Explore New Interests
Take up Gardening, Golf, Photography or Tae Kwon Do.

Get Ahead in the Workplace
Make yourself more marketable with a Business Writing, Leadership, Programming or Web Design class.

Arts, Business, Career Directions, Computers, Driving Programs, Family/Home/Finance, Fitness & Recreation, General Interest, Health Occupations, Industrial Technology, Youth Programs

Visit Kirkwood Continuing Education on the Internet! www.kirkwood.edu/ce
Welcome to Kirkwood Continuing Education

Whether you're a beginner on the computer or need to upgrade your skills, learn new professional skills, get in shape or take a class you've always dreamed of . . . You'll find what you need at Kirkwood.

Kirkwood Continuing Education Mission
Provide lifelong learning opportunities that enrich individuals and organizations.
Cedar Rapids/Marion Classes

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

OFF CAMPUS CLASS LOCATIONS

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

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

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

BUSINESS

BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT

Keyboarding for Computers $99
Emphasis on learning the keyboard and utilizing correct typing techniques to aid in developing speed and accuracy.
T Kennedy High School Rm. 68 6:30PM-9:00PM

Scientific Communication Skills Series $99
Take all three: Tips on Scientific Presentations, Scientific Paper: Power Writing and Write Poster Abstracts/Effective Posters for a 1/3 cost savings.
M Kirkwood Center for Cont Educ Rm. 124 7:00PM-8:30PM

Tips on Scientific Presentations $49
Learn practical insight into the mechanics of building a presentation so it is engaging, logically organized and easy to understand. You will take home practical tips on how to turn 1000 words into one picture, how to choose an effective outline and format it for your presentation making it easy for your audience to follow your story. You will also learn a 1-minute technique to release the performance anxiety that can derail an effective presentation.
M Kirkwood Center for Cont Educ Rm. 124 7:00PM-8:30PM

Scientific Paper: Power Writing to Sell Your Data $49
Learn an entirely new approach to writing a successful scientific paper. Investigate how to find an effective starting point. Be guided in creating a scaffold on which the scientific story of a presentation can be built.
M Kirkwood Center for Cont Educ Rm. 124 7:00PM-8:30PM

How to Manage Problem Employees $169
Inspiring or motivating a team can be rewarding, but managing people isn’t always a cake walk. In fact, the ridiculous problems people create can seem downright impossible to solve at times. This seminar focuses on how to best address, resolve and prevent a whole array of the most common and most challenging aspects of dealing with people. You’ll learn how to handle absenteeism, apathetic employees who just don’t care, bullies, employees who are chronically late, friends and former peers, employees who always answer “I don’t know” or “That’s not my job”, employees who blame everyone else, insubordination, know it alls, negative attitudes, narrow minded people, pathological liars, short tempers and prima donnas.
T Kirkwood Center for Cont Educ Rm. EVENTB-E 9:00AM-3:00PM

Moving From Management to Leadership $149
Brought to you in sponsorship with Kirkwood Training and Outreach Services Business Partners. The skills and qualities it takes to get to the next level are completely different. Quite frankly, they’re a foreign concept to most middle managers. Anyone can work hard and have technical ability. Numerous studies have shown that job skills are only about 15% of the reason people succeed in business. It’s people skills that make up the other 85%, and that’s the difference between management and leadership. Management is about your employees but leadership is about you. Managers can get 100% of what they ask for out of their employees, but leaders get more. Why? Because you can’t require people to give more than is asked of them; they must choose to give it to you. You’ll only get this when people personally commit to you, and people only commit to leaders. This is why the most successful managers are also great leaders. They understand that managers can force compliance, but only leaders get commitment.
F Kirkwood Training & Outreach Services Rm. 100 8:00AM-12:00PM

Write a Poster Abstract & Effective Poster $49
The quality of an abstract often decides if your work is chosen to be presented as a poster. Learn tools on how to write concise and informative poster abstracts that pique interest, are easy to digest, and present your message clearly. You will learn how to make simple posters that outline your scientific work in a form that is easily assimilated and stimulates interest and discussion.
M Kirkwood Center for Cont Educ Rm. 124 7:00PM-8:30PM

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

www.kirkwood.edu/ce

To register call 319-398-1022 or 1-800-332-8833
Do you want to achieve a rewarding career? Are you seeking skill development programs to improve your job prospects? Are you interested in developing your work ready skills? Plan to attend a FREE information session to learn more about the following Kirkwood continuing professional education certificate programs:

<table>
<thead>
<tr>
<th>BUSINESS/INFORMATION TECHNOLOGY</th>
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<tbody>
<tr>
<td>A+ Certification</td>
<td>Construction Certificate</td>
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<tr>
<td>Advanced Workplace Computing Certificate</td>
<td>Electrical Specialist Certificate</td>
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<tr>
<td>Basic Workplace Computing Certificate</td>
<td>Mechanical Systems Specialist</td>
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<tr>
<td>Bookkeeping Computer Certificate</td>
<td>Mechatronics Certificate</td>
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<tr>
<td>Business Computing Professional Certificate</td>
<td>Precision Metal Fabrication Certificate</td>
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<td>Certificate in Web Site Development</td>
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<td>IT Foundations Certificate</td>
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<td>Java Programmer Certificate</td>
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<td>Network+ Certification Preparation</td>
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<tr>
<td>Office Professional Certificate</td>
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<tr>
<td>Project Management Master’s Certificate (online)</td>
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<tr>
<td>Security+ Certification Preparation</td>
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<tr>
<th>MANUFACTURING/INDUSTRIAL TECHNOLOGY</th>
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<tr>
<td>Auto Body Repair Certificate</td>
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<td>Career Welding Certificate</td>
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<td>Combination Welder Certificate</td>
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<td>Computer Aided Drafting Certificate</td>
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<td>Computerized Machining Center Certificate</td>
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<tr>
<th>FREE INFORMATION SESSIONS</th>
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<tr>
<td>March 12</td>
<td>April 4</td>
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<td>March 27</td>
<td>May 13</td>
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Full tuition assistance is available to qualifying students through the Continuing Education Gap Tuition Assistance Program. For more information about the Gap Tuition Assistance Program and to register for a free information session, contact Cindy McMahon at 319-398-5105 or bparker@kirkwood.edu.

Life Coaching for the Professional Woman $49
Life is not a dress rehearsal. We have one chance to make our lives the best they can be. Join executive and life coach, Bonnie K. Williams, Ph.D. for an evening of life coaching. She will guide you in identifying your most important goals and beginning a plan to reach those goals.
CBEM-047-SL03 - Inst. Williams Begins Apr 9. 1 Wk.

Administrative Professional Luncheon Real Relationship Builders $39
Enjoy a wonderful lunch and seminar “Real Relationship Builders” with Karen McCa. Just for you and your special day. Building and nurturing positive relationships with colleagues, customers and supervisors is a must. The art of building relationships can be challenging and rewarding both personally and professionally. Explore how to build positive relationships and keep them strong. Class located in the new Kirkwood Center for Continuing Education building just South of Main Campus.

Using Mediation in the Workplace NEW $35
Supervisors, managers, employers and employees, learn a different tool to resolve disputes in a positive way versus animosity and litigation. Explore mediation. How does it work? Learn how to use the techniques. How do you find a mediator?

Reduce Your Fear of Public Speaking NEW $29
Do you want to enjoy the thrill of speaking to an attentive audience, rather than breaking out in a cold sweat? Are you ready to feel confident and comfortable presenting in front of big groups? In this class you will use EFT™ (Emotional Freedom Technique) as an effective and quick-working tool for clearing fears and negative emotions associated with public speaking. EFT has been used by thousands of people to conquer a wide range of phobias and fears. Discover how EFT can help you eliminate your fear of public speaking in one evening.

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

Career Opportunities: According to the U.S. Bureau of Labor Statistics, more than two million people worked as bookkeepers and accounting assistants in 2004. Jobs for trained bookkeepers will be available in all types of industries and organizations, particularly those with up-to-date skills in accounting software. In 2004, the annual median salary for bookkeepers was $28,570.

Courses included in the certificate program:
- Accounting/Bookkeeping Concepts 1 & 2
- Word Basics
- Excel Basics
- Excel Intermediate

CBEM-328-XCH31  Tue  KCCE 129  6/3-8/5  5:30-9:30 p.m.
Mon/Wed  KCCE 127  8/11-10/20  5:30-9:30 p.m.

Register for the certificate and save more than $170 versus taking the classes individually AND earn a Kirkwood certificate. Tuition includes all course textbooks, materials and online training tools. Tuition: $995.

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

Train the Trainer $99
Brought to you in sponsorship with Kirkwood Training and Outreach Services Business Partners. Training is vital to a learning organization, and a cornerstone in the improvement process. It imparts the skills and knowledge that people need in order to address business opportunities, solve problems, and improve processes. The results are too important to leave to chance. If training others is part of your job, then you’ll want to attend this session. We will cover the characteristics of adult learners, review effective presentation skills needed to stand and deliver training, understand the role of the audience and coping with problem participants, assess content development and the use of visual aids, discuss the need for evaluation, and distance learning challenges.

T  Kirkwood Center for Cont Educ Rm. 100 8:00AM-12:00PM

Grant Writing Today! $295
Explore general grant processes, with a focus on how grants are reviewed, location of funding sources and use of electronic media to find them, how to use three planning tools for the creation of effective grant proposals and much more. Hands-on computer time and grant writing manual included.

MT  Kirkwood Center for Cont Educ Rm. 122 9:00AM-4:00PM

Business Writing $95
Have you ever been uncertain about how to write a business letter? In this course, you will learn how to craft effective business communications and avoid common pitfalls that can undermine your message. You will be given the tools to write effective business messages including reports, proposals, letters and e-mails. Word Basics or equivalent experience recommended. Tuition includes textbook and course materials.

TTH  Kirkwood Center for Cont Educ Rm. 128 5:30PM-8:30PM
MW  Kirkwood Center for Cont Educ Rm. 127 5:30PM-8:30PM

Excellence in Service $95
We all know what bad service looks like, but do we know how to give excellent service? What to 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 textbook and course materials.

TTH  Kirkwood Training & Outreach Services Rm. 132 5:30PM-8:30PM
TTH  Kirkwood Center for Cont Educ Rm. 128 5:30PM-8:30PM
MW  Kirkwood Center for Cont Educ Rm. 127 5:30PM-8:30PM

Survival Spanish - School Administrators, Teachers and Support Staff $159
For teachers, front office personnel, school nurses, bus drivers, custodians and administrators. You will learn Spanish to identify students needs, greet and give basic instructions to parents/visitors, respond to medical emergencies, monitor and control non-classroom school settings. Learn to interact with Spanish speaking students and visitors in various school situations. No prior knowledge of Spanish is necessary. Receive recertification credit for approximately $25 graduation credits from Drake approximately $92 and Morningside approximately $75 payable at class.

MTWTHF  Grant Wood AEA 10 Rm. TBA 1:00PM-4:00PM

Bookkeeping Computer Certificate $995
This certificate is designed for you-the busy adult who desires 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), more than two million people worked as bookkeepers and accounting assistants in 2004. A job for trained bookkeepers will be available in all types of industries and organizations, particularly those with up-to-date skills in accounting applications software. In 2004, the annual median salary for bookkeepers was $28,570. Register for the certificate and save more than $170 versus taking the classes individually. Note: First 10 weeks of certificate are held on Tuesdays only from 6-9 p.m. in Kirkwood Center for Continuing Education Room 129. Tuition includes all course textbooks, materials and online training tools.

T  Kirkwood Center for Cont Educ Rm. 129 6:00PM-9:00PM
MW  Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM

To register call 319-398-1022 or 1-800-332-8833
Be empowered with a common base of knowledge and tools essential to completely lead projects and improve your career success. This program gives you the entire Project Management Body of Knowledge as recognized by the Project Management Institute. Courses are designed for managers in all fields and professions. Sign-up and start anytime. You will interact with your instructor and other learners online. Learn in a relevant professional context by completing course activities in your day-to-day work.

**Project Management Master's Certificate Online**

For more information, call 319-398-5529.

Register for the entire certificate series and save more than $6,000 versus individual course prices.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Price</th>
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<tbody>
<tr>
<td>PM Strength Builder</td>
<td>CBPR-015-V0G02</td>
<td>$225</td>
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<tr>
<td>Communicating Through Conflict</td>
<td>CBPR-020-V0G02</td>
<td>$810</td>
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<tr>
<td>Project Negotiation Skills</td>
<td>CBPR-025-V0G02</td>
<td>$810</td>
</tr>
<tr>
<td>Cheetah PM &amp; MS Project</td>
<td>CBPR-030-V0G02</td>
<td>$1,995</td>
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<tr>
<td>Project Management Toolbox</td>
<td>CBPR-035-V0G02</td>
<td>$2,495</td>
</tr>
<tr>
<td>PM Demonstration Project</td>
<td>CBPR-040-V0G02</td>
<td>$3,350</td>
</tr>
<tr>
<td>PM Career Builder</td>
<td>CBPR-045-V0G02</td>
<td>$410</td>
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</tbody>
</table>

Register for the entire certificate series and save more than $6,000 versus individual course prices.

For more information, call 319-398-5529.

**Personal Brand Power of Professionals** $99

Brought to you in sponsorship with Kirkwood Training and Outreach Services Business Partners. When you hear brand names like Nike, Starbucks, or Google, what images or thoughts immediately come to mind? When you hear someone talking about Oprah Winfrey, Martha Stewart, or Tiger Woods, what words pop into your head? When someone hears your name, what type of brand recognition is instantly associated with you? Developing an indispensable, personal brand takes conscious thought and effort, but it's absolutely vital to your long term success. While you are working hard establishing yourself in a career or area of expertise, your name is becoming as integral to your success as the quality work product you aim to deliver. But where do you begin in establishing or recreating your personal brand? Join us for this session to learn about what personal branding is, why personal branding matters, and how to develop an indispensable personal brand for yourself.


**Spring Vineyard Management** $49

Explore the spring time work schedule. Pull your sleeves up and let's get to work with trellis maintenance, dormant spraying and pruning. Book required.


T  Kirkwood Center for Cont Educ Rm. 123  6:30PM-8:30PM
S  Kirkwood Center for Cont Educ Rm. 129  8:00AM-12:00PM

**Spring Vineyard Management 2** $49

This is when growing season really starts to kick off. Weed control and canopy management will be the next big tasks. What a great time to work outside. Book required.


T  Kirkwood Center for Cont Educ Rm. 124  6:30PM-8:30PM
S  Kirkwood Center for Cont Educ Rm. 129  8:00AM-12:00PM

**Summer Vineyard Management** $49

Explore everything you need to know about your summer vineyard. Pest control, canopy management and over half of your time will be working in the vineyard under close instructor guidance. Book required.


T  Kirkwood Center for Cont Educ Rm. 124  6:30PM-8:30PM
S  Kirkwood Center for Cont Educ Rm. 129  8:00AM-12:00PM

**Summer Vineyard Management 2** $49

Summer is the critical time to be watching for insect and disease pests. What should you look for? What should you do? You will be investigating and working in the vineyard during half of this class with close instructor guidance.


T  Kirkwood Center for Cont Educ Rm. 124  6:30PM-8:30PM
S  Kirkwood Center for Cont Educ Rm. 129  8:00AM-12:00PM

**Harvest Vineyard Management 2** $49

Experience the harvest in full swing as you bring forth the fruit of your labors. You will spend more than half of your time in the vineyard with close guidance from the instructor. Book required.


T  Kirkwood Center for Cont Educ Rm. 123  6:30PM-8:30PM
S  Kirkwood Center for Cont Educ Rm. 129  8:00AM-12:00PM

**Succession Planning** $99

Brought to you in sponsorship with Kirkwood Training and Outreach Services Business Partners. Succession Planning: Who, What, When, Where and How? Succession planning is a critical factor for the long-term success of any business. Leadership transitions in business affect the entire organization's continuity, employee retention, client retention and returns on investment. It is essential to create and implement a process that creates visibility, accountability and greater integration of all facets of the business. This training program will present participants with the solid case for implementing a Succession Plan within their organization and the challenges to doing so. It covers the characteristics of effective Succession Planning programs and the phases in their implementation. Guidelines on selling your plan within your organization are also discussed in this half-day session. Learn to: Distinguish between succession planning and replacement planning, Sequence the phases required to implement a systematic succession plan, Identify approaches to developing your competency model, Identify guidelines for linking your succession plan to human resource strategies, Identify strategies for winning management commitment to your succession plan.


M  Kirkwood Training & Outreach Services Rm. 100  8:00AM-12:00PM

**Legal Issues for Managers & Supervisors** $99

Brought to you in sponsorship with Kirkwood Training and Outreach Services Business Partners. In today's work environment employees are more knowledgeable than ever of employment laws and potential liability. Therefore it is key for all individuals in a supervisory role to comply with employment laws and regulations. Employment laws exist to protect you, your company, and your employees and ensure a better working environment for all. Attendees in this course will be introduced to important topics critical for all supervisors to know including: Effective Recruiting Techniques and Hiring Practices, Avoiding Charges of Employment Discrimination, Supporting Regulations for Payment of Wages and Overtime, Recognizing and Preventing Harassment in the Workplace, Conducting Performance Evaluations, Handling Employee Discipline Situations, Working with Your Human Resources Expert. Regardless of industry, or company size, support of all employment laws and regulations is critical. Attend this course to be sure you have correct practices in place!


F  Kirkwood Training & Outreach Services Rm. 100  8:00AM-12:00PM

**Accounting/Bookkeeping Concepts Part 1&2** $395

Textbook included. Learn to understand basic accounting concepts, including debits, credits and 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 much more. Tuition includes textbook.


T  Kirkwood Center for Cont Educ Rm. 129  6:00PM-9:00PM
Get your advantage. Earn your work ready certification today.

Your Skills Advantage work ready certificate is a portable credential that lets prospective employers know you have the essential skills necessary for success in today’s workplace.

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

Benefits of the Skills Advantage work ready certificate:

- Validates your skills to an employer.
- Builds confidence that skills meet employer expectations.
- Determines skill improvement and training needs.
- Improves opportunities for career changes and advancement.
- More than 85 major Corridor businesses have adopted the Skills Advantage program as an integral component of their hiring practices.

For more information about how to obtain a Skills Advantage work ready certificate, contact Amy Lasack at 319-398-7194 or amy.lasack@kirkwood.edu or visit www.kirkwood.edu/skillsadvantage.

Small Business Tax Series $35
Class will cover sales, use and local option taxes, information for the sole proprietor as well as business expenses and deductions. Course will also include information on self-employment and employment taxes. Cosponsored by Kirkwood and SBDC.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM

Sales Use & Local Option Taxes $9
Learn what is taxable and what is not. Learn how to collect, remit and report sales tax. This is week one of the tax series class. Cosponsored by Kirkwood and SBDC.
CBEN-105-SPR19 - Apr 8. 1 Wk.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM
CBEN-105-SPR20 - May 6. 1 Wk.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM

Business Expenses & Deductions $9
Class discussion will include business use of the deductions as well as depreciation. This is week two of the tax series class. Cosponsored by Kirkwood and SBDC.
CBEN-110-SPR19 - Apr 15. 1 Wk.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM
CBEN-110-SPR20 - May 13. 1 Wk.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM

Reporting Sole Proprietorship Income $9
Learn about making estimated tax payments and how to file and what forms to use. This is week three of the tax series class. Cosponsored by Kirkwood and SBDC.
CBEN-115-SPR19 - Apr 22. 1 Wk.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM
CBEN-115-SPR20 - May 20. 1 Wk.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM

Payroll & Employment Taxes $9
Class covers hiring contractors and employees as well as how to figure payroll deductions for your employees. You will also learn how to prepare employment taxes and forms. This is week four of the tax series class. Cosponsored by Kirkwood and SBDC.
CBEN-120-SPR19 - Apr 29. 1 Wk.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM
CBEN-120-SPR20 - May 27. 1 Wk.
T Kirkwood Training & Outreach Services Rm. 104 6:00PM-7:30PM

How to Really Start Your Own Business $59
Informs prospective business owners of legal structure options, sources of capital, basic business records, business taxes, regulations, permits, business insurance, marketing and advertising. Cosponsored by Kirkwood and SCORE.
CBEN-135-TSP79 - Begins May 6. 3 Wks.
T Linn Hall Rm. 211B 6:30PM-9:30PM
CBEN-135-TSP86 - Begins May 6. 3 Wks.
T Marion Center Rm. 112C 6:30PM-9:30PM
CBEN-135-SPR09 - Jul 15. 3 Wks.
T Kirkwood Training & Outreach Services Rm. 133 6:30PM-9:30PM

Customer Acquisition & Retention Strategies $39
Learn how to build customer relationships using a variety of customer acquisition and retention marketing strategies. Seminar covers marketing surveys, direct mail and new techniques utilizing the Internet and email marketing. Rose Slaymaker, Instructor, Nemec Marketing Group. Cosponsored by Kirkwood and SBDC.
CBEN-140-SPR04 - Jun 9. 1 Wk.
M Kirkwood Training & Outreach Services Rm. 127 6:00PM-8:00PM

Entrepreneurship/Business Development
Franchise Business Ownership $20
This seminar will include information on the myths and realities of franchised business ownership, franchise regulations, what you get when you buy a franchise and how to search for the right franchised business. There will also be discussion on all the costs associated with franchised business ownership. Joe Cooney is president of FranNet of the Heartland. He conducts dozens of seminars a year on franchising in conjunction with outplacement firms, small business development centers, local chambers of commerce as well as colleges and universities.
CBEN-001-SPR15 - Begins Mar 24. 1 Wk.
M Kirkwood Training & Outreach Services Rm. 104 6:00PM-8:30PM
For more information or to schedule a tour, contact Stephanie at 319-398-1276 or stephanie.bredman@kirkwood.edu.
Administrative Professional Day Luncheon & Seminar

Just for you! Enjoy a wonderful lunch and seminar “Real Relationship Builders” with Karen McCaa. Building and nurturing positive relationships with colleagues, customers and supervisors is a must. The art of building relationships can be challenging and rewarding, both personally and professionally. Explore how to build positive relationships and keep them strong.

Date: Wednesday, April 23, 2008
Time: 11 a.m.-1 p.m.
Place: Kirkwood Center for Continuing Education
Section #: CBEM-068-SLI02
Tuition: $39

To register, call 319-398-1022 or visit our Web site at www.kirkwood.edu/ce.

FAMILY/HOME/FINANCE

CONSUMER/FINANCE

First Time Home Buyer Education $9
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. We will have a lender who specializes in First Time Home Buyer programs including Iowa Finance Authority (IFA) loans, 100% financing loans and the Ameridream Charity Inc. assistance program to name a few.

Successful Investing in 1 Year $19
Invest your money wisely. Are you serious about learning a disciplined approach to the stock market? Roger Dvorak would like to show you how, you yourself, can find the best companies with the best profit and sales growth margins. Don’t pay high stock broker fees! Pay yourself! Required book. No products will be pushed.

To register call 319-398-1022 or 1-800-332-8833
Learn to prepare the flavors of authentic, fresh Mexican food.

Check out our cooking and wine classes on pages 10-12
Cooking With Kids (ages 6-12 Years) $69
Grandparents, Dads, Moms, special adult friends, your child can learn dinners they can make on their own and both of you can learn easy entrees you can cook together! Hands on class. Your child will learn to make an easy dessert for their family. Each child comes with an adult. Come hungry. Bring a container; you will be taking food home with you. “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. Food fee $20 to $30 payable to Chef Jenn at class. CFFO-F875-SLI04 - Inst. Riddle. Begins Apr 6. 1 Wk.
   SU Iowa Hall Mansfield Center Rm. 207H 1:00PM-4:00PM

Cake & Cookie Decorating for Kids $69
Granparents, Dads, Moms, special adult friends, you can help your growing gourmet have fun in the kitchen. Both of you will learn basic decorating techniques on Friday and Saturday. Decorate a cake and cookies to take home and share. Each student receives their own decorating kit. Each child will be accompanied by an adult. “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. Materials fee $25-$35 per person. CFFO-W005-SLI05 - Inst. Chalupsky. Begins Apr 3. 2 Wks.
   TH Kirkwood Center for Cont Educ Rm. ATRIUM 7:30PM-9:30PM
   W Kirkwood Center for Cont Educ Rm. ATRIUM 7:30PM-9:30PM

Wine 101 $79
What’s all the talk about wine, anyway? Why all the pomp and circumstance when wine is brought into the picture? Have you always wanted to learn a little more about wine but don’t want to spend hours and hours reading books with terms you’ve never heard of like, malolactic fermentation? Are you looking for a basic understanding of this intimidating beast? Join Lauren Chalupsky, owner of The Secret Cellar Wine & Gift Boutique, for this beginner’s course in understanding and tasting wines. We discuss how wine is made, the difference between white and red wine, how to read a wine bottle label, and finally, how to correctly taste your wine and appreciate its different characteristics. Come toast with us! Materials fee $30-$40. CFFO-W005-SLI06 - Inst. Chalupsky. Begins May 7. 2 Wks.

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

DOUBLE YOUR PLEASURE – DOUBLE YOUR FUN!

Double Your Pleasure – Double Your Fun with Kirkwood Continuing Education programs for TWO! And what’s even better, you define what makes up the TWO – friend, spouse, child or relative!

If you’re looking for an evening out, a shared educational experience, the enjoyment of a hobby, or an adventure – we’ve got the class for the TWO of you! These classes are priced based on TWO participants. Call to register now and Double Your Fun with Kirkwood Continuing Education.

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Look for the Double Your Fun icon throughout this catalog for programs for TWO!
Matching Wines With Foods  $99
Meet Lauren Chalupsky, owner of the Secret Cellar Wine & Gift Boutique. Lauren will show you the general principles behind successful wine varietal and food pairings. Taste your way through complementary pairings and contrasting pairings. Learn the principles behind successful and ineffective wine and food matches, sample some sure-to-please classic harmonious matches and more. Cheers! Wine and food materials fee approximately $30-$40, payable to instructor.
TH Kirkwood Center for Cont Educ Rm. ATRIUM 7:30PM-9:30PM

Wines of Italy  $59
Get a taste of the old country! Wines from throughout Italy will be tasted and discussed. Focus will be on becoming familiar with grape varieties, wine styles and food/wine pairings. Five to six wines will be tasted per week. Material fee approximately $50-$60. Bring six wine glasses to class.
W East Campus #02 Rm. A 7:30PM-9:00PM

Wines of Germany & Austria NEW $49
Let's try some favorites of Germany and Austria. Wines from throughout the region will be featured. Learn all about grape varieties, wine styles and perfect food/wine pairings. Four wines will be tasted per week. Material fee approximately $25-$40. Bring wine glasses to class.
TH East Campus #20 Rm. A 5:30PM-7:00PM

HOME IMPROVEMENT/INTERIOR DESIGN
Organizing Your Home Office  $19
Does your home office resemble the path of a tornado? Are there piles everywhere? Is it difficult to find documents & records when you need them? Not sure how long to keep financial records? Come and learn how to save yourself a headache & gain an hour back every day!
W Linn Mar High School Rm. 217 7:00PM-8:30PM

Closet and Clothing S.O.S. NEW $15
Is your closet full of the right clothes? If it's time for an overhaul, we've got a class for you! Image Consultant Pat Roland will guide you through determining which clothes and colors most enhance your shape and skin tone. Then Professional Organizer Becky Esker will teach you how to sort, weed and purge your fashion accidents, resulting in a closet full of ready to wear flattering fashion.
T Linn Mar High School Rm. 206 7:00PM-8:30PM
TH Kennedy High School Rm. 118 7:00PM-8:30PM

Plumbing for the Home Owner  $29
Save money by doing your own simple plumbing! In this unit we will study water and gas systems, beginning with specific piping, valving, and related materials and ending with drains and faucets. Materials fee $5 payable to the instructor at first class.
T Jones Hall Rm. 168 7:00PM-9:00PM

Roofs, They Get No Respect!  $19
If your roof goes bad, you could be looking at a major headache! Join Les Deal, with 35 years remodeling experience, as he covers two aspects of your roof. Learn how to tell when your roof is worn out before it leaks. Learn the pros and cons of various roofing product options. We will also cover embodied energy for various roofing products.
M Linn Mar High School Rm. 206 7:00PM-9:00PM
CFHI-335-STO02 - Inst. Deal. Begins May 12. 1 Wk.
M Linn Mar High School Rm. 206 7:00PM-9:00PM

Good Sense Remodeling  $19
Are you thinking about remodeling a room or adding an addition? Join Les Deal, a local remodelor for 35 years, in a class about "good sense planning" to create efficient, functional spaces. Take this class with your spouse, partner or a friend! "Double Your Fun" offerings are priced for "two" participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.
M Linn Mar High School Rm. 213 7:00PM-9:00PM
M Kirkwood Training & Outreach Services Rm. SMALL 7:00PM-9:00PM

LAWN AND GARDEN
Basic Landscaping  $29
It's always a good time to be thinking about your lawn! Learn plant identification and the ones that grow best along house foundations, tree identification and yard locations in which they grow best, landscaping materials and how to use them. Find out tricks of the trade for prepping your lawn for the seasons.
W Kirkwood Center for Cont Educ Rm. 129 6:30PM-9:00PM

Lawn Care and Fertilization  $25
Do you want your lawn to be the envy of the neighborhood? Proper fertilization techniques, mowing practices, weed control and identification, creating lawns, seeding and sodding techniques (what to do first when establishing a lawn) will be discussed. Tricks to prepare your lawn for the seasons. Take this class any time of year and be prepared!
T Kirkwood Center for Cont Educ Rm. 124 7:00PM-9:00PM

Hosta Happening on Dry Creek Lane  $15
They're easy to care for and require little maintenance! Learn the basics of growing hostas, including information on planting, fertilization, pest control, transplanting and division. Tour hostas in a natural garden setting with brick paths, arbors, garden shed and over 800 varieties of hostas plus many other varieties of perennials. Receive a free hosta to take home! Rain date is May 29.
T Dry Creek Hostas 6:30PM-8:30PM

Annual Planter Designs NEW $19
Wouldn't you love to know how to create a beautiful live container of annual plants to enjoy all throughout the growing season? This is your chance to learn the basics of container gardening. Everyone will have a chance to create one to take home and enjoy. Instructor Lora Dodd-Brosseau, Kirkwood's Floral Careers Associate Professional, MF. Materials fee $25.
M Horticulture/Floriculture Rm. 118 6:30PM-9:00PM

May Day Bouquets NEW $19
Learn to design fresh flowers in vases and containers. We will provide all the products you need to design beautiful floral arrangements to keep or give to that special someone for May Day. Instructor Linette Giessler IMF/AIFD. Materials fee $20.
W Horticulture/Floriculture Rm. 118 6:30PM-9:00PM

Design Living Plant European Dishgarden NEW $19
Roll up your sleeves and get your hands dirty designing and planting a live European Dishgarden for your home. Learn the basic care for your houseplants and how to really grow and enjoy indoor plants. Complete a project in just one night and leave with a beautiful live European Dishgarden for your home. Instructor Lora Dodd-Brosseau, Interior Plantscape Specialist/IMF. Material fee $25.
M Horticulture/Floriculture Rm. 118 6:30PM-9:00PM

PERSONAL & FAMILY DEVELOPMENT
Introduction to Mediation NEW $35
Join us and learn how to resolve a dispute without litigation. What are the nuts and bolts of mediation? How can you prepare? Explore all areas of dispute: family workplace, real estate, construction, churches, etc. You can save money with mediation. Find out about it if you have a court requirement.
T Kennedy High School Rm. 125 7:00PM-9:00PM

The Power of Encouragement NEW $19
Learn to seize opportunities to give encouragement and avoid the tendency to criticize. These classes will help you learn the power of encouragement and the importance of promoting a healthy environment for children, friends, and family. The Power of Encouragement
W Kennedy High School Rm. 123 6:00PM-8:00PM
Beyond Rubies
creating possibilities
A Women's Conference
March 18 & 19, 2008
Iowa Hall, Kirkwood Community College, Cedar Rapids, Iowa

Whether you're a first-time participant or you've been coming for more than 20 years – we invite you to join us to experience an unforgettable event guaranteed to inform, inspire and empower.

2008 KEYNOTE SPEAKERS:
Sally Mason—president, the University of Iowa
Brenda Clark Hamilton—professional development consultant
Helen Miller—state representative, House District 49
Tom Milligan—professional actor

For more information or to register, call 319-398-1022 or
800-332-8833 or visit www.kirkwood.edu/rubies.
Create a Digital Scrapbook $35
Move into this century with scrapbooking! This course will introduce you to digital scrapbooking. You’ll learn to use storybook creator software and work on completing a storybook at the end of class. Bring photos on a CD. “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. Materials fee starts at $39.95 per person.

CGCR-0165-LUT01 - Inst. Block. Begins May 5. 2 Wks. M Kirkwood Training & Outreach Services Rm. 134 6:00PM-9:00PM
CGCR-0165-LUT02 - Inst. Block. Begins Jun 4. 2 Wks. W Kirkwood Training & Outreach Services Rm. 132 9:00AM-12:00PM

Market Basket $19
You can have a basket just like your grandmother did! Weave a market basket to take shopping or display your collectibles. Will learn to weave a sturdy bottom, useful basket, approximately 8”x12”. Sturdy handle. Pattern included. Materials fee $10.

CGCR-0200-WAZ01 - Inst. Schmidt. Begins May 8. 1 Wk. TH Linn Mar High School Rm. 204 5:30PM-9:00PM
CGCR-0200-WAZ02 - Inst. Schmidt. Begins May 22. 1 Wk. TH Linn Mar High School Rm. 204 5:30PM-9:00PM

Salt N’ Pepper Basket $19
Jazz up your dining table with this cute basket to hold your salt and pepper shakers, candy, paper clips, anything! Approximately 3x5 inches with a handle. Pattern included. Materials fee is $6.

CGCR-0205-WAZ01 - Inst. Schmidt. Begins Apr 10. 1 Wk. TH Linn Mar High School Rm. 204 6:00PM-9:00PM
CGCR-0205-WAZ02 - Inst. Schmidt. Begins Apr 24. 1 Wk. TH Linn Mar High School Rm. 204 6:00PM-9:00PM

Multimedia Basket $25
This sturdy basket holds your DVDs, CDs, books - or it fits on your toilet tank for your curling iron and toiletries. Size 6” X 15” and about 5” high. Accent colors available. Pattern included. Material fee $10.

CGCR-0210-WAZ01 - Inst. Schmidt. Begins May 13. 2 Wks. T Linn Mar High School Rm. 204 5:30PM-9:00PM

Learn to Make Recycled Garden Art $19
Learn how to turn a bowling ball into a garden gazing ball or bubbler fountain. Watch silverware, tea cups, and saucers turned into a wind chimes and bird feeders. Learn to make gardening containers out of ordinary household objects - yogurt containers, old shoes, cooking pots, bathtub, etc. Tips and techniques for rainchains, garden signs, birdhouses/feeder, stepping stones, etc. will be shared. Distinctive, creative, charming! Find out how to enter the "Recycled Garden Contest" at the 2008 Linn Co. Fair in July. Contest is sponsored by CR/Linn County Solid Waste Agency and the Habitat for Humanity Restore.

CGCR-2000-SLI02 - Inst. Abel. Begins Apr 14. 1 Wk. M Kennedy High School Rm. 52 7:00PM-9:00PM

Introduction to Traditional Origami $29
Learn the Japanese art of Origami. In the first class you will learn the basic folds and terms, and will fold a Swan, Flapping Crane, and Box designs. In the second class you will learn the folding of an Iris and Crab designs. Please bring at least 7 x 7 inches square paper or larger, the smaller the paper the harder to learn and fold.

CGCR-3030-VOG03 - Inst. Lewis. Begins May 6. 2 Wks. TTH Kirkwood Center for Cont Educ Rm. 122 6:00PM-8:00PM
CGCR-3030-VOG04 - Inst. Lewis. Begins Jun 10. 2 Wks. TTH Kirkwood Center for Cont Educ Rm. 122 6:00PM-8:00PM

Calligraphy From the Start $29
Impress others with this beautiful writing style! The four weeks will be spent learning to form well-crafted letters, then words and eventually sentences. There will be playing with pens, different types of papers and lots of ideas! Material fee $4.


Calligraphy: Italic $29
Come learn the hand everyone thinks of as true calligraphy. We will learn to form the letters, then words and sentences. Pens and paper will be provided with the $4 materials fee.


Calligraphy From the Start $29
Impress others with this beautiful writing style! The four weeks will be spent learning to form well-crafted letters, then words and eventually sentences. There will be playing with pens, different types of papers and lots of ideas! Material fee $4.


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A few of the camps confirmed for 2008 include:

Writing Camp
Aspiring authors will focus on creative writing.

Race Car Camp
Learn about maintenance, body work and more.

Video Game Making Camp
Design your own interactive games.

Crime Scene Investigation Camp
Play detective and solve crimes.

Environmental Adventures Camp
Explore chemistry, water treatment, nature and more.

For more information or to request a summer camps brochure, contact Brenda at 319-398-5529 or contactce@kirkwood.edu.
Check out Kirkwood's new online Web community! As an alum, all of the “Members Only” features are at your fingertips, such as the online alumni directory, benefit information, newsletter subscriptions and member-only events.

Why register? It is free and easy! Network with other alums and catch up with old friends. Reconnect with the college. Take advantage of free alumni-only classes, discounts at the bookstore, special events and more.

www.kirkwood.edu/alumni

Stained Glass II - Lead Channel
$65
Learn the steps from A to Z - That's Artwork to Zinc - at a working stained glass studio! This class is a continuation of our beginner program. This class teaches the Lead Channel method of stained glass construction, most commonly seen in cathedral windows. We recommend a good working knowledge of glass cutting and the Foil and Solder method of stained glass construction. We offer meticulous step-by-step, hands-on instruction to help you achieve success at this centuries old art. You learn with all your own tools. You choose your glass from our large selection. A class kit is mandatory for the first class and should be purchased before the session begins. If you have questions about physical limitations before registration, please feel free to call and inquire. It is imperative for students to call the Stained Glass Gallery at (319) 366-2211, 1-800-373-6418 or e-mail Laura@StainedGlassGalleryInc.com for information on the cost of the class materials kit. CGCR-6507-ROG01 - Inst. Cummings. Begins Apr 15. 6 Wks. T Stained Glass Gallery 7:00PM-8:45PM

Stained Glass III - Stepping Stone
$45
Learn to make stepping stones to accent your outdoor spaces. From pathways to gardens to flowerbeds, our stepping stones are durable through all of Iowa's seasons. We might even find a use for that old bowling ball in your closet! We offer meticulous step-by-step, hands-on instruction to help you achieve success. You will learn with all your own tools. You choose your glass from our large selection. A class kit is mandatory for the first class and should be purchased before the session begins. If you have questions about physical limitations before registration, please feel free to call and inquire. It is imperative for students to call the Stained Glass Gallery at 366-2211 or 1-800-373-6418 or e-mail Laura@StainedGlassGalleryInc.com for information on the cost of the class materials kit. CGCR-6510-ROG01 - Inst. Cummings. Begins May 15. 3 Wks. TH Stained Glass Gallery 7:00PM-9:00PM

DANCE

Ballroom Level I with Ken and Mary Mote
$99
Whether you have two left feet or you're the picture of grace, this class is for you. Learn beginning steps to the Fox Trot, Waltz, Tango, Rumba, Swing and night club slow dance! Wear comfortable clothes and soft soled shoes. This class is taught by Ken and Mary Mote. “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. CGDA-012-WAZ01 - Inst. Mote. Begins Apr 2. 6 Wks. W Lincoln Learning Center Rm. Gym 7:00PM-9:00PM

Ballroom II and More with Jim and Joy Mote
$119
Look good and feel good on the dance floor! If you've taken Beginning Ballroom, now is the time to move to the next level! Prior to learning more patterns, we will thoroughly reiew the basics of fox trot, waltz, rumba, swing, tango and slow dance. Should have completed beginning ballroom. This class is taught by popular instructors Jim and Joy Mote. Partner required. Tuition is per couple. Only one needs to register prior to class. Wear comfortable clothes and soft soled shoes. CGDA-015-WAZ07 - Inst. Mote. Begins Apr 8. 8 Wks. T Novak Elementary School Rm. GYM 7:00PM-9:00PM

Merengue-Salsa
$49

Rumba-Cha Cha
$49
Come learn some slow and fast dances that you can do at weddings and clubs. No partner required. CGDA-040-STO01 - Begins May 6. 4 Wks. T Dance New York 6:45PM-7:30PM

Mambo and Samba I
$49
These fun and fast dances are back! Come learn in a fun, relaxed atmosphere...whether you're part of a couple or want to learn on your own. Taught by Dance New York, Iowa's premiere dance studio. No partner required. CGDA-057-STO01 - Begins May 7. 4 Wks. W Dance New York 6:45PM-7:30PM

Waltz-Tango/Ballroom Dances
$49

Fox Trot-Swing
$49
These classic dances are back in style! You'll learn both the Fox Trot and how to Swing. No partner required. Instructors registered with the National Dance Council of America. All levels welcome! Tuition is per person. CGDA-070-STO01 - Inst. York. Begins Apr 3. 4 Wks. TH Dance New York 6:45PM-7:30PM CGDA-070-STO02 - Inst. York. Begins Jun 5. 4 Wks. TH Dance New York 6:45PM-7:30PM

Country Two-Step Waltz
$49
Are you a boot-scooter, looking for a classic you can take to the dance floor? Open up a new world of Country Two Step and Waltz. No partner required. Instructors registered with the National Dance Council of America. All levels welcome! Tuition is per person. CGDA-080-STO01 - Inst. York. Begins Apr 3. 4 Wks. TH Dance New York 6:00PM-6:45PM

Tribal Style Belly Dance Basic II
$39
Expand your tribal belly dance experience. Students will learn variations of the basic tribal dance along with new moves and combinations. In addition to polishing and improving on the improvisational moves, students will begin working with finger cymbals. Prerequisite: Each student must have completed Tribal Style Belly Dance Basics I or have permission from instructor. CGDA-125-LUT03 - Inst. Hoge. Begins Apr 7. 8 Wks. M Lincoln Learning Center Rm. Gym 8:00PM-9:00PM CGDA-125-LUT04 - Inst. Hoge. Begins Apr 7. 8 Wks. M Lincoln Learning Center Rm. Gym 7:00PM-8:00PM

Tribal Style Belly Dance Enhanced
$49
Practice and perfect your tribal belly dance skills. In addition to learning new tribal dance combinations, students will work on building skills in leading small dance groups and leading the dance chorus. Prerequisite: Each student must have completed Tribal Style Belly Dance Basics II or have permission from the instructor. CGDA-130-LUT01 - Inst. Hoge. Begins Jun 23. 6 Wks. M Lincoln Learning Center Rm. Gym 7:00PM-9:00PM

To register call 319-398-1022 or 1-800-332-8833
Looking for classes in Iowa City? We offer a wide variety of leisure, enrichment, health and continuing professional education classes in the Iowa City/Coralville area. See page X for more details.

OPA: Greek Dances $25
Learn Greek Dances with Eleonora, a native of Crete, Greece. Try something new.
MT Kennedy High School Rm. CAFE 6:30PM-7:30PM

Dog Obedience

Dog Obedience - Puppies $89
So you've got a new puppy... now what? This class will teach the dog (and you) some basic obedience! Puppies will work on heel, sit, stay, down and come. There's also some play time to help socialize your little one! Puppies must be 8 weeks to 5 months old. First night bring two copies of shot records and NO DOGS to class (see below for location). Equipment will be discussed the first night.
CGDO-010-WAZ20 - Inst. Jackson. Begins Mar 31. 8 Wks. M Kirkwood Center for Cont Educ Rm. 129 6:00PM-7:00PM
CGDO-010-WAZ21 - Inst. Jackson. Begins Apr 1. 8 Wks. T Hawkeye Downs Rm. AUCTION 6:00PM-7:00PM
CGDO-010-WAZ22 - Inst. Jackson. Begins Jun 2. 8 Wks. M Kirkwood Center for Cont Educ Rm. 129 6:00PM-7:00PM

Puppy Pre-School $89
Socialize your puppy with others his/her own age. Puppies should be 8 weeks to 5 months old. First night bring two copies of shot records and NO DOGS to class. Class at Pawsitive Paws Academy, 1756 E Ave. NE Cedar Rapids.
CGDO-017-WAZ02 - Inst. Roth. Begins Mar 31. 8 Wks. M 6:00PM-7:00PM
CGDO-017-WAZ03 - Inst. Roth. Begins Jun 2. 8 Wks. M 6:00PM-7:00PM

Dog Obedience - Basic 1 $89
Have you gone to the dogs? This basic obedience class will help teach new or older dogs some new tricks! Dogs must be 5 months old or older up to 10 years. First night bring two copies of shot records and NO DOGS to class the first night (see below for location). Equipment will be discussed the first night.
CGDO-020-WAZ25 - Inst. Jackson. Begins Mar 31. 8 Wks. M Kirkwood Center for Cont Educ Rm. 129 7:00PM-8:00PM
CGDO-020-WAZ26 - Inst. Jackson. Begins Jun 2. 8 Wks. M Kirkwood Center for Cont Educ Rm. 129 7:00PM-8:00PM
CGDO-020-WAZ28 - Inst. Jackson. Begins Jun 3. 8 Wks. T Hawkeye Downs Rm. AUCTION 6:00PM-7:00PM

Rally Oh! Dog Obedience - Basic 2 $89
Your pooch knows the basics... now what? This intermediate level class is for dogs and owners who have completed Basic 1. Come learn rally obedience and have fun! On first night bring two copies of shot records and NO DOGS to class (see below for location). Equipment will be discussed the first night. Weeks 2-8 bring dogs.
CGDO-030-WAZ13 - Inst. Jackson. Begins Mar 31. 8 Wks. M Kirkwood Center for Cont Educ Rm. 129 8:00PM-9:30PM

Dog Obedience - Off Leash $99
Learn to get your dog off leash trained. Covers signals, long line work, 5-minute sit downs, off leash control. Pre-requisite: Dog Obedience Basic 1 and 2. First night bring two copies of shot records and NO DOGS to class.
CGDO-040-WAZ04 - Inst. Jackson. Begins Jun 3. 8 Wks. T Hawkeye Downs Rm. AUCTION 7:00PM-8:00PM

Pet Therapy Certification I $99
Does your dog have a special connection with people? This class will put him/her to work, helping sick and disabled people. Our Kirkwood certified dogs make a difference at local hospitals and care facilities! You will need both levels I and II to get certified to visit local facilities. Parts of Canine Good Citizenship will be addressed. Pre-requisite: Dogs must have taken Basic 1 or equivalent. Bring dogs and two copies of shot records to the first night of class at Hawkeye Downs.
CGDO-070-WAZ07 - Inst. Jackson. Begins Apr 1. 8 Wks. T Hawkeye Downs Rm. AUCTION 8:00PM-9:00PM
CGDO-070-WAZ08 - Inst. Jackson. Begins Jun 3. 8 Wks. T Hawkeye Downs Rm. AUCTION 8:00PM-9:00PM

Pet Therapy Certification II $99
This final class will get your dog certified as a Pet Therapy animal! Dogs will venture into the field during most classes this term. Participants must have taken Pet Therapy I. Bring dog, two copies of shot records and paper and pen to the first night of class. Instructor will call with meeting location.
CGDO-075-WAZ04 - Inst. Roth. Begins Apr 3. 8 Wks. 7:00PM-8:00PM
CGDO-075-WAZ05 - Inst. Roth. Begins Jun 5. 8 Wks. 7:00PM-8:00PM

Dog Obedience Refresher $59
Has your dog had some basic obedience but just needs a little reminder? If so, this six week refresher is just for you and Fido! This class will remind you and your dog some of the basic commands. It's also a great class to prepare to take Basic II, Off Leash, Agility or Pet Therapy. Dogs must be at least 6 months old and know basic obedience. NO DOGS the first night. Bring two copies of shot record to class.
CGDO-100-WAZ03 - Inst. Jackson. Begins Apr 1. 6 Wks. T Hawkeye Downs Rm. AUCTION 7:00PM-8:00PM
CGDO-100-WAZ04 - Inst. Jackson. Begins Jun 2. 6 Wks. M Kirkwood Center for Cont Educ Rm. 129 8:00PM-9:00PM

Agility 1 $99
You've seen the dogs run obstacle courses on TV... now you can teach your own dog to do it! In this beginning level class, your dog will get familiar with the equipment. You'll get a workout yourself! Be prepared to have fun and get addicted to the sport! Bring dog, treats and two copies of up to date shot records the first night. ALL CLASSES MEET AT HAWKEYE DOWNS.
CGDO-110-WAZ06 - Inst. Adams. Begins Apr 2. 8 Wks. W Hawkeye Downs Rm. AUCTION 6:00PM-7:00PM
CGDO-110-WAZ07 - Inst. Adams. Begins Jun 4. 8 Wks. W Hawkeye Downs Rm. AUCTION 6:00PM-7:00PM

Agility 2 $99
If you and your dog had a great time learning the basics, this class will take you to the next step! You'll learn handling patterns and more! Must have taken Agility 1. Bring dog, treats, and two copies of shot records the first night. ALL CLASSES AT HAWKEYE DOWNS.
CGDO-115-WAZ05 - Inst. Adams. Begins Apr 2. 8 Wks. W Hawkeye Downs Rm. AUCTION 7:00PM-8:00PM
CGDO-115-WAZ06 - Inst. Adams. Begins Jun 4. 8 Wks. W Hawkeye Downs Rm. AUCTION 7:00PM-8:00PM

Sequencing: JWW (Jumpers With Weavers) NEW $99
Agility is addicting and this third level class takes you and your dog a step further! Continue your agility handling skills, alternating both standard and jumpers courses. Bring dog, treats, and two copies of up to date shot records to the first class. Pre-requisite: Agility 1 and 2 or equivalent. All classes meet at Hawkeye Downs.
CGDO-120-WAZ05 - Inst. Adams. Begins Apr 2. 8 Wks. W Hawkeye Downs Rm. AUCTION 8:00PM-9:00PM
CGDO-120-WAZ06 - Inst. Adams. Begins Jun 4. 8 Wks. W Hawkeye Downs Rm. AUCTION 8:00PM-9:00PM

Home-Time Manners NEW $89
Work on manners that will make you and your dog happier at home, such as jumping, barking, greeting guests, doorbells, vacuum cleaners, dinner etiquette, and more. Dogs must be at least 5 months old. NO DOGS on the first night, bring two copies of the shot records. Class at Pawsitive Paws Academy, 1756 E Ave. NE Cedar Rapids.
CGDO-140-WAZ02 - Inst. Adams. Begins Mar 31. 8 Wks. M 7:00PM-8:00PM
CGDO-140-WAZ03 - Inst. Roth. Begins Jun 2. 8 Wks. M 7:00PM-8:00PM

www.kirkwood.edu/ce
ENGLISH AS A SECOND LANGUAGE

Develop your English skills with ESL classes from Kirkwood. **Beginning, intermediate and advanced levels available.** Classes are free to adult learners and are offered in Cedar Rapids and Iowa City.

For Cedar Rapids classes, call 319-366-0142.
For Iowa City classes, call 319-887-3656.

American Sign Language Beginning $69
Did you know American Sign Language is considered a second language? In this introductory course, you will obtain a 1200 “Sign Vocabulary” and be introduced to using signs in basic conversation. Book required: A Basic Course in American Sign Language, Student Study Guide, available at the Kirkwood Bookstore. Class is held at C-S-D, address is 4403 1st Ave SE, #300 in Cedar Rapids.
CGLC-400-WAZ17 - Begins Mar 31. 6 Wks. 6:00PM-8:00PM
   M C-S-D Rm. CLASSROOM
CGLC-400-WAZ18 - Begins Jun 2. 6 Wks. 6:00PM-8:00PM
   M C-S-D Rm. CLASSROOM
CGLC-400-WAZ19 - Begins Jun 2. 6 Wks. 6:00PM-8:00PM
   M C-S-D Rm. CLASSROOM

American Sign Language Intermediate/Advanced $69
Can’t get enough signning? This is the next level from Beginning, focusing on intermediate and advanced students. C-S-D address is 4403 1st Ave SE #300, Cedar Rapids. Book required: A Basic Course in American Sign Language, Student Study Guide, available at the Kirkwood Bookstore.
CGLC-410-WAZ07 - Begins Apr 1. 6 Wks. 6:00PM-8:00PM
   T C-S-D Rm. CLASSROOM
CGLC-410-WAZ08 - Begins Jun 3. 6 Wks. 6:00PM-8:00PM
   T C-S-D Rm. CLASSROOM

Conversational Russian to Travel NEW $85
Basic Russian language for the traveler, simple conversation and common phrases, dialogue, videos and discussion. “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.
CGLC-650-LUT04 - Inst. Scroggins. Begins Apr 26. 8 Wks. 6:00PM-8:00PM
   S East Campus #03 Rm. A 10:00AM-11:30AM
CGLC-650-LUT06 - Inst. Scroggins. Begins Jun 28. 8 Wks. 6:00PM-8:00PM
   S East Campus #03 Rm. A 10:00AM-11:30AM

Beginning Russian Language NEW $69
Basic Russian language, alphabet, phrases, numbers and syllables.
CGLC-655-LUT04 - Inst. Scroggins. Begins Apr 26. 8 Wks. 6:00PM-8:00PM
   S East Campus #03 Rm. A 12:00PM-1:30PM
CGLC-655-LUT05 - Inst. Scroggins. Begins Jun 28. 8 Wks. 6:00PM-8:00PM
   S East Campus #03 Rm. A 12:00PM-1:30PM

LEISURE

Walking Tour of Historic Downtown Cedar Rapids $9
Join Mark Hunter, Cedar Rapids Historian for a loop tour in the heart of the city. Discover amazing stories about the people, retail businesses and the buildings in this oldest part of Cedar Rapids. Meet at Tree of Five Seasons, 1st Avenue and 1st Street.
CGLC-011-SLI03 - Inst. Stoffer Hunter. Begins May 24. 1 Wk. 6:00PM-8:00PM
   T Kirkwood Center for Cont Educ Rm. 123

To register call 319-398-1022 or 1-800-332-8833
Walking Tours of Cedar Rapids

Take a trip back in time! Join Cedar Rapids historian Mark Hunter as we take a look at the bustling past of the City of Five Seasons. Discover some of Cedar Rapids’ most intriguing history and enticing architecture. All walks start at 10 a.m.

Walking Tour of Historic Downtown  May 24
Walking Tour of May’s Island and Kingston  June 21
Walking Tour of Historic Automobile Row  July 19
Walking Tour of the Old Warehouse District  Aug. 23

To register or for more information, call 319-398-5529.

Travel with Kirkwood!

Alaska: The Great Land  July 16-24, 2008
Most people cruise Alaska, but we’ll take you inland to see miles of pine forest and rugged mountains.
Nine days, nine meals provided. $3199 per person, twin air from Cedar Rapids.

See the birthplace of pharaohs and prophets on this romantic cruise. You’ll visit five countries on two continents!
11 days, 23 meals provided. $3449 per person, twin air from Chicago (Kirkwood will provide a bus).

Travel Getaways for 2008

Are you ready for an adventure? Start planning a getaway with Kirkwood Continuing Education and Mayflower Tours! Join us for our information sessions and find out more about our April trip to Ireland, our July jaunt to Alaska and a 2008 fall Mediterranean cruise! See ad in this catalog for pricing and dates. These information sessions are free! Call 319-398-1057 for an itinerary.

Laura Ingalls Wilder: My Covered Wagon  $19
Join respected Wilder authority Sarah S. Uthoff as she uses artifacts and slides to help share the life story of author Laura Ingalls Wilder. We’ll follow Laura’s travels from across the Midwest. Along the way we’ll hear some of the stories of her life and find out what happened to some of the people you met in the books.
M Kirkwood Center for Cont Educ Rm. 122 6:30PM-8:30PM

Take a Laura Ingalls Wilder Vacation  $19
Join respected Wilder authority Sarah S. Uthoff as she uses slides and handouts to take you all the places Laura lived. She will give you all the information you will need to plan a perfect Wilder vacation or just dream about it.
M Kirkwood Center for Cont Educ Rm. 129 6:30PM-8:30PM

Earth Day: Green Tour/Locally Grown Meal  NEW  $29
Enjoy Earth Day! Come see what Kirkwood is doing to save energy and preserve our ecological heritage. Tour Kirkwood’s Agriculture Department, prairie restoration area and new academic building. Then enjoy a locally grown meal in Kirkwood’s new Continuing Education building. Sponsored by Kirkwood’s Ecology Committee and hosted by Steve Carpenter, “voice” of Kirkwood.
T Cedar Hall Rm. 234 11:00AM-1:30PM

Aromatherapy for Natural Beauty  $19
Are you looking for some safe, natural beauty care alternatives? You’ll learn how to use essential oils for making high quality natural beauty care products at a fraction of the cost of commercial cosmetics! Take home recipes!
W Kirkwood Training & Outreach Services Rm. 133 7:00PM-9:00PM

www.kirkwood.edu-ce
Herbs for Anti-Aging $19
Are you hoping to stop aches, pains and even wrinkles in their tracks using safe, natural methods? Get an overview of the powerful anti-aging herbs and learn how to use these wonderful gifts of nature in your busy daily life to promote physical and emotional well being.
TH Kirkwood Training & Outreach Services Rm. 127 7:00PM-9:00PM

Astrology $25
Astrology is the oldest version of psychology. By learning its basic principles you will be able to empower yourself with the important issues in your life, love, relationships, health, money and career. Come and learn the basics of this science and art, and you will gain a better understanding of who you are, and where you are going. You will need to know your birth date and time.
TH Linn Mar High School Rm. L107 7:00PM-9:00PM

Reading the Tarot $29
Come explore the fascinating world of the Tarot. The tarot is a deck of 78 picture cards that has been used for centuries to reveal hidden truths. The tarot can help you understand yourself better and teach you how to tap your inner resources more confidently. Students will focus on reading and interpreting the cards and how to work with them using a variety of techniques. Get readings every night and see many examples of the cards in action. Bring a deck of classic, Spanish or Marseilles style Tarot cards to class.
TH Linn Mar High School Rm. L107 7:00PM-9:00PM

Release Anxieties/Enhance Perform w/EFT $29
EFT (Emotional Freedom Technique™) is a highly effective, quick-working technique that provides relief from emotional blocks, fears, and being "stuck" with un-helpful habits or beliefs. EFT has also gained acceptance as an easily-learned method of improving performance. In this seminar you will be introduced to the 1-minute EFT procedure and discover how to apply it to everyday areas such as stress management, enhancing self confidence, reducing performance anxiety and improving your attitudes about affluence and prosperity.
M Kirkwood Center for Cont Educ Rm. 129 7:00PM-9:00PM

The Mythic Path $79
You will be working with personal myths, which structure our awareness and point us in directions that become our path. Personal mythology is the evolving construction of our inner reality, which then guides us throughout our lives. If we are unacquainted with the contents of our personal mythology, we are carried by it unconsciously, with the result that we confuse what exists objectively with the image of the world supplied to us by our own distorted lenses. Lead by Cindy Reed, Ph.D. and Bonnie K Williams, Ph.D. this workshop will examine and assist in re-construction of personal mythologies that are no longer functional for the participants, resulting in participants discovering the guiding stories of their past and creating a vision for their future.
T Kirkwood Center for Cont Educ Rm. 129 7:00PM-9:00PM

PHOTOGRAPHY

Digital Camera Made Simple for 50+ $59
Are you new to the world of Digital Cameras? Do you have a Digital Camera, but aren't sure how to get the pictures off? In this class you will learn how to transfer pictures from your camera to your computer. After you have saved your pictures, you will also learn how to delete the pictures off your camera, and how to print them. You are welcome to bring your camera and card reader with you to class, so you may practice on your own photos. Basic computer experience recommended. Tuition includes textbook.
T Kirkwood Center for Cont Educ Rm. 128 3:00PM-5:00PM

Seasonal $39
Decorate 4th of July Sugar Cookies/Layer Cake $49
Patriotic star cookies and layer cake to take to your 4th of July festivities. All the hard work of baking cookies and cakes will be done. Just come and decorate. Take home one dozen cookies and a layer cake. Material fee $25 - $35
TH Iowa Hall Mansfield Center Rm. 207H 4:00PM-7:00PM

To register call 319-398-1022 or 1-800-332-8833
CPR AND FIRST AID FOR THE PUBLIC

CPR for Health Care Providers $59
To prepare yourself with basic skills in cardiac emergencies. 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). Also includes the management of foreign body airway obstruction, the use of barrier devices, and the Automated External Defibrillator (AED). This course will meet the needs of a new and a renewal course. Two-year recommended renewal.
T East Campus #05 Rm. A 6:00PM-10:00PM
T East Campus #05 Rm. A 6:00PM-10:00PM
W East Campus #05 Rm. A 8:00AM-12:00PM
T East Campus #05 Rm. A 6:00PM-10:00PM
S East Campus #05 Rm. A 8:00AM-12:00PM
S East Campus #05 Rm. A 1:00PM-5:00PM
T East Campus #05 Rm. A 6:00PM-10:00PM
T East Campus #05 Rm. A 6:00PM-10:00PM
T East Campus #05 Rm. A 6:00PM-10:00PM
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T East Campus #05 Rm. A 6:00PM-10:00PM
T East Campus #05 Rm. A 6:00PM-10:00PM
W East Campus #05 Rm. A 8:00AM-12:00PM
TH East Campus #05 Rm. A 6:00PM-10:00PM
S East Campus #05 Rm. A 8:00AM-12:00PM
S East Campus #05 Rm. A 1:00PM-5:00PM
T East Campus #05 Rm. A 6:00PM-10:00PM
TH East Campus #05 Rm. A 6:00PM-10:00PM
T East Campus #05 Rm. A 6:00PM-10:00PM
TH East Campus #05 Rm. A 6:00PM-10:00PM
TH East Campus #05 Rm. A 6:00PM-10:00PM
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W East Campus #05 Rm. A 8:00AM-12:00PM
TH East Campus #05 Rm. A 6:00PM-10:00PM
T East Campus #05 Rm. A 6:00PM-10:00PM
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T East Campus #05 Rm. A 6:00PM-10:00PM
W East Campus #05 Rm. A 8:00AM-12:00PM
TH East Campus #05 Rm. A 6:00PM-10:00PM
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TH East Campus #05 Rm. A 6:00PM-10:00PM
S East Campus #05 Rm. A 8:00AM-12:00PM
S East Campus #05 Rm. A 1:00PM-5:00PM
T East Campus #05 Rm. A 6:00PM-10:00PM
TH East Campus #05 Rm. A 6:00PM-10:00PM
Obtain your EFDA certificate without leaving your dental office. Course work is done through directed text readings along with evaluation measures and completion of clinical skills within your office. You will be assigned an instructor who will oversee your progress within the course. Students enrolled in the course are given six months to complete the readings, evaluation measures and clinical skills. Online quizzes assist students to obtain information needed to pass a required post assessment.

For more information about the Expanded Functions for Dental Assistants program, please contact Jane Slach at 319-398-7123 or Pam Hanson at 319-398-5560. For registration information, contact Karen Becker at 319-398-5438.

Pediatric Adv. Life Support Renewal $79
This 4-hour program reemphasizes the use of American Heart Association PALS algorithms. Most of this program is spent practicing skills in the small group setting with the attention on the pediatric population. Two-year recommended renewal.

T East Campus #05 Rm. A 6:00PM-10:00PM

Advanced Cardiac Life Support Renewal $79
This 4-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.

T East Campus #05 Rm. A 6:00PM-10:00PM

CPR Instructor Renewal $59
Renews current CPR instructors. Course reviews CPR for infant, child and adult (including two rescuer.) 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.

TH East Campus #05 Rm. A 6:00PM-10:00PM

DENTAL

Infection Control & Haz Mat $59
Are you interested in learning the latest on hazardous materials and infectious disease related to dental care? Dental Assistants registered in Iowa are required to have two hours of continuing education on hazardous materials and infectious diseases every two years. Jane Slach will share the latest OSHA and CDC standards related to the profession.

S East Campus #05 Rm. A 8:00AM-12:00PM

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

24 Hour EMS Refresher  $155
This program is ideal for First Responders and basic EMTs needing continuing education. Reviews topics like medical and trauma patient assessment, obstetrical emergencies, lifting and moving patients, oxygen administration and treatment of bleeding and shock. Much of this program is “hands on.” Meets the 24 Hour Refresher program required for National Registry
FSSU East Campus #05 Rm. B  8:00AM-5:00PM

Iowa Paramedic I-99  $2495
The Iowa Paramedic/NREMT I-99, provides education on assessment and treatment of patient in the prehospital setting using advanced life support. Participants will attend 240 classroom hours and 248 hours of clinical time in both the hospital and prehospital setting. Upon completion successful participants may take the National Registry of EMT Practical and Written exams. Upon successful completion of these exams, learners will be certified as an Iowa Paramedic and be registered as an EMT-I/99 with the NREMT. ACLS, PALS, and PHTLS certification are included in the course. Students must be certified as at least an Iowa EMT-Basic and have a current course completion card in CPR for Healthcare Provider or CPR for the Professional Rescuer prior to the first day of this course. Textbooks Required: Mosby's EMT-Intermediate, 2nd Edition; Mosby's EMT Intermediate Workbook; Prehospital Trauma Life Support, Mosby, 2nd Edition; Basic Arrhythmias, Brady, 2nd Edition; Advanced Cardiac Life Support (AHA); Pediatric Advanced Life Support (AHA).
MW East Campus #03 Rm. A  6:00PM-10:00PM
SSU East Campus #03 Rm. A  Sept 13 &14 only  8:00AM-5:00PM
SSU East Campus #03 Rm. A  Oct 4 & 5 only  8:00AM-3:00PM

FOOD SERVICE TRAINING FOR LONG TERM CARE

Food Service Management  $149
Includes personnel management, interviewing and hiring skills, orientation and training procedures, discipline, evaluation techniques, human relations and leadership. Book required: Food Service Management, Gilmore #081380789-1.
CHFS-050-KIR03 - Inst. Aguilar. Begins Apr 22. 6 Wks.
T Kirkwood Center for Cont Educ Rm. 123  4:30PM-7:30PM

Food Service Safety and Sanitation  $89
W Kirkwood Center for Cont Educ Rm. 129  4:00PM-7:00PM

HEALTH OCCUPATIONS

Medication Aide  $225
MW Lincoln Learning Center Rm. 229  4:30PM-8:30PM
TTH Kirkwood Training & Outreach Services Rm. 126  5:00PM-8:00PM
MTWTH East Campus #03 Rm. B  8:30AM-12:30PM
CHHO-010-KIR78 - Inst. Diossy. Begins Apr 30. 6 Wks.
MTWTH East Campus #03 Rm. B  9:00AM-1:00PM
MW Lincoln Learning Center Rm. 229  4:30PM-8:30PM
TTH Lincoln Learning Center Rm. 224  8:30AM-1:45PM
TTH Kirkwood Training & Outreach Services Rm. 126  5:00PM-8:00PM
MTWTH East Campus #03 Rm. B  4:30PM-8:30PM
MW Lincoln Learning Center Rm. 224  9:30AM-1:30PM

Medication Manager for Community Based Service Provider  $75
This course is designed for preparing medication managers to safely administer non-parenteral medication in a residential adult facility, a child care facility or community supervised apartment living for the cognitively disabled (15 or fewer beds). You must be employed by one of the above facilities to be eligible for the course. All scheduled sessions must be attended. Textbook required: “Medication Manager Developed for MR (Less than 15 Beds) Supervised Apartment Living Community Supported Living Arrangements”, latest edition. (Available at the Kirkwood Bookstore)
TTH Kirkwood Training & Outreach Services Rm. 126  5:00PM-8:00PM
TTH Kirkwood Training & Outreach Services Rm. 126  5:00PM-8:00PM

Is A Health Career in Your Future?

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

• Activity Coordinator
• Certified Medication Aide
• Certified Nurse Aide
• Emergency Medical Technician
• Paramedic
• Pharmacy Technician
• Phlebotomist
• Renal Dialysis Technician

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

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

Pharmacy Technician  $595
Provides the knowledge and skills necessary for employment as a pharmacy technician in a retail or hospital pharmacy under the direct supervision of a pharmacist. Structured to prepare learners for the National Pharmacy Technician Certification Exam. Includes basic understanding of medications, prescriptions and terminology, record keeping, ethics, jurisprudence and the role of the pharmacy technician. Also includes a required preceptorship. The program is offered in the Fall and Spring terms.
TWTH Kirkwood Center for Cont Educ Rm. 129  10:00AM-12:30PM

NURSE AIDE

75 Hour Nurse Aide  $339
The 75 hr CNA course prepares students to work in a long term care facility. Course deals with patient care, terminology, and procedures necessary to give good patient care. Physical required. Book Required: Assisting in Long Term Care, 5th edition.
MW Lincoln Learning Center Rm. 224  9:30AM-1:30PM
TTH Lincoln Learning Center Rm. 224  9:30AM-1:30PM
MTWTH East Campus #03 Rm. B  8:30AM-1:00PM
CHNA-010-KIR78 - Inst. Diossy. Begins Apr 30. 6 Wks.
MTWTH East Campus #03 Rm. B  9:00AM-1:00PM
MW Lincoln Learning Center Rm. 229  4:30PM-8:30PM
TTH Lincoln Learning Center Rm. 224  8:30AM-1:45PM
TTH Lincoln Learning Center Rm. 229  4:30PM-8:30PM
MTWTH East Campus #03 Rm. B  9:00AM-1:30PM
MW Lincoln Learning Center Rm. 224  9:30AM-1:30PM

www.kirkwood.edu/ce
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, facilitating learning that updates, expands and enriches health care practice. Many of the programs will meet the CE requirements of other allied health practitioners.

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.
EMT-Basic
Learn the techniques of emergency medical care currently considered within the scope of practice of the EMT-Basic. This 16-week course follows the 1994 Dept. of Transportation EMT-Basic curriculum with Iowa-specific enhancements. Class consists of 120 hours of classroom instruction as well as 24 hours of clinical experience in local hospital emergency rooms, with an optional eight hours of in-field experience with an approved ambulance service. To become certified, the student must pass a practical examination and the National Registry of EMT’s written examination. CPR for Health Care Providers is required. Tuition: $721

SUMMER
Cedar Rapids
078529 & 078930 Tues/Thurs
East Campus, Bldg 5B Begins 5/20/08 8 a.m.-3 p.m.

FALL
Cedar Rapids
084575 & 084581 Tue/Thurs
East Campus, Bldg 5B Begins 8/19/08 8 a.m.-noon
084577 & 084583 Mon/Wed
East Campus, Bldg 5B Begins 8/20/08 6-10 p.m.

Iowa City
084576 & 084582 Tue/Thurs
IC Credit Ctr, Rm 352 Begins 8/19/08 6-10 p.m.

Vinton
084574 & 084580 Tue/Thurs
N. Benton Amb, Conf Rm Begins 8/19/08 6-10 p.m.

Spanish for Healthcare Providers $195
If you are a nurse, doctor, dentist, pharmacist, office personal, or other healthcare professional who works with Spanish speaking patients, this course is for you! You will learn vocabulary and phrases that will enable you to communicate with Spanish speaking patients. The health related topics include admissions and initial intake, scheduling appointments, insurance terms and questions, body parts and organs, medical history, patient examination, discharge care, prescription instructions, and common injuries. No prior Spanish courses required to take this course. Book required.
M Kirkwood Center for Cont Educ Rm. 123 6:00PM-9:00PM

Succeeding as a Supervisor in Healthcare $89
Would you like to enhance the environment for your patients? Successful supervision of staff and patients is a necessity requiring skill, planning, and practice. You will learn how to recognize and resolve potential problems in the patient care environment before they are allowed to escalate, affecting productivity and patient satisfaction. John Mulvaney will provide healthcare supervisors and managers will learn how to deal with human relations problems, team building, decision-making, managing time, communication, and handling responsibilities—all of which lead to a better setting for your patients.
T Kirkwood Center for Cont Educ Rm. Event A&F 8:30AM-3:30PM

Breast Surgery $29
Would you like to obtain more information on breast augmentation, reduction, or reconstruction for patients who ask you about options available to them? You will learn the latest surgical options as well as the associated risks and benefits. Dr Charles Grado will present the latest information on breast surgeries.
TH Kirkwood Center for Cont Educ Rm. 124 6:00PM-8:00PM

Abdominal Surgery & Body Sculpting $29
Do your patients ask how they can improve their looks? In this course you will obtain the latest information on various abdominal surgery options for your patients. Dr. Grado will share which patients are the best candidates for procedures as well as the pros and cons of the different procedures.
TH Kirkwood Center for Cont Educ Rm. 139 6:00PM-8:00PM

Scoliosis Update $79
Whether you are a school nurse, office nurse, or other health care professional working with orthopedic patients, you will be updated on the research, diagnosis, current treatment, and follow up care of patients with adolescent idiopathic scoliosis. This program will include information about the NIH study on types of treatment plans from The University of Iowa.
M Kirkwood Center for Cont Educ Rm. 139 6:00PM-8:30PM

INDUSTRIAL TECHNOLOGY

AIR CONDITIONING/PLUMBING

Plumbing Residential Basic $145
Learn how to properly install hot and cold water pipes, drain/waste/vent systems, water heaters, fixtures, and repair leaks. Hands-on training includes joining various piping materials and soldering copper.
CIAC-010-MIT12 - Inst. Schwickerath. Begins Apr 3. 5 Wks.
TH Washington Hall Rm. 18 6:00PM-9:00PM
TH Washington Hall Rm. 18 6:00PM-9:00PM

Backflow Prevention Certification $495
Congress established the Safe Drinking Water Act in 1974 to protect us from water contaminants. This legislation mandates the installation and maintenance of an approved backflow prevention assembly at the water service connection whenever a potential hazard is determined to exist due to cross-connections, back siphoning and other hydraulic conditions causing water to flow abnormally. This course is held at a state of Iowa authorized training site and is taught by a University of Southern California Certified Tester. Book required: Manual of Cross Connection Control, 9th edition.
S Washington Hall Rm. 18 8:00AM-2:30PM
S Washington Hall Rm. 18 8:00AM-2:30PM

Backflow Prevention Recertification $125
This hands-on recertification course incorporates a live lab and is held at a state of Iowa authorized training site, and taught by a University of Southern California Certified Tester. Learn correct terminology, symbols, theory of backflow, methods and devices for the prevention of backflow and back siphonage, test procedures and maintenance of backflow prevention devices.
S Washington Hall Rm. 018A 8:00AM-2:30PM
S Washington Hall Rm. 018A 8:00AM-2:30PM
S Washington Hall Rm. 018A 8:00AM-2:30PM
Learn the skills and knowledge to repair dents and rust including final painting. Signing up for this certificate level course automatically enrolls you into the following three Auto Body classes over the next three school quarters while affording you a $140 discount in tuition. Bring small putty knife, wire cutter, safety glasses and hearing protection to class. First quarter class meets on Mondays; second and third quarter classes meet on Thursday evenings.

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

Auto Body: Repair Dings, Dents & Rust $195
Repairing dings, dents and rust can be both rewarding and cost effective. Learn to accurately assess sheet metal damage, weld in panels, and effectively use other tools of the trade to restore the value and beauty of your car. Bring small putty knife, wire cutter, safety glasses and hearing protection to class.

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

Auto Body: Repair Dings, Dents & Rust $295
Repairing dings, dents and rust can be both rewarding and cost effective. Learn to accurately assess sheet metal damage, weld in panels, and effectively use other tools of the trade to restore the value and beauty of your car. Double Your Offerings are priced for “two” participants. Only one person will be required to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. Bring small putty knife, wire cutter, safety glasses and hearing protection to class.

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

Auto Body: Prime & Paint $195
A glimmering coat of paint is the finishing touch on an auto body repair job. You will learn professional tips and techniques for sanding, priming, sealing, and spraying topcoat and clearcoat paints. Bring safety glasses.

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

Auto Body Repair Advanced $245
Ever wish your car could look like new again? Perform actual repair work on your car during class. Most standard materials and supplies are provided. Partial paint jobs allowed. Prerequisite courses: 1) Repair Dings, Dents and Rust and 2) Prime and Paint. Bring screwdrivers, pliers, open-end wrench set, blow nozzle, small putty knife, safety glasses and hearing protection.

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

To register call 319-398-1022 or visit www.kirkwood.edu/ce.
Computer Aided Designer Certificate $595
Learn the skills and knowledge required to become a Computer Aided Drafter/Designer. By registering for this Kirkwood certificate program, you will receive instruction in AutoCAD I, AutoCAD II and AutoDesk Inventor. You will realize a cost savings of $140 while earning a certificate that will document your design skills.

AutoCAD I (Part 1 of 2) $245
This course is first in a computer aided design (CAD) series with AutoCAD. Introduces students to two-dimensional design commands, drawing and plot set-up, graphic problem solving and file management in a hands-on, networked lab.
M Jones Hall Rm. 112 6:00PM-9:00PM

AutoCAD II (Part 2 of 2) $245
This course is second in a computer aided design (CAD) series with AutoCAD. Introduces students to advanced features including LISP, three-dimensional design, solids modeling, customization, rendering and interchanging data. Prerequisite: AutoCAD I or equivalent.
S Jones Hall Rm. 112 8:00AM-11:00AM

Autodesk Inventor $245
Third of a computer aided design (CAD) series 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.
S Jones Hall Rm. 112 8:00AM-11:00AM

CONSTRUCTION

Construction Surveying & Layout Basics $145
Learn to set up and use basic surveying instruments. Students will measure angles and elevations using digital theodolites. A total station instrument will be used for electronic distance measuring in building layout. This is an introductory-level class that will involve primarily hands-on practice in the field.
TTH Jones Hall Rm. 114 6:00PM-8:00PM

Career Construction Laborer Certificate $1395
NEW
The construction industry is one of the most diverse and rewarding fields on earth. From building a single-family dwelling to a railway tunnel under the English Channel, the potential for personal growth and financial awards are only limited by your willingness to work and learn. A career in construction provides a good standard of living for a family as well as a sense of pride and accomplishment in the projects you build. This 240 hr. program is endorsed by the Iowa Laborer's Education & Training Fund providing training in workplace skills, scaffold building, mason tending, First Aid, OSHA Safety, concrete finishing, welding/cutting/fabrication, general construction and much more. Journeyman Laborer's wage/benefits earning potential is over $28/hr. for Linn, Benton and Jones counties.
CITR-035-XMI01 - Begins Jun 16. 6 Wks.
MTWTHF Hawkeye Downs Masonry Bld 8:00AM-4:30PM

Energy Efficient Foundations $19
This is an exciting opportunity to preview stack, brace & pour foundation construction that provides stronger, more energy efficient basements and above grade exterior walls for homes and commercial buildings. Don't miss this chance to see the next generation of concrete walls.
M Jones Hall Rm. 161 6:00PM-8:00PM
M Jones Hall Rm. 161 6:00PM-8:00PM

2008 National Electrical Code Update $125
This valuable update class explains more than 400 changes in the NEC and is intended for practicing electricians, contractors, and maintenance personnel. 2008 NEC updates covered will be new sizing requirements, services, ground-ing, overcurrent protection, motor circuit wiring, transformers, and more. Bring a copy of the 2008 National Electric Code with you to class.

T Jones Hall Rm. 107 6:00PM-10:00PM
T Jones Hall Rm. 107 6:00PM-10:00PM
T Jones Hall Rm. 107 6:00PM-10:00PM
T Jones Hall Rm. 107 6:00PM-10:00PM

Electrician Licensing Examination Prep $145
This class helps prepare you to take the “journeyman” and “master level” Thomson Pro Metric examinations. Required books: Journeyman Electrical Exam Questions & Answer Book, Calculations for Electrical Exam, and 2005 NEC Code book.
T Jones Hall Rm. 107 6:00PM-10:00PM

Electrical Residential Wiring $145
Wire houses, additions, garages, or perform simple repairs. Learn many of the National Electrical Code requirements for 120v and 240v applications including 3-way and 4-way switches, wall receptacles, GFI's and much more. Helps prepare you for the Homeowner's Electrical Exam given by many cities and municipalities. Required book: Wiring Simplified by Richter.
T Lincoln Learning Center Rm. 224 6:00PM-10:00PM

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

Motors and Motor Controls $695
Introduces single-phase, three-phase, specialized and newer technology motors as found in industry today. Includes timers, counters, time delay relays, photo and proximity controls. Required textbook: Electrical Motor Controls by Rockis.
MW Lincoln Learning Center Rm. 102 6:00PM-10:00PM

Programmable Logic Controllers (PLC) $695
This course introduces PLC's, their terminology, hardware, software, basic operation and applications in industrial environments. Included is hands-on programming of various PLC systems connected to working labs comprised of various motors, sensors and actuators to cover ladder and Boolean program editing and debugging. Required textbook: Technician's Guide to Programmable Controllers.
MW Lincoln Learning Center Rm. 102 6:00PM-10:00PM

For more information or to register, call 319-398-5529 or visit www.kirkwood.edu/ce.
To register call 319-398-1022 or 1-800-332-8833
Mark Your Calendars – May 14, 2008

Changing Faces/Facing Changes: How to Compete – Innovate!

Iowa’s Advanced Manufacturing Conference

Featuring John Brandt, CEO, MPI Group – providing research-driven advice on improving performance and competing more effectively in today’s manufacturing environment.

Receive discounted tuition by registering now!

Section # CIQC-005-MIT01
Tuition: $125/$149 after April 23, 2008

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

Stick Welding Basic $195
Produce quality stick welds and oxyacetylene cuts on steel using proper techniques and procedures. This hands-on course stresses safety, electrode and tip selection, machine and torch settings, weld sizing and much more. First day of class is mandatory to go through the safety orientation. Bring welding helmet and gloves, safety glasses, leather shoes, long-sleeve shirt, ear plugs, chipping hammer, wire brush, and pliers/vice grips on first day. Recommended book: Welding Skills by Miller.

S Jones Hall Rm. 166 8:00AM-1:00PM

S Jones Hall Rm. 166 8:00AM-1:00PM

MIG Welding Basic $195
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 much more. First day of class is mandatory to go through the safety orientation. Bring welding helmet and gloves, safety glasses, leather shoes, long-sleeve shirt, ear plugs, chipping hammer, wire brush and pliers/vice grips on first day. Recommended book: Welding Skills by Miller.

S Jones Hall Rm. 166 8:00AM-1:00PM

S Jones Hall Rm. 166 8:00AM-1:00PM

TIG Welding Basic $195
Produce quality TIG welds on steel, aluminum and stainless steel using proper techniques and procedures. This hands-on course stresses safety, rod and tungsten selection, machine settings, weld sizing and much more. First day of class is mandatory to go through the safety orientation. Bring welding helmet and gloves, safety glasses, leather shoes, long-sleeve shirt, ear plugs, chipping hammer, wire brush, and pliers/vice grips on first day. Recommended book: Welding Skills by Miller.

S Jones Hall Rm. 166 8:00AM-1:00PM

S Jones Hall Rm. 166 8:00AM-1:00PM

AWS Welder Qualification Prep $195
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.

CIPM-053-XMI09 - Inst. Koch. Begins Apr 5. 6 Wks.
S Jones Hall Rm. 166 8:00AM-1:00PM

S Jones Hall Rm. 166 8:00AM-1:00PM

WOODWORKING

Build Your Own Kayak $295
Skillfully build an 18 ft. Night Heron kayak by properly using hand, portable and stationary power tools. In addition, learn to apply adhesives, fasteners and time tested paint/varnish techniques. You can then enjoy the untold satisfaction of navigating through white waters next summer in your one-of-a-kind self-crafted kayak. A $150 material fee will be collected at the first class.

S Jones Hall Rm. 168 9:00AM-3:30PM

Build Your Own Canoe $295
Skillfully build a 10 1/2 ft. Rushton Wee Lassie canoe by properly using hand, portable and stationary power tools. Learn to apply adhesives, fasteners and time tested paint/varnish techniques. Then enjoy navigating through streams and lakes in your one-of-a-kind self-crafted canoe. A $150 material fee will be collected at the first day of class.

S Jones Hall Rm. 168 9:00AM-3:30PM

JOB SEARCH

JOB SEARCH

No Resume? Build One From Scratch Free
This workshop will serve those who do not have a resume or who haven’t updated their resume for a few years. The workshop will show you how to: 1) Identify job targets, 2) Give you time to organize your work history, 3) Identify tasks by position and the transferable skills used, in the completion of those tasks, and 4) Build a rough draft. You will learn the resources for identifying the skills related to specific occupations and how to customize your resume to your targeted position.

CCAR-202-KRA06 - Begins Mar 27. 1 Wk.
TH Resource Center Rm. 3024 9:00AM-11:00AM

CCAR-202-KRA07 - Begins Apr 24. 1 Wk.
TH Resource Center Rm. 3024 9:00AM-11:00AM

CCAR-202-KRA08 - Begins May 13. 1 Wk.
T Resource Center Rm. 3024 9:00AM-11:00AM

CCAR-202-KRA09 - Begins Jun 24. 1 Wk.
T Resource Center Rm. 3024 9:00AM-11:00AM
Lost Your Job? Identify the New Opportunities! Free
Take this opportunity to review your confidence level - and the methods for rebuilding, if necessary - while learning to review and manage the emotions associated with job loss. You will learn to identify and organize the skills you still have and to connect those skills to the numerous occupations in existence. The methods for identifying new occupational directions will be displayed, along with the methods for self-assessment to consider in the change process. The organizational methods for identifying and exploring new opportunities will be discussed.
CCAR-203-KRA03 - Begins Apr 29. 1 Wk.
W Resource Center Rm. 3024 9:00AM-11:00AM
CCAR-203-KRA04 - Begins May 27. 1 Wk.
T Resource Center Rm. 3024 9:00AM-11:00AM
CCAR-203-KRA05 - Begins Jun 13. 1 Wk.
F Resource Center Rm. 3024 9:00AM-11:00AM

Job Fair Preparation: Using It Effectively Free
Designed to save you time and find the companies with the jobs you want, this workshop will focus on organizing methods for presenting yourself to employers. The topics will include: 1) Methods for identifying the companies and representatives present, 2) The job structures of companies, 3) The detailed job descriptions, 4) Methods for targeting the occupations you want, 5) Type of resume to present, 6) Effective Job Fair interview techniques, 7) The follow-up methods, and 8) Setting salary ranges. Time will be set aside to discuss in more detail effective resume types.
CCAR-204-KRA01 - Begins Mar 26. 1 Wk.
W Resource Center Rm. 3024 5:15PM-7:00PM
CCAR-204-KRA02 - Begins Apr 2. 1 Wk.
W Resource Center Rm. 3024 9:00AM-11:00AM

Touch Your Heart and Feed Your Soul Free
Is your current job right for you? Do you need to rebuild your confidence due to being laid off or fired? Do you want to see how your skills fit hundreds of other jobs? Do you want to learn the steps for changing or finding other jobs? Do you need to identify your skills? Join us.
CCAR-210-KRA40 - Begins Mar 25. 1 Wk.
T Resource Center Rm. 3024 9:00AM-11:00AM
CCAR-210-KRA41 - Begins Apr 25. 1 Wk.
F Resource Center Rm. 3024 9:00AM-11:00AM
CCAR-210-KRA42 - Begins May 1. 1 Wk.
TH Resource Center Rm. 3024 9:00AM-11:00AM
CCAR-210-KRA43 - Begins Jun 10. 1 Wk.
T Resource Center Rm. 3024 9:00AM-11:00AM

Build Your Networking System Free
Are you looking for a new job? New occupation? New career? The National Association of Colleges and Employers states that over 80% of people find jobs through networking. Do you need help with your networking skills? Learn to identify the various ways to find job openings, published and not published. You will learn the methods for identifying occupational classifications and industry classifications in order to organize your search. You will learn to identify and organize your personal networking system.
F Resource Center Rm. 3024 9:00AM-10:00AM
F Resource Center Rm. 3024 9:00AM-10:00AM
CCAR-213-KRA15 - Begins May 2. Wk.
F Resource Center Rm. 3024 9:00AM-10:00AM
F Resource Center Rm. 3024 9:00AM-10:00AM

Prepare for Your Next Interview Free
Sweaty palms? Thinking about your answer versus listening to the question? Not comfortable with committee interview settings? This is the class for you! First we'll do practice interviewing. Next, the types of interviewing will be reviewed, along with the steps involved in the actual interview. Behavioral interviewing will be discussed and demonstrated. You will have the opportunity to script out interview questions. Hands-on practice sessions will help you build confidence and be confident for your next interview.
TH Resource Center Rm. 3024 9:00AM-10:30AM
TH Resource Center Rm. 3024 9:00AM-10:30AM
TH Resource Center Rm. 3024 9:00AM-10:30AM

Kirkwood’s Largest Loser $399
It’s never too late to change your life, how you feel and how you look. You can enjoy lasting weight loss, more energy and a stronger, healthier body. It’s a new year, get a new you! Meet with a personal trainer once per week as a group, Wednesday, 5:30 a.m. to 6:30 a.m., with individual access to a trainer via e-mail and phone weekdays. The program includes: Six days a week flexible workout schedule with complete workout privileges at all three YMCA fitness locations with everything the Y has to offer (160 land and water classes), accountability with your food intake through food diaries and individualized nutritional recommendations, weekly private weigh-ins, pre and post program assessments of body fat percentage, body mass index (BMI), target heart rate and blood pressure and a new network of friends with the same common goal for added motivation and support. Through commitment you will see extreme results. The top loser wins a free 3 month YMCA membership, $399 (your investment back!), and improved health—Priceless! Team up with Kirkwood Continuing Education and Fuel Fitness Training at the YMCA for a new you!
W YMCA Helen G Nassif 5:30AM-6:30AM

Yoga $89
Yoga is an ancient exercise system for the whole person. The TriYoga method unites breath and mind with the precise natural alignments of flowing and sustained postures. Increase your strength, flexibility, energy and ability to relax. This class meets at Serenity Center, 5250 North Park Place NE in Cedar Rapids.
CRAE-220-STO19 - Begins Apr 2. 8 Wks.
W Serenity Center 5:30PM-6:50PM
CRAE-220-STO20 - Begins Apr 5. 8 Wks.
S Serenity Center 9:00AM-10:20AM
CRAE-220-STO21 - Begins Jun 11. 8 Wks.
W Serenity Center 5:30PM-6:50PM

Coaching Authorization Recertification
Coaching Authorization Recertification is renewable every five years. Classes, clinics and rules meetings qualify as renewal activities. We offer recertification programs in adult and child abuse training, ethics and more. For more information, check out our Web site at www.kirkwood.edu/coaching or call:
Larry Lutz at 319-398-4912 or our information specialist at 319-398-5529 or 1-800-332-2055, ext 5529.
A partial listing is included in this catalog. For complete listing, see the Web site.
In Iowa, K-12 coaches must be state certified. Kirkwood’s coaching authorization and recertification programs satisfy state requirements. For more information about our ongoing classes in Cedar Rapids, Iowa City, Monticello, Williamsburg and Washington, please contact:

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

A partial listing is included in this catalog. For complete listing, see the Web site.
Want the flexibility to build your own fitness program? Choose from the classes below provided by the Midwest Athletic Club.

- Expert coaching from certified instructors.
- Choose classes that best meet your personal fitness needs.
- Choose times that fit your busy schedule.

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

CYCLING

This is an indoor group cycling class on specifically designed bikes. The class simulates an outdoor ride that includes flat roads and hills. Cycling is for anyone who enjoys a group workout to motivating music. Each participant is encouraged to work at their own pace. The Cycling/Sculpt session also includes muscle works. Bring a water bottle to each class. For all fitness levels.

<table>
<thead>
<tr>
<th>Title</th>
<th>Section</th>
<th>Day/s</th>
<th>Date</th>
<th>Time</th>
<th>Tuition</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycling</td>
<td>CRAE-MA40-LUT19</td>
<td>M</td>
<td>4/7/08-5/19/08</td>
<td>5:30-6:30 p.m.</td>
<td>$49</td>
<td>South</td>
</tr>
<tr>
<td>Cycling</td>
<td>CRAE-MA41-LUT08</td>
<td>M,W</td>
<td>4/7/08-5/21/08</td>
<td>5:30-6:30 p.m.</td>
<td>$55</td>
<td>Xtreme</td>
</tr>
<tr>
<td>Cycling</td>
<td>CRAE-MA41-LUT09</td>
<td>M,W</td>
<td>6/2/08-6/23/08</td>
<td>5:30-6:30 p.m.</td>
<td>$55</td>
<td>Xtreme</td>
</tr>
<tr>
<td>Cycling/Sculpt</td>
<td>CRAE-MA44-LUT04</td>
<td>W</td>
<td>4/2/08-5/21/08</td>
<td>4:30-5:30 p.m.</td>
<td>$49</td>
<td>South</td>
</tr>
<tr>
<td>Cycling/Sculpt</td>
<td>CRAE-MA44-LUT05</td>
<td>W</td>
<td>6/4/08-7/23/08</td>
<td>4:30-5:30 p.m.</td>
<td>$49</td>
<td>South</td>
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KICKBOXING

Kickboxing is interval training that incorporates punches and kicks into one great workout. This class uses handwraps, boxing gloves, punching bags and punch mitts. You will leave feeling stronger and more confident!

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<th>Title</th>
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<th>Location</th>
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<tbody>
<tr>
<td>Kickboxing</td>
<td>CRAE-MA45-LUT05</td>
<td>TH</td>
<td>4/3/08-5/22/08</td>
<td>5:45 p.m.</td>
<td>$49</td>
<td>Xtreme</td>
</tr>
<tr>
<td>Kickboxing</td>
<td>CRAE-MA45-LUT06</td>
<td>TH</td>
<td>6/5/08-7/24/08</td>
<td>5:45 p.m.</td>
<td>$49</td>
<td>Xtreme</td>
</tr>
<tr>
<td>Kickboxing</td>
<td>CRAE-MA46-LUT07</td>
<td>M,W</td>
<td>4/7/08-5/21/08</td>
<td>5:45 p.m.</td>
<td>$65</td>
<td>South</td>
</tr>
<tr>
<td>Kickboxing</td>
<td>CRAE-MA46-LUT08</td>
<td>M,W</td>
<td>6/2/08-7/23/08</td>
<td>5:45 p.m.</td>
<td>$65</td>
<td>South</td>
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MUSCLE WORKS / DYNAMIC MUSCLE WORKS

Strength training is important and the Midwest Athletic Club offers several opportunities. Muscle Works and Dynamic Muscle Works are very popular. These classes incorporate all major muscle groups.

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<tr>
<th>Title</th>
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<th>Date</th>
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<th>Tuition</th>
<th>Location</th>
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<tbody>
<tr>
<td>Step/Muscle Works</td>
<td>CRAE-MA15-LUT04</td>
<td>M,W</td>
<td>4/2/08-5/21/08</td>
<td>5:45 p.m.</td>
<td>$49</td>
<td>Xtreme</td>
</tr>
<tr>
<td>Step/Muscle Works</td>
<td>CRAE-MA15-LUT05</td>
<td>M,W</td>
<td>6/2/08-7/23/08</td>
<td>5:45 p.m.</td>
<td>$49</td>
<td>Xtreme</td>
</tr>
<tr>
<td>Dynamic Muscle Works</td>
<td>CRAE-MA24-LUT01</td>
<td>M</td>
<td>4/7/08-5/19/08</td>
<td>4:30-5:30 p.m.</td>
<td>$49</td>
<td>Xtreme</td>
</tr>
<tr>
<td>Dynamic Muscle Works</td>
<td>CRAE-MA24-LUT02</td>
<td>M</td>
<td>6/2/08-7/21/08</td>
<td>4:30-5:30 p.m.</td>
<td>$49</td>
<td>Xtreme</td>
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</tbody>
</table>

TOTAL BODY CONDITIONING

Total Body Conditioning provides a balanced workout with emphasis on cardio, strength and flexibility. Class format will vary from week to week.

<table>
<thead>
<tr>
<th>Title</th>
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<th>Day/s</th>
<th>Date</th>
<th>Time</th>
<th>Tuition</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Total Body Conditioning</td>
<td>CRAE-MA30-LUT04</td>
<td>M</td>
<td>4/7/08-5/19/08</td>
<td>4:30-5:30 p.m.</td>
<td>$49</td>
<td>South</td>
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</tbody>
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These are multilevel classes which focus to improve flexibility and range of motion, muscular strength, endurance, posture and balance, all while reducing stress.

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<tr>
<th>Title</th>
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<th>Time</th>
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<th>Location</th>
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<tbody>
<tr>
<td>Yoga</td>
<td>CRAE-MA55-LUT03</td>
<td>M</td>
<td>4/7/08-5/19/08</td>
<td>7-8 p.m.</td>
<td>$89</td>
<td>South</td>
</tr>
<tr>
<td>YOGA/TAI CHI</td>
<td>CRAE-MA55-LUT04</td>
<td>M</td>
<td>6/2/08-7/21/08</td>
<td>7-8 p.m.</td>
<td>$89</td>
<td>South</td>
</tr>
<tr>
<td>Tai Chi</td>
<td>CRAE-MA60-LUT01</td>
<td>T</td>
<td>4/1/08-5/20/08</td>
<td>9:30-10:30 a.m.</td>
<td>$89</td>
<td>Xtreme</td>
</tr>
<tr>
<td>Tai Chi</td>
<td>CRAE-MA60-LUT02</td>
<td>S</td>
<td>4/5/08-5/24/08</td>
<td>1-2 p.m.</td>
<td>$89</td>
<td>Xtreme</td>
</tr>
<tr>
<td>Tai Chi</td>
<td>CRAE-MA60-LUT03</td>
<td>T</td>
<td>6/3/08-7/22/08</td>
<td>9:30-10:30 a.m.</td>
<td>$89</td>
<td>Xtreme</td>
</tr>
<tr>
<td>Tai Chi</td>
<td>CRAE-MA60-LUT04</td>
<td>S</td>
<td>6/7/08-7/26/08</td>
<td>1-2 p.m.</td>
<td>$89</td>
<td>Xtreme</td>
</tr>
</tbody>
</table>

**Body Sculpt** $45
This class will sculpt your body from head to toe! Using dumbbells, resistance tubes, stability balls, benches and your own body resistance to firmily tone and/or add definition to your body. This class will help increase your metabolism, burn calories and firm your body. Come prepared to sweat! For all levels of fitness. All are welcome to attend the 20-minute Abs/Back class immediately following.

CRAE-NL05-LUT04 - Begins Apr 2. 8 Wks.
MW New Life Fitness World West 5:45PM-6:45PM
CRAE-NL05-LUT05 - Begins Jun 2. 8 Wks.
MW New Life Fitness World West 5:45PM-6:45PM

**Pilates Power** $39
This class is a total body conditioning exercise method combining flexibility and strength from both eastern and western cultures. It will develop mind and body uniformity, provide balance, flexibility, strength, improve posture and focus on the “core” or power house by using the six principles of Pilates. We adjust this class for all levels of fitness by using modifications so all feel challenged yet safe and successful.

CRAE-NL40-LUT02 - Begins Apr 4. 8 Wks.
F New Life Fitness World West 5:45PM-6:45PM

**Yoga for Every Body** $45
Everyone and every “body” can enjoy the benefits of this yoga class. Using Hatha yoga postures in a Vinyasa style, we link poses together in a flowing series that warms and energizes the body. This will be a mind-body workout featuring cardiovascular conditioning, functional strength, flexibility, muscle balance and relaxation. Try it, you'll be glad you did. We provide the mats. Please wear comfortable clothing.

CRAE-NL60-LUT02 - Begins Apr 3. 8 Wks.
TH New Life Fitness World West 7:00PM-8:00PM
CRAE-NL60-LUT03 - Begins Jun 5. 8 Wks.
TH New Life Fitness World West 7:00PM-8:00PM

**AQUATICS**

**Splash! Water Aerobics** $45
A great cardiovascular workout designed to burn calories, trim and tone your body and still be easy on your joints. A great workout for all levels of fitness! Emphasis is for those who need or enjoy the benefits of the environment of a pool.

CRAQ-NL01-LUT06 - Begins Mar 31. 8 Wks.
MW New Life Fitness World West 5:45PM-6:45PM
CRAQ-NL01-LUT07 - Begins Jun 2. 8 Wks.
MW New Life Fitness World West 5:45PM-6:45PM

**COACHING AUTHORIZATION** $289

Coaching Authorization Cert. Seminar
The seminar format will complete the state required course work, coaching application, wavier and fingerprinting. We will submit direct 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 6 rolls of 1 1/2" athletic tape and 2 rolls of prewrap. A materials fee of $20 will be collected during the first class. Upon class completion, there is an additional application fee of $137 payable to the State of Iowa for certification processing.

CRCA-000-LUT65 - Begins Apr 11. 2 Wks.
F Kirkwood Center for Cont Educ Rm. 124 5:00PM-10:30PM
SSU Kirkwood Center for Cont Educ Rm. 124 8:00AM-8:00PM
CRCA-000-LUT85 - Begins May 7. 1 Wk.
WTHF Kirkwood Center for Cont Educ Rm. 124 8:30AM-7:30PM
SSU Kirkwood Center for Cont Educ Rm. 124 8:00AM-8:00PM
CRCA-000-LUT66 - Begins May 9. 2 Wks.
F Kirkwood Center for Cont Educ Rm. 123 5:00PM-10:30PM
SSU Kirkwood Center for Cont Educ Rm. 123 8:00AM-8:00PM
CRCA-000-LUT67 - Begins Jun 13. 2 Wks.
F Kirkwood Center for Cont Educ Rm. 124 5:00PM-10:30PM
SSU Kirkwood Center for Cont Educ Rm. 124 8:00AM-8:00PM
CRCA-000-LUT68 - Begins Jul 11. 2 Wks.
F Kirkwood Center for Cont Educ Rm. 124 5:00PM-10:30PM
SSU Kirkwood Center for Cont Educ Rm. 124 8:00AM-8:00PM
CRCA-000-LUT86 - Begins Aug 6. 1 Wk.
WTHF Kirkwood Center for Cont Educ Rm. 124 8:30AM-7:30PM
SSU Kirkwood Center for Cont Educ Rm. 124 8:00AM-8:00PM
CRCA-000-LUT69 - Begins Aug 8. 2 Wks.
F Kirkwood Center for Cont Educ Rm. 123 5:00PM-10:30PM
SSU Kirkwood Center for Cont Educ Rm. 123 8:00AM-8:00PM

**Ethics & Issues in Coaching** $19
This class addresses ethical situations and changing issues, giving coaches better insight in decision-making abilities for their programs.

CRCA-310-LUT43 - Begins Mar 26. 1 Wk.
W Kirkwood Center for Cont Educ Rm. 124 5:30PM-7:30PM
CRCA-310-LUT44 - Begins Jul 30. 1 Wk.
W Kirkwood Center for Cont Educ Rm. 124 5:30PM-7:30PM
CRCA-310-LUT47 - Begins Aug 24. 1 Wk.
SU Kirkwood Center for Cont Educ Rm. 124 1:00PM-3:00PM

www.kirkwood.edu/ce
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. Must provide your own boxing gloves, handwraps, jump rope, towel and water bottle. Talk with the instructor at the first class before buying new equipment. This is a non-
CRSP-010-STO07 - Inst. Mudd. Begins Apr 1. 8 Wks.
T Lincoln Learning Center Rm. Gym
SU Lincoln Learning Center Rm. Gym
30AM-12:00PM
$39

**MARTIAL ARTS/SELF DEFENSE**

**Tae Kwon Do-Martial Arts** $59

Tae Kwon Do is the traditional Korea style martial arts. This course offers increased conditioning, coordination, self-confidence and self discipline. A practical self-defense for women, men and children as well as traditional martial arts. This course is also a wonderful time for families to exercise the mind and body together. This course helps focus and builds self-confidence.

**Judo** $59

Are you looking to learn the traditional Japanese martial art of Judo? This course is for beginners and intermediate practitioners. Learn the fundamentals of Judo, including throws, takedowns, and ground techniques. The focus is on developing strength, agility, and technique.

**MMA** $49

Mixed Martial Arts (MMA) is a combat sport that allows practitioners to use techniques from a variety of martial arts disciplines. This course will focus on striking, grappling, and submission techniques.

**Japanese Karate** $59


**Tae Kwon Do** $59

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.
TRANSPORTATION AND SAFETY

50+ DRIVER EDUCATION
AARP Driver Safety Program Free
Learn how to handle adverse driving conditions and traffic hazards, in addition to learning about the effects of aging and medication on driving. Sponsored by AARP. Class consists of classroom only, there is no driving. There is a $10 fee payable to AARP on the first day of class for materials.
CTDA-001-SWY17 - Begins Apr 9. 1 Wk.
  WTH Transportation Safety Rm. 101  9:00AM-2:00PM
CTDA-001-SWY18 - Begins May 14. 1 Wk.
  WTH Transportation Safety Rm. 101  9:00AM-2:00PM

AVIATION
Private Pilot Ground School $99
Private Pilot Ground School covers the basic knowledge needed to obtain a Private Pilot license and to pass the FAA written exam. Materials fee: approximately $65. Bring pen and paper. Obtain your ground school kit at the Marion Airport 377-9437.
CTAV-020-CHE08 - Inst. Walton. Begins Apr 8. 8 Wks.
  T  Kennedy High School Rm. 204  6:30PM-9:30PM

BOATING
Boat Smart Free
"Boating safety through education." Learn the safe way to have fun on the water. Learn boat and personal watercraft handling, seamanship, type of boats, boating terms, equipment, regulations, knots, weather, basic navigation, rules of the road, trailer, radio. May qualify for reduced insurance rates. Meets Iowa requirements for education of all boat operators ages 12-17.
CTBO-010-CHE09 - Begins Apr 26. 2 Wks.
  S  Transportation Safety Rm. 104  8:00AM-12:00PM

CLASS A CDL TRAINING
Truck Driving Program Class A CDL $2200
In four weeks you can be earning a good living driving a semi. Tremendous job opportunities through our placement service. Learn the safe driving skills necessary to get your Class A CDL and a well paid job. Class meets Monday-Friday from 6 a.m.-4 p.m. Call (319) 398-4971 for a brochure.
CTTK-001-ROG39 - Begins Mar 31. 4 Wks.
  MTWTHTransportation Safety Rm. 103  6:00AM-4:00PM
CTTK-001-ROG40 - Begins Apr 28. 4 Wks.
  MTWTHTransportation Safety Rm. 103  6:00AM-4:00PM
CTTK-001-ROG41 - Begins May 27. 4 Wks.
  MTWTHTransportation Safety Rm. 103  6:00AM-4:00PM
CTTK-001-ROG42 - Begins Jun 23. 4 Wks.
  MTWTHTransportation Safety Rm. 103  6:00AM-4:00PM
CTTK-001-ROG43 - Begins Jul 21. 4 Wks.
  MTWTHTransportation Safety Rm. 103  6:00AM-4:00PM
CTTK-001-ROG44 - Begins Aug 18. 4 Wks.
  MTWTHTransportation Safety Rm. 103  6:00AM-4:00PM

DRIVER EDUCATION
High School Driver Education $375
Are you almost ready to get your drivers license? 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. Participants will receive a minimum 30 hours of classroom which includes all aspects of driving. Tests will be given throughout the classes. Participants will also receive 6 hours driving instruction which will include 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, IC Tate. (Contact your school counseling office for further information.)
  MTWTHPrairie High School Rm. C241  7:00AM-8:00AM
  WTH  Linn Mar High School Rm. L103  6:00PM-8:05PM
  MWF  Washington High School Rm. TBA  8:00AM-10:10AM
  MTWTHWashington High School Rm. TBA  8:00AM-10:00AM
  MWF  Linn Hall Rm. 111  8:00AM-10:10AM
  MTWTHWashington High School Rm. TBA  8:00AM-10:00AM
  MWF  Washington High School Rm. TBA  8:00AM-10:10AM

FORKLIFT
Power Industrial Forklift Operations $199
This class includes classroom presentation, hands-on training and testing in various types of lifts, power lifts, lift-truck operations, and inspection of lift trucks. Participants will receive certification meeting OSHA requirements upon successful completion.
  S  Washington Hall Rm. 4  7:00AM-3:00PM
  S  Washington Hall Rm. 4  7:00AM-3:00PM
  S  Washington Hall Rm. 4  7:00AM-3:00PM
  S  Washington Hall Rm. 4  7:00AM-3:00PM
  S  Washington Hall Rm. 4  7:00AM-3:00PM

MOPED RIDER EDUCATION
Moped Rider Education $39
Get ready to ride your moped! Iowa Department of Transportation (IDOT) requires a person at least 14 years of age that does not have a drivers license to complete an approved moped rider education course. This class will cover safety, rules of the road and laws governing mopeds. There will also be discussions on rider responsibility, safety checks for the rider and moped, and rider scenarios. Bring a sack lunch to class. Vending machines available.
CTMP-001-ROG01 - Inst. Rogers Begins April 26 1 Wk
  S  Transportation Safety Range Rm 101  8AM - 2:30PM
CTMP-001-ROG02 - Inst. Rogers Begins May 17 1 Wk
  S  Transportation Safety Range Rm 101  8AM - 2:30PM
CTMP-001-ROG03 - Inst. Rogers Begins June 7 1 Wk
  S  Transportation Safety Range Rm 101  8AM - 2:30PM
CTMP-001-ROG04 - Inst. Rogers Begins July 19 1 Wk
  S  Transportation Safety Range Rm 101  8AM - 2:30PM
CTMP-001-ROG05 - Inst. Rogers Begins August 23 1 Wk
  S  Transportation Safety Range Rm 101  8AM - 2:30PM

BE AN EASY RIDER!
- Safety classes for beginning motorcycle riders and for those who would like to become instructors.
- Weekend classes.
- Motorcycles and helmets provided for beginning riders.

319-398-4971 or 1-800-332-2055 ext. 4971
See our Web page at: www.kirkwood.edu/brc
FOUR-WEEK COURSE

Excellent job opportunities!
Call to ask about tuition assistance.
319-398-5690 or 800-332-2055, ext. 5690

See our Web page at www.kirkwood.edu/td.

TRUCK DRIVING PROGRAM
Your Road to Success!

Sign up now! Call 1-800-332-2055, ext. 5690 or 319-398-5690

Get your Class B CDL with Passenger

YOUTH PROGRAMS

ARTS, CRAFTS, CULTURE

Explore Writing $149
Find your inner author! Discover how to be more creative and express yourself with your writing. You'll share what you've written and read others' work.
Careers to explore: writer, poet, author, journalist. Bring pen, paper and a writing sample (a paper from school or a poem- nothing fancy!)

MTWTHKirwood Center for Cont Educ Rm. 123 9:00AM-12:30PM

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

MOTORCYCLE RIDER EDUCATION

Motorcycle - BRC - Basic Rider Course $145
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 5 hours of classroom instruction and 14 hours of on-motorcycle instruction. Motorcycles and helmets are supplied by Kirkwood for this program. MSF completion certificates and IDOT certificate of completion will be awarded to persons satisfactorily passing the course. Students MUST be 14 years of age or older and have valid Iowa drivers license or instruction permit to take this course. Participants are required to bring gloves, long sleeved shirt or jacket, pants, and shoes that cover the ankles. This class is required for anyone under the age of 18 by the State of Iowa to receive a motorcycle endorsement.

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

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

CTMT-001-ROG03 - Inst. Smart. Begins May 2. 1 Wk.
F Transportation Safety Rm. 103 6:00PM-10:00PM
SSU Transportation Safety Rm. 103 8:00AM-5:00PM

MTWTHTransportation Safety Rm. 103 5:00PM-7:30PM

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

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

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

MTWTHTransportation Safety Rm. 103 5:30PM-8:00PM

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

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

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

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

MTWTHTransportation Safety Rm. 101 9:00AM-11:30AM

MTWTHTransportation Safety Rm. 103 9:00AM-11:30AM

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

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

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

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

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

Driving the Bus! Get your Class B CDL with Passenger

Sign up now!
Call 1-800-332-2055, ext. 5690 or 319-398-5690
Click! Photography Camp $149
Explore the world through a camera lens. This class will focus on how to compose and create great photographs using your digital camera. You'll go on location on the Kirkwood campus for photos shoots, and view and discuss your images in class. Be sure to bring your digital camera!
MTWTHF Kirkwood Center for Cont Educ Rm. 123 1:00PM-5:00PM

Writing/Photography Combo Camp $249
$249
Get a deal on two camps! This camp combines the Explore Writing and Click! Photography Camp the week of June 23. Take both and get a discount! See the individual camps for details and to sign up for both, register for the section listed below. Students will need to bring a sack lunch that does not require refrigeration. Some vending is available.
CYAR-C900-WAZ01 - Begins Jun 23. 1 Wk.
MTWTHF Kirkwood Center for Cont Educ Rm. 123 9:00AM-5:00PM

COMPUTERS & BUSINESS

Video Game Making Camp $145
Learn how to design and modify your own exciting control characters, objects and outcomes in your game, then increase the difficulty level and add more features. Graphics Design and Graphics Animation topics will also be covered. Learn how to design your own version of PacMan and several others. Students will leave this camp with their video game on a CD to take home and play on their own computer at home. Vending is available for snacks. For students entering grades 5-9.
MTWTHF Linn Hall Rm. 105 9:00AM-12:00PM

Video Game Invaders Camp $145
Are you an old school video game fanatic? This camp will focus on designing arcade style games! You'll learn how to control characters, objects and outcomes in your game. It's okay if you are also taking the Video Game Making camp. Some stuff will be the same, others different.
MTWTHF Linn Hall Rm. 105 9:00AM-12:00PM

Engineering Using Legos $145
Using very advanced LEGO parts and pieces, students will learn by doing. The course covers gears, levers, wheels, axles, structures, forces and simple machines. This is an integrated science and math class. Students work in a lab type setting with one Lego Technic kit per 2 students. The course encourages hands-on (tactile) learning, promotes team building, and allows for creativity in construction. Please bring a sack lunch requiring no refrigeration. Some vending is available. Ages 10-15.
MTWTHF Linn Hall Rm. 110 9:00AM-4:00PM

Video Game Invaders/Battle Bots Combo Camp $249
Attend both the Video Game Invaders and LEGO Battle Bots camps for a discount. Please bring a sack lunch requiring no refrigeration. Some vending is available.
MTWTHF Linn Hall Rm. 110 9:00AM-4:00PM

Your Lucky Day: Entrepreneur's Workshop $75
Make Friday the 13th your lucky day! This workshop for students entering 5th through 9th grade. Future entrepreneurs will work with Kirkwood business faculty and members of the award winning Students in Free Enterprise (SIFE) chapter. Lunch is provided.
F Kirkwood Center for Cont Educ Rm. 123 9:00AM-4:00PM
F Kirkwood Center for Cont Educ Rm. 128 9:00AM-4:00PM

FOOD

Young Chefs: International Cooking Camp $95
Get mad cooking skills! You’ll learn how to make Mexican, Chinese, Greek and Italian food. It's a hands-on class, so come hungry every night and make your own dinner! On the last night, bring a family member and enjoy! Please plan to stay a little late to help with clean up. Grocery fee will be $35-$45 and paid to the teacher the first night. Teacher will not have change.
CYFO-C100-WAZ01 - Inst. Riddle. Begins Jun 23. 1 Wk.
MTWTHF Iowa Hall Mansfield Center Rm. 207H 6:30PM-8:30PM

GENERAL INTEREST

Young People's Performing Arts Camp $125
A chance for kids to have fun and express themselves! The Young People's Performing Arts Camp provides a noncompetitive enrichment experiences that emphasizes self-expression with the various classes. Students will learn how all aspects of the performing arts come together for a "show" as well as the teamwork needed to make it happen. A great way to make new friends, experience acting, singing, dance, set construction and more! For grades 1-8. Final performances will be held on July 1st at 4 p.m. and July 2nd at 7 p.m.
CYGI-075-LUT03 - Begins Jul 7. 1 Wk.

Middle School Summer Jazz Band Camp $249
Summer Jazz Band Camp with professional instruction in theory, improvisation, big band, combo, sectional, jazz listening and private lessons. Open to any band student entering grades 6-9 with at least one year of band instruction or private lessons.
CYGI-075-LUT02 - Begins Jul 4. 4 Wks.
MTWTHF Iowa Hall Rm. BALLENT 9:00AM-12:00PM

HEALTH AND SCIENCE

Crime Scene Investigators $125
Who done it? In this camp, you'll solve the crime! Learn to apply science to examine the surroundings and solve a mystery. Study a crime scene looking for clues, analyzing fingerprints, identifying mysterious substances and using chromatography to narrow your search for the "perp."
CYHE-C500-WAZ01 - Begins Jul 7. 1 Wk.
MTW Kirkwood Center for Cont Educ Rm. 123 8:00AM-12:00PM

Young People's Performing Arts Camp provides a noncompetitive enrichment experiences that emphasizes self-expression with the various classes. Students will learn how all aspects of the performing arts come together for a "show" as well as the teamwork needed to make it happen. A great way to make new friends, experience acting, singing, dance, set construction and more! For grades 1-8. Final performances will be held on July 1st at 4 p.m. and July 2nd at 7 p.m.
CYGI-075-LUT02 - Begins Jul 4. 4 Wks.
MTWTHF Iowa Hall Rm. BALLENT 9:00AM-12:00PM

Middle School Summer Jazz Band Camp $249
Summer Jazz Band Camp with professional instruction in theory, improvisation, big band, combo, sectional, jazz listening and private lessons. Open to any band student entering grades 6-9 with at least one year of band instruction or private lessons.
CYGI-075-LUT03 - Begins Jul 7. 1 Wk.
MTWTHF Iowa Hall Rm. BALLENT 8:00AM-4:30PM
**RECREATION**

**Kirkwood Boys Basketball School 2007** $80
For boys grades 3-8. Emphasis will be on teaching individual fundamental skills to play in a team setting. Tuition includes a camp T-shirt, written evaluation, and one family pass to a Kirkwood men’s home game. For more information and camp application, call 319-398-4909.

CYRE-010-LUT03 - Begins Jun 9. 1 Wk.
MTWTHFRecreation Center Rm. GYM 8:00AM-12:00PM

**Girls Basketball Youth Camp** $65
Basketball camp for girls entering grades 4-7.

CYRE-040-LUT02 - Begins Jul 14. 1 Wk.
MTWTHFRecreation Center Rm. GYM 9:00AM-12:00PM

**Girls Basketball High School Camp** $75
Basketball camp for girls entering grades 8-12.

CYRE-045-LUT02 - Begins Jul 14. 1 Wk.
MTWTHFRecreation Center Rm. GYM 1:00PM-4:00PM

**Girls Basketball Varsity Team Camp** $85
This camp is designed for teams and teaches fundamentals and skills. For further information and application, contact Kim Muhl at 319-398-5556.

CYRE-050-LUT14 - Begins Jun 8. 1 Wk.
SU Recreation Center Rm. GYM 9:00AM-6:00PM

**Volleyball Camp for Middle School** $80
Emphasis will be on skill development and team concepts, especially the fundamentals and basic techniques necessary in volleyball. For students entering grades 5-8. Lunch and T-shirt are included in tuition. For camp application, call 319-398-4909.

CYRE-060-LUT03 - Begins Jul 21. 1 Wk.
MT Recreation Center Rm. GYM 9:00AM-3:00PM

**Volleyball Camp for High School** $80
Emphasizes technical training, advanced position specialization, advanced team concepts, and team play. For students entering grades 9-12. Lunch and T-shirt are included in tuition. For camp application, call 319-398-4909.

CYRE-065-LUT03 - Begins Jul 28. 1 Wk.
MT Recreation Center Rm. GYM 9:00AM-3:00PM

**Setter Hitter Volleyball Camp 5-8 Grade** $35
For volleyball players entering grades 5-8. Setter emphasis will be on many aspects of setting, including court awareness, footwork, hand positioning, release location and tipping. In addition to smart strategy, setters learn to quick set and set against the flow. Hitter emphasis will be on proper transitioning, approach and arm swing. Additionally, hitters learn learn shot selection and how to hit roll shots and tip to specified areas to help them become successful and unpredictable hitters. T-shirt included in tuition. For camp application, call 319-398-4909.

CYRE-075-LUT04 - Begins Jul 21. 1 Wk.
MT Recreation Center Rm. GYM 4:00PM-6:00PM

**Parent/Tot Gymnastics** $85
Parent and tot gymnastics class for children 18 months to 3 years. The parent helps their child while the instructor works with the children on motor skills and gymnastic skills. The class is a fun, active and social time for both the child and parent.

CYRE-220-LUT18 - Begins Apr 3. 9 Wks.
TH Cartwheels Gymnastics South Rm. CLASSROOM 5:45PM-6:30PM

**Gymnastics (ages 3-12)** $99
This class is for boys and girls 3-12 years. The children learn motor and social skills as well as skills on tumbling, trampoline, beam, bars, rings and vaulting in a fun, structured class.

CYRE-225-LUT15 - Begins Apr 3. 9 Wks.
TH Cartwheels Gymnastics South Rm. CLASSROOM 6:30PM-7:30PM

**Childrens Martial Arts** $49
Tae Kwon Do is an ancient form of Martial Arts practiced for many centuries. It is a weaponsless art of self-defense. Assists children with awareness of stranger danger, teaches self-control, discipline, and aids in self-confidence.

MW Indian Creek Mall Rm. CLASSROOM 4:30PM-5:15PM

MW Indian Creek Mall Rm. CLASSROOM 4:30PM-5:15PM

**To register call 319-398-1022 or 1-800-332-8833**
Online ED2GO Classes

WHY TAKE ONLINE COURSES?

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

GET STARTED! It’s as easy 1-2-3!

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

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

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

START DATES:
A new section of every online class will begin on the following dates:
March 19 • April 16 • May 21 • June 18 • July 16 • August 20

CLASS CATEGORIES

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

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

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

www.kirkwood.edu/ce
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| Computer Applications       |                         |
| Introduction to Microsoft Word 2003 | $99                   |
| Intermediate Microsoft Word 2003 dy | $99                   |
| Advanced Microsoft Word 2003   | $99                   |
| Introduction to Microsoft Excel 2003 | $99                   |
| Intermediate Microsoft Excel 2003  | $99                   |
| Introduction to Microsoft Access 2003 | $99                  |
| Intermediate Microsoft Access 2003 | $99                   |
| Introduction to Microsoft PowerPoint 2003 | $99                  |
| Introduction to Microsoft Project 2003 | $99                   |
| Introduction to Microsoft Access 2003 | $99                   |
| Introduction to Microsoft Excel 2003 | $99                   |
| Computer Troubleshooting & Networking |                         |
| Creating a Home or Small Office Network | $99 |
| Introduction to Networking | $99 |
| Intermediate Networking | $99 |
| Introduction to PC Troubleshooting | $99 |
| Introduction to PC Security | $99 |
| Wireless Networking | $99 |
| Database Management & Programming |                         |
| Creating User Requirements Documents | $99 |
| Introduction to Database Development | $99 |
| Introduction to Oracle | $99 |
| Intermediate Oracle | $99 |
| Introduction to SQL | $99 |
| C+ Programming for the Absolute Beginner | $99 |
| C++ for the Absolute Beginner | $99 |
| Introduction to Visual Basic.NET | $99 |
| Intermediate Visual Basic.NET | $99 |
| Introduction to Perl Programming | $99 |
| Introduction to Visual Basic 2005 | $99 |
| Introduction to the Game Industry | $99 |
| Introduction to ASP.NET | $99 |
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| Discover Digital Photography | $99 |
| Intro to Photoshop CS3 | $99 |
| Secrets of Better Photography | $99 |
| Photoshop Elements 5.0 | $99 |
| Photoshop CS2 for the Digital Photographer | $99 |
| Graphic Design |                         |
| Design Projects | $99 |
| for Adobe Illustrator CS2 | $99 |
| Introduction to Microsoft Publisher 2003 | $99 |
| Photoshop 7 for the Absolute Beginner | $99 |
| Introduction to Adobe FrameMaker 7.1 | $99 |
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| Introduction to Java Programming | $99 |
| Introduction to JSP Programming | $99 |
| JavaScript Programming for the Web | $99 |
| Introduction to CSS and XHTML | $99 |
| Introduction to Alice 2.0 Programming | $99 |
| Introduction to PHP and MySQL | $99 |
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| Creating Web Graphics with Photoshop CS3 | $99 |
| Drawing for the Absolute Beginner | $99 |
| Imaging for the Web Using Fireworks MX2004 | $99 |
| Introduction to CorelDRAW X3 | $99 |
| Introduction to Flash 8 | $99 |
| Introduction to Flash MX2004 | $99 |
| Web Page Design |                         |
| Achieving Top Search Engine Positions | $99 |
| Creating Web Pages I and II | $99 |
| Designing Effective Web Sites | $99 |
| Intro to Dreamweaver MX2004 or 8 | $99 |
| Introduction to Microsoft FrontPage 2003 | $99 |
| Introduction to CSS and XHTML | $99 |
| PERSONAL & PROFESSIONAL DEVELOPMENT |                         |
| Accounting |                         |
| Accounting Fundamentals | $99 |
| Accounting Fundamentals II | $99 |
| Creating a Successful Business Plan | $99 |
| Introduction to QuickBooks 2007 | $99 |
| Performing Payroll in QuickBooks | $99 |
| QuickBooks for Contractors | $99 |
| Questions about ed2go classes? Call 319-398-5529.
COMPUTER TECHNOLOGY CLASSES

A+ Certification Prep
Prepare for the CompTIA A+ exam and begin a rewarding career in the fast-growing PC repair field.

Network+ Certification Prep
Prepare to take and pass the CompTIA Network+ Exam and begin a career as a network tech.

Introduction to Microsoft Word 2003
Learn how to create and modify documents with the world's most popular word processor.

Intermediate Microsoft Word 2003
Take advantage of Word 2003’s publishing capabilities to easily create flyers, newsletters, brochures, and other heavily formatted documents.

Introduction to Microsoft Excel 2003
Discover dozens of shortcuts and tricks for setting up fully-formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating three-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

Intermediate Microsoft Excel 2003
Learn how to work faster and more productively by using many of Excel 2003’s powerful features, such as the PivotTable, Solver and AutoFilter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques.

Introduction to Microsoft Access 2003
Learn how to work faster and more productively by using many of Access 2003’s powerful features, such as the PivotTable, Solver and AutoFilter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques.

Intermediate Microsoft Access 2003
Learn how to work faster and more productively by using many of Access 2003’s powerful features, such as the PivotTable, Solver and AutoFilter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques.

Introduction to Microsoft Power Point 2003
Learn how to use Microsoft PowerPoint 2003 to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts and links to the Web.

Introduction to Microsoft Project 2003
Discover the most helpful tools and techniques for managing projects, and how to create a unique project plan.

Introduction to QuickBooks 2007
Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts and statements, track your payables, inventory and receivables, create estimates and generate reports.

Performing Payroll in QuickBooks
QuickBooks software can be used to process payroll quickly and easily. This course details all the steps needed for proper set-up and even includes troubleshooting tips and solutions for common problems and mistakes.

Introduction to Windows Vista
Windows Vista is a radical departure from the Windows of yesteryear. Whether you’re a beginner or an experienced Windows user, you won’t want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you’ll learn to use Vista’s best and most important features.

Introduction to PC Troubleshooting
Learn to decipher and solve almost any problem with your PC.

Introduction to PC Security
Security expert teaches the fundamentals of PC and network security. You’ll learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks.

Introduction to Oracle
Learn how to use the Oracle database management system to plan, organize and manage your data. You will learn how to create an Oracle database, build various database objects for the database, and write simple SQL statements that access the data from the database.

Introduction to SQL
Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You’ll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

Introduction to Visual Basic .NET
Learn how to create Windows applications using Visual Basic .NET. Understand event-driven and object-oriented programming concepts that will help you master both Visual Basic .NET and other programming languages.

Intermediate Visual Basic .NET
Gain in-demand skills writing sophisticated Windows programs that access and modify business databases and implement Structured Query Language. This course will be ideal if you are a Visual Basic .NET programmer and you want to upgrade your programming skills or prepare yourself for a new and exciting line of work.

Introduction to Visual Basic 2005
Visual Basic is the most widely used programming language and development tool for creating Windows applications. Learn principles of object-oriented and event-driven programming that you can use, not only with Visual Basic, but also with other programming languages.

Introduction to ASP.NET
Create powerful, interactive, community-based Web sites with ASP.NET. Add interactive controls to your Web pages, and discover how you can use style sheets to give every Web page you create the same clean and consistent look and feel. Develop a true community-based Web site that allows users to register, log in, create and update profiles, and post messages to a forum. You’ll also explore the issue of Web security.

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment. Learn the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications.

Photoshop 7 for the Absolute Beginner
If you want to work with graphics, Photoshop is the program you will most need to learn. If you’ve never used a computer for graphics before, this course will teach you how to use Photoshop with simple, detailed, step-by-step instructions.

Introduction to Java Programming
If you want to learn Java but don’t have any prior programming knowledge, you’ll enjoy this course. Understand the concept behind object oriented programming and its benefits over sequential programming. Understand how to write, compile, run and debug a simple Java applet. Learn how to work with objects, browsers, lines and rectangles, ovals and semicircles, images and simple animation.

Introduction to CSS and XHTML
Create state-of-the-art Web sites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros.

Introduction to PHP and MySQL
Create an interactive Web site, 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 Web sites 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.

Questions about ed2go classes?
Call 319-398-5529.
COMPUTER TECHNOLOGY CLASSES
(Continued)

Introduction to Flash MX 2004
Use Flash MX 2004 to create dynamic, entertaining, and interactive Web sites and other projects. You’ll discover the basic tools and techniques for making a Flash movie. You’ll use Flash to create and modify graphics and text, build simple animations and design Web site navigation buttons.

Achieving Top Search Engine Positions
With nearly 90 percent of Web traffic coming from search engines, the most important thing you can do to increase your Web site’s traffic is to increase your search engine ranking. Learn proven, step-by-step strategies to achieve the highest position with the major search engines.

Creating Web Page I and II
Design, create and post your very own site on the Internet’s World Wide Web. Discover low-cost document creation, insert and format text, images, marketing techniques and search engine strategies.

Designing Effective Web Sites
Learn powerful graphic design techniques to build Web sites that are attractive and highly effective. Learn what attracts visitors to a site, and how you can create the most satisfying experience for those visitors. Use typography, aesthetics, color, graphics and page layout to create the most compelling user interface possible, and you’ll understand how users read on the Web and the characteristics of effective Web writing.

Intro to Dreamweaver MX or MX2004 or 8
Harness the power of this industry-standard Web design program. Master the basics of document creation, insert and format text, images, hyperlinks, tables, multimedia files, and other types of Web page content.

PERSONAL & PROFESSIONAL DEVELOPMENT

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting and more. Learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities will be discussed.

Accounting Fundamentals II
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. This course will build on the knowledge you gained in our Accounting Fundamentals course to provide you with a solid understanding of corporate accounting practices. You’ll be able to analyze transactions and prepare various corporate financial reports. You’ll also gain practical experience working with dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, stockholders’ equity and more.

Administrative Assistant Fundamentals
Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

Fundamentals of Supervision & Mgmt
Be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management. If you’re new to project management, this course will provide you with the essential information you’ll need to prepare for and complete your first project. If you’re an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

Six Sigma: Total Quality Applications
Apply the elements and methods of Six Sigma to achieve the highest possible quality. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. Prepare for the internationally-recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality.

Speed Spanish I, II and III
Learn easy recipes to glue Spanish words together into sentences, and you’ll engage in conversational Spanish in no time. Master your ability to speak, understand and read Spanish.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Navigate and master the linguistic twists and turns inherent in English grammar.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Resume Writing Workshop
Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews. Learn different resume formats, how to write an employment objective and tricks to writing persuasive cover letters. Make the most of your work experience. Know what to reveal in a resume, and what to keep to yourself. This course also covers the use of online resumes and Internet resume secrets.

Learn to Buy and Sell on eBay
Auction pros teach you how to work from home or earn extra income by buying and selling goods online.
Even the most basic tasks in today’s offices depend on technology. The demand for people with the skills to succeed in this environment is greater than ever. In this certificate program, you will be empowered as you learn how to use Microsoft Word, Outlook, Excel, PowerPoint, Publisher and Access, increasing your skills and competencies as an office professional or administrative assistant. You will also learn effective techniques for business communication and the skills required for the delivery of excellent customer service. Plus, you will earn a certificate showing you have the skills employers are looking for. This is an excellent credential for your resume. Your tuition includes all course textbooks, materials and online training tools, a value of more than $200.

Basic Workplace Computing Certificate  $495
Learn the essentials of computing in today’s technological workplace for a wide variety of occupations. Through hands-on interactive training, you will gain a working knowledge of the fundamentals of computers through training in keyboarding, Microsoft Windows XP, Word, Excel and Outlook. This program is designed for those who want to establish basic level computer proficiencies to enter the job market. Strengthen your resume and entry level technology skills with this certificate program. Tuition includes all textbooks and materials for the courses, including online training materials only available to program participants.

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

Office Professional Certificate  $995
Even the most basic tasks in today’s offices depend on technology. The demand for people with the skills to succeed in this environment is greater than ever. In this certificate program, you will be empowered as you learn how to use Microsoft Word, Outlook, Excel, PowerPoint, Publisher and Access, increasing your skills and competencies as an office professional or administrative assistant. You will also learn effective techniques for business communication and the skills required for the delivery of excellent customer service. Plus, you will earn a certificate showing you have the skills employers are looking for. This is an excellent credential for your resume. Your tuition includes all course textbooks, materials and online training tools, a value of more than $200.

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

*U.S. Dept. of Commerce data
Advanced Workplace Computing Certificate  $795
Do you already have some basic computer skills? Take your business computing skills to the next level through our advanced training in Microsoft Office applications. You will receive hands-on training on intermediate and advanced skills in Microsoft Word and Excel. You will also learn the required skills for basic and intermediate level Access, along with the basics of PowerPoint and Publisher. These advanced-level skills are used in many professions such as project management, operations, administrative, management and health care. Classes use real world examples to give you the tools to succeed. This certificate is a great addition to your resume, especially if you already have mastered the beginning level software applications. Tuition includes all textbooks and materials for the courses including online training materials only available to program participants.

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<th>CCOP-400-XCH18</th>
<th>Mon/Wed KCCE 128</th>
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Business Computing Professional Certificate  $1195
Save even more by registering for our comprehensive business computing solution. In this program, you will complete both the Basic Workplace Computing certificate and the Advanced Workplace Computing certificate, earning a certificate as a business computing professional. This certificate provides you A-Z mastery of numerous software applications used in today’s technological workplace. Program tuition includes all textbooks and materials for the courses including online training materials only available to certificate program participants.

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<td>Price, including all books and materials</td>
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<td>Savings versus taking the classes individually</td>
<td>$480</td>
<td>$150</td>
<td>$270</td>
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Certificates may also be earned by taking the classes online or individually. Discounts may not apply. Call 319-398-5529 for more information.

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

COMPUTING FOR 50+

Computers Made Simple for 50+ $115
Tired of being confused or frustrated, because your computer is making mistakes? Then this course is for you. Designed to tame the mouse, identify items on the computer screen, create simple word processing documents, and save them so you can print them later. We will also explore the internet using simple search techniques, and discover the world of email. Tuition includes textbook and materials.
T Iowa City Learning Center Rm. A 3:00PM-5:00PM
CCCS-200-CHE73 - Inst. Callen. Begins Apr 17. 6 Wks.
TH Kirkwood Center for Cont Educ Rm. 128 8:00AM-10:00AM
W Iowa City Learning Center Rm. A 8:00AM-10:00AM
M Kirkwood Training & Outreach Services Rm. 134 5:30PM-7:30PM

All in One Computing for 50+ $115
If you have a computer and can send e-mails to your friends, but you want to learn more about your computer then this class is for you. This course will build on your basic computer skills and open doors to the innovative world of Windows. You will also learn more about virus protection, Windows security updates, how to install software, and how to backup copies of your data onto a CD. If you are new to computers please consider taking Computers Made Simple for 50+. Tuition includes textbook and materials.
M Nielsen Hall Rm. 118 3:15PM-5:15PM
W Kirkwood Training & Outreach Services Rm. 134 9:00AM-11:00AM
T Iowa City Learning Center Rm. A 3:00PM-5:00PM
TH Kirkwood Center for Cont Educ Rm. 128 8:00AM-10:00AM
W Iowa City Learning Center Rm. A 8:00AM-10:00AM

Microsoft Word Made Simple for 50+ $115
Learn the basics of word processing with Microsoft Word. You will learn how to create, save, edit and print documents. Also learn how to move, copy, use spelling and grammar checker, format your text, insert pictures, and create envelopes and labels. This beginning level class will help you learn to prepare a basic word processing document. Basic computer experience recommended. Tuition includes textbook and materials.
M Kirkwood Training & Outreach Services Rm. 134 5:30PM-7:30PM
TH Kirkwood Center for Cont Educ Rm. 128 8:00AM-10:00AM

Microsoft Excel Made Simple for 50+ $115
Learn the basics of creating a spreadsheet using Microsoft Excel. In this course you will discover how to build, edit, and format your spreadsheet, design charts, name cells, and create basic and complex formulas including date calculations. Basic computer experience recommended. Tuition includes textbook. If you are new to computers, please consider taking Computers Made Simple for 50+.
T Kirkwood Center for Cont Educ Rm. 128 5:30PM-7:30PM

Digital Camera Made Simple for 50+ $59
Are you new to the world of Digital Cameras? Do you have a Digital Camera, but you aren't sure how to get the pictures off? In this class you will learn how to transfer pictures from your camera to your computer. After you have saved your pictures, you will also learn how to delete the pictures off your camera, and how to print them. Please bring your camera, card reader and flash drive with you to class, so you may practice on your own photos. Basic computer experience recommended. Tuition includes textbook.
T Kirkwood Center for Cont Educ Rm. 128 3:00PM-5:00PM

Share in Digital Picturemaking for 50+ $99
Are the two of you new to the world of Digital Cameras? Do you have a Digital Camera, but you aren't sure how to get the pictures off? In this class you will learn how to transfer pictures from your camera to your computer. After you have saved your pictures, you will also learn how to delete the pictures off your camera, and how to print them. Please bring your camera, card reader and flash drive with you to class, so you may practice on your own photos. Basic computer experience recommended. “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.
TH Kirkwood Training & Outreach Services Rm. 132 8:30AM-10:30AM
TH Kirkwood Center for Cont Educ Rm. 128 8:00AM-10:00AM

Internet & Email Made Simple for 50+ $95
Are you tired of just playing solitaire and checking your e-mail? We can show you such things as how to make reservations, read newspapers from all over the world, do a people search, find and print driving directions to almost anywhere, shop and purchase a variety of things without leaving your home. We can help you open new web mail accounts, do puzzles and more. Tuition includes textbook.
M Kirkwood Training & Outreach Services Rm. 134 2:30PM-4:30PM

Learning Together on Internet for 50+ $145
Would you like to learn and explore the world of the Internet together with your partner? Are you tired of just playing solitaire and checking your e-mail? We can show you such things as how to make reservations, read newspapers from all over the world, do a people search, find and print driving directions to almost anywhere, shop and purchase a variety of things without leaving your home. We can help you open new web mail accounts, do puzzles and other miscellaneous things. So if you are bored and looking for a new learning experience to do together, join us for this eight hour course. “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. Material fees for Double Your Fun classes are per person.
M Kirkwood Center for Cont Educ Rm. 127 8:30AM-10:30AM
Dream of traveling the world? Pack your sense of adventure, organize your determination and put your keyboard in a comfortable position. This class covers everything you need to know to make all your travel plans online. Learn how to cross-compare ticket prices, reserve hotels, make train reservations. Learn about the different online travel agencies. We will also cover information on cruises. The second session will have you planning a vacation to Europe and book a cruise. So find your passport, grab your suitcase, and have the post office hold your mail!

CCEC-300-CHE82 - Inst. Callen. Begins Apr 29. 2 Wks.
T Kirkwood Center for Cont Educ Rm. 128 8:30AM-10:30AM

Plan a Vacation for Two for 50+ $99
Bring a partner and plan a vacation together! Learn all the ins and outs of online travel planning. Learn how to get the best ticket prices, make reservations for hotels, planes, trains and more. Understand how the online travel agencies work. This course will cover domestic and international travel planning. So grab a spouse, friend, or family member and learn how to plan a great vacation you will never forget! “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

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

OFFICE PRODUCTIVITY

Basic Computer for Spanish Speakers $125
Basic computer for Spanish speaking students is an easy and fun way to learn the basics of computers. This course is designed for beginners with a limited knowledge of English. Using a highly visual approach, learn the basics of using a computer effectively to perform entry level tasks. Learning technical computer skills is necessary to survive in today's world. This course will be taught using both English and Spanish. Tuition includes textbook. Tuition assistance may be available. Please contact Bethany Parker at 319-398-5070 x109 for more information. Computadoras basicas para estudiantes que hablan Espanol es una manera facil y divertida para aprender lo basico de las computadoras. Este curso es disenado para principiantes con conocimiento de Ingles limitado. Usando un metodo altamente visual, aprenda lo basico de el uso efectivo de la computadora para hacer tareas de nivel basico. El aprendizaje de habilidades tecnicas de la computadora es necesario para sobrevivir en el mundo de hoy. Este curso sera ensenado usando ambos idiomas, Inglés y Espanol. La cuota incluye el libro de texto.

MW Kirkwood Center for Cont Educ Rm. 128 1:00PM-4:00PM

T Kirkwood Center for Cont Educ Rm. 127 5:30PM-8:30PM

QuickBooks 2007 $145
Learn Quick Books from an accounting perspective. Gain practical knowledge on the use of QuickBooks. 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. Ms. Robison is a CPA and an Advanced QuickBooks ProAdvisor. She is in her 10th year in public accounting and specializes in assisting small businesses, non-profit organizations and individuals with their accounting needs. She has been a QuickBooks ProAdvisor since 2002 and uses the program daily. Tuition includes textbook.

MW Kirkwood Center for Cont Educ Rm. 127 5:30PM-8:30PM

T Kirkwood Center for Cont Educ Rm. 127 5:30PM-8:30PM

What's New for Office 2007 $125
Are you ready for Office 2007? Learn about the features of Microsoft Office 2007 new to the Office suite. Learn how to use the Microsoft Office Button, Ribbon tabs and Ribbon groups, galleries, contextual Ribbon tabs, Live Preview, the Dialog Box Launcher, the Document Information Panel, and the mini toolbar. This course also covers the XML file format and the macro and non-macro file formats. There is a dedicated unit for each Office application (Word, Excel, PowerPoint, Outlook and Access) introducing the new features which are unique to each application. Tuition includes textbook.

T Kirkwood Center for Cont Educ Rm. 127 5:30PM-8:30PM

To register call 319-398-1022 or 1-800-332-8833
Basic Computer for Spanish Speakers

Computadora Básica para Personas que Hablan Español

Basic Computer for Spanish speaking students is an easy and fun way to learn the basics of computers. This course is designed for beginners with a limited knowledge of English. Using a highly visual approach, learn the basics of using a computer effectively to perform entry-level tasks. Learning technical computer skills is necessary to survive in today's world. This course will be taught using both English and Spanish. Tuition includes textbook. Tuition assistance may be available. Please contact Bethany Parker at 319-398-5070 ext. 109 for more information. Tuition: $125

To register, call 319-398-1022 or visit www.kirkwood.edu/ce.
Excel Basics 2007 $125
With Microsoft Office 2007, become a successful user of Microsoft's powerful spreadsheet application that is fast becoming an essential tool for business. In this course, you will discover how to build, edit, and format your spreadsheet, design charts, name cells, create basic and complex formulas including date calculations, and use statistical and conditional functions. Windows Basics or equivalent experience recommended. Tuition includes textbook.
  TTH Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM
  TTH Kirkwood Center for Cont Educ Rm. 127 5:30PM-9:30PM
  MW Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM
  MW Kirkwood Center for Cont Educ Rm. 128 8:30AM-12:30PM
  MW Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM
Excel Intermediate 2003 $125
Take your spreadsheet skills to the next level. Learn in this hands-on course how to prepare workbooks for the Web, create custom views, and build, edit and use macros. Create lists, enhance charts and worksheets, share files with multiple users, and track revisions. Excel Basics or equivalent experience recommended. Tuition includes textbook.
  TTH Kirkwood Training & Outreach Services Rm. 132 5:30PM-9:30PM
  TTH Kirkwood Training & Outreach Services Rm. 134 5:30PM-9:30PM
CCOP-240-XCH28 - Begins Jun 23. 1 Wk.
  MW Iowa City Learning Center Rm. C 5:30PM-9:30PM
  TTH Iowa City Learning Center Rm. A 5:30PM-9:30PM
Excel Intermediate 2007 $125
Using Microsoft Office 2007, take your spreadsheet skills to the next level. Learn in this hands-on course how to prepare workbooks for the Web, create custom views, and build, edit and use macros. Create lists, enhance charts and worksheets, share files with multiple users, and track revisions. Excel Basics or equivalent experience recommended. Tuition includes textbook.
  MW Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM
  TTH Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM
  TTH Kirkwood Center for Cont Educ Rm. 127 5:30PM-9:30PM
CCOP-243-XCH26 - Begins Jul 28. 1 Wk.
  MW Kirkwood Center for Cont Educ Rm. 127 5:30PM-9:30PM
Excel Advanced 2003 $125
Master the skills of Excel. In this course you will learn “What-If” analysis techniques using scenarios, goal seek and solver. Summarize data with pivot tables, exchange data with other programs, audit worksheets, create and use templates, and add comments to a spreadsheet. Excel Intermediate or equivalent experience recommended. Tuition includes textbook.
  TTH Kirkwood Training & Outreach Services Rm. 134 5:30PM-9:30PM
  TTH Iowa City Learning Center Rm. A 5:30PM-9:30PM
Excel Advanced 2007 $125
Using Microsoft Office 2007, master the skills of Excel. In this course you will learn “What-If” analysis techniques using scenarios, goal seek and solver. Summarize data with pivot tables, exchange data with other programs, audit worksheets, create and use templates, and add comments to a spreadsheet. Excel Intermediate or equivalent experience recommended. Tuition includes textbook.
  MW Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM
Powerpoint Basics 2003 $125
Learn to create and modify slides and presentations by using drawing tools, clip art, word art, organization charts and Microsoft Graph, templates, master slides and presentation options, Windows Basics and Word Basics or equivalent experience recommended. Tuition includes textbook.
  TTH Iowa City Learning Center Rm. A 5:30PM-9:30PM
  TTH Kirkwood Training & Outreach Services Rm. 132 5:30PM-9:30PM
  MW Iowa City Learning Center Rm. C 5:30PM-9:30PM
  TTH Kirkwood Training & Outreach Services Rm. 134 5:30PM-9:30PM
  TTH Iowa City Learning Center Rm. A 5:30PM-9:30PM
Powerpoint Basics 2007 $125
With Microsoft Office 2007, learn to create and modify slides and presentations by using drawing tools, clip art, word art, organization charts and Microsoft Graph, templates, master slides and presentation options. Windows Basics and Word Basics or equivalent experience recommended. Tuition includes textbook.
  TTH Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM
  MW Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM
  MW Kirkwood Center for Cont Educ Rm. 128 8:30AM-12:30PM
  MW Kirkwood Center for Cont Educ Rm. 127 5:30PM-9:30PM
Powerpoint Advanced 2003 $125
Learn advanced features of PowerPoint: create templates, work with graphic objects, import and embed objects, advanced drawing techniques, customize toolbars; work with hyperlinks, animation and multimedia. PowerPoint Basics or equivalent experience recommended.
CCOP-280-CHE17 - Begins Aug 19. 1 Wk.
  TTH Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM
Access Basics 2003 $125
Learn basic database functions: Design and create databases, tables, queries, forms and reports. Use wizards, modify and format, sorting and calculations; database maintenance. Windows Basics and Word Basics or equivalent experience recommended. Tuition includes textbook.
CCOP-300-CHE19 - Begins Mar 25. 1 Wk.
  TTH Kirkwood Training & Outreach Services Rm. 134 8:30AM-12:30PM
  TTH Iowa City Learning Center Rm. A 5:30PM-9:30PM
  MW Iowa City Learning Center Rm. C 5:30PM-9:30PM
  MW Iowa City Learning Center Rm. C 5:30PM-9:30PM
  TTH Kirkwood Training & Outreach Services Rm. 134 5:30PM-9:30PM
  TTH Iowa City Learning Center Rm. A 5:30PM-9:30PM
Access Basics 2007 $125
Utilizing Microsoft Office 2007, learn basic database functions: Design and create databases, tables, queries, forms and reports. Use wizards, modify and format, sorting and calculations; database maintenance, Windows Basics and Word Basics or equivalent experience recommended. Tuition includes textbook.
  MW Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM
CCOP-303-XCH19 - Begins May 6. 1 Wk.
  TTH Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM
  TTH Kirkwood Center for Cont Educ Rm. 127 5:30PM-9:30PM
  MW Kirkwood Center for Cont Educ Rm. 128 8:30AM-12:30PM
CCOP-303-XCH26 - Begins Aug 18. 1 Wk.
  MW Kirkwood Center for Cont Educ Rm. 127 5:30PM-9:30PM

To register call 319-398-1022 or 1-800-332-8833
Access Intermediate 2003
Normalize data, analyze table relationships, design select queries and subforms, customize reports, and create controls and boxes. Access Basics or equivalent experience recommended.

TTH Kirkwood Training & Outreach Services Rm. 134 5:30PM-9:30PM
TTH Iowa City Learning Center Rm. A 5:30PM-9:30PM

$125

Access Intermediate 2007
Using Microsoft Office 2007, normalize data, analyze table relationships, design select queries and subforms, customize reports, and create controls and boxes. Access Basics or equivalent experience recommended.

MW Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM

$125

Access Advanced
Manage database objects, create macros, graphics and reports, understand modules, and maintain a database. Access Intermediate or equivalent experience recommended.

CCOP-320-CHE02 - Begins Aug 18. Wk.
TTH Kirkwood Training & Outreach Services Rm. 132 5:30PM-9:30PM

$125

Visual Basic for Access for the Beginner
$145

If you are new to programming with Microsoft Visual Basic for Applications (VBA) and are looking for a solid introduction, this class is for you. Using Microsoft Access, learn about event-driven and object-based programming, conditions, looping structures, functions, debugging, input validations, file processing, error handling and data access pages. Requires an intermediate to advanced level of Microsoft Access understanding.

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

Outlook Basics 2003
$125

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

Tuition includes textbook and course materials.

MW Iowa City Learning Center Rm. C 5:30PM-9:30PM
TTH Kirkwood Training & Outreach Services Rm. 134 5:30PM-9:30PM
TTH Iowa City Learning Center Rm. A 5:30PM-9:30PM
CCOP-350-XCH28 - Begins Jun 9. 1 Wk.
MW Iowa City Learning Center Rm. C 5:30PM-9:30PM
TTH Kirkwood Training & Outreach Services Rm. 132 5:30PM-9:30PM

Outlook Basics 2007
$125

It's not just for email anymore. With Microsoft Office 2007 take advantage of Outlook's redesigned interface and new features to become more organized and productive than ever before. In this hand-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 recommended. Tuition includes textbook and course materials.

TTH Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM
MW Kirkwood Center for Cont Educ Rm. 128 1:00PM-5:00PM
MW Kirkwood Center for Cont Educ Rm. 127 5:30PM-9:30PM
MW Kirkwood Center for Cont Educ Rm. 128 8:30AM-12:30PM

OPERATING SYSTEMS/NETWORKING/HARDWARE

Windows XP Basics
$125

Learn how to use the operating system Microsoft Windows XP. Learn to work with the accessory programs, manage files and folders and how to customize the appearance of your computer's desktop. Basic computer experience recommended. Tuition includes textbook.

MW Kirkwood Center for Cont Educ Rm. 128 1:00PM-5:00PM
TTH Kirkwood Training & Outreach Services Rm. 134 5:30PM-9:30PM
MW Iowa City Learning Center Rm. C 5:30PM-9:30PM
TTH Iowa City Learning Center Rm. A 5:30PM-9:30PM
CCOS-150-XCH26 - Begins Jun 16. 1 Wk.
MW Kirkwood Center for Cont Educ Rm. 127 5:30PM-9:30PM
MW Kirkwood Center for Cont Educ Rm. 128 8:30AM-12:30PM
TTH Kirkwood Training & Outreach Services Rm. 132 5:30PM-9:30PM
MW Kirkwood Center for Cont Educ Rm. 128 5:30PM-9:30PM

PROGRAMMING AND SCRIPTING

Introduction to PHP & MySQL
$279

Learn how to create an interactive Web site, 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 Web sites 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. Textbooks included in tuition.

MW Iowa City Learning Center Rm. A 5:30PM-9:30PM

C++ for the Beginner
$299

Learn how to program in C++, even if you have no prior programming experience! Create programs for Microsoft Windows using Microsoft Visual Studio. Learn Object-Oriented techniques, how to create windows and forms, and how to program in a step-by-step nature. Learn how to use C++ to program variables, constants, control structures, value-returning and void functions, selection structures, loops, and arrays. This course is ideal whether you're hoping to advance your career, or want to move ahead to C++ and Object-Oriented Programming. Before you know it, you'll be putting together programs that have their own windows and controls, and you'll see how easy programming really is.

MW Iowa City Learning Center Rm. A 5:30PM-9:30PM

Beginning C# Programming
$349

Learn the fundamentals of computer programming with C#, a hot new programming language that incorporates the best features of Visual Basic, C++, and Java. You'll first develop your understanding of programming fundamentals: input/output operations, decision making, and looping. Then, we'll explore the many benefits of object oriented programming, with plenty of vivid, real-life examples. Then, you'll gain hands-on experience with sequential data files, and you'll be able to build a professional-looking and intuitive Graphical User Interface (GUI) application on your very own computer. Because there is no better way to learn programming than hands-on practice, almost every lesson includes practical examples and assignments you can use to develop your knowledge of programming. Learn to program the right way: by using a state-of-the-art language to build impressive applications.

CCPS-297-VOG01 - Begins Jun 23. 3 Wks.
MW Iowa City Learning Center Rm. A 5:30PM-9:30PM

www.kirkwood.edu/ce
Do you want to learn the latest software to build the best Web sites? Let us guide you through the Web site development process. Learn the skills to create a professional-looking Web site using the latest authoring tools. Courses included in the certificate are:

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

**HTML Level II**
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 navigable. Apply the meta tag and understand how JavaScript is embedded into HTML documents. Create page frames. Tuition includes textbook.

MW Kirkwood Training & Outreach Services Rm. 132  5:30PM-9:30PM
TTH Iowa City Learning Center Rm. C 5:30PM-9:30PM

**Dreamweaver Level I**
$175
Learn how to navigate the Macromedia Dreamweaver HTML-authoring software. Create a basic Web site by typing text, importing graphics and using drag-and-drop techniques. Import text into Dreamweaver pages using several methods. Perform character and paragraph formatting on text, and define and apply HTML styles to speed up repetitive formatting. Add links within a site, create anchors and specify external links. Create and format tables to assist in page design. Use images as links and create image maps. Design and produce a site from scratch. Tuition includes textbook.

MW Kirkwood Training & Outreach Services Rm. 132  5:30PM-9:30PM
TTH Iowa City Learning Center Rm. C 5:30PM-9:30PM

**Dreamweaver Level II**
$125
Learn about rollovers, navigation bars, libraries and behaviors. Define head elements, create overlapping layers and perform browser targeting. Create forms using a variety of form elements. Tuition includes textbook.

MW Kirkwood Training & Outreach Services Rm. 132  5:30PM-9:30PM
TTH Iowa City Learning Center Rm. C 5:30PM-9:30PM
TTH Iowa City Learning Center Rm. C 5:30PM-9:30PM

**Fireworks Level I**
$125
Learn to create graphics for presentation on the Web. Create vector graphics, edit bitmap graphics, optimize images, and create and assign rollover effects for the Web. Learn how to use Fireworks’ image exporting tools. Tuition includes textbook.

MW Kirkwood Training & Outreach Services Rm. 132  5:30PM-9:30PM
TTH Iowa City Learning Center Rm. C 5:30PM-9:30PM
TTH Iowa City Learning Center Rm. C 5:30PM-9:30PM

**Flash Level I**
$125
Learn the basics of creating objects and animating in Macromedia’s Flash MX. You will explore the basics of Flash, including tools and features, and will create different types of animations. View a Flash movie and modify the appearance of the Stage. Draw, paint, and create custom colors, gradients and line styles. Manipulate objects, describe shape interaction and import artwork. Add text and manipulate its behavior and appearance. Build layers and use them to create various effects. Create frame-by-frame, shape-tweened and motion-tweened animation. Publish a flash movie. Tuition includes textbook.

MW Kirkwood Training & Outreach Services Rm. 132  5:30PM-9:30PM
TTH Iowa City Learning Center Rm. C 5:30PM-9:30PM
TTH Iowa City Learning Center Rm. C 5:30PM-9:30PM

**Flash Level II**
$125
Work with symbols and instances, create extensive Timelines with independent animations, build more complex navigation controls, work with sound, and optimize your movies for viewing by your intended audience. Use scenes to organize content in large complex Timelines. Add advanced playback controls and interactive elements to a Flash movie, and create preloaders. Import sounds into a project, test a movie while simulating a slow connection, and publish a movie using many of Flash’s numerous publishing options. Flash Level I or equivalent experience recommended. Tuition includes textbooks.

MW Kirkwood Training & Outreach Services Rm. 132  5:30PM-9:30PM
TTH Iowa City Learning Center Rm. C 5:30PM-9:30PM
TTH Iowa City Learning Center Rm. C 5:30PM-9:30PM

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

A+ Certification Preparation

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

CCVD-150-VOG08  Tue  Nielsen Hall 109  6/10-8/12  5:30-9:30 p.m.

Java Advanced

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

CCVD-330-VOG03  Mon/Wed  IC Learning Ctr Lab A  3/10-4/21  5:30-8:30 p.m.

Security+ Certification

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

CCVD-190-VOG06  Wed  Nielsen Hall 109  4/2-6/4  5:30-9:30 p.m.

Please call 319-398-5529 for more information.
Kirkwood sponsors these classes in cooperation with the Iowa City Community School District.

**IOWA CITY/CORALVILLE CLASS LOCATIONS**

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

**BUSINESS**

**AUTO DEALERS**

**Used Auto Dealer's Pre-Licence (8hr)**

$199

This course is designed to provide a solid foundation of current laws, rules and regulations for any person seeking to become a used motor vehicle dealer in the state of Iowa. A comprehensive resource manual and a thorough explanation of the many common federal and state laws affecting the legal and ethical operation of an auto dealership will be shared.

- F Iowa City Credit Center Rm. 262 8:00AM-5:00PM

**Used Auto Dealer's Update - Renewal**

$149

This course is designed to provide an update of current laws, rules and regulations for any person seeking to renew their used motor vehicle dealer's license. A comprehensive resource manual and a thorough explanation of the many common federal and state laws affecting the legal and ethical operation of an auto dealership will be shared.

- F Iowa City Credit Center Rm. 262 12:00PM-5:00PM

**BUSINESS SKILLS AND EMPLOYEE DEVELOPMENT**

**Business Writing**

$95

Have you ever been uncertain about how to write a business letter? In this course, you will learn how to craft effective business communications and avoid common pitfalls that can undermine your message. You will be given the tools to write effective business messages including reports, proposals, letters and emails. Word Basics or equivalent experience recommended. Tuition includes textbook and course materials.

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

**Excellence in Service**

$95

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 textbook and course materials.

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

**Creating More Effective Employees**

$19

As an employer, you are no doubt looking for ways to cut costs and increase your bottom line. Re-evaluating the methods of employees and implementing organization into company protocol is key to reaching company efficiency and success.

- M West High School Rm. 105 6:00PM-8:00PM

**ENTREPRENEURSHIP/BUSINESS DEVELOPMENT**

**How to Really Start Your Own Business**

$59

Informs prospective business owners of legal structure options, sources of capital, basic business records, business taxes, regulations, permits, business insurance, marketing and advertising. Cosponsored by Kirkwood and SCORE.

CBEN-135-TSP84 - Begins May 6. 3 Wks.
- T Iowa City Credit Center Rm. 101 6:30PM-9:30PM

**FAMILY/HOME/FINANCE**

**CONSUMER/FINANCE**

**Personal Financial Education Program**

$49

Gain a basic understanding of investing with this 4 week program. Topics include Investing Basics, Stock Investing, Mutual Fund Investing and Retirement Planning. All materials are provided. No products will be pushed.

Location: Raymond James, 779 Mormon Trek Blvd, Iowa City.

- T Raymond James Investments Rm. CLASSROOM 6:00PM-7:30PM

**FOODS AND ENTERTAINING**

**Basic Cake Decorating**

$55

Turn a cake into a work of art! Join us for six nights to explore the basics of cake decorating. Make frosting flowers, decorate character cakes and more! A materials list will be handed out at the first class. Materials can be purchased at local retail stores. Please bring any decorating supplies you already have.

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

**Campfire Cooking**

$69

Calling all campfire chefs! Bring a friend or your child. We will use foil packets, fajitas, potatoes, pie irons and various campfire treats. Stay for a fabulous picnic! "Douby Your Fun" offerings are priced for two participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. Grocery fee $15-$25 per person.

- SU Penn Meadows Park Rm. SOUTH 1:00PM-5:00PM

**Wine Appreciation I**

$69

Learn about the world’s most exciting grape varieties, taste and discuss types & styles of wine each week. Discover the principles involved in matching wine with food. Are you just developing your interest in wines or need a review? This basic course is for you. Please bring four wine glasses to class. Materials fee to be determined by class participation on the first night, approximately $25-$50.

- M Iowa City Credit Center Rm. 347 7:00PM-9:00PM

**Wine Appreciation II**

$69

An in-depth study of the world’s greatest wines. Travel to the major wine growing regions including France, California and others to learn geography and grape varieties. Included in discussions are: sensory analysis, viticulture, wine making methods, definitions and terminology, dynamics of food & wine match ups, proper storage and service and terroir. Please bring four wine glasses to class. Materials fee to be determined by class participation on the first night, approximately $25-$50.

- M Iowa City Credit Center Rm. 216 7:00PM-9:00PM
HOME IMPROVEMENT/INTERIOR DESIGN

Electrical Training for the Homeowner $25
A great basic class for do-it-yourselfers! In this class, you will study the basics of wiring and do lab work on switches and light fixtures. Plus discuss home safety and take a field trip to examine real home situations. Materials fee: $5
M Northwest Junior High School Rm. 109 7:00PM-9:00PM

Organization Gone Green $19
One of the most important topics in our world today, adopting environmentally friendly routines into your life will positively impact our planet for years to come. This presentation is full of resourceful information that will allow you and your family to make a positive impact.
M West High School Rm. 105 6:00PM-8:00PM

Fundamentals of Organizing $19
Do you waste time looking for things? Organization affects us in all aspects of life. Learn basic principles of organizing as well as simple organizing strategies to improve your life by giving you more time and more money - while increasing your health by decreasing your stress.
M West High School Rm. 105 6:00PM-8:00PM
M West High School Rm. 105 6:00PM-8:00PM

LAWN AND GARDEN

Lawn Care & Fertilization $29
Make your lawn the envy of the neighborhood! Proper fertilization techniques, mowing practices, weed control and identification, creating lawns seeding and sodding techniques (what to do first when establishing a lawn). Tips to prepare for the seasons.
W Northwest Junior High School Rm. 201 7:00PM-9:00PM

Designing Landscapes $29
It’s never the wrong time of year to start a landscape plan! Learn how to plant your trees and shrubs in the proper location. Learn growth patterns, pest problems, leaf color, flowering times and proper maintenance of 100 different plants as well as how to sketch your landscape plans.
W Northwest Junior High School Rm. 201 7:00PM-9:00PM

PERSONAL & FAMILY DEVELOPMENT

Getting Your Kids Organized $19
It’s never too early or too late to begin teaching your kids organizing skills. Knowing the importance of being responsible will help children and teens achieve greatness throughout their lives.
M West High School Rm. 105 6:00PM-8:00PM

Active Songs & Games for Children $19
What are some traditional songs and new songs and games to use with children? Find out how to use everyday routines and environments to adapt well known traditional tunes into new songs and games for children. You will be able to share some of your favorites. Approved for foster parents. Meets requirements for child care providers.
T Iowa City Credit Center Rm. 101 6:30PM-8:30PM

CRAFTS

Beginning Knitting $45
This popular hobby appeals to all ages! You will learn techniques to cast-on, knit, purl, cast-off, increase and decrease. Attention will be paid to solving typical knitting problems. During this course, you will complete two projects.
Materials fee will depend on the project and materials you select.
M The Knitting Shoppe 7:00PM-8:30PM

Knitting: Beginning & Intermed. Combined $45
Beginner and intermediate level knitters are welcome. Beginners will learn techniques to cast-on, knit, purl, cast-off, increase and decrease. Attention will be paid to solving typical knitting problems. Beginners will complete two projects while intermediate-level participants will receive instructions on their individual projects as well as learning new techniques including cables, open work patterns, intarsia color change and Fair Isle color change.
M The Knitting Shoppe 10:30AM-12:00PM
M The Knitting Shoppe 1:30PM-3:00PM

Intermediate Knitting $45
Are you ready to try something other than simple knitting projects? Techniques taught include cables, open work patterns, intarsia color change and Fair Isle color change. In addition to learning new techniques each week, you will receive instructions on your individual projects.
M The Knitting Shoppe 7:00PM-8:30PM

Sewing Circle- Learn Together! $85
Have you and a pal ever been interested in sewing? This class will get you both started on projects! Beginners and more advanced sewers are welcome. Come prepared to work, or wait for description and instruction, or finish a project together. Great for parent/child (child must be at least 11 years old), siblings, neighbors, friends, whomever! "Double Your Fun" offerings are priced for "two" participants. Only one person has to sign up and register for the class.
The second participant will be required to register during the first meeting time of the class. Material fees for Double Your Fun offerings are priced per person. Bring a sewing machine or use the school’s. You will buy your own supplies - this will be discussed at the first class.
CGCR-3000-WAZ03 - Inst. Cook. Begins Apr 2. 6 Wks.
W Northwest Junior High School Rm. 116 6:30PM-8:30PM

Beginning Sewing $45
Save money and make your own clothes and more! Learn to use a sewing machine, read a pattern, select fabric, and a few tricks of the trade. Make a new outfit! Work at your level and speed. Bring a sewing machine or use the school’s machines. You will purchase your own supplies. Supplies will be discussed at the first class.
CGCR-3005-WAZ08 - Inst. Cook. Begins Apr 1. 6 Wks.
T Northwest Junior High School Rm. 116 6:30PM-8:30PM

DANCE

Beginning Ballroom/Social Dance $49
For beginners who want to learn the fundamentals required to successfully do casual, recreational partner dancing in a ballroom or social club setting. Five core dances will be taught: Ballroom Slow, Fox Trot, Single Swing, Rumba and Waltz. Completion of this course prepares one to enroll in the Ballroom/Social Dance II course. Partners are required. Class tuition is per couple. Only one partner needs to register.
W City High School Rm. COMMONS 7:00PM-8:25PM

To register call 319-398-1022 or 1-800-332-8833
Ballroom/Social Dancing I $49
Learn to dance and build a valued social skill that lasts a lifetime.
Ballroom/Social Dance is a four-course series. The theme for this first course is Simplified Recreational Dancing. It provides the foundation for all partner dancing and future classes. Five core dances are taught: Ballroom Slow, Fox Trot, Single Swing, Rumba and Waltz. Perfect for getting married. Partner required. Tuition priced per couple. Only one partner needs to register.
MTH Northwest Junior High School Rm. CAFE 6:00PM-7:15PM

Ballroom/Social Dancing II $49
This course has two goals: 1) Learn four new dances used in social and night club situations. 2) Review, refine and add to the dances covered in Ballroom/Social Dancing I. Completion of this class will equip you to dance to almost any music on any dance floor. Partner required. Tuition priced per couple. Only one partner needs to register.
MTH Northwest Junior High School Rm. CAFE 7:30PM-8:45PM

Ballroom/Social Dancing III $36
This class prepares you to dance to the music provided by local bands including Big Band, Rock-n-Roll, Disco, Latin, Country and more. Ballroom/Social Dancing I & II are reviewed, expanded with the Tango, Polka, and Viennese Waltz thus improving your coordination, agility and balance. Prerequisite: Ballroom/Social Dancing I & II. Partner required. Tuition priced per couple. Only one partner needs to register.
T Northwest Junior High School Rm. CAFE 7:30PM-8:45PM

Ballroom/Social Dancing IV $49
Ballroom/Social Dancing I, II & III are reviewed with Cha Cha Cha and Mambo/Salsa added. When you complete this course you will have been exposed to the most popular dances and will receive a certificate designating you as a “Dance Ambassador of Unforgettable Music”. Partner required. Tuition is priced per couple. Only one partner needs to register. Prerequisite: Ballroom/Social Dancing III
T Northwest Junior High School Rm. CAFE 6:00PM-7:15PM

Ballroom/Social Dancing V $29
This final course provides the opportunity to freshen, practice and improve the cooperation, communication, patience and persistence required of partner dancing. Now you are set to enjoy dance for a lifetime. Prerequisite: Ballroom/Social Dancing IV. Participating in & joining at least one of the three Dance Opportunities is expected. Partner required. Tuition priced per couple. Only one partner needs to register.
T Northwest Junior High School Rm. CAFE 6:00PM-7:15PM

DOG OBEDIENCE

Dog Obedience - Puppies $89
So you've got a new puppy... now what? This class will teach the dog (and you) some basic obedience! Puppies will work on heel, sit, stay, down and come. There's also some play time to help socialize your little one! Puppies must be 8 weeks to 5 months old. First night bring two copies of shot records and NO DOGS to class (see below for location). Equipment will be discussed the first night.
M Johnson County Fairgrounds Rm. C 6:00PM-7:00PM

Dog Obedience - Basic 1 $89
Have you gone to the dogs? This basic obedience class will help teach new or older dogs some new tricks! Dogs must be 5 months old or older, up to 10 years. Bring two copies of shot records and NO DOGS to class the first night (see below for location). Equipment will be discussed the first night.
M Johnson County Fairgrounds Rm. C 7:00PM-8:00PM

Rally Oh! Dog Obedience - Basic 2 $89
Your pooch knows the basics... now what? This intermediate level class is for dogs and owners who have completed Basic 1. Come learn rally obedience and have fun! On first night bring two copies of shot records and NO DOGS to class (see below for location). Weeks 2-8 bring dogs.
M Johnson County Fairgrounds Rm. C 8:00PM-9:30PM

Spanish to Travel $85
Learn the key words, phrases and basics for traveling in Spanish speaking countries. “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting.
M Southeast Junior High School Rm. 213 6:30PM-8:15PM
M Iowa City Credit Center Rm. 207 6:30PM-8:00PM

Spanish, Beginning I $69
Enables students to achieve basic communicative skills in Spanish. Simple conversation, communicate ideas, handle basic tenses, write short compositions and understand some cultural values. No textbook required for this class.
W West High School Rm. 107 6:00PM-7:30PM
TH West High School Rm. 107 6:00PM-7:30PM

Spanish Conversation $69
This is a course designed for students who have completed more than 3 semesters in Spanish. The course will touch on developing oral fluency with short readings and discussions. There will be heavy emphasis on very useful vocabulary and expressions used by native speakers. Role playing activities simulating real situations will train students to feel more confident when taking their trips.
W West High School Rm. 107 7:30PM-9:00PM
W West High School Rm. 107 7:30PM-9:00PM

Beginning German I $69
Learn German by developing the four basic language skills: speaking, listening, reading and writing. In this course you will acquire the linguistic tools you will need to make small talk with German-speaking friends and relatives or to make travel in German-speaking countries a little easier and a lot more fun. Book required: Living Language German Coursebook.
T Iowa City Annex Rm. 207 7:00PM-8:30PM

Beginning German II $69
This course builds on the four basic language skills emphasized in German I (speaking, listening, reading and writing) in order to develop and increase your command of German. Book required: Living Language German Coursebook & Schaum's Online of German Grammar.
CGLC-175-LUT03 - Inst. Couch. Begins Apr 2. 8 Wks.
W Iowa City Annex Rm. 207 7:00PM-8:30PM

Intermediate German $69
This course is a continuation of Beginning German I and II. You'll expand on your knowledge of German grammar and vocabulary, and improve the accuracy and fluency of your German usage. Book required: Living Language German Coursebook & Schaum's Online of German Grammar.
TH Iowa City Annex Rm. 207 7:00PM-8:30PM

www.kirkwood.edu/ce
Chinese Medicine: Digestive Health

It seems as if every week there is a new book on the best-seller’s list being toured as the secret to good health and weight loss. This leads to much confusion and frustration. Healing with diet and lifestyle is an ancient concept in Chinese Medicine; food is considered the medicine we treat ourselves with every day. The first part of class will discuss digestion and nutrition as based on Chinese Medical Theory. The second part of class will discuss digestive issues, their Chinese diagnoses, and treatment with diet and lifestyle. Possible topics include, but are not limited to Irritable Bowel Syndrome, acid reflux, nausea, bloating, sweet cravings, excess appetite, no appetite, diarrhea, constipation and weight gain. Topics on digestive health will be decided by class interest. For this class, it is helpful to have taken Basic Chinese Medical Theory, but not mandatory.

W Iowa City Credit Center Rm. 348 7:00PM-8:30PM

Chinese Medicine: Women’s Health

Menarche, pregnancy, menopause as explained by Chinese Medical Theory. Chinese medical diagnosis and treatment of common disorders associated with each stage of a woman’s life. Possible topics include: PMS, irregular cycles, painful menses, fertility, miscarriage, prenatal health, hot flashes and night sweats.

W Iowa City Credit Center Rm. 201 7:00PM-8:30PM

PHOTOGRAPHY

Basic Black & White Photography

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

T City High School Rm. 105 6:00PM-7:30PM
T West High School Rm. 105 6:00PM-7:30PM

Intermediate 35MM Photography

Expand your photography experience! Continue your learning in the technical and creative aspects of 35mm photography. For the photographer having completed the basic class. Additional cost for film and developing. Will need a fully adjustable 35mm camera. Must be at least 16 to attend class.

T City High School Rm. 105 8:00PM-9:30PM
T West High School Rm. 105 8:00PM-9:30PM

Advanced 35MM Photography

For those photographers who have completed the basic and intermediate classes. Fine tune your 35mm photographic skills and creativity through weekly assignments and a final project. Additional cost for film and developing. Will need a fully adjustable 35mm camera.

W City High School Rm. 1313 6:30PM-8:15PM

SEASONAL INTEREST

Spring and Summer One Stroke Painting

Paint wildflowers, bunnies, roses and other spring and summer favorites on several surfaces! Great idea for gifts! Beginners are welcome in this introduction to One Stroke and decorative painting. $15 materials fee.

T Northwest Junior High School Rm. 106 6:30PM-9:00PM

WRITING AND LITERATURE

Virgil’s “The Aeneid”

"The Aeneid" tells the tale of the founding of Rome. You will read and have a group discussion of the book. Class taught by Janet Freeman. Please read the introduction and Book One prior to the first class. Paperback text available at Prairie Lights Bookstore- to be published in February.

CGWL-257-WAZ01 Begins Mar 6. 10 Wks.
TH Waukee Credit Center Rm. 216 2:00PM-4:00PM
EMT-Basic

Learn the techniques of emergency medical care currently considered within the scope of practice of the EMT-Basic. This 16-week course follows the 1994 Dept. of Transportation EMT-Basic curriculum with Iowa-specific enhancements. Class consists of 120 hours of classroom instruction as well as 24 hours of clinical experience in local hospital emergency rooms, with an optional eight hours of in-field experience with an approved ambulance service. To become certified, the student must pass a practical examination and the National Registry of EMT’s written examination. CPR for Health Care Providers is required. Tuition: $721

SUMMER

Cedar Rapids

078529 & 078930 Tues/Thurs East Campus, Bldg 5B Begins 5/20/08 8 a.m.-3 p.m.

FALL

Cedar Rapids

084575 & 084581 Tue/Thurs East Campus, Bldg 5B Begins 8/19/08 8 a.m.-noon
084577 & 084583 Mon/Wed East Campus, Bldg 5B Begins 8/20/08 6-10 p.m.

Iowa City

084576 & 084582 Tue/Thurs IC Credit Ctr, Rm 352 Begins 8/19/08 6-10 p.m.

Vinton

084574 & 084580 Tue/Thurs N. Benton Amb, Conf Rm Begins 8/19/08 6-10 p.m.

To register, call 319-398-1022 or visit our Web site at www.kirkwood.edu/ce

INDUSTRIAL TECHNOLOGY

ELECTRICAL/MAINTENANCE

2008 National Electrical Code Update $125
This valuable update class explains over 400 changes in the NEC and is intended for practicing electricians, contractors, and maintenance personnel. 2008 NEC updates covered will be new sizing requirements, services, grounding, overcurrent protection, motor circuit wiring, transformers, and more. Bring a copy of the 2008 National Electric Code with you to class.

S Iowa City Credit Center Rm. 207 8:00AM-4:30PM
S Iowa City Credit Center Rm. 207 8:00AM-4:30PM
S Iowa City Credit Center Rm. 207 8:00AM-4:30PM
S Iowa City Credit Center Rm. 207 8:00AM-4:30PM

RECREATION

AEROBICS/EXERCISE

Classical Yoga - Finding Balance in Life $65
Teachings from India help us on our journey to living a more conscious life. Begin each class with a weekly discussion then perform postures which will refresh, energize and center you. Instructors completed their teacher training in India. All levels welcome to this non-competitive program.

CRAE-560-LUT17 - Begins Mar 25. 7 Wks.
T Classical Yoga Center 6:00PM-7:30PM
CRAE-560-LUT18 - Begins May 13. 7 Wks.
T Classical Yoga Center 6:00PM-7:30PM

Looking for Fitness Classes in North Liberty?

We now offer a variety of fitness programs and classes at the new Core Fitness facility located at 1395 Jordan St. in North Liberty. Come check us out!

Fore more information about classes offered at Core Fitness, call 319-398-5529.

www.kirkwood.edu/ce
Want the flexibility to build your own fitness program?
Choose from the classes below provided by the North Dodge Athletic Club.

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

**ADULT AQUATICS**

Aquapower Adult Aquatics is an adult water aerobics class where different apparatus may be used such as buoys, noodles and water gloves. The class will have some cardio mixed with strength work. Aqua Biking is a vigorous workout in the deep water. All movements will be suspended and different apparatus will be used in the water to simulate biking movements plus more.

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<thead>
<tr>
<th>Title</th>
<th>Section</th>
<th>Day/s</th>
<th>Date</th>
<th>Time</th>
<th>Tuition</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquapower</td>
<td>CRAQ-ND05-LUT04</td>
<td>M,TH</td>
<td>3/31/08-5/22/08</td>
<td>5:30-6:30 p.m.</td>
<td>$69</td>
<td>North Dodge</td>
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<td>Aquapower</td>
<td>CRAQ-ND05-LUT05</td>
<td>M,TH</td>
<td>6/2/08-7/24/08</td>
<td>5:30-6:30 p.m.</td>
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<td>North Dodge</td>
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<tr>
<td>Aqua Biking</td>
<td>CRAQ-ND08-LUT01</td>
<td>T</td>
<td>4/1/08-5/27/08</td>
<td>7:45-8:30 p.m.</td>
<td>$59</td>
<td>North Dodge</td>
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<tr>
<td>Aqua Biking</td>
<td>CRAQ-ND08-LUT02</td>
<td>T</td>
<td>6/3/08-7/29/08</td>
<td>7:45-8:30 p.m.</td>
<td>$59</td>
<td>North Dodge</td>
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**BODY SCULPTING/LES MILLS BODY PUMP**

Body Sculpting is totally awesome! All major muscle groups are worked incorporating movements from traditional weight training and core stability programs. Includes barbells, dumbbells, bands, balls and more! Les Mills Body Pump is an athletic style muscular endurance and strength conditioning class that focuses on all major muscle groups put to great music.

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<tr>
<td>Body Sculpting/</td>
<td>CRAE-ND02-LUT04</td>
<td>T,TH</td>
<td>4/1/08-5/29/08</td>
<td>4:45-5:45 p.m.</td>
<td>$59</td>
<td>North Dodge</td>
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<tr>
<td>Les Mills Body Pump</td>
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<tr>
<td>Body Sculpting/</td>
<td>CRAE-ND02-LUT05</td>
<td>T,TH</td>
<td>6/3/08-7/24/08</td>
<td>4:45-5:45 p.m.</td>
<td>$59</td>
<td>North Dodge</td>
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<tr>
<td>Les Mills Body Pump</td>
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**SWIM LESSONS – PRIMARY SKILLS**

This level teaches the primary skills of freestyle, backstroke, and introduces breaststroke. Swimmers should be comfortable in the water, and be able to perform Water Exploration skills. Bring a swimsuit and towel to each class.

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<th>Title</th>
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<tr>
<td>Swim Lessons-</td>
<td>CYRE-ND10-LUT03</td>
<td>S</td>
<td>4/5/08-5/10/08</td>
<td>10:05-10:50 a.m.</td>
<td>$69</td>
<td>North Dodge</td>
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<td>Primary Skills</td>
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<tr>
<td>Swim Lessons-</td>
<td>CYRE-ND10-LUT04</td>
<td>S</td>
<td>6/7/08-7/19/08</td>
<td>10:05-10:50 a.m.</td>
<td>$69</td>
<td>North Dodge</td>
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COACHING AUTHORIZATION AND RECERTIFICATION

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

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

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

MOTORCYCLE RIDER EDUCATION

Freestyle Kickboxing $49
This #1 kickboxing class for men and women provides the best cardio exercise in Iowa City. Additional benefits include improved overall physical condition, flexibility and reflexes. Taught by 7th Degree Grand Master Choe at Choe's Black Belt Academy. Call 319.354.0384 if you have questions.

TTH Choe's Black Belt Academy Rm. CLASSROOM 7:30PM-8:30PM
TTH Choe's Black Belt Academy Rm. CLASSROOM 7:30PM-8:30PM

Adult Tae Kwon Do $49
This class will teach basic Tae Kwon Do and self defense techniques as it strengthens and conditions the body, increases flexibility and improves coordination. Taught by 7th Degree Grand Master Choe at Choe's Black Belt Academy. Uniform required and available at the Academy. Call 319.354.0384 if you have questions.

MW Choe's Black Belt Academy Rm. CLASSROOM 6:15PM-7:30PM

Self-Defense - Double the Fun $59
Basic practical self-defense. "Double Your Fun" offerings are priced for "two" participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.

CRMA-285-LUT03 - Begins Apr. 7. 8 Wks.
MF STRIKE TKD & Kickboxing Acad. Rm. CLASSROOM 6:30PM-7:30PM
CRMA-285-LUT04 - Begins Jun. 2. 8 Wks.
MF STRIKE TKD & Kickboxing Acad. Rm. CLASSROOM 6:30PM-7:30PM

SPORTS

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

W Quail Creek Golf Course Rm. RANGE 5:00PM-6:30PM
TQ Quail Creek Golf Course Rm. RANGE 5:30PM-7:00PM
W Quail Creek Golf Course Rm. RANGE 5:00PM-6:29PM
W Quail Creek Golf Course Rm. RANGE 6:30PM-8:00PM

RECREATION

Little Dragons $49
Children ages 4-8 years old, have fun while learning respect, confidence and coordination using Tae Kwon Do techniques. Taught by 7th Degree Grand Master Choe at Choe's Black Belt Academy. Uniform required and available at the Academy. Call 319.354.0384 if you have questions.

CYRE-310-LUT01 - Inst. Hughes. Begins Apr 1. 8 Wks.
F Iowa City Credit Center Rm. 205 6:00PM-10:00PM
SSU Iowa City Credit Center Rm. 205 8:00AM-5:00PM
CYRE-310-LUT02 - Inst. Hughes. Begins Apr 1. 8 Wks.
F Iowa City Credit Center Rm. 205 6:00PM-10:00PM
SSU Iowa City Credit Center Rm. 205 8:00AM-5:00PM
CYRE-310-LUT03 - Inst. Hughes. Begins Apr 1. 8 Wks.
F Iowa City Credit Center Rm. 205 6:00PM-10:00PM
SSU Iowa City Credit Center Rm. 205 8:00AM-5:00PM
F Iowa City Credit Center Rm. 205 6:00PM-10:00PM
SSU Iowa City Credit Center Rm. 205 8:00AM-5:00PM

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

ENTREPRENEURSHIP/BUSINESS DEVELOPMENT

How to Really Start Your Own Business $59
Informs prospective business owners of legal structure options, sources of capital, basic business records, business taxes, regulations, permits, business insurance, marketing and advertising. Cosponsored by Kirkwood and SCORE.
CBEN-135-TSP80 - Begins May 6. 3 Wks.
  T  Vinton Center Rm. 108  6:30PM-9:30PM

FAMILY/HOME/FINANCE

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-serve basis. Class will be held at the Edward Jones office.
  TH  Edward Jones Investments  7:00PM-8:30PM

PERSONAL & FAMILY DEVELOPMENT

Active Songs & Games for Children $19
What are some traditional songs and new songs and games to use with children? Find out how to use everyday routines and environments to adapt well known traditional tunes into new songs and games for children. You will be able to share some of your favorites. Approved for foster parents. Meets requirements for child care providers.
  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 Rogers Park and lunch will be provided. Students may bring their own equipment to use or equipment will be provided. Class size is limited.
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
What are your obligations as a mandatory reporter? Are you interested in learning about the investigation, identification and legalities of child abuse? This program is approved by the Iowa Department of Public Health, #25.
  T  Vinton Center Rm. 108  6:45PM-9:00PM

To register, call 319-398-1022 or visit our Web site at www.kirkwood.edu/ce

www.kirkwood.edu/ce
Yoga for the Mind & Body

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.

**Date:** Tuesdays, April 1-May 20, 2008  
**Time:** 7:15-8:30 p.m.  
**Place:** Vinton Skate/Activity Center  
**Section #:** CRAE-210-VIN06  
**Tuition:** $35

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**RECREATION**

**AEROBICS/EXERCISE**

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

**CRAE-210-VIN06 - Begins Apr 1. 8 Wks.**  
T Vinton Skate/Activity Center  
7:15PM-8:30PM

**COACHING AUTHORIZATION**

Coaching Authorization Cert. Seminar  
The seminar format will complete the state required course work, coaching application, waiver and fingerprinting. We will submit direct 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 6 rolls of 1 1/2” athletic tape and 2 rolls of prewrap. A materials fee of $20 will be collected during the first class. Upon class completion, there is an additional application fee of $137 payable to the State of Iowa for certification processing.

**CRCA-000-LUT94 - Begins Jun 20. 2 Wks.**  
F Urbana Community Center  
5:00PM-10:30PM  
SSU Urbana Community Center  
8:00AM-8:00PM

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**BELLE PLAINE**

**BUSINESS**

**ENTREPRENEURSHIP/BUSINESS DEVELOPMENT**

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

**CBEN-135-TSP81 - Begins May 6. 3 Wks.**  
T Belle Plaine Center Rm. 100  
6:30PM-8:30PM

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To register call 319-398-1022 or 1-800-332-8833
Discover
What Goes
Where!

We all have 24 hours in our day; no more, no less. Learn how to maximize your time, save money, and have less stress in your life. You will learn the different types of disorganizations, benefits of being organized, and a few strategies for removing clutter from every room in your house!

Date: Monday, April 21, 2008
Time: 6-8 p.m.
Place: Belle Plaine
Tippie-Mansfield Center
Section #: CFPF-155-BEL01
Tuition: $19

RECREATION
Volleyball Camp 2008 $19
Bump! Set! Spike! Coach Lisa Daily will teach the basics. Five session camp designed for girls entering 5th, 6th or 7th grades in the fall of 2008 in Belle Plaine Community School District. Come and join the fun at the sand volleyball court in Franklin Park. When registering, please indicate T-shirt size.
Material fee: $9, due at time of registration.
MTWTHF Franklin Park Rm. SAND 8:30AM-10:00AM

IN COOPERATION WITH THE SCHOOL DISTRICTS OF
CEDAR COUNTY

BENNETT COMMUNITY
NORTH CEDAR COMMUNITY
TIPTON COMMUNITY
WEST BRANCH COMMUNITY

GENERAL INTEREST
Hunter Safety $3
Adults and children are welcomed to attend this course. In fact, adults planning to hunt out of state are required to take this course. Or if you were born after January 1, 1967 and want to obtain an Iowa hunting license, this course is required. Topics include: ethics, responsibilities, state hunting laws, conservation practices and gun handling. Students must be 12 years of age by December 31, 2008 to register. You must attend all three sessions to receive certificate. Social security number and birthdate are required for certification. Class will meet Monday, 3/24/08 from 6-9pm at the Belle Plaine Community Center; Saturday, 3/29/08 from 8am-4:30pm at the Belle Plaine Community Center and Sunday, 3/30/08 from 11am-2:30pm at the Issac Walton shooting range in Vinton. All students are asked to bring a sack lunch for Saturday, 3/29/08 class. Firearms for instruction will be provided by DNR personnel.
CYGI-021-BEL03 - Begins Mar 24. 1 Wk.
M Belle Plaine Community Center Rm. A 6:00PM-9:00PM
S Belle Plaine Community Center Rm. A 8:00AM-4:30PM
SU Izak Walton Building Rm. BLDG 11:00AM-2:30PM

Babysitting Seminar $15
Learn the do's and don'ts of babysitting, includes games, snacks, basic care, emergency procedures, fire safety, First Aid and CPR. Students will also receive a babysitter's bag, ready to pack for that first job! A certificate will be given upon completion. $3 material fee.
F Tippie Education Center Rm. 301 1:00PM-3:30PM

PERSONAL & FAMILY DEVELOPMENT
Active Songs & Games for Children $19
What are some traditional songs and new songs and games to use with children? Find out how to use everyday routines and environments to adapt well known traditional tunes into new songs and games for children. You will be able to share some of your favorites. Approved for foster parents. Meets requirements for child care providers.
T Tippie Center Rm. 305 6:30PM-8:30PM

GENERAL INTEREST

CRAFTS
Caning for Beginners $19
Learn to replace seats in old cane chairs that have holes drilled around the outer edge. You will have completed a seat by the end of this 6 week course. Call 563-886-6288 or 563-357-2570 for a list of supplies. Materials may be purchased from instructor.
CGCR-1100-CED01 - Inst. Garwood. Begins Apr 1. 6 Wks.
T Ms. Mollys Rm. CEDA 6:30PM-8:00PM
### HEALTH

#### NURSING CONTINUING EDUCATION

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<thead>
<tr>
<th>Course Name</th>
<th>Cost</th>
<th>Description</th>
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<tbody>
<tr>
<td>Child Abuse &amp; Mandatory Reporting</td>
<td>$29</td>
<td>What are your obligations as a mandatory reporter? Are you interested in learning about the investigation, identification and legalities of child abuse? This program is approved by the Iowa Department of Public Health, #25. CHNC-022-TVA67 - Inst. Marvin. Begins Jun 10, 1 Wk. Tipton Center Rm. 305</td>
</tr>
<tr>
<td>Dependent Adult Abuse &amp; Mandatory Reporting</td>
<td>$29</td>
<td>Are you aware of your obligations as a mandatory reporter of adult abuse? Diana Nicholls-Blomme will share the latest updates on mandatory reporters of suspected adult abuse and/or neglect, of their roles and responsibilities, as well as recognition of abuse. This program is approved by the Iowa Department of Public Health, #165. CHNC-032-TVA07 - Inst. Nicholls-Blomme. Begins Apr 15, 1 Wk. Tipton Center Rm. 305</td>
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<tr>
<td>CHNC-032-TVA17 - Inst. Nicholls-Blomme. Begins Aug 5, 1 Wk.</td>
<td>Tipton Center Rm. 305</td>
<td>6:45PM-9:00PM</td>
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<tr>
<td>Management of High Caries in Chronic Meth Users</td>
<td>$79</td>
<td>If you care for patients who have utilized meth, you will be interested in this program. Dr. Guzman-Armstrong will inform health care providers of the oral manifestations of chronic meth users and its implications. CHNC-125-TVA07 - Inst. Guzman-Armstrong. Begins Apr 29, 1 Wk. Tipton Center Rm. 305</td>
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### JOB SEARCH

#### CHOICES

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<th>Course Name</th>
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<tr>
<td>Job Search</td>
<td>$0</td>
<td>Get quick information about an occupation or school through Choices, an Internet Computerized Assessment. An interest or skills assessment will help you narrow your occupational search to what's best suited for you. You will explore occupations you may never have thought of before. Register and reserve a half hour or hour time slot at least one week in advance by calling the Tipton Center, 563/886-3101. CCAR-120-CED06 - Inst. Hansen. Begins Mar 24, 1 Wk. Tipton Center Rm. 303</td>
</tr>
<tr>
<td>CCAR-120-CED07 - Inst. Hansen. Begins Apr 28, 1 Wk.</td>
<td>Tipton Center Rm. 303</td>
<td>12:00PM-3:30PM</td>
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### RECREATION

#### AEROBICS/EXERCISE

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<tr>
<th>Course Name</th>
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<td>Turbo Kick</td>
<td>$39</td>
<td>This class combines non-contact kick boxing with great music to burn a ton of calories and strengthen your core. Come and shake, punch and kick yourself into a new body. You will have so much fun you will forget you're working out. Suitable for ages teen - adult. CRAE-118-CED07 - Inst. Ehlers. Begins Apr 28, 6 Wks. M W Tipton Elementary School Rm. GYM2</td>
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#### SPORTS

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<tbody>
<tr>
<td>Adult Sand Volleyball</td>
<td>$30</td>
<td>Come out for some fun! Tipton is offering a summer Adult Co-ed Sand Volleyball League at the park. Pay $30 for the entire team (3 guys/3 girls minimum) through your team captain. Games will be played Saturday afternoons, starting at 1 pm at the sand volleyball court behind the pool. The season will run from July 12 through August 16. A double elimination tournament will be played August 23 to determine the champion team. Register June 2 through June 20 at the James Kennedy Aquatic Center (563/886-2271.) CRSP-113-CED02 - Inst. Spangler. Begins Jul 12.</td>
</tr>
</tbody>
</table>

### YOUTH PROGRAMS

#### GENERAL INTEREST

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babysitting Basics for 3rd Grade &amp; Up</td>
<td>$19</td>
<td>This class is geared for the beginning babysitter. Students must be at least 9-years-old to register. Class limited to 10 students. Please register one week in advance. CYGI-112-CED07 - Inst. Stewart. Begins Apr 12, 1 Wk. S Tipton CEO Bldg Rm. 108</td>
</tr>
</tbody>
</table>

### RECREATION

#### Tipton T-Ball Level 1 (K-1st) | $20 | Child must be entering Kindergarten to be able to participate or at least the age of five. No preschool age children are allowed. Register at the Aquatic Center prior to the registration deadline, April 21 - May 9, to assure your child a spot on a team. For more information please call Adam Spangler at 563/886-2271. Practices/games will be played at the NEW fields east of the Tipton Aquatic Center. Practices start May 19. Season runs May 19 - June 28. CYRE-118-CED03 - Inst. Spangler. Begins May 19. 9 Wks. M 6:00PM-7:00PM |

#### Tipton T-Ball Level 2 (1st & 2nd Grade) | $20 | Register at the Aquatic Center prior to the registration deadline, April 21 - May 9, to assure your child a spot on a team. For more information please call Adam Spangler at 563/886-2271. Practices/games will be played at the NEW fields east of the Tipton Aquatic Center. Practices start May 19. Season runs May 19 - June 28. CYRE-119-CED03 - Inst. Spangler. Begins May 19. 9 Wks. M 6:00PM-7:00PM |

### Managing Your Retirement Income

Learn how to manage your resources to help increase current and future income. Ideal for retirees looking to make sound financial planning decisions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Place</th>
<th>Section #</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, April 23, 2008</td>
<td>6:30-7:30 p.m.</td>
<td>Kirkwood Tipton Center</td>
<td>CFCN-667-CED04</td>
<td>$15</td>
</tr>
</tbody>
</table>

To register call 319-398-1022 or 1-800-332-8833
**World of Wonder**  
Children of all ages will love these fun, practical and engaging science activities using nature and physical forces. Help children understand the world around them and how it works.  
T  
Williamsburg Center Rm. 112  
6:30PM-8:30PM  

**GENERAL INTEREST**

**CRAFTS**

**Bent Back Willow Chair**  
$19  
Create your very own willow chair! You will have your choice of making a full-sized or small chair. Material fee for full-sized chair is $50; small chair $30. Smaller chair can be used as a chair for children, dolls, or even teddy bears. Would make a great accent to your garden.  
T  
Kathie Ballard Studio Rm. CLASSROOM  
6:30PM-9:00PM  

**Granny Squares Sampler**  
$35  
Granny Squares Sampler. This is a beginner crochet class that you will make granny squares, of different types and stitches. Learn the different stitches to make a variety of styles, and the ways you can join them together making table runners, to ponchos, to pot holders, and a variety of other things. Please bring your own h and j crochet hooks, tapestry needle, and scissors. Material fee $25 “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. Material fee is for each.  
W  
Touch of Iowa Rm. CLASSROOM  
7:00PM-9:00PM  

**INTERNET & EMAIL**

**Internet & Email Made Simple for 50+**  
$95  
Create a wonderful addition to your garden or outside decorating. Material fee $15.  
T  
Kathie Ballard Studio Rm. CLASSROOM  
6:30PM-9:00PM  

**COMPUTERS**

**Getting Started and the Internet**  
$135  
This is an introductory computer class for the individual with no or little experience using a computer. In this class students will learn the basics of hardware and terminology, word processing, spreadsheets, and the internet. Book required and available the first night of class.  
T  
Williamsburg Center Rm. 108  
6:30PM-9:00PM  

**PERSONAL & FAMILY DEVELOPMENT**

**Ways Children Learn Best**  
$19  
How do children learn a new task best? Explore the methods for teaching new concepts to children that has been proven to work well to teach children new tasks. When should you stand back? When should you teach steps to learning? Approved for foster parents. Meets requirements for child care providers.  
T  
Williamsburg Center Rm. 112  
6:30PM-8:30PM  

**Using Music to Promote Learning**  
$19  
For home, daycare and classroom. Explore ideas on how to use music to promote learning. You can use classics or other types to make songs that relate to children’s daily lives and routines. Discover music CDs, websites and books. Remember a song from your childhood? Approved for foster parents. Meets requirements for child care providers.  
T  
Williamsburg Center Rm. 112  
6:30PM-8:30PM  

**Temperament: Blueprint to How Children Behave**  
$19  
We all have a profile of temperament - how we respond or behave to different environmental situations. When a child has a poor fit between how he needs to respond and what the situation demands, problems ensue. Learn about temperament traits and how you can help improve the emotional/behavioral fit, with Dr. McGuire.  
T  
Williamsburg Center Rm. 112  
6:30PM-8:30PM  

**Active Songs & Games for Children**  
$19  
What are some traditional songs and new songs and games to use with children? Find out how to use everyday routines and environments to adapt well known traditional tunes into new songs and games for children. You will be able to share some of your favorites. Approved for foster parents. Meets requirements for child care providers.  
T  
Williamsburg Center Rm. 105  
6:30PM-8:30PM  

**Active Songs & Games for Children**  
$19  
What are some traditional songs and new songs and games to use with children? Find out how to use everyday routines and environments to adapt well known traditional tunes into new songs and games for children. You will be able to share some of your favorites. Approved for foster parents. Meets requirements for child care providers.  
T  
Williamsburg Center Rm. 105  
6:30PM-8:30PM  

**Beginning Spanish**

Learn the basics of the Spanish language including the alphabet, numbers, time and beginning vocabulary.  
**Date:**  
Wednesdays,  
April 2-23, 2008  
**Time:**  
6:8 p.m.  
**Place:**  
Kirkwood  
Williamsburg Center  
**Section #:**  
CGLC-097-IOW01  
**Tuition:**  
$59
**From Rags to Floors** $49
An age old art of the Amana Colonies is turning old clothes and rags into useful rugs. This course will cover the techniques and skills needed to crochet a rag rug. Some crochet skills would be helpful, but not needed. Class fee is $35; bring size N crochet hook, tapestry needle, scissors. Will need fabric but would like them to wait until after the first class to get it. “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first class. Supply fee $5 per person. This is at Touch of Iowa from 7pm-9pm Thursdays.

TH Touch of Iowa Rm. CLASSROOM 7:00PM-9:00PM

**One Stroke Painting/ Stepping Stone** $19
Have the cutest garden in town! In this class you’ll complete several projects on stepping stones and other garden accessories. Great for a Mother’s Day gift or to give to someone special! Free child’s tuition with each paying adult. Each person attending will pay $12 material fee per set of projects to the instructor. Child attending will pay $6 material fee per set of projects.

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

**Birthstone Bracelets** $19
Just in time for Mother’s Day! String a bracelet using basic beading techniques and colored Swarovski crystals. Make a mother’s bracelet, a generation’s bracelet, or a gift for yourself or someone special. Free child’s tuition with paying adult. Each person attending will pay the material fee of $12 per bracelet to instructor. Sterling silver blocks will be available for $1 each.

T Williamsburg Center Rm. 112 6:30PM-9:00PM

**More Than Just String** $49
More then just a string. Learn a variety of beading techniques for embellishing buttons or cabochons into a stunning piece of jewelry. This first step is learning how to make a beaded cabochon and mating various methods to make that eye catching piece of jewelry. Please bring scissors. “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. Material fee $25 per person.

M Touch of Iowa Rm. CLASSROOM 7:00PM-9:00PM
CGGR-7150-LUT03 - Inst. Hahn. Begins Jun 2. 6 Wks.
M Touch of Iowa Rm. CLASSROOM 7:00PM-9:00PM

**LANGUAGE AND CULTURE**

**Beginning Spanish** $59
Have you ever wanted to learn a little Spanish? Here’s your chance! This class is designed for people with little to no experience with Spanish who want to learn the sounds’ alphabet, numbers, time and beginning vocabulary. Instructor is open to input for individual needs.

CGCLC-007-IOW01 - Inst. Syversen. Begins Apr 2. 4 Wks.
W Williamsburg Center Rm. 112 6:00PM-8:00PM

**Beginning Sign Language** $69
A complete introduction to beginning sign language that teaches the history of sign, the basic principles and finger spelling. Each week will be taught by sign language teachers. This course is for anyone interested in learning basic sign - parents, educators, health care workers, and human service workers.

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

**SEASONAL INTEREST**

**More Than Strips of Paper** $49
An age old art of the Victorian era of turning strips of paper into different shapes. Just in time for Valentine’s Day. This course will cover the techniques and skills needed to make ornaments. Great for scrapbooking. Valentine accents, and gift card accents. Please bring scissors to class. Materials fee: $20 “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class. Material fee is per participant.

T Touch of Iowa Rm. CLASSROOM 7:00PM-9:00PM

**HEALTH**

**NURSING CONTINUING EDUCATION**

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

T Williamsburg Center Rm. 105 6:30PM-9:00PM

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

T Williamsburg Center Rm. 105 6:30PM-9:00PM

**Management of High Carries in Chronic Meth Users** $79
If you care for patients who have utilized meth, you will be interested in this program. Dr. Guzman-Armstrong will inform health care providers of the oral manifestations of chronic meth users and its implications.

T Williamsburg Center Rm. 105 6:30PM-9:00PM

**RECREATION**

**COACHING AUTHORIZATION**

**Coaching Authorization Cert. Seminar** $289
The seminar format will complete the state required course work, coaching application, wavier and fingerprinting. We will submit direct 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 Saturday and all day Sunday) or Wednesday through Sunday during the daytime. You will need to bring 6 rolls of 1 1/2” athletic tape and 2 rolls of prewrap. A materials fee of $20 will be collected during the first class. Upon class completion, there is an additional application fee of $137 payable to the State of Iowa for certification processing.

**Coaching Authorization**

Coaching authorization programming is available at the Kirkwood Williamsburg Center. For more information, check out our Web site at www.kirkwood.edu/coaching, contact Larry Lutz at larry.lutz@kirkwood.edu or 319-398-4912, or contact our information specialist at 319-398-5529 or 1-800-332-2055 ext. 5529.

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

Moped Rider Education $39
Safety education for moped riders. 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.
TW Williamsburg Center Rm. 107 6:00PM-9:00PM

IN COOPERATION WITH THE SCHOOL DISTRICTS OF
JONES COUNTY

ANAMOSA COMMUNITY
MIDLAND COMMUNITY
MONTICELLO COMMUNITY
OLIN COMMUNITY

BUSINESS

ENTREPRENEURSHIP/BUSINESS DEVELOPMENT

How to Really Start Your Own Business $59
Informs prospective business owners of legal structure options, sources of capital, basic business records, business taxes, regulations, permits, business insurance, marketing and advertising. Cosponsored by Kirkwood and SCORE.
T Monticello Center Rm. 315 6:30PM-9:30PM

COMPUTERS

GETTING STARTED & THE INTERNET

All In One Computing $95
This course is designed for learners who have little or no computer experience. Learn the fundamentals of computer use, along with the basic of word processing, spreadsheets and the Internet. Tuition includes handouts.
MW Monticello Center Rm. 318A 6:00PM-8:00PM

FAMILY/HOME/FINANCE

FOODS AND ENTERTAINING

Dutch Oven Cooking $19
Attention Campers! Learn how to use a dutch oven to prepare a delicious meal. Join Mike Elkin as he demonstrates the dutch oven cooking techniques and provides you with tasty samples. Material fee $5 payable to instructor.
S Jones County Fairgrounds Rm. CLASSROOM 9:00AM-12:00PM

PERSONAL & FAMILY DEVELOPMENT

Creating A Plan of Action $29
Family history and important records—do you have all the answers? Acquire the tools needed to make family decisions regarding preplanning and prefunding funerals. Program designed for seniors and adult children. This class will help you save thousands of dollars, avoid emotions over spending and protect funeral dollars from Medicaid. “Double Your Fun” offerings are priced for “two” participants. Only one person has to sign up and register for the class. The second participant will be required to register during the first meeting time of the class.
F Monticello Center Rm. 301 1:00PM-3:00PM
W Monticello Center Rm. 301 1:00PM-3:00PM

Active Songs & Games for Children $19
What are some traditional songs and new songs and games to use with children? Find out how to use everyday routines and environments to adapt well known traditional tunes into new songs and games for children. You will be able to share some of your favorites. Approved for foster parents. Meets requirements for child care providers.
T Monticello Center Rm. 315 6:30PM-8:30PM

TRANSPORTATION AND SAFETY

MOPED RIDER EDUCATION

Moped Rider Education $39
Safety education for moped riders. 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.
TW Williamsburg Center Rm. 107 6:00PM-9:00PM

IN GENERAL INTEREST

PHOTOGRAPHY

Action Photography $25
Award winning photographer, Dr. Pete Kennedy, will show you great techniques to get quality photographs. Dr. Kennedy will teach the techniques, let you practice them, help you critique them and then review the process to help you develop prize winning photographs. 35mm cameras preferred—nor required. All cameras welcome. Must be at least 14 years old.
T Dr. Pete Kennedy Chiropractic Rm. CLASS 7:00PM-9:00PM

HEALTH

NURSING CONTINUING EDUCATION

Child Abuse & Mandatory Reporting $29
What are your obligations as a mandatory reporter? Are you interested in learning about the investigation, identification and legalities of child abuse? This program is approved by the Iowa Department of Public Health, #25.
T Monticello Center Rm. 315 6:45PM-9:00PM

Dependent Adult Abuse & Mandatory Reporting $29
Are you aware of your obligations as a mandatory reporter of adult abuse? Diana Nicholls-Blomme will share the latest updates on mandatory reporters of suspected adult abuse and/or neglect, of their roles and responsibilities, as well as recognition of abuse. This program is approved by the Iowa Department of Public Health, #163.
T Monticello Center Rm. 315 6:45PM-9:00PM

Management of High Caries in Chronic Meth Users $79
If you care for patients who have utilized meth, you will be interested in this program. Dr. Guzman-Armstrong will inform health care providers of the oral manifestations of chronic meth users and its implications.
T Monticello Center Rm. 315 6:30PM-9:00PM

INDUSTRIAL TECHNOLOGY

WELDING/MACHINING

Career Welding Program $1345
Achieve a rewarding career in welding by participating in this 132-hour intensive training program. In a period of three short months, you will gain valuable hands-on experience as a skilled flat and horizontal position MIG and Flux Core Inner Shield welder. In addition, you will learn to read blueprints and fabricate structural components using the oxyacetylene, plasma and air carbon arc cutting processes. Seize this unique careerwelding opportunity by registering now! For more information, contact Bethany Parker at 319.398.5070 ext. 109.
TWTH Kirkwood Auto Tech Center Rm. CLASSROOM 5:30PM-9:30PM
FAST TRACK YOUR WELDING CAREER

Jones County employers need to hire additional trained welders for immediate work. Start your welding career today with the Career Welding Pre-Employment Training Program.

- Achieve a rewarding career in welding with an earning potential of $11-16 per hour.
- Gain valuable hands-on experience as a skilled, all-position MIG and Flux Core Inner Shield welder.
- Learn to read blueprints and fabricate structural components using state-of-the-art oxyacetylene and plasma cutting processes.

May 6 - July 24, 2008
(11 weeks/132 hrs.)
Tuesday, Wednesday, Thursday
5:30-9:30 p.m.
Kirkwood Monticello Center
Tuition: $1,345 – includes books and consumables. Personal protective equipment required/supplied by student-$150.
Section #: CIPM-060-MIT08

For more information, contact Bethany Parker at 319-398-5070 ext. 109.

This program was developed with support from: Star Manufacturing, Jones County Economic Development, Monticello Economic Development, John Deere, Monticello School District, Energy Manufacturing and Kirkwood Community College.

RECREATION

AEROBICS/EXERCISE

Pilates & Interval Training $75
Give your body the spring jump it needs. Create longer, stronger, leaner muscles, increased flexibility, and flatter abdominals all while relieving stress. This class takes the unique approach to combining Pilates and Interval training. This workout is great for beginners through advanced students of all ages. Participants will also receive floor exercises they can continue to work on at home. Class space limited. Please call Kirkwood for class schedule at 319-465-5988

CRAE-480-JON01 - Inst. Simmons. Begins Apr 2. 4 Wks.
MW The Monticello Berndes Center Rm. UPPERLVL 5:30PM-6:15PM

SPORTS

Beginning Golf - Adult $25
Come learn basic instruction in etiquette, fundamentals, and techniques of golf. Receive group instruction along with individual attention as needed. Participants need to bring a wood, iron, and a putter-balls will be furnished. The first class is held at Kirkwood Monticello Center and the remaining sessions at the Monticello Driving Range.

CRSP-065-JON02 - Begins May 4. 4 Wks.
SU Monticello Center Rm. 318A 6:00PM-7:00PM

TRANSPORTATION AND SAFETY

MOPED RIDER EDUCATION

Moped Rider Education $35
Safety education for the moped rider. Designed for 14 and 15 year olds who must complete a course prior to being licensed. Course includes rules of the road, riding in traffic, basic operating skills, and safety maintenance. Please bring a sack lunch.

S Monticello Center Rm. 307 8:00AM-2:30PM

COACHING AUTHORIZATION

Coaching Authorization Cert. Seminar $285
The seminar format will complete the state required course work, coaching application, waiver and fingerprinting. We will submit direct 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 6 rolls of 1 1/2” athletic tape and 2 rolls of prewrap. A materials fee of $20 will be collected during the first class. Upon class completion, there is an additional application fee of $137 payable to the State of Iowa for certification processing.

CRCA-000-LUT73 - Begins Aug 1. 2 Wks.
F Monticello Center Rm. 301 5:00PM-10:30PM
SSU Monticello Center Rm. 301 8:00AM-8:00PM

Coaching authorization programming is available at the Kirkwood Monticello Center. For more information, check out our Web site at www.kirkwood.edu/coaching, contact Larry Lutz at larry.lutz@kirkwood.edu or 319-398-4912, or contact our information specialist at 319-398-5529 or 1-800-332-2055 ext. 5529.

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

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

Learn to safely ride and operate a moped. This course is required for those at least 14 years of age, but under age 16, to obtain a moped license. Parents, plan ahead, these classes are limited!

Date: Saturday, April 12, 2008
Time: 8 a.m. – 2:30 p.m.
Place: Kirkwood Monticello Center
Section #: CTMP-217-JON04
Tuition: $35
FAMILY/HOME/FINANCE

PERSONAL & FAMILY DEVELOPMENT

Active Songs & Games for Children $19
What are some traditional songs and new songs and games to use with children? Find out how to use everyday routines and environments to adapt well known traditional tunes into new songs and games for children. You will be able to share some of your favorites. Approved for foster parents. Meets requirements for child care providers.
T Washington Center Rm. 101 6:30PM-8:30PM

GENERAL INTEREST

LEISURE

Hunter Safety $5
Adults and children are welcome to attend this course. In fact, adults planning to hunt out of state are required to take this course. Or if you were born after January 1, 1967 and want to obtain an Iowa hunting license, this course is required. Certificate is good for anywhere in the US and Canada. Topics include: ethics, responsibilities, state hunting laws, conservation practices and gun handling. Students must be 11 years of age to register. You must attend all three sessions to receive certificate. Social security number and birth date are required for certification. All classes will be held at the Conservation Education Center at Marr Park. Firearm instruction will be provided by DNR personnel. Do not bring firearms to class.
TTH Conservation Center Rm. 102B 6:00PM-9:00PM
S Conservation Center Rm. 102B 8:00AM-12:00PM
TTH Conservation Center Rm. 102B 6:00PM-9:00PM
S Conservation Center Rm. 102B 8:00AM-12:00PM

HEALTH

NURSE AIDE

75 Hour Nurse Aide $339
The 75 hr CNA course prepares students to work in a long term care facility. Course deals with patient care, terminology, and procedures necessary to give good patient care. Physical required. Book Required: Assisting in Long Term Care, 5th edition.
MWF Parkview Manor Rm. CLASSROOM 10:30AM-3:30PM
WF Parkview Manor Rm. CLASSROOM 10:30AM-2:45PM

NURSING CONTINUING EDUCATION

Child Abuse & Mandatory Reporting $29
What are your obligations as a mandatory reporter? Are you interested in learning about the investigation, identification and legalities of child abuse? This program is approved by the Iowa Department of Public Health, #25.
T Washington Center Rm. 101 6:45PM-9:00PM

Dependent Adult Abuse & Mandatory Report $29
Are you aware of your obligations as a mandatory reporter of adult abuse? Diana Nicholls-Blomme will share the latest updates on mandatory reporters of suspected adult abuse and/or neglect, of their roles and responsibilities, as well as recognition of abuse. This program is approved by the Iowa Department of Public Health, #163.
T Washington Center Rm. 101 6:45PM-9:00PM
T Washington Center Rm. 101 6:45PM-9:00PM

RECREATION

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 direct 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 6 rolls of 1 1/2” athletic tape and 2 rolls of prewrap. A materials fee of $20 will be collected during the first class. Upon class completion, there is an additional application fee of $137 payable to the State of Iowa for certification processing.
CRCA-000-LUT75 - Begins Apr 4. 2 Wks.
F Washington Assure Center Rm. 203 5:00PM-10:30PM
SSU Washington Assure Center Rm. 203 8:00AM-8:00PM

Looking for online computer classes?

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

GENERAL INTEREST

ISU Insect Zoo $5
The Insect Zoo in Iowa State University's Department of Entomology is an outreach program developed to foster an appreciation of insects found in Iowa and throughout the world. Participants can view and interact with the live insects and other arthropods. We emphasize the diversity, ecology and behavior of arthropods while the students are exposed to many basic concepts of biology. Participants will learn about interrelationships among diverse insect groups and their important role in life on Earth. Participants 3rd grade and below must be accompanied by an adult. Feel the impact of an up-close and hands-on experience! Held in cooperation with the Washington County Conservation Education Center.

CYGI-600-WAS01 - Begins Apr 5. 1 Wk.  
S Conservation Center Rm. 102B  
1:00PM-2:00PM

CYGI-600-WAS02 - Begins Apr 5. 1 Wk.  
S Conservation Center Rm. 102B  
2:15PM-3:15PM

CLASSROOM SITES

Arthur Elementary School  
2630 B Ave. NE  
Cedar Rapids IA 52402

Auto Collision  
6301 Kirkwood Blvd SW  
Cedar Rapids IA 52406

Auto Technology  
6301 Kirkwood Blvd SW  
Cedar Rapids IA 52406

Belle Plaine Center  
1214 9th Ave  
Belle Plaine IA 52208

Belle Plaine Community Center  
1309 5th Ave.  
Belle Plaine IA 52208

Belle Plaine Community Library  
904 12th St  
Belle Plaine IA 52208

Cartwheels Gymnastics South  
1044 Mt Vernon Rd SE  
Cedar Rapids IA 52403

Cedar Hall  
6301 Kirkwood Blvd SW  
Cedar Rapids IA 52406

Cedar Rapids Ice Arena  
1100 Rockford Rd. SW  
Cedar Rapids IA 52404

Choe's Black Belt Academy  
224 Stevens Dr  
Iowa City IA 52240

City High School  
1900 Morningside Dr.  
Iowa City IA 52240

Classical Yoga Center  
635 S. Governor St.  
Iowa City IA 52240

Conservation Center  
2943 Hwy. 92  
Ainsworth IA 52201

Coralville Fire Department  
1501 5th St  
Coralville IA 52241

Core Fitness  
1555 S. 1st Ave.  
Iowa City IA 52240

C-S-D  
4403 1st Ave. SE Suite 300  
Cedar Rapids IA 52403

Cedar Hall  
6301 Kirkwood Blvd SW  
Cedar Rapids IA 52406

Cedar Rapids Ice Arena  
1100 Rockford Rd. SW  
Cedar Rapids IA 52404

Cedar Rapids Ice Arena  
1100 Rockford Rd. SW  
Cedar Rapids IA 52404

East Campus  
6301 Kirkwood Blvd SW  
Cedar Rapids IA 52406

Edward Jones Investments  
204 1st Avenue  
Vinton IA 52349

Franklin Park  
10th Avenue & 11th Street  
Belle Plaine IA 52208

Gold Pointe Fitness Club  
80 Twixt Town Rd. NE  
Cedar Rapids IA 52402

Jangsong Taekwon Do  
1175 Grand Ave.  
Marion IA 52302

Johnson County Fairgrounds  
3149 Old Highwa 218S  
Iowa City IA 52240

Hiawatha Elementary School  
603 Emmons St.  
Hiawatha IA 52233

Hiawatha Elementary School  
603 Emmons St.  
Hiawatha IA 52233

Horticulture/Floriculture

Iowa City Learning Center  
1810 Lower Muscatine Rd  
Iowa City IA 52240

Iowa Hall  
6301 Kirkwood Blvd SW  
Cedar Rapids IA 52406

Iowa Hall  
6301 Kirkwood Blvd SW  
Cedar Rapids IA 52406

Iowa Hall Mansfield Center  
6301 Kirkwood Blvd SW  
Cedar Rapids IA 52406

Jangsong Taekwon Do  
1175 Grand Ave.  
Marion IA 52302

Jangsong Taekwon Do  
1175 Grand Ave.  
Marion IA 52302

Johnson County Fairgrounds  
3149 Old Highwa 218S  
Iowa City IA 52240

Jones County Fairgrounds  
700 North Maple  
Monticello IA 52310

Johnson County Fairgrounds  
3149 Old Highwa 218S  
Iowa City IA 52240

Johnson County Fairgrounds  
3149 Old Highwa 218S  
Iowa City IA 52240

Kalona Library  
510 C Ave.  
Kalona IA 52247

Kalona Library  
510 C Ave.  
Kalona IA 52247

Kennedy High School  
4545 Wenig Rd NE  
Cedar Rapids IA 52402

Kennedy High School  
4545 Wenig Rd NE  
Cedar Rapids IA 52402

www.kirkwood.edu/ce
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<td>Starry Elementary School</td>
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<td>700 S 15th St</td>
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<td>806 5th St. Coralville IA 52241</td>
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<td>Penn Meadows Park</td>
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<td>Cherry St &amp; Dubuque</td>
<td>2141 Mucsatine Ave.</td>
<td>111 Westview</td>
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<td>North Liberty IA 52317</td>
<td>Iowa City IA 52240</td>
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<td>Linn Hall</td>
<td>Prairie High School</td>
<td>The Monticello Berndes Center</td>
<td>Washington High School</td>
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<td>401 76th Ave. SW</td>
<td>766 North Maple Monticello IA 52310</td>
<td>2205 Forest Dr SE</td>
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<td>Tipton Center</td>
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<td>Resource Center</td>
<td>1410 Cedar St. Tipton IA 52772</td>
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<td>New Life Fitness World West</td>
<td>Seatasea Watersports Center</td>
<td>Tipton Elementary School</td>
<td>YMCA Helen G Nassif</td>
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<tr>
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<td>6545 Fourth St. SW</td>
<td>400 E. Sixth St. Tipton IA 52772</td>
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<td>Cedar Rapids IA 5240</td>
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<td>Nielsen Hall</td>
<td>Serenity Center</td>
<td>Touch of Iowa</td>
<td>613 44th Ave.</td>
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<tr>
<td>Kirkwood Community College</td>
<td>5250 North Park Pl. NE</td>
<td>Amana IA 52203</td>
<td>Amaca IA 52203</td>
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<td>2501 Bradford Rd. Iowa City IA 52240</td>
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<td>102 W Wood St</td>
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<td>Urbana IA 52345</td>
</tr>
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To register call 319-398-1022 or 1-800-332-8833
ENROLLMENT FORM

Kirkwood Community College
CE Registration - 229 KH
PO Box 2068
Cedar Rapids, IA 52406
319-398-1022 or 1-800-332-8833
Fax: 319-398-7185

Kirkwood ID Number

Social Security Number

Phone: Day_______________________________________________Night _____________________________________________

Name______________________________________________________________________________________________________
Address ____________________________________________________________________________________________________
City__________________________________________________________Zip __________________________________________
Date of Birth____________________________________Email _______________________________________________________

Courses
Title _______________________________________________________________________________
Section No.__________________________________________________Tuition $_________________

Title _______________________________________________________________________________
Section No.__________________________________________________Tuition $_________________

Title _______________________________________________________________________________
Section No.__________________________________________________Tuition $_________________

Method of Payment
1. Check attached for $___________________
   Make out your check:
   • For the tuition amount only.
     (Many classes have additional charges for materials or supplies. These will be collected in class.)
   • Payable to: Kirkwood Community College.
   • Write your social security number and class section number on your check. If you are paying tuition for someone else, write his/her name and social security number on the check.
   • Mail this form and your check to the above address.

2. Credit Card (circle)        MasterCard               Visa              Discover
   Credit Card No._________________________________________Exp. Date______________
   Your signature________________________________________Date____________________

3. Company Billing
   Date_________________________20____
   Billings: If this is to be billed, list sponsoring agency (we do not bill individuals):
   Agency _____________________________________________________________
   Address ____________________________________________________________
   Individual granting approval ___________________________Phone: ____________________________
   Authorized Company Signature______________________________

If this bill remains unpaid at the end of the class, the charges will revert to the student’s account and he/she will be held accountable. The student will not receive CEU’s or transcripts and will not be allowed to register until the account is paid in full.

www.kirkwood.edu/ce
Kirkwood Continuing Education Textbook Order Form

Name
__________________________________________________________________________________

Address (shipped UPS--cannot be shipped to PO Box)
__________________________________________________________________________________

City/State/Zip
__________________________________________________________________________________

Daytime phone number
__________________________________________________________________________________

Section No.  Class Title  Book & Edition  Price

*Prices subject to change without notice  Subtotal

Shipping Charge ($3/class)  ______________

TOTAL  ______________

METHOD OF PAYMENT

1. Check attached for  $________________

2. Credit Card (circle)  Mastercard  Visa  Discover
   Credit Card No.  ______________  Exp. Date  ______________

Your signature:  ____________________________  Date  ________________________

Mail to:  OR  Fax to (Credit Card orders only)
   Kirkwood Community College  (319) 398-5547
   BOOKSTORE  Fax machines are available at
   PO Box 2068  your off-campus center
   Cedar Rapids, IA 52406

   *If you would like to order your books via the Internet, please visit
   www.kirkwoodbookstore.com
   Please call (319) 398-5469 with any questions.
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www.kirkwood.edu/ce
Registration Information
319-398-1022 or 1-800-332-8833

By Phone—Tell Our Operators:
(Payment must be made at the time of registration)
1. Your Social Security number.
2. Course numbers from this catalog.
3. Your credit card/debit card number and expiration date or request a form for company billing.

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

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

To Make Out Your Check:
1. Pay the amount under “tuition” only. (Many classes have additional charges for materials and supplies. These will be collected in class).
2. Payable to: Kirkwood Community College.
3. Write your social security number and course number on your check. If you are paying for someone else, write his/her name and social security number on the check.
4. Send check to:

   Continuing Education
   Kirkwood Community College
   P.O. Box 2068
   Cedar Rapids, IA  52406

By Fax—319-398-5432
Fax enrollment form from catalog with credit card/debit card number or company billing information.

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

Kirkwood Community College 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 is an equal access/equal opportunity institution in compliance with state and federal laws and does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, disability, sexual orientation or marital status. The EEO officer is Bob Freeman. He is available for questions or information on the grievance procedure at 319-398-4965.
Locations

Cedar Rapids/Marion
Iowa City/Coralville
Benton County/Vinton
Benton County/Belle Plaine
Cedar County/Tipton
Iowa County/Williamsburg
Jones County/Monticello
Washington County/Washington

6301 Kirkwood Blvd. S.W.
P.O. Box 2068
Cedar Rapids, Iowa 52406

Visit Kirkwood Continuing Education on the Internet! www.kirkwood.edu/ce

Register online at www.kirkwood.edu/ce.
Register by phone at 319-398-1022 or 1-800-332-8833

Many classes have limited seating. Register early!

Classes for April-August 2008

Cedar Rapids, IA 52406
Non-Profit Organization
Permit No. 94
U.S. Postage Paid

Life, Work, Family, Success
Continuing Education
Continuing Education & Training Services

Washington County/Washington
Jones County/Monticello
Iowa County/Williamsburg
Cedar County/Tipton
Jones County/Belle Plaine
Benton County/Vinton
Iowa City/Coralville
Benton County/Mount Vernon
Cedar Rapids/Marion