, etc.) is strongly recommended.
CCPS-1920 / 8 sessions / $325
>39315 MW 8-9pm Jul 8-Jul 31 Strand Nielsen Hall 306

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 / $155
>38922 TTh 5:30-9:30pm Jul 9-Jul 11 McClurg Kirkwood Ctr 127

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 / $145
>37767 TTh 5:30-9:30pm Mar 26-Mar 28 Maitland KTOS 132
>38875 TTh 5:30-9:30pm Jul 9-Jul 11 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 / $259
>38874 TTh 5:30-9:30pm Jun 18-Jun 27 Maitland KTOS 132

“This program is wonderful for anyone wanting to learn more about computers and improving their typing skills.”
— Jeri Spalding
**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 / $319

>38923  
TTh 5:30-9:30pm  Jul 16-Aug 1  
Hageman   Kirkwood Ctr 127

**Dreamweaver CS5 Level I**

Learn how to use Dreamweaver CS5 to create, design and update Web pages. Work with the files panel and assets panel, create a Web page, import text and set page properties. Also learn to modify page properties, define headings and paragraphs, and create lists and special characters. Also learn page formatting using CSS (Cascading Style Sheets). Insert, format and edit images. Also learn how to create tables, work with map view, validate code, upload and update a website. Tuition includes a textbook.

CCWD-1401 / 4 sessions / $199

>37729  
TTh 5:30-9:30pm  Apr 2-Apr 11  
Maitland   KTOS 132

>38876  
TTh 5:30-9:30pm  Jul 16-Jul 25  
Maitland   KTOS 132

**Fireworks CS5 Level I**

Work with Fireworks CS5 to gain better control editing vector and bitmap graphics and make Web graphics appear the way you had intended. Explore the tools and features of Fireworks to create and edit vector and bitmap graphics, apply interesting effects and add graphical text to Web pages. Tuition includes a textbook.

CCWD-1501 / 2 sessions / $145

>37733  
TTh 5:30-9:30pm  Apr 23-Apr 25  
Maitland   KTOS 132

>38878  
TTh 5:30-9:30pm  Aug 6-Aug 8  
Maitland   KTOS 132

**Dreamweaver CS5 Level II**

Further your knowledge of Dreamweaver CS5. Learn about CSS layout, library assets, page templates, forms, AP elements, rollovers, behaviors and APDivs. Also learn about working with XML, publishing and multimedia. Tuition includes a textbook.

CCWD-1451 / 4 sessions / $199

>37736  
TTh 5:30-9:30pm  May 7-May 16  
Maitland   KTOS 132

>38881  
TTh 5:30-9:30pm  Aug 29-Aug 29  
Maitland   KTOS 132

**Flash CS5 Level I**

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

>34518  
TTh 5:30-9:30pm  Apr 2-Apr 4  
Shultz   IC Learning Ctr C

>37739  
TTh 5:30-9:30pm  May 28-May 30  
Maitland   KTOS 132
Business Careers

60-hour Real Estate Pre-license Course
Would you like to pursue an exciting new career in real estate? This course fulfills the mandatory 60-hour prelicense requirement and will assist you in your preparation for the licensing exam. Areas of learning and discussion include: law agency, contracts, marketing, zoning, insurance, taxes, fair housing and multiple other applicable real estate topics.

CBBC-1000 / 17 sessions  / $395
>38937  TTh 6-9:30pm;  Mar 26-May 14
S 8am-2:30pm
Wheeler  CTRC 126B

2013 Ethics: Anti-Money Laundering and Cases
This is an all new course on an age-old crime. Insurance and annuities can be a choice target for the people conducting this unlawful practice due to the availability to arrange for large premiums. Learn both the techniques money-launderers employ and what to do if you’re suspicious this illegal practice is occurring. We will review several cases and talk about the ethics or lack of ethics of those involved. The interesting cases will make for a lively discussion! To register, go to www.communityeducators.net or call 800-747-7574. This class curriculum and offering is provided through Community Educators in partnership with One Source Training.

CBBC-1700 / 1 session  / $45
>38225  W 8:30-11:10am  Apr 17
NP  KTOS 100

Life Insurance Needs Analysis
Life insurance needs can be determined many different ways. When policyowners believe you truly understand their situation, they will rarely replace or drop insurance. An effective system to quantify consumer needs will make you more efficient and clients appreciative of your expertise. Learn several different professional processes and how to make it fun for the client. Students can try out the techniques we discuss on their own needs analysis. We will cover mostly personal insurance/survivor income needs but also briefly touch on the two other major life insurance uses, estate planning and business needs. To register, go to www.communityeducators.net or call 800-747-7574. This class curriculum and offering is provided through Community Educators in partnership with One Source Training.

CBBC-1700 / 1 session  / $79
>38226  W 12-5:40pm  Apr 17
NP  KTOS 100

Health: User/Payer Disconnect Disconnect
The share of the economy devoted to health care increased from 7.2 percent in 1970 to 17.9 percent in 2009 and 2010. Many policy experts attribute a large portion of health care spending increases to the advancement and spread of medical technology. Health insurance is a unique benefit in that the initial spending decision is determined largely by the user, not the payer. Is this a formula for disaster? Did the trend from 80/20 to 90/10 add fuel to the health care crisis? If so, would HSAs have fixed it? Take a look at the different health insurance plans available and discuss the trends in coverage and costs. The Affordable Care Act’s highlights are delivered as the finale. To register, go to www.communityeducators.net or call 800-747-7574. This class curriculum and offering is provided through Community Educators in partnership with One Source Training.

CBBC-1700 / 1 session  / $45
>38907  W 8-10:40am  May 15
NP  IC Credit Center 262

Protecting Our Privacy: What Really Happens
What do the privacy notices people throw out actually say? What governmental agencies mandate regulations that relate to privacy laws (examples HIPAA and Sarbanes-Oxley)? How do you train new employees to comply with confidentiality rules? A risk assessment survey will be used as a hand-out to measure both business and individual risk factors as they relate to potential security breaches. ID theft insurance can be purchased as either a stand-alone contract or an endorsement added to some homeowner policies. What does it cost and cover? What different types of documents should we shred? Conversely, what is the time period to retain key documents? Get the quick lowdown. To register, go to www.communityeducators.net or call 800-747-7574. This class curriculum and offering is provided through Community Educators in partnership with One Source Training.

CBBC-1700 / 1 session  / $45
>38909  W 11:30am-2:10pm  May 15
NP  IC Credit Center 262

Additional questions? Call 319-398-1022 or 800-332-8833.
Annuity Suitability: Managing Consumer Risk
The objective of this course is to provide producers with the annuity training to sell or service annuities for consumers. Review the types, parties, uses and income tax treatment of annuities. Learn the role annuities can play for consumers both pre- and post-retirement. Consumer risks involve liquidity and suitability; NAIC model regulation seeks to provide a framework to reduce and manage consumer risk due to suitability issues. To register, go to www.communityeducators.net or call 800-747-7574. This class curriculum and offering is provided through Community Educators in partnership with One Source Training.
CBBC-1700 / 1 session / $55
>38910 W 2:20-5:50pm May 15
NP IC Credit Center 262

Basic Concepts of Charitable Giving
In this course, we examine the basic concepts of charitable gifting and describe the most common techniques for making charitable gifts. Charitable gifts can be personal or provide certain tax-advantages. Insurance professionals, along with stockbrokers, bankers, CPAs, tax attorneys and estate planners, serve an important role in assisting donors’ desires to initiate and complete charitable gifts. To register, go to www.communityeducators.net or call 800-747-7574. This class curriculum and offering is provided through Community Educators in partnership with One Source Training.
CBBC-1700 / 1 session / $45
>38911 W 6:20-9pm May 15
NP IC Credit Center 262

Ethics Atrocity: Infamous White Collar Crimes
Many of the most notorious white collar criminals of our day were not only trusted by everyone but were believed to be pillars of society! How is it that amidst all that scrutiny, certain “professionals” go unnoticed and perpetrate egregious financial crimes against society? We will uncover the motives and methods of these “Madoff” type men. Team case studies will reveal recurring themes. To register, go to www.communityeducators.net or call 800-747-7574. This class curriculum and offering is provided through Community Educators in partnership with One Source Training.
CBBC-1700 / 1 session / $45
>38227 T 8:30-11:10am Jun 11
NP KTOS 100

401(k): Friend or Foe?
Has the 401(k) Savings Plan for Retirement done what it promised to do? After 30 years, many financial experts believe it has failed. This class will look at options being considered within the existing structure of the structure of the 401(k) plan to make sure that it will be a friend, not a foe. To register, go to www.communityeducators.net or call 800-747-7574. This class curriculum and offering is provided through Community Educators in partnership with One Source Training.
CBBC-1700 / 1 session / $79
>38228 T 12:10-5:40pm Jun 11
NP KTOS 100

Evaluating Your Volunteer Program and Individual Volunteer Performance
Learn to evaluate your volunteers individually and your volunteer program as whole. Volunteers need and deserve constructive feedback. This class is a core competency for the CVA (Certified in Volunteer Administration) credential and will provide classroom support to the candidate’s required material.
CBBC-2350 / 1 session / $95
>33391 Th 9am-4pm Apr 11
Fields Coralville United Way

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 / $449
>38860 M 6-9pm May 6-Jul 15
Schipper KTOS 126

“I have learned a lot from the whole certificate program. I really appreciate the chance to take this series.”
— Stephanie Montague
### Please register me for:

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### For Company Billings:

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Approved by (print name) __________________________________________________________________________________

Phone  __________________________________________________________________________________________________

Approval Signature  _______________________________________________________________________________________

Date  __________________________________________________________________________________________________

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**Registrations are due one week prior to the start of class. Classes are subject to cancellation if registration is insufficient. Registration is not complete until payment is received. Seating is limited and may fill prior to the deadline.**