HOW TO REGISTER
FOR A CLASS:

Call 319-472-2318.
Stop at the Vinton Center.
Visit www.kirkwood.edu/ce.

Tuition payment is required at registration.

Kirkwood accepts cash, check, money order or credit card (MasterCard, Visa or Discover).

Some classes fill quickly, so call early. If you need to withdraw your registration, please call before your class is scheduled to start.

Our instructor-facilitated online courses are informative, fun and convenient. Quality learning facilitators using highly interactive learning methodologies to facilitate Kirkwood's online program courses.

Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. All ed2go courses begin on either the second or third Wednesday of each month and run for six weeks, totaling 12 lessons.

1. To see all of the courses offered, visit our online instruction center at www.ed2go.com/kirkwood.
2. Click the Orientation link and follow the instructions to enroll in your class. During orientation, you will learn important information about your course and choose the name and password you will use to access your course. When asked about payment option, click “Already Paid” and make sure to go to the next step below for payment.
3. Register online at www.kirkwood.edu/ce or by calling 319-398-1022. Your course number and payment information will be necessary to process your registration.
4. When your course starts, return to our online instruction center and click the Classroom link. Log in with the name and password you provided during orientation.

ed2go Courseware Library

Accounting
Art, History, Psychology & Literature
Basic Computer Literacy
Business Administration
Certification Prep
Child Care & Parenting
Computer Applications
Database Management & Programming
Digital Photography & Digital Video Entertainment Industry
Grant Writing & Nonprofit Management
Graphic Design
Health Care, Nutrition & Fitness

Languages
Math, Philosophy & Science
PC Troubleshooting, Networking & Security
Personal Development
Personal Enrichment
Personal Finance & Wealth Building
Sales & Marketing
Start Your Own Business
Test Prep
The Internet
Web & Computer Programming
Web Graphics & Multimedia
Web Page Design
Writing & Publishing

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ECRWSS

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Kirkwood Continuing Education

Vinton Center
Classes for March – August 2008

Enrich Your Life
Get your GED, Start Your Own Business, Develop Leadership Skills and Manage Stress.

Mindy Thornton, director
Rachel Markland, coordinator

School Districts of Benton County
111 West Third Street • Vinton, Iowa 52349 • 319-472-2318
Kirkwood Vinton Center

ADULT EDUCATION

High School Completion................................................. $0
Adults can finish high school through Kirkwood’s self-directed courses. Preparation and testing for the GED also available. Contact your local Kirkwood center for more information and class times.

CAHS-001-VIN08. Begins Apr 1. 10 Wks. 9:30AM-2:45PM T 9:30AM-3:00PM W 5:00PM-8:00PM W 9:30AM-2:45PM TH

High School Completion................................................. $0
Contact your local Kirkwood center for more information and class times.

Call 319-472-2189 to register

CBEM-037-VIN01. Begins Jun 27. 1 Wk. F Vinton Center Rm. 110 8:00AM-4:50PM

Effective Team Bldg/Managers....................................... $103
This telecommunications course studies the steps and techniques used in effective team building. Students will gain an understanding of the benefits of teamwork, as well as the factors necessary to create an environment conducive to teamwork. Students will develop skills and increase knowledge in the areas of leadership, motivation, communication and staff development. Call your local Kirkwood center to register. Students will receive one college credit for completion of this class.

CBEM-045-VIN02. Begins Apr 12. 1 Wk. S Vinton Center Rm. 106 8:00AM-4:50PM

Wage and Salary Administration................................... $103
This telecommunications class is designed to provide a rational approach to the various elements of a compensation program: job descriptions, job evaluations, salary surveys and administration policies. Call your local Kirkwood center to register. Students will receive one college credit for completion of this class.

CBEN-016-VIN02. Begins Mar 29. 1 Wk. T Vinton Center Rm. 108 8:00AM-4:50PM

Developing Leadership Skills.................................... $103
This telecommunications class is designed to give valuable suggestions on communicating effectively using coaching, counseling, delegating and performance reviews to develop subordinates. Call your local Kirkwood center to register. Students will receive one college credit for completion of this class.

CBEN-016-VIN03. Begins Jul 5. 1 Wk. F Vinton Center Rm. 110 8:00AM-4:50PM

Time Management in the Workplace............................. $103
This telecommunications class focuses on high performance work times, being effective vs. being efficient, time wasters and solutions to them. Students will also learn organizational skills, how to set goals, plan and prioritize. Call your local Kirkwood center to register. Students will receive one college credit for completion of this class.

CBEM-023-VIN03. Begins Jun 13. 1 Wk. F Vinton Center Rm. 110 8:00AM-4:50PM

Consumer/Finance

Financial Workshop for Individual Investors................... $25
Join Dean Studer from Edward Jones Investments for a four-week course about setting financial and investment goals. Provides a summary of the most common investments used by individuals in reaching their objectives. Classes meet one night per week. Call 319-472-2318 to reserve a seat. Seating is limited and will be handled on a first-come, first-served basis. Class will be held at the Edward Jones office.

CFCN-015-VIN03. Inst. Chad. Begins Apr 3. 4 Wks. TH Vinton Center Rm. 106 7:00PM-8:30PM

Stress Management..................................................... $103
This telecommunications class studies causes and symptoms of stress (positive and negative), stress management, stress reduction, self-talk and self-esteem. Call your local Kirkwood center to register. Students will receive one college credit for completion of this class.

CFPP-095-VIN04. Begins May 30. 2 Wks. F Vinton Center Rm. 110 8:00AM-4:50PM

Activity Team Bldg/Managers....................................... $103
This telecommunications course studies the steps and techniques used in effective team building. Students will gain an understanding of the benefits of teamwork, as well as the factors necessary to create an environment conducive to teamwork. Students will develop skills and increase knowledge in the areas of leadership, motivation, communication and staff development. Call your local Kirkwood center to register. Students will receive one college credit for completion of this class.

CGLE-600-VIN01. Begins Aug 30. 1 Wk. S Rodgers Park - Rural Benton 8:00AM-4:30PM

General Interest

Leisure

Bow Hunting Education.............................................. $3
Although this class is not required, it is very useful in providing knowledge in safety, responsibilities, state hunting laws, conservation practices and bow handling. Students under the age of 12 must be accompanied by an adult. This class will be held at Rodgers Park and lunch will be provided. Students may bring their own equipment to use or equipment will be provided.

CGLE-600-VIN01. Begins Aug 30. 1 Wk. S Rodgers Park - Rural Benton 8:00AM-4:30PM

Health

Nursing Continuing Education

Child Abuse & Mandatory Reporting............................... $29
Are you aware of your obligations as a mandatory reporter? Are you interested in learning about the investigation, identification and legalities of child abuse? This program is approved by the Iowa Department of Public Health, #25.

CHNC-022-TVA66. Inst. Mamin. Begins Jun 10. 1 Wk. T Vinton Center Rm. 108 6:45PM-9:00PM

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

CHNC-032-TVA06. Inst. Nichols-Blomme. Begins Apr 15. 1 Wk. T Vinton Center Rm. 108 6:45PM-9:00PM

CHNC-032-TVA16. Inst. Nichols-Blomme. Begins Aug 5. 1 Wk. T Vinton Center Rm. 108 6:45PM-9:00PM

Health

Mngt. of High Caries in Chronic Meth Users.................... $79
If you care for patients who have used meth, you will be interested in this program. Dr. Guzman-Armstrong will cover the care providers of the oral manifestations of chronic meth users and their implications.

CHNC-125-TVA06. Inst. Guzman-Armstrong. Begins Apr 1. 1 Wk. T Vinton Center Rm. 108 6:30PM-9:00PM

Recreation

Aerobics/Exercise

Yoga for the Mind & Body........................................... $35
This yoga class is designed to meet the needs of new and returning students. Instructors Phyllis McGowan and Pam Andrews will teach you how to relax and relieve stress through the use of yoga exercises. Health benefits include increased flexibility and body strength, enhanced concentration, inner peace and a renewed sense of well-being.

CNEA-210-VIN06. Inst. Apr 1. 8 Wks. T Vinton Skate/Activity Center 7:15PM-8:30PM

Coaching/Authorization

Coaching Authorization Cert. Seminar......................... $289
The seminar format will complete the state required course work, coaching application, waiver and fingerprinting. We will submit directly to Iowa Department of Education state forms and transcript for processing. The seminar format is offered in either two consecutive weekends (Friday nights, all day Saturdays and Sundays) or Wednesday through Sunday during the daytime. You will need to bring six rolls of 1 1/2” athletic tape and two rolls of pre-wrap. A $120 materials fee will be collected during the first class. Upon completion, there is an additional application fee of $137 payable to the State of Iowa for certification processing.

CRCA-000-LUT94. Inst. Jun 20. 2 Wks. F Urbana Community Center 7:00PM-10:00PM S SU 8:00AM-8:00PM

Want to share your Talents and/or Hobbies?

The Kirkwood Vinton Center is looking for Continuing Education instructors in the fields of Computers, Photography, Arts & Crafts, and much more! If you are interested in sharing what you know and becoming a Continuing Education instructor, please call 319-472-2318 and ask for Rachel Markland, Continuing Education coordinator.

Many classes have limited seating, so be sure to register early.