

# Professional and Continuing Education



Health Careers  
Online Learning  
Language/Culture  
Computer Skills

Senior Programs  
Personal Enrichment  
Business and Professional Development  
Workplace Skills

***DAY, EVENING AND ONLINE CLASSES AVAILABLE!***

**New!**

**New!**



## **Enroll for Professional and Continuing Education (PaCE) Classes Online!**

### **Introducing FlexReg for PaCE**

Register online for PaCE classes with FlexReg.

(FlexReg is not available for Travel, Tourism & Hospitality and third-party online classes).

**Go to: [www.bhc.edu/pace/paceregistration](http://www.bhc.edu/pace/paceregistration)**

If you have questions about logging into FlexReg, contact the  
ITS Help Desk at 309-796-5555 or [5555@bhc.edu](mailto:5555@bhc.edu)

## **Professional and Continuing Education (PaCE) Information Night**

**Tuesday, January 28, 2014**

**4:30 – 6:30 p.m.**

**Black Hawk College Outreach Center  
301 Avenue of the Cities, East Moline, IL**

Stop by this free event to learn about the numerous programs offered Spring 2014.  
Talk with PaCE Coordinators to determine if a class or program is right for you.

Learn about the following PaCE opportunities:

- Health Career Programs
- Travel, Tourism & Hospitality Program
- Business/ Professional Development Programs
- Computer Classes
- Community Education Classes

Spring schedules will be available and  
registrations will be open during this event.

For information on all of the PaCE programs, visit [www.bhc.edu/pace](http://www.bhc.edu/pace).



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# Short-Term Careers

## Travel, Tourism & Hospitality Program

*Train for an Exciting and Rewarding Career in the Evening!*

**February 5 - May 14 (Monday - Thursday)**  
**5:30 - 9:00 p.m.**  
**BHC - Outreach Center Room 408**  
**(No class Feb. 17 & Apr. 17)**

### Program Curriculum:

- Travel Career Development
- Travel Geography and Selling Destinations
- Intro to Hospitality Industry, Cruises and Hotels
- Professional Development
- Travel Sales and Customer Service
- Computer Reservation Training
- Speakers/Field Trips

### Program Fees:

\$2,124 which includes the cost of the textbooks and training hours on the Sabre reservation software. There is a deferred payment plan available. A \$25 one-time processing fee is added to this option. Contact Barb at 309-796-8244 or [courvilleb@bhc.edu](mailto:courvilleb@bhc.edu) for more information.

### Career Options:

- Travel Agencies
- Car Rental Companies
- Tour Operations
- Tourism/Convention Bureaus
- Hotels
- Airlines
- Cruise Lines
- Resorts

### Travel & Tourism Labor Statistics:

- The Travel, Tourism & Hospitality industry is one of the "largest service" industries in the nation.
- Enjoy wonderful travel benefits.
- Employment is expected to grow 10% in the next seven years.

### Job Opportunities

- We notify the area's travel and hospitality industry after every graduating class and ask them to look for the student with the BHC Travel, Tourism & Hospitality Certificate.
- Our Travel graduates are found employed all around the Quad Cities while others have moved to other states. They are working in travel agencies, airlines, hotels, and tourism/convention bureaus.
- Employers call us with job openings, and we notify our graduates.



**Travel, Tourism & Hospitality Program**  
**Fall 2012 graduates Emily Terry, Jessica Fisher,**  
**Kathy Cathelyn, Missy Banowitz with instructors**  
**Carole Impens and Jessica Rentfro.**

### PaCE Information Night

Come to our information night and learn about our Travel, Tourism & Hospitality Program. An instructor will be available to answer questions about this exciting and rewarding career field.

**Date:** Tuesday, January 28

**Time:** 4:30 - 6:30 p.m.

**Location:** Black Hawk College  
Outreach Center  
301 Avenue of the Cities  
East Moline, IL

**This program will be offered during the day**  
**Fall 2014.**

Questions regarding the Travel Program or to enroll, call Barb at 309-796-8244, email [courvilleb@bhc.edu](mailto:courvilleb@bhc.edu), or go to [www.bhc.edu/travel](http://www.bhc.edu/travel)

# Health Careers

## To the Rescue! Short-Term Health Care Certificate Training Programs

### Medical Scribe

**Instructor:** I. Earl

*Prerequisite:* Age 18 and GED or high school diploma.

Looking for an exciting new health career in a growing field? The role of Medical Scribe could be your new career in eight weeks. The primary function of a scribe is the creation and maintenance of the patient's medical record which is created under the supervision of the attending physician. The scribe documents the patient's history through direct observation of the physician's interaction with the patient as well as the procedures performed, the results of laboratory studies and other information gathered.

Learn fundamentals of the career, including medical terminology, anatomy and physiology, Privacy and Ethics-HIPPA, Medical symbols and abbreviations, EHR/EMR (Introduction to Electronic Health Record/Electronic Medical Record), common diagnostic testing, basic pharmacology, insurance-coding, and resume creation. After successful completion of the program you will receive a professional certificate of completion.

Employment possibilities after course completion:

- Local Hospitals
- Physician offices
- Clinics
- Outpatient Care Centers
- Surgical Care Centers

*Required textbook must be purchased at the BHC Bookstore prior to first class.*

8 Thursdays Jan. 23 - Mar. 13 6:00 - 8:00 p.m.  
CRN 11938 Outreach - Rm. 407 Tuition Fee \$225

*New*

### Intro to Integrative Reflexology™ for Healthcare Personnel

*New*

**Instructor:** A. Petersen, RCR, CIR, RCB:MR

*(Massage Therapists can earn 28 CE hours)*

*Prerequisite:* Age 18 and GED or high school diploma.

This course is an introduction to Integrative Reflexology™ for health care professionals interested in Complementary and Alternative Modalities. Using a review of classic data and current research Integrative Reflexology™ is presented as both a complimentary therapy and a palliative therapy, for a range of health conditions. The course covers basic anatomy and physiology, as it relates to reflexology; primary therapeutic points on the feet, treatment techniques, and protocols for specific health concerns. Special populations' protocols are also introduced. *The required textbook, Integrative Reflexology Manual can be purchased directly online for \$48 at [www.clairemariemiller.com](http://www.clairemariemiller.com).*

3 Mon./4 Wed. Feb. 19 - Mar. 12 5:00 - 9:00 p.m.  
CRN 11500 Outreach - Rm. 407 Tuition Fee \$320

### Reflexology Family Care

*New*

**Instructor:** A. Petersen, RCR, CIR, RCB:MR

Are you interested in learning why it feels so good to have your feet rubbed? Do you know someone who enjoys a good foot rub? Do you have a child who is restless, or an elderly parent who has difficulty walking? If your feet have ever been stiff or sore after sitting in the office, standing at work, or going out for a run, then this class is for you. Learn the basic foot reflexology techniques for family care. Bring your questions and learn about on-going research in the field of reflexology. *The book for class may be purchased from the instructor for \$16.*

1 Tues./1 Wed. Apr. 8 - Apr. 9 5:00 - 9:00 p.m.  
CRN 11698 Outreach - Rm. 407 Tuition Fee \$82

### Basic Nutrition and Wellness

*New*

**Instructor:** T. Breedlove

Do you ever feel like you can't keep up with all the dietary advice? While it's true that the fields of diet and nutrition are areas of evolving research, there are some basic concepts you can learn and put into practice in your lives. Explore new age theories and research that will correlate with basic exercise principles to further overall wellness. Learn about macronutrients (proteins, carbohydrates, and fats) and the role they play. Learn about various dietary myths, functions of vitamins and minerals, the use of supplements, metabolic functions, and the digestion, absorption and transportation of nutrients.

6 Wednesdays Feb. 5 - Mar. 12 6:00 - 7:30 p.m.  
CRN 11699 Outreach - Rm. 204 Tuition Fee \$69

### Additional Information

- ✓ **Prerequisite:** non-native speakers must meet with an advisor to establish the level of English proficiency prior to enrollment in any health care program. Call 309-796-8223 for details.
- ✓ Your record of completion will be maintained indefinitely.
- ✓ Programs include discussion about procuring a health care position but do not include job placement or guaranteed employment.
- ✓ Students may search for jobs locally and nationwide by using the Black Hawk College job placement website at [www.collegecentral.com/bhc](http://www.collegecentral.com/bhc)
- ✓ Pay ranges are dependent upon employer, geographic location and experience.
- ✓ Students are strongly encouraged to visit the College's Career Services Center to create an updated resume. This is a **FREE** service. Please call: 309-796-5626
- ✓ For additional information call 309-796-8223.

## Pharmacy Technician

**Instructor: J. Jefferson**

*Prerequisites: Age 18 and GED or high school diploma. Excellent communication skills and above average math skills are recommended.*

Set yourself on the path as a pharmacy technician at a hospital, retail, home infusion, or mail-order pharmacy.

Topics will include:

- Classifications of drugs (brand name and generic)
- Medical terminology related to pharmacy
- Medication compounding and proper handling procedures
- Intravenous and chemotherapy drugs
- Basic pharmacy math and medication dosage conversions
- Prescription requirements and interpretation
- Inventory control, billing procedures, legal and moral obligations of personnel
- I.V. drip rates and medication dispensing

*Required textbook must be purchased at the BHC Bookstore prior to first class. Please bring a calculator to the first night of class.*

15 Wednesdays Jan. 29 - May 7 5:30 - 9:30 p.m.  
CRN 11696 STB - Rm. 110 Tuition Fee \$645

### Pharmacy Technician

*"The class was informative and very friendly, the teacher was amazing."*

P. Holland

## Pharmacy Technician Certification Preparation

**Instructor: J. Jefferson**

*Prerequisite: Age 18 and GED or high school diploma and successful completion of the BHC Pharmacy Technician or practicing pharmacy technicians.*

Prepare for the National Pharmacy Technician Certification Exam with this fast paced, advanced course. Learn basic pharmacology, advanced pharmaceutical calculations and medical terminology. Studies focus on the exam's three aspects of competency:

- Assisting the Pharmacist in serving patients
- Maintaining medication and inventory control systems
- Administering and managing a pharmacy

This course does not replace the national exam.

In class you will receive information on certification, testing requirements and testing sites.

*Required textbooks must be purchased at the BHC Bookstore prior to first class. Please bring a calculator to the first night of class.*

15 Tuesdays Jan. 28 - May 6 5:30 - 9:30 p.m.  
CRN 11700 STB - Rm.110 Tuition Fee \$645

**Black Hawk College**  
**Sustainable Technologies Building (STB)**  
**(Next to Building 2)**  
6600 34th Avenue, Moline, IL



## EKG Technician

**Instructor: I. Earl**

*Prerequisite: Age 18 and GED or high school diploma.*

Learn to function as an EKG Technician.

Topics will include:

- 12-Lead EKG
- Set-up in a hospital or office setting
- Anatomy of the heart
- Physiology and medical disease processes
- Medical terminology
- Medical ethics and legal aspects of patient contact
- Blood-borne pathogens
- Heart medications

*Required textbook must be purchased at the BHC Bookstore prior to first class.*

7 Fridays Feb. 7 - Mar. 21 10:00 a.m. - 1:00 p.m.  
CRN 11701 Outreach - Rm. 407 Tuition Fee \$375

## Dialysis Technician

**Instructor: B. Teel-Lash/A. Jacks /D. Vanderploeg**

In partnership with the Quad Cities Kidney Center

*Prerequisite: Age 18 and GED or high school diploma.*

***A negative TB testing performed within three months prior to the start of the class must be presented to the instructor the first night of class.***

Gain the knowledge and skills needed to pursue a career in the field of hemodialysis. Learn to operate kidney dialysis machines, which filter normal waste products and excess fluids from the blood of patients whose kidneys can no longer perform this function. You will provide direct patient care working in collaboration with nurses, physicians and other allied health professionals, caring for patients needing renal dialysis due to renal diseases. *Classes and clinical will be at the Quad Cities Kidney Center, 400 John Deere Road, Moline, IL. \*Students please note: Class will meet for CPR training on Feb. 10 at the Outreach Center 301 - Avenue of the Cities, East Moline.*

**Class:**

14 Mondays Feb. 3 - May 5 6:00 - 8:00 p.m.

**Clinical:**

15 Wednesdays Jan. 29 - May 7 6:00 - 9:00 p.m.  
CRN 11702 QC Kidney Center, Moline Tuition Fee \$679



## Phlebotomy Technician

In partnership with Genesis.

*Prerequisite: Age 18 and GED or high school diploma.*



**Current state-**  
**ment of good health from your physician and documented**  
**negative TB testing performed within three months prior to**  
**the start of the class must be presented to the instructor the**  
**first night of class.** Hepatitis B vaccinations are not  
required but strongly recommended. You are required to  
perform 20 venipunctures and 10 capillaries.

Train in the basic blood-drawing procedures for venipuncture and capillary puncture techniques. You will have an understanding of the skills, knowledge and level of responsibility required to perform competently as entry-level phlebotomy/lab personnel.

Topics will include:

- Handling, processing and documentation of samples
- OSHA guidelines and safety rules
- Anatomy and physiology of the circulatory system
- Basic phlebotomy techniques
- Quality assurance and methods of quality control

*Required textbook must be purchased at the BHC Bookstore prior to first class.*

**Instructor: J. Hines**

10 Wednesdays Feb. 5 - Apr. 9 5:30 - 9:30 p.m.  
CRN 11703 Bldg. 1 - Rm. 313/314 Tuition Fee \$675

**Instructor: S. Edlund**

10 Fridays Jan. 24 - Apr. 4 3:45 - 7:45 p.m.  
CRN 11704 Bldg. 1 - Rm. 313/314 Tuition Fee \$675  
(No class Mar. 14)

**Instructor: L. Lee**

12 Saturdays Jan. 25 - Apr. 26 8:30 a.m. - Noon  
CRN 11705 Bldg. 1 - Rm. 313/314 Tuition Fee \$675  
(No class Mar. 15 and Apr. 19)

### Phlebotomy Technician

**"The most student oriented learning facility I've come across. The learning experience is well worth it."**

L. Dickens

## Spanish for the Health Care Professional

**Instructor: M. Cavazos**

This class will help health care professionals communicate simply and effectively in Spanish to medical staff, patients, and families. Learn Spanish pronunciation, basic vocabulary such as family members, numbers, body parts, times, and directions. Gather personal information and symptoms from a patient with confidence. Course includes learning kit with manual and audio CD.

**In order to receive the learning kit for the first class, you must register by Feb. 24.**

7 Mondays Mar. 3 - Apr. 14 6:00 - 8:00 p.m.  
CRN 11706 Bldg. 1 - Rm. 406 Tuition Fee \$135

## Personal Trainer

**Instructor: T. Hass**

*Prerequisite:*

- Age 18 years and a GED or high school diploma
- Two years exercise experience
- Two years weight-training experience
- Familiar with basic weight-training exercises
- Basic knowledge of muscles and bones



Prepare for the accredited NFPT-CPT (National Federation of Professional Trainers (NFPT) Accredited Board Certified Personal Trainer (CPT) Course. You will apply the basic principles of human anatomy, physiology and principles of exercise physiology. Learn how to identify client goals and implement an exercise program for them. Characteristics of wellness and professional and legal practices will be taught. *Fee includes materials and student manual.*

**Theory class**

12 Tuesdays Feb. 18 - May 6 6:00 - 9:00 p.m.  
Bldg. 3 - Rm. 307

**Lab class**

4 Thursdays Apr. 10 - May 1 6:00 - 8:30 p.m.  
CRN 11707 Bldg. 3 - Fitness Center Tuition Fee \$648

*The final exam, given on May 6, meets strict criteria and requirements imposed by the National Commission for Certifying Agencies (NCCA) accreditation standards. Successful board exam completion qualifies the student as a certified personal fitness trainer.*

## Physical Therapy Aide

**Instructor: L. Frankowski**

*Prerequisite: Age 18 and GED or high school diploma.*

Prepare to perform duties as an entry-level physical therapy aide. Learn the history of physical therapy, physical therapy medical terminology, sanitation, professional communication, body mechanics, therapeutic exercise, gait and mobility, assistive devices, transferring of patient/client, positioning of patient/client and physical modality set-up and delivery. Professionalism, attendance and patient handling skills are emphasized.

**Required:** Three hours or more of a job shadow event in a physical therapy environment of your choice. Lab (hands-on) practice weekly.

*Required textbook must be purchased at BHC Bookstore prior to first class.*

14 Wednesdays Jan. 29 - Apr. 30 6:00 - 9:00 p.m.  
CRN 11708 Bldg. 3 - Rm. 101 Tuition Fee \$585

### BHC Hawk's Hub (bookstore) information



For a list of PaCE books, visit

[www.bhc.edu/hawkshub](http://www.bhc.edu/hawkshub)

Click on "Order/View Textbooks"

Select Term (Spring 14), Select

Department (Adult Ed)

Books may be purchased online or at the bookstore.

## Elder Care Specialist

**Instructor: C. Harper**

*Prerequisite: Age 18 and GED or high school diploma.*

Welcome to the exciting, dynamic, and ever-expanding professional world of an Elder Care Specialist. Expected growth trends will result in a demand for professionals with knowledge and expertise in aging. You will focus on issues associated with aging and the aging process in addition to the psychological, sociological, behavioral, and other social aspects of aging. Elder Care Specialists work in a variety of settings, including community organizations, government agencies, retirement communities, long-term care facilities, educational settings, research institutes, and business. No previous experience or knowledge associated with aging is necessary prior to class. Materials provided by instructor.

10 Wednesdays Feb. 5 - Apr. 9

6:00 - 8:00 p.m.

CRN 11709 Outreach - Rm. 403

Tuition Fee \$215

### Elder Care Specialist

**"Excellent subject, everyone should take it, not just for caregivers or medical personnel."**

M. VanOteghem

## Home Caregiver

**Instructor: B. Mital**

*Prerequisite: Age 18 and GED or high school diploma.*

Gain the knowledge to provide support and care so our elder community can safely stay in the comfort of their own homes and maintain their enthusiasm for life. Learn basic caregiver skills including; rules, regulations, recording daily logs, basic signs of dementia, compassion, listening and companionship. Upon completion of the course, participants will have earned a five-year certificate as a Registered Mandatory Reporter for Adult Abuse.

6 Wednesdays Jan. 22 - Feb. 26

6:00 - 8:00 p.m.

CRN 11710 Outreach - Rm. 406

Tuition Fee \$94

## Medical Receptionist

**Instructor: I. Earl**

*Prerequisite: Age 18 and GED or high school diploma.*

Make every patient feel welcomed as they walk into a medical office. Learn exercises in judgment, independent action and coping graciously with interruptions.

Topics will include:

- Business and work ethics
- Patient/physician relations
- Scheduling and records management
- Role-playing
- Humor/stress
- Professionalism
- Generational attitudes
- Career path
- Customer Service Skills

**Required:** Complete a résumé through the BHC Career Services Center during the class.

7 Thursdays Mar. 20 - May 1

6:00 - 7:30 p.m.

CRN 11711 Outreach - Rm. 407

Tuition Fee \$165



## Equine-Assisted Therapy

**New**

**Instructor: M. Sundeen, BA, EAGALA Certified**

*Prerequisite: Age 18 and GED or high school diploma.*

Equine-Assisted Psychotherapy (EAP) is an emerging approach to professional counseling that helps clients of all ages address behavioral, emotional, spiritual, and relational issues using horses as an intervention tool. EAP is a non-threatening and action-oriented team approach to counseling using an Equine Specialist (ES), Mental Health Specialist (MHS) and horse(s). Equine-Assisted Psychotherapy helps clients cope with change and develop positive means of facing life's struggles through the use of team building activities with horses. Gain a clear picture of how Equine-Assisted Psychotherapy can work as an interventional tool for clients. You will walk away with a solid foundation of the theoretical and philosophical backbone of EAP. In addition, you gain the ability to distinguish why horses are used over other animals for this method of therapy. The EAGALA Certified Teacher incorporates the EAGALA endorsed curriculum. The course involves theory and lab time (with horses in the arena). This is an experiential form of therapy; therefore, the best explanation for understanding it is to see it in action. No horse experience is needed and there will be no horseback riding. All activities will be performed 100% on the ground.

### Topics to be covered:

- What is Equine-Assisted Psychotherapy (EAP)?
- Misconceptions and myths about EAP
- Theoretical and philosophical backbone of EAP
- Distinguish why horses over other animals
- Respecting the balanced team consisting of ES, MHS and horses
- Untraining the mind on current perspectives.
- Research and proven EAP programs
- Hands on experiences with in the moment EAP activities

*\$50 education materials required. You will be advised of details at the time of registration.*

8 Mondays Feb. 3 - Mar. 31

6:30 - 8:30 p.m.

CRN 11939 EC Bldg. 5 - Rm. 523

Tuition Fee \$190

(No class Feb. 17)

**Black Hawk College - East Campus**

26230 Black Hawk Road, Galva, IL



## Veterinary Assistant Certificate Program

**Instructor: Dr. M. Spencer-McShane**

*Prerequisite: Must be age 18 and have a GED or high school diploma.*

Explore the many duties typically performed by a veterinary assistant as you prepare for any entry-level position in this growing profession. Employment opportunities include: private practice, animal shelter, animal control facilities, pet stores, kennels, zoos and veterinary drug companies.

Topics will include:

- Vaccinations, surgery preparation and assisting, monitoring vitals
- Laboratory procedures, parasites, client communications, prescriptions
- Safely restraining an animal for blood draws, X-rays and injections
- Routine examination, medication and euthanasia
- Front office procedures for a veterinary clinic/hospital

*Veterinary assistants have been identified by the U.S. Dept. of Labor as one of the fastest growing professions. The need for skilled and trained Vet Assistants is in great demand!*

*Required textbook must be purchased at BHC Bookstore prior to first class. (10th grade reading level required.)*

*Required supplies: lab coat or scrubs.*

**Requirements: 12 hours job shadow/internship. Details and information will be discussed the first night of class.**

18 Wednesdays Jan. 22 - May 21

5:45 - 9:15 p.m.

CRN 11712 STB - Rm. 113

Tuition Fee \$655

**\*Tentative clinical dates:**

Feb. 12, Mar. 12, Apr. 2, Apr. 23 (Apr. 30 or May 7)

\*These dates are subject to change.

*Students please note: You will be attending clinical at the Quad City Animal Welfare Center, 724 West Second Ave., Milan, IL. Students responsible for transportation to the clinic site. In partnership with the Quad City Animal Welfare Center [www.qcawc.org](http://www.qcawc.org)*



## Start Your Own Professional Pet Sitting Business

Master the essentials of running a cat and dog sitting business. Learn about pet care, including nutrition, exercise, first aid, and identification of common diseases. In addition, discover how to handle home visits and delve into finances and explore start-up costs.

**Fee \$99**

**Class Start Dates: Jan. 15 or Feb. 19 or Mar. 19**



Courses available at our online instruction center.

**[www.ed2go.com/blackhawk](http://www.ed2go.com/blackhawk)  
or call 309-796-8223.**

## Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Complete any course entirely from your home or office, any time of the day or night.

\*Note: Classes are repeated, please choose only one of the dates. **Class Start Dates: Jan. 15 or Feb. 19 or Mar. 19**

### Becoming an Optical Assistant

Discover the personal and professional skills needed to work in a front and back office and in an optical dispensary and lab.

### Explore a Career in a Dental Office

Explore the many jobs open to you in the dental field – dental hygienist, clinical dental assistant, administrative dental assistant, office manager, and dental lab technician.

### Assisting Aging Parents

Learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help.

### Medical Math

Gain the medical math skills you need for anything from calculating dosages to using scientific formulas.

### HIPAA Compliance

Find answers to the requirements of HIPAA, ARRA, AND HITECH compliance.

### Certificate in Meditation

Explore the many meditation techniques that can be used to support the mind-body connection and promote healing and wellness.

### Certificate in Optimal Healing Environments

Learn how evidence-based design can create environments that foster healing and support the mission of health care facilities.

### Certificate in Integrative Mental Health

Integrative mental health emphasizes treating the mind, body, and spirit.



Courses available at our online instruction center.

**[www.ed2go.com/blackhawk](http://www.ed2go.com/blackhawk)  
or call 309-796-8223.**

## Learn & Earn Careers

*Learn More! Earn More!*



### Wastewater (Sewage) Treatment

**Instructor: L. Perry**

This course will help prepare you for the Class 3 and Class 4 wastewater operators' state exam which is administered by the Illinois Environmental Protection Agency (IEPA). Go to [www.epa.state.il.us/water/operator-cert/waste-water/](http://www.epa.state.il.us/water/operator-cert/waste-water/) to view eligibility requirements to take the exam. Wastewater training can be applied toward meeting wastewater operator certification requirements. The course follows the guidelines of Basic Wastewater Treatment Plant Operations developed by the Environmental Resources Training Center at Southern Illinois University Edwardsville.

**Topics include:**

- Introduction to wastewater
- Collection systems
- Lift stations
- Flow measurement
- Stabilization ponds
- Sampling and laws governing treatment plants chlorination.

*Required textbook must be purchased at the BHC Bookstore prior to first class.*

11 Wednesdays Feb. 12 - Apr. 23  
CRN 11713 STB - Rm. 114

6:00 - 8:45 p.m.  
Tuition Fee \$230

Black Hawk College  
Sustainable Technologies Building (STB)  
(Next to Building 2)  
6600 - 34th Avenue, Moline IL

### Beginning Drinking Water

Prepare for certification as a class C and D Public Water Supply Operator. Related visual aids, as found in the water field, will be included in the classroom study.

Subjects covered include:

- Well and distribution system operation and maintenance
- Basic water flow hydraulics and chemical dosage mathematics
- Environmental Protection Agency laws
- Chlorination and fluoridation

**For those currently working in Water Departments:**

The course meets the mandated renewal continuing education requirements for the Drinking Water Operator Certificate. Class C and D operators will be awarded 15 hours and Class A and B operators 30 hours of training credits.

**Next class will start September 2014.**

For more information regarding the water program, call 309-796-8223.

### U.S. Department of Labor Bureau Statistics Job Outlook

**Employment change**

- Employment is expected to grow by 12 percent between 2010 and 2020.
- Growing population and increased demand for water and wastewater treatment services will drive employment growth.
- New and existing plants expanding will increase demand.

**Job prospects**

- Applicants for these jobs are normally low, because of the physically demanding and unappealing nature of some of the work.
- Opportunities should be best for people with mechanical aptitude and problem-solving skills.

**Earnings**

- Median annual wages of water and wastewater treatment plant and system operators were \$40,770 in May 2010.

#### BHC Hawk's Hub (bookstore) information



For a list of PaCE books, visit  
[www.bhc.edu/hawkshub](http://www.bhc.edu/hawkshub)

Click on "Order/View Textbooks"

Select Term (Spring 14), Select Department (Adult Ed)  
Books may be purchased online or at the bookstore.

## Basic Floral Design

**Instructor: P. Paulsen**

Learn to design and arrange flowers and become your own floral designer or prepare for entry level floral designing. You will experience hands-on-training while learning the basics of floral design to include flower choices, different arrangements and tools needed for the profession. Bring your imagination and a pair of flower clippers. *A \$100 materials fee is payable to the instructor the first night of class.*

**Registration deadline: Jan. 24**

4 Wednesdays Jan. 29 - Feb. 19 5:45 - 8:00 p.m.  
CRN 11835 Lutheran Social Services Tuition Fee \$92

## Advanced Floral Design

**Instructor: P. Paulsen**

Class emphasis is on applying the elements and principles learned in the Basic Floral Design class. This interactive, hands-on class will offer you practical application using line, form, proportion and color. Included will be high styled arrangements for any special event. Bride's bouquet, boutonnières and corsages will be discussed. *A \$100 materials fee is payable to the instructor the first night of class.*

**Registration deadline: Feb. 21**

4 Wednesdays Feb. 26 - Mar. 19 5:45 - 8:00 p.m.  
CRN 11836 Lutheran Social Services Tuition Fee \$92

## Production MIG Welding

This is a 140-hour Production MIG Welding class designed to train individuals on how to work as a welder in a production setting. The first 20 hours are dedicated to gases, symbols, blueprints, math and safety. The remaining class time involves hands-on experience conducted in a weld lab area. You must be in attendance and participate 95% of the time in order to receive a certificate from Black Hawk College.

**Welding Equipment Required:** Welding Hood, Welding Jacket, Safety Glasses, MIG Welding Gloves, Welding Beanie, Steel Toed Shoes, MIG Gun Pliers and a padlock for your locker. Clothing must be free of tears and rips.

(No refunds after Jan. 3)

Mon. - Fri. Jan. 13 - Feb. 20 1 Saturday class on Jan. 25  
Day class: 8:00 a.m. - 1:00 p.m.  
Night class: 4:00 - 9:00 p.m.

(No refunds after Feb. 18)

Mon. - Fri. Mar. 3 - Apr. 9  
Day class: 8:00 a.m. - 1:00 p.m.  
Night class: 4:00 - 9:00 p.m.

(No refunds after Apr. 7)

Mon. - Fri. Apr. 21 - May 29  
Day class: 8:00 a.m. - 1:00 p.m.  
Night class: 4:00 - 9:00 p.m.

**The \$1,810 tuition fee includes the cost of the book.**

**Class location: ITLEC & RIA**

*These classes do not qualify for financial aid.*

**For more information or to register for welding classes, call 309-796-5718 or go to <http://btc.bhc.edu>**



## Re-Skilling Project Funds Short-Term Training for Qualified Individuals

***The Re-Skilling Scholarship can help you train for a high-demand career in a short amount of time. (Limited funds available.)***

You may apply for aid from the Re-Skilling Scholarship Fund if you meet **ALL** of the following criteria:

1. Reside in Rock Island County, and
2. Earned a high school diploma or GED or equivalent, and
3. Are laid off or work a reduced number of hours due to the economy, and
4. Can show a work history of being regularly employed, and
5. Will actively seek work when training is completed, and
6. Agree to stay in contact with your career advisor to report training and employment status.

**Eligible Black Hawk College short-term training programs include:**

- Welding
- Phlebotomy Technician
- Pharmacy Technician
- Veterinary Assistant Certificate
- Travel, Tourism and Hospitality Program
- CNA
- Optical Assistant
- Forklift Operator
- Food Service Sanitation
- Medical Receptionist
- Home Care Giver
- Computer Training Certificate
- Other current training programs may be considered

**For more information about the scholarship: call Kathy McCabe at 309-796-8229.**



# Workforce Skills

## Business & Professional Development

*Enhance your personal and professional potential!*

### Human Resources

The Certificate in Human Resource Management classes serve as a preparation tool for the PHR/SPHR certification examination. Go to [www.hrci.org](http://www.hrci.org) to verify eligibility requirements to take the PHR/SPHR exam.

#### Certificate in Human Resource Management – Classroom

**Instructor: P. Greufe, SPHR, MBA, CM & L. Ford, SPHR**  
*Offered in partnership with SHRM and the Great River Human Resource Association*

With our blended approach and utilization of the SHRM Learning System™, you'll learn the HR body of knowledge from printed workbooks, online tools and current HR practitioners as well as have the opportunity to verify your knowledge and to network with other human resource personnel. Serving as a preparation tool for the PHR/SPHR certification examination, this course consistently beats the national pass rate.

The body of knowledge covered includes:

- Business management and strategy
- Workforce planning and employment
- Human resource development
- Compensation and benefits
- Employee and labor relations
- Risk management



The 2014 SHRM Learning System is included in the cost of the class. Receive 3.3 CEU and the SHRM Certificate  
11 Thursdays Feb. 13 - Apr. 24 6:00 - 9:00 p.m.  
CRN 11714 Outreach - Rm. 204 Tuition Fee \$855

#### Certificate in Human Resource Management – Online

**Instructor: P. Greufe, SPHR, MBA, CM**

Utilizing the SHRM Learning System™ and featuring web-based sample testing with real-time response, discussion forums and online activities, this course provides the same body of knowledge as the classroom course while giving you the convenience of setting your own schedule. This class serves as a preparation tool for the PHR/SPHR certification examination. The 2014 SHRM Learning System is included in the cost of the class. 3.3 CEU and the SHRM Certificate



11 weeks Feb. 18 - May 2  
CRN 11715 Tuition Fee \$855

*Classes offered in partnership with SHRM and the Great River Human Resource Association.*



### Payroll

#### The APA PayTrain College/University Program

The IRS and Department of Labor change the requirements affecting payroll processing every year. Are you in compliance?

- Take charge of your payroll career.
- Improve your payroll knowledge and prepare for FPC/PPP certifications.
- Earn the APA PayTrain Certificate (completion of both Fundamentals and Mastery courses)

#### PayTrain C/U Mastery

**Instructor: B. Curtis, CPP, PHR**

This is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Participants will receive classroom instruction and access to interactive online quizzes, games, and application exercises to reinforce topics learned.

Topics include:

- Employee vs. contractor issues
- Payroll tax reporting
- Fair Labor Standards
- Federal taxation and other legislation
- Payroll accounting
- Recordkeeping
- Payroll management

Participants should have completed the PayTrain Fundamentals course or demonstrate some prior payroll experience/knowledge. Course fee includes all materials. 3.6 CEU

12 Wednesdays Jan. 29 - Apr. 16 6:00 - 9:00 p.m.  
CRN 11716 Outreach - Rm. 402 Tuition Fee \$825

**PayTrain Fundamentals course – offered Fall 2014**



IN PARTNERSHIP WITH





## Certified Professional Manager (CM) Certification

The CM Certification is an exclusive designation intended for current and prospective managers, leaders and supervisors working in all fields and at all levels. Successful completion of the CM certification is a reliable indicator that an individual possesses a level of managerial competency and professionalism to achieve high performance in the workplace.

### How will you achieve your full management potential?

- Acquire essential skills for managing and leading
- Enhance career advancement opportunities
- Obtain global recognition as a professional manager
- Establish a professional network worldwide
- Learn from a highly experienced and qualified instructor

The CM certification consists of 3 CM course modules – (1) Management Skills I: Foundations of Management, (2) Management Skills II: Planning and Organizing, and (3) Management Skills III: Leading and Controlling.

To achieve the CM certification you must meet specific eligibility requirements and pass all three certification exams. Successful completion of the CM exams is a reliable indicator that an individual possesses the skills that leaders and managers need.

## Foundations of Management - Management Skills I

**Instructor: D. Davis**

Provides fundamental leadership and management skills and knowledge.

- Management Fundamentals
- Manager vs. Leader
- Ethics and Social Responsibility
- The Global Environment
- Managing for Sustainability
- Effective Communication
- Decision Making
- Using Information Technology
- The Legal Environment and Risk Management
- Economics and Business

\*Certification exam will be administered during the final week. Application fee, materials, and exam fee are included in cost.

8 Tuesdays	Jan. 28 - Mar 18	6:00 - 9:00 p.m.
CRN 11717	Outreach - Rm. 403	Tuition Fee \$600



## Planning and Organizing - Management Skills II

**Instructor: D. Davis**

Provides skills and knowledge for improved planning and organizing.

- Planning and Strategy
- Value-Chain Management
- Project Management
- Organizational Structure and Culture
- Building Teams and Work Groups
- Human Resource Management
- Workforce Diversity
- Coaching and Feedback
- Networking and Mentoring
- Facilitating Effective Meetings

\*Certification exam will be administered during the final week. Application fee, materials, and exam fee are included in cost.

8 Tuesdays	Apr. 1 - May 20	6:00 - 9:00 p.m.
CRN 11718	Outreach - Rm. 204	Tuition Fee \$600



## Leading and Controlling - Management Skills III

Provides skills and knowledge for improved leading and controlling.

Modules will include leadership, motivation, managing change, conflict, politics and negotiation, managing misbehavior, time and stress management, organizational control, operations control, accounting and financial information and financial management.

**Scheduled to be offered following completion of Management Skills II.**

*Black Hawk College's Professional and Continuing Education offers the unique Certified Manager (CM) Program in partnership with the Institute of Certified Professional Managers (ICPM) at James Madison University. ([www.icpm.biz](http://www.icpm.biz))*

## Quality

Quality is everyone's responsibility. It touches everyone within an organization, no matter what their role. A basic understanding of quality and the ability to apply its concepts daily can be the determining factor for success or failure for any organization.

## Statistical Process Control

**Instructor: D. Schultz, CQA, CQE**

Gain an understanding of how to perform SPC through analysis of control charts, machine and process capability, and other basic quality tools. Work through practice problems, look at real-life examples and sample charts, and discuss how SPC and problem-solving tools are used in organizations committed to continuous improvement. The fee includes the manual.

6 Tuesdays	Jan. 21 - Feb. 25	6:00 - 9:00 p.m.
CRN 11719	Outreach - Rm. 407	Tuition Fee \$300

## Certified Quality Engineer

### - CQE exam prep

**Instructor: D. Schultz, CQA, CQE**

This class is designed for professionals working in a quality-focused environment who want to gain comprehensive knowledge in quality engineering principles and practices. It is a course for Quality Engineers who need to ensure quality compliance of systems, products and services and professionals who want to prepare for the ASQ CQE Certification Examination. The course materials are from the Indiana Quality Council and are included in the cost of the class. 3.6 CEU. *Note: Completion of a course on statistics prior to this class would be beneficial to the student, but is not required.*

12 Mondays Mar. 3 - May 19 6:00 - 9:00 p.m.  
CRN 11886 Outreach - Rm. 403 Tuition Fee \$750

## Certified Quality Auditor

### - CQA exam prep

**Instructor: D. Schultz, CQA, CQE**

Obtain a foundation in auditing principle/practices and prepare yourself to effectively conduct objective and ethically based audits; develop, communicate and execute an audit plan; and apply basic auditing tools and techniques with this course. It is also an excellent way to prepare for the ASQ CQA Certification Examination. The learning materials from the Indiana Quality Council are included in the cost of the class. 3.0 CEU

10 Tuesdays Mar. 18 - May 20 6:00 - 9:00 p.m.  
CRN 11721 Outreach - Rm. 403 Tuition Fee \$675

## Quality 101

### - CQIA exam prep

**Instructor: D. Schultz, CQA, CQE**

Discover fundamental quality principles and practices for success of an organization with our cost-effective, base-line quality training. This course can be used as an introduction of quality tools, refresher training, or general professional development. Quality 101 also helps prepare individuals for the ASQ Certified Quality Improvement Associate (CQIA) Certification Examination.

Topics will include quality benefits, the evolution of quality, total quality management, process management, quality tools, and quality deployment.

The learning materials from the Indiana Quality Council are included in the cost of the class. *Note: the last class will meet from 6:00 - 7:30 p.m.* 1.5 CEU.

6 Wednesdays Apr. 16 - May 21 6:00 - 9:00 p.m.  
CRN 11722 Outreach - Rm. 406 Tuition Fee \$395

### Meet the Instructor

**Darren Schultz CQA, CQE**

Darren has been in the Quality field his entire career serving employers as a Quality Coordinator and Quality Engineer. He is currently employed by John Deere having served as a Supplier Quality Engineer performing Quality System Audits.

## Project Management

### Certificate in Project Management Principles - Online

A three-course series offered completely online covers the basics of project management and can be taken by new or



experienced project managers. Each course is completed separately, and the completion of all three within 12 months will result in a Certificate in Project Management Principles from Black Hawk College. Each course is six weeks in length, and courses begin the 3rd Wednesday of each month.

**Fee is \$99 per course.**

For more information, visit [www.ed2go.com/blackhawk](http://www.ed2go.com/blackhawk)

#### • Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

#### • Project Management Applications

Experienced project manager teaches you tricks of the project management trade.

#### • High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

### Project Management Institute PMP Exam Prep Courses-Online

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam.

#### PMP Certification Prep 1 & PMP Certification Prep 2

In this two-course series, your instructor will demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management. You'll also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the PMBOK® Guide, you'll gain insight into PMI's® code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP® exam after this course is over.

Each course is six weeks in length, and courses begin the 3rd Wednesday of each month.

**Fee is \$119 per course.**

*Required text: A guide to the Project Management Body of Knowledge (PMBOK® Guide), 4th Edition.*

For more information, visit [www.bhc.edu/pm](http://www.bhc.edu/pm) or [www.ed2go.com/blackhawk](http://www.ed2go.com/blackhawk)



# Workplace Skills

## *Improve your workplace skills!*



### Accounting Fundamentals

**Instructor: S. Balkovek**

Do you need to improve your skills and knowledge in book-keeping? Use this class for your own home use or for your small business. The class will cover transactions, balance sheets, debits/credits, asset/liabilities, cash vs. accrual, depreciation, inventory, worksheets and financial statements. *Required textbook must be purchased at the BHC Bookstore prior to first class.*

6 Tuesdays    Apr. 22 - May 27    6:00 - 7:30 p.m.  
CRN 11723    Outreach - Rm. 406    Tuition Fee \$70

### QuickBooks classes available online:

- Introduction to QuickBooks
- Intermediate QuickBooks
- QuickBooks for Contractors
- Performing Payroll in QuickBooks

Go to [www.bhc.edu/onlinelearning](http://www.bhc.edu/onlinelearning) for more information.

### Online Surveys

**Instructor: N. VanSpeybroeck**

Create free online surveys to poll, collect data or feedback from your customers, employees, or members of school, club, non-profit, or other groups. Customize survey questions, analyze, and share the results. Promote the survey with a link on your Facebook page or website. Simply design surveys in minutes to collect valuable information!

1 Thursday    May 8    8:30 - 11:00 a.m.  
CRN 11736    Outreach - Rm. 402    Fee \$25

*New*

### BHC Hawk's Hub (bookstore) information



For a list of PaCE books, visit

[www.bhc.edu/hawkshub](http://www.bhc.edu/hawkshub)

Click on "Order/View Textbooks"

Select Term (Spring 14), Select

Department (Adult Ed)

Books may be purchased online or at the bookstore.

### SHRM® Essentials of Human Resource Management

**Instructor: L. Bassow, SPHR**

Are you someone who has responsibility for personnel issues such as a small business owner, a supervisor who has HR responsibilities, an entry-level HR professional? Are you someone exploring HR as a career field? The course covers the essentials for handling HR challenges including employment law, effective recruitment, compensation systems, employee orientation and training, the appraisal process, coaching and discipline, as well as key pieces of federal legislation including sexual harassment, age discrimination and the FMLA. The SHRM materials are included in the cost of the class. Receive 1.5 CEU and the SHRM Certificate



5 Tuesdays    Apr. 15 - May 13    6:00 - 9:00 p.m.  
CRN 11724    Outreach - Rm. 407    Tuition Fee \$400

### SHRM Essentials of HR Management

*"This class was great! The open discussion and real world applications were very helpful."*

M. Lantz

### Blogging for Business

**Instructor: K. Woodward**

Learn about potential benefits of blogging for business and develop a strategy that will help you get the results you want from a blog. This class will help you put together a plan for a blog, set it up, customize it, develop content and give you tools and tips to differentiate yourself. At the end of the two-week session, you'll feel inspired and energized with a plan for a blog that will help your future customers find your business and create a dialogue around your products or services.

2 Thursdays    May 1 - May 8    6:30 - 8:30 p.m.  
CRN 11818    Outreach - Rm. 406    Fee \$26

### Social Media for Business

**Instructor: K. Woodward**

You want more than customers – you want brand ambassadors. The opportunity for a business to reach the right people through social media is not only possible, but also effective and inexpensive. From Pinterest to Facebook to Foursquare to Instagram to Twitter, the number of options can be overwhelming. Learn about different social media outlets and determine the best ones to use to promote your business, find new customers and generate community around your brand at little or no cost. The class will also cover best practices from real businesses that have used social media successfully. At the end of the two-week session, you'll understand how to monitor what is being said about your business online while also feeling equipped to grow your business through social media.

2 Thursdays    Apr. 10 - Apr. 17    6:30 - 8:30 p.m.  
CRN 11819    Outreach - Rm. 406    Fee \$26



## Pre-Licensing Home Inspection Training - Online

Our online program, offered in cooperation with The Bellman Group, Inc., is designed for those who have a solid knowledge in the building trades and are looking for a convenient and affordable way to meet the mandatory requirements of the State of Illinois. This self-paced program fulfills the classroom requirements, which once combined with the required field training and a passing score on the proctored final examination, allows you to take the State of Illinois Home Inspector Exam. Arrangements can be made to attend live field training classes at alternate locations for no additional cost, or you can participate in five one-on-one inspections to receive private coaching for an additional fee. The private coaching fee is typically \$50 per inspection, for a total of \$250, not included in the course fee.

Course textbook is included. You will have 200 days from the time of enrollment to complete this class.

### On-line Class Benefits Include:

- All classes are self paced and you can begin at any time.
- Instructors will be available for consulting via email or phone at no additional charge

For more information call Amy at 309-796-8248 or email [behma@bhc.edu](mailto:behma@bhc.edu) or go to [www.bhc.edu/homeinspection](http://www.bhc.edu/homeinspection)  
**Fee: \$450**

## Midwest Paralegal Studies Program

**Instructor: Z. Perovanovich**

This online, generalist, entry-level program gives an overview of paralegal roles and responsibilities. For program details and questions, contact Z. Perovanovich at: [Zoran1990@juno.com](mailto:Zoran1990@juno.com) or [www.paralegalstudies.com](http://www.paralegalstudies.com)

### Certificate Program Requirements

You must complete the online Paralegal Orientation and all the following courses. Students may take them in any order.

**All students must start and end each class on the scheduled day listed below.**

Thursday, Feb. 6 - Thursday, Mar. 20

Thursday, Apr. 3 - Thursday, May 15

- **Paralegal Opportunities: "Free" Information Session**
- **Paralegal Research** 7 wks \*Tuition Fee \$195
- **Paralegal Jurisprudence** 7 wks \*Tuition Fee \$195
- **Paralegal Litigation** 7 wks \*Tuition Fee \$195
- **Paralegal Management** 7 wks \*Tuition Fee \$195
- **Paralegal Career** 7 wks \*Tuition Fee \$195

(You may take individual classes without a certificate.)

## Career Services

### Job Search for the 21st Century

**Instructor: M. Duhm/B. Storey**

What do you need for a successful job search today? What do employers look for in résumés, cover letters and interviews? Where can you find the job you want? This workshop will cover an overview of today's job search techniques, as well as outline the free resources available to you through Black Hawk College.

1 Thursday Feb. 6 2:00 - 4:00 p.m.  
 CRN 11831 Outreach - Rm. 204 Fee \$5

### Résumé and Cover Letter Writing

**Instructor: M. Duhm/B. Storey**

Résumés and cover letters are often the first impression made to a potential employer. In this hands-on workshop, you will learn the key components to a well-written résumé and cover letter and what it takes to make yours stand out among the competition. Additionally, you will learn the importance of customizing these documents to specific job prospects, as well as regularly updating your information. *Students should bring a USB drive to class.*

1 Wednesday Feb. 26 1:00 - 4:00 p.m.  
 CRN 11832 Outreach - Rm. 402 Fee \$5

### Interviewing Skills

**Instructor: M. Duhm/B. Storey**

Interviewing is a vital aspect of the job search, as it is a key opportunity to sell your skills to potential employers. Learn about the different types of interviews, how to respond to some of the most frequently asked and difficult questions, proper etiquette and appearance, and appropriate follow-up after the interview.

1 Thursday Mar. 20 2:00 - 4:00 p.m.  
 CRN 11833 Outreach - Rm. 406 Fee \$5

### Does Age Matter? The Reality of the Over 40 Job Search

**Instructor: M. Duhm/B. Storey**

Are you concerned that age is having a negative effect on your job search? Learn how to demonstrate to potential employers the benefits that extra years of experience can bring, as well as how to market your transferable skills when changing careers. *(Need not be over 40 to register.)*

1 Wednesday Apr. 16 2:00 - 4:00 p.m.  
 CRN 11834 Outreach - Rm. 204 Fee \$5

### Bank Teller Training - Online

Designed to prepare you to immediately begin working at a bank. Upon completion, you'll receive a Banker's Academy Teller Certification (BATC) that will jump start your career in today's banking industry. This eLearning course is accessible over the Internet from any location at any time. You can begin immediately! The only requirement is a computer with an internet connection.

**Go to [www.bhc.edu/bankteller](http://www.bhc.edu/bankteller) for more information.**

## Food Service Sanitation Classes

(Class meets state requirements for 15-hour course.)  
Class is designed to prepare students for certification examination in food service for the State of Illinois. *An optional textbook will be sold in class for \$20. Separate payment (checks payable to Black Hawk College - no cash please) for optional textbook will be collected at first class.*  
**Please bring a current photo ID to class.**

### Day

**Instructor: H. McKibbin**

Certification examination will be given at the end of the last day of class. Class will break for a 30-minute lunch (on your own).

2 Tuesdays Jan. 21 - Jan. 28 8:30 a.m. - 5:30 p.m.  
CRN 11726 Outreach - Rm. 406 Tuition Fee \$143

2 Tuesdays Feb. 18 - Feb. 25 8:30 a.m. - 5:30 p.m.  
CRN 11727 Outreach - Rm. 406 Tuition Fee \$143

2 Tuesdays Mar. 11 - Mar. 18 8:30 a.m. - 5:30 p.m.  
CRN 11728 Outreach - Rm. 408 Tuition Fee \$143

2 Tuesdays Apr. 15 - Apr. 22 8:30 a.m. - 5:30 p.m.  
CRN 11729 Outreach - Rm. 408 Tuition Fee \$143

### Evening

**Instructor: K. Lloyd**

Certification examination will be given during the last class which will meet from 6 - 8 p.m.

6 Mondays Jan. 27 - Mar. 10 6:00 - 9:00 p.m.  
CRN 11725 Outreach - Rm. 406 Tuition Fee \$143  
(No class Feb. 17)

## 5-Hour Refresher Seminar on Food Codes

(Course meets state requirements for 5-hour renewal.)  
Need a refresher, review or simply an update on recent changes in the food code? Holding times, cooking temperatures, receiving, storage and preparation information will be stressed. *Please bring to class a menu from your food establishment and your Food Service Sanitation license number.*  
Classes will break for a 30-minute lunch (on your own).

**Instructor: H. McKibbin**

1 Tuesday Feb. 4 8:30 a.m. - 2:30 p.m.  
CRN 11730 Outreach - Rm. 406 Fee \$39

**Instructor: H. McKibbin**

1 Tuesday Mar. 4 8:30 a.m. - 2:30 p.m.  
CRN 11731 Outreach - Rm. 406 Fee \$39

**Instructor: H. McKibbin**

1 Tuesday Apr. 8 8:30 a.m. - 2:30 p.m.  
CRN 11732 Outreach - Rm. 408 Fee \$39

**Instructor: K. Lloyd**

2 Mondays Jan. 27 - Feb. 3 6:00 - 9:00 p.m.  
CRN 11733 Outreach - Rm. 406 Fee \$39



### Questions about your license?

For questions about your Food Service license, grades, or certificate, call the Illinois Department of Public Health (Food, Drugs and Dairy Department) at (217) 785-2439.

### IL FSSMC License expiring January - June 30, 2014

**If your license has not expired, you can renew by:**

- Taking the 5-Hour Refresher Seminar on Food Codes and applying for your renewal. *or*
- Taking the Food Service Sanitation class (no exam required). Ask the instructor for the state verification process.

**If your license has expired or will expire before you are able to take a refresher class, you must take the Food Service Sanitation class and the exam.**

### IL FSSMC License expiring after June 30, 2014

Per the Illinois Food Handling Regulation Enforcement Act (410 ILCS 625), amended per SB1495 -beginning on July 1, 2014, the training hour requirement for the Food Service Sanitation Manager Certificate course is reduced from 15 hours down to 8 hours inclusive of the exam. A student must take an 8-hour course and exam every five years. The 5-hour refresher course will no longer be offered after June 30, 2014. An additional amendment pending to this Act says that a student whose IL FSSMC license expires July-December 2014 or January-June 2015 is still eligible to take the refresher course as long as the student takes the class 12 months prior to the license expiration date (see table below). Any students whose IL FSSMC expires after June 30, 2015 will have to take the 8-hour course and exam.

IL FSSMC License Expiration Date	Timeframe to Take the Refresher Course
October 20, 2014	October 20, 2013-June 30, 2014
January 15, 2015	January 15-June 30, 2014
April 12, 2015	April 12-June 30, 2014
June 25, 2015	June 25-June 30, 2014
July 8, 2015	N/A





*Instructor J. Morgan*

## OSHA Classes

*Black Hawk College and Eastern Iowa Community College District have joined together to provide a wide range of OSHA classes to the Quad Cities area.*

<b>OUTR</b>	Black Hawk College - Outreach Center Room 407 301 Avenue of the Cities East Moline, IL
<b>MIPL</b>	Mississippi Plaza Building Environmental & Energy Center 201 North Harrison St., Suite 101 Davenport, IA (Parking 2 blocks south on street or parking garage.)
<b>BTC</b>	Scott Community College Blong Technology Center 8500 Hillandale Rd. Davenport, IA
<b>CSRT</b>	Center for Safety and Rescue Training 8228 N. Fairmont Davenport, IA (The old Wacky Waters location.)

**Call 309-796-8223 or go to  
[www.bhc.edu/OSHA](http://www.bhc.edu/OSHA) for more information.**

**Accident Investigation (4 HR) \$85**  
CRN 11887 Tues. Apr. 1 8 a.m. - Noon MIPL

**Aerial Lift (2 HR) \$40**  
This course provides basic training on the safe operation of various types of aerial lifts such as man lifts, bucket trucks, boom lifts, articulating arm lifts, scissor lifts, and similar equipment. The course covers types of accidents involving aerial lifts, basic safe operating requirements for all types of aerial lifts, fall protection requirements, special requirements for boom type lifts and scissor lifts, and training requirements.  
CRN 11888 Wed. Jan. 29 10 a.m. - Noon MIPL

**Confined Space Awareness (2 HR) \$40**  
CRN 11889 Wed. Jan. 29 3 - 5 p.m. MIPL

**Confined Space E & R (4 HR) \$85**  
CRN 11890 Thurs. Apr. 24 12:30 - 4:30 p.m. CSRT

**Developing Safety & Health Program (4 HR) \$85**  
The keys to an effective safety and health program include an on-site safety committee and a thorough job hazard analysis. Participants will learn a step-by-step procedure for forming and managing an effective safety committee. Other topics include program development, planning and conducting meetings, job hazard analysis, accident investigation, and recordkeeping and reporting requirements. This course is designed for safety and health professionals, managers, team leaders, and others responsible for developing workplace safety and health programs.  
CRN 11891 Tues. Apr. 1 1 - 5 p.m. MIPL

**DOT Hazardous Materials (8 HR) \$135\***  
CRN 11892 Tues. Jan. 21 8 a.m. - 5 p.m. OUTR  
CRN 11893 Wed. Apr. 23 8 a.m. - 5 p.m. MIPL

**Drug and Alcohol Awareness (2 HR) \$40**  
The purpose of Iowa's drug testing law (Iowa Code Section 730.5, paragraph 9.h. and Administrative Code Section 640) is to enhance worker safety by creating workplaces that are free of drugs and substance abuse. One tool available to private sector employers is drug testing (inclusive of alcohol testing). A private sector employer who chooses to use this tool must attend a minimum of two hours of initial training to begin, and a minimum of one hour annual update training. This training meets the initial two hour training requirement and includes information concerning the recognition of evidence of employee alcohol and other drug abuse, the documentation and corroboration of alcohol and drug abuse, and the referral of employees who abuse alcohol or other drugs to the employee assistance program or to the resource file maintained by the employer pursuant to paragraph "c", subparagraph (2) of the Iowa Code. This course satisfies the requirements for supervisor training.  
CRN 11894 Tues. Jan. 28 9 - 11 a.m. MIPL  
CRN 11895 Thurs. May 1 1 - 3 p.m. MIPL

**Drug and Alcohol Refresher (1 HR) \$30**  
CRN 11896 Tues. Jan. 28 11 a.m. - Noon MIPL  
CRN 11897 Thurs. May 1 3 - 4 p.m. MIPL

**For detailed descriptions on the following classes go to [www.bhc.edu/OSHA](http://www.bhc.edu/OSHA)**

**Electrical Safety (4 HR)** **\$85**  
CRN 11898 Thurs. Apr. 24 8 a.m. - Noon CSRT

**Essentials of OSHA Compliance (7 HR)** **\$135\***  
Having a safe workplace environment is more than just good business practice - it's the law. This course offers the cost-effective solutions you need to keep your people safe in the workplace. You'll quickly develop an understanding of employer's and employee's rights and responsibilities when it comes to ergonomic issues, toxic chemicals, hazardous materials, on-the-job accidents, employee threats, dangerous equipment, bloodborne pathogens, and much more. You'll get a comprehensive update on the very latest in OSHA's ever-changing requirements, and you'll also find out innovative ways that other organizations are successfully using to meet these stringent standards. You'll gain an understanding of the basics of OSHA recordkeeping, learn how to avoid the top 10 most common OSHA violations, and get tips for using proactive safety audit tools to prevent accidents from happening.  
CRN 11899 Wed. Jan. 22 8 a.m. - 4 p.m. MIPL  
CRN 11900 Mon. Apr. 21 8 a.m. - 4 p.m. MIPL

**Forklift Operators Training (Driving) (4 HR)** **\$85**  
This course is designed to meet the training requirements for OSHA standard 29 CFR 1910.178. Training topics include mechanics, inspection, and maintenance of forklifts; ANSI driving procedures; lift operation, and special operating rules. This course is the same as Forklift Safety, but also includes a driving module that allows participants to operate a forklift.  
CRN 11901 Tues. Mar. 25 Noon - 4 p.m. BTC  
CRN 11902 Tues. Mar. 25 5 - 9 p.m. BTC  
CRN 11903 Tues. Apr. 22 8 a.m. - Noon BTC  
CRN 11904 Tues. May 6 8 a.m. - Noon BTC

**Forklift Safety (2 HR)** **\$40**  
CRN 11905 Tues. Feb. 4 1 - 3 p.m. MIPL  
CRN 11906 Tues. May 6 2 - 4 p.m. BTC

**Forklift Supervisor (1 HR)** **\$30**  
CRN 11907 Tues. Feb. 4 3 - 4 p.m. MIPL  
CRN 11908 Tues. May 6 1 - 2 p.m. BTC

**HAZWOPER (40 HR)** **\$595\***  
CRN 11909 M-F Apr. 14-18 8 a.m. - 5 p.m. CSRT

**HAZWOPER Refresher (8 HR)** **\$135\***  
CRN 11910 Fri. Jan. 17 8 a.m. - 5 p.m. MIPL  
CRN 11911 Mon. Feb. 3 8 a.m. - 5 p.m. MIPL  
CRN 11912 Tues. Mar. 4 8 a.m. - 5 p.m. MIPL  
CRN 11913 Fri. Apr. 4 8 a.m. - 5 p.m. MIPL

**Industrial Chemical Spill Response (24 HR)** **\$350\***  
This course provides training for industrial hazmat and spill response teams, and industrial emergency response personnel as outlined in OSHA 29 CFR 1910.120(q). Hands-on exercises in full protective equipment are conducted.  
CRN 11914 W-F Mar. 26-28 8 a.m. - 5 p.m. CSRT

**Industrial Chemical Spill Refresher (8 HR)** **\$135\***  
CRN 11915 Thurs. Jan. 16 8 a.m. - 5 p.m. MIPL  
CRN 11916 Wed. Apr. 2 8 a.m. - 5 p.m. MIPL

**Machine Guarding Safety (2 HR)** **\$40**  
Machine guarding is one of the most violated OSHA standards. This course emphasizes the consequences of removing or disabling guards; guard classifications and how they work, including enclosure, interlocking and disabling guards; and an overview of lockout/tagout requirements.  
CRN 11917 Tues. Feb. 4 10 a.m. - Noon MIPL

**OSHA 10-HR Construction Industry Training** **\$170\***  
CRN 11918 Mon. Feb. 10 8 a.m. - 4:30 p.m. MIPL  
Tues. Feb. 11 8 - 10:30 a.m. MIPL  
CRN 11919 T-Thr. Apr. 1-3 5:30 - 9 p.m. MIPL

**OSHA 10-HR General Industry Training** **\$170\***  
CRN 11920 Mon. Feb. 24 8 a.m. - 4 p.m. OUTR  
Tues. Feb. 25 9 a.m. - Noon OUTR

**OSHA 30-HR General Industry Training** **\$530\***  
CRN 11921 M-Thr. Feb. 10-13 8 a.m. - 4:30 p.m. MIPL

**OSHA Control of Hazardous Energy (2 HR)** **\$40**  
CRN 11922 Tues. Feb. 4 8 - 10 a.m. MIPL

**OSHA Fall Protection (2 HR)** **\$40**  
CRN 11923 Wed. Jan. 29 8 - 10 a.m. MIPL

**OSHA Hazard Communication Standard (3 HR)** **\$75**  
CRN 11924 Thurs. Feb. 6 1 - 4 p.m. MIPL  
CRN 11925 Thurs. Apr. 3 1 - 4 p.m. MIPL

**OSHA Recordkeeping Requirements (3 HR)** **\$75**  
CRN 11926 Wed. Mar. 5 1 - 4 p.m. MIPL

**Planning for Workplace Emergencies (2 HR)** **\$40**  
CRN 11927 Wed. Mar. 5 8 - 10 a.m. MIPL

**RCRA Awareness (3 HR)** **\$75**  
CRN 11928 Thurs. Mar. 6 1 - 4 p.m. MIPL

**Walking & Working Surfaces (2 HR)** **\$40**  
CRN 11929 Wed. Jan. 29 1 - 3 p.m. MIPL

**When OSHA Calls (2 HR)** **\$40**  
When the OSHA inspector arrives, an employer has certain rights and responsibilities. Learn what you, as an employer, can do to be prepared for an inspection, what the inspection involves, how to respond to questions, what records need to be readily available, what the most common citations are and how they are connected, and what you can do if OSHA issues a citation.  
CRN 11930 Wed. Mar. 5 10 a.m. - Noon MIPL

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[www.ed2go.com/blackhawk](http://www.ed2go.com/blackhawk)
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your email and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your email and the password you selected during enrollment.



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- Introduction to SQL
- Medical Terminology
- Real Estate Investing
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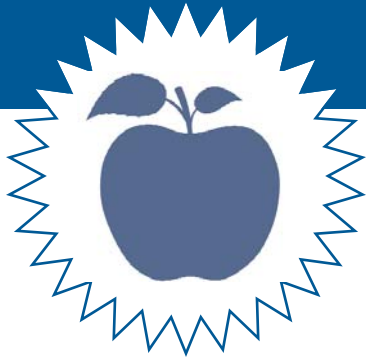
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# Attention Teachers!

## Earn CPDU Credits in the Classroom or Online

### Teachers

*Your profession is truly one that makes a difference in the lives of your students.*

Black Hawk College's Professional & Continuing Education and the Rock Island County Regional Office of Education (RIROE) have partnered to offer a variety of classes both online and in the classroom to help you enhance your professional development.

Enroll in any of the reasonably priced classes designed for teachers and earn CPDU credits through the Rock Island Regional Office of Education! You will find classes in the areas of computing/technology, tools for teachers, subject area content, languages, and other topics.

To obtain CPDUs for a chosen course, teachers need to contact Julie at the Rock Island Regional Office of Education (309-736-1111) to obtain approval. CPDU processing fee is \$25.



### Classroom: Page

#### Computer Day Classes .....22

Computer Windows Basics, Word, Excel, Access, PowerPoint, Publisher, and Adobe Photoshop

#### Computer Evening Classes .....25

Computer Keyboarding, Computer Basics, Windows 7, Windows 8, Word, Excel, iPad

#### Global Language/Culture .....27

French, Italian, Spanish, German, Chinese (Mandarin), Beginning Sign Language (ASL)

### Online Classes:

Classes begin the 3rd Wednesday of each month and take just 6 short weeks to complete.

Here is a list of just some of the over 60 outstanding Teacher Professional Development Online Courses offered:

- Ready, Set, Read!
- Teaching Writing: Grades K-3
- Solving Classroom Discipline Problems
- Creating K-12 Learning Materials
- Working Successfully with Learning Disabled Students
- Using the Internet in the Classroom
- The Creative Classroom
- Guided Reading and Writing
- Differentiated Instruction in the Classroom
- Creating the Inclusive Classroom: Strategies for Success
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- Integrating Technology in the Classroom
- Spanish in the Classroom
- Survival Kit for New Teacher
- Teaching Smarter With SMART Boards

Courses start at just \$99.

Check out the classes available and how to earn CPDU's at: [www.bhc.edu/teachers](http://www.bhc.edu/teachers)

# Computer Skills

## Day Computer Classes

*Increase your computer skill level!*

### Business Group Discounts

Enroll the following number of employees in one class and receive the discounts below:

6-7 people = 10% off total fee

8-9 people = 12% off total fee

10-11 people = 15% off total fee

12-13 people = 20% off total fee

### Windows Basics + 🍏

**Instructor: N. VanSpeybroeck**

This class is for the beginning user who wants to quickly learn the basics of working with a personal computer using Microsoft Windows.

Learn how to:

- Create new folders and save files
- Save to a CD & flash drive
- Create shortcuts and more
- Plus see a preview of Microsoft Word (word processing) and Excel (spreadsheets)

A reference guide is included in the fee. Students may wish to bring a USB flash drive to class.

#### Windows 7

1 Friday	Jan. 24	8:30 a.m. - Noon
CRN 11734	Outreach - Rm. 402	Fee \$45

#### Windows 8

1 Friday	Apr. 4	8:30 a.m. - Noon
CRN 11735	Outreach - Rm. 405	Fee \$45

### Online Surveys

*New*

**Instructor: N. VanSpeybroeck**

Create free online surveys to poll, collect data or feedback from your customers, employees, or members of school, club, non-profit, or other groups. Customize survey questions, analyze, and share the results. Promote the survey with a link on your Facebook page or website. Simply design surveys in minutes to collect valuable information!

1 Thursday	May 8	8:30 - 11:00 a.m.
CRN 11736	Outreach - Rm. 402	Fee \$25

### Word Level 1 + 🍏

**Instructor: N. VanSpeybroeck**

*Prerequisite: Basic Windows skills.*

You will learn how to create professional-looking documents with Microsoft Word 2010, the most popular and widely used word processing program.

- Use the Ribbon
- Create and save documents
- Cut, copy and paste
- Format text and paragraphs
- Add numbered and bulleted lists
- Adjust margins and print
- Use spell/grammar check

1 Tuesday	Feb. 4	8:30 a.m. - 3:00 p.m.
CRN 11737	Outreach - Rm. 402	Fee \$90

1 Thursday	Apr. 10	8:30 a.m. - 3:00 p.m.
CRN 11738	BHCALC - Rm. 112	Fee \$90

### Word Level 2 + 🍏

**Instructor: N. VanSpeybroeck**

*Prerequisite: Word Level 1 skills.*

Create impressive documents using:

- Styles and themes
- Tabs
- Headers and footers
- Tables
- Graphics including pictures, clipart and Smart Art
- Newspaper-style columns
- Watermarks and more

1 Tuesday	Feb. 11	8:30 a.m. - 3:00 p.m.
CRN 11739	Outreach - Rm. 402	Fee \$90

1 Thursday	Apr. 17	8:30 a.m. - 3:00 p.m.
CRN 11740	BHCALC - Rm. 112	Fee \$90

### Word Level 3 + 🍏

**Instructor: N. VanSpeybroeck**

*Prerequisite: Word Level 2 skills.*

- Produce form letters, envelopes, or labels for mass mailings with the Mail Merge feature
- Sort lists of information alphabetically or by other fields
- Customize bullets
- Create forms
- Record macros
- Generate a table of contents and index and more

1 Tuesday	Feb. 18	8:30 a.m. - 3:00 p.m.
CRN 11741	Outreach - Rm. 402	Fee \$90

1 Tuesday	Apr. 24	8:30 a.m. - 3:00 p.m.
CRN 11742	BHCALC - Rm. 112	Fee \$90



**Teachers!  
Earn CPDU Credits  
in the classroom or  
Online**

Go to page 21 for more information.

## Excel Level 1

**Instructor: N. VanSpeybroeck**

*Prerequisite: Basic Windows skills.*

Learn how to use Microsoft Excel 2010, a popular spreadsheet, database and graphing program.

- Learn how to use the Excel Ribbon
- Create and save new workbooks
- Learn data entry shortcuts
- Use and create formulas
- Cut, copy and paste
- Format numbers and text
- Adjust rows and columns
- Develop and save templates
- Print

1 Thursday	Feb. 6	8:30 a.m. - 3:00 p.m.
CRN 11743	Outreach - Rm. 402	Fee \$90

1 Tuesday	Mar. 25	8:30 a.m. - 3:00 p.m.
CRN 11744	Outreach - Rm. 402	Fee \$90

1 Tuesday	Apr. 22	8:30 a.m. - 3:00 p.m.
CRN 11745	BHCALC - Rm. 112	Fee \$90

## Excel Level 2

**Instructor: N. VanSpeybroeck**

*Prerequisite: Excel Level 1 skills.*

Enhance and develop your spreadsheet skills.

- Customize the Ribbon
- Use advanced formulas
- Create 3-D formulas across multiple worksheets
- Move, copy and color code worksheet tabs
- Sort and filter data
- Name ranges
- Create charts
- Insert graphics and more


1 Thursday	Feb. 13	8:30 a.m. - 3:00 p.m.
CRN 11746	Outreach - Rm. 402	Fee \$90

1 Tuesday	Apr. 1	8:30 a.m. - 3:00 p.m.
CRN 11747	Outreach - Rm. 402	Fee \$90

1 Tuesday	Apr. 29	8:30 a.m. - 3:00 p.m.
CRN 11748	BHCALC - Rm. 112	Fee \$90

**Classes that meet from  
8:30 a.m. - 3:00 p.m. will break for  
a 30-minute lunch (on your own.)**

### Computer Workplace Certificate

 This symbol indicates qualifying classes.  
The same classes qualify for either certificate.

#### Certificate I

Complete 3 computer  
classes within a year.

#### Certificate II

Complete 6 computer  
classes within a year.

For more information contact Tiffany at  
309-796-8237 or by email at [castelt@bhc.edu](mailto:castelt@bhc.edu)

## Excel Level 3

**Instructor: N. VanSpeybroeck**

*Prerequisite: Excel Level 2 skills.*

Take your Excel skills to the next level.

- Use advanced chart features
- Outline and subtotal data
- Export and import data
- Work with tables
- Use advanced data filtering
- Work with comments
- Use conditional formatting and more

1 Thursday	Feb. 20	8:30 a.m. - 3:00 p.m.
CRN 11749	Outreach - Rm. 402	Fee \$90

1 Tuesday	Apr. 8	8:30 a.m. - 3:00 p.m.
CRN 11750	Outreach - Rm. 402	Fee \$90

1 Tuesday	May 6	8:30 a.m. - 3:00 p.m.
CRN 11751	BHCALC - Rm. 112	Fee \$90

## Excel Level 4

**Instructor: N. VanSpeybroeck**

*Prerequisite: Excel Level 3 skills.*

Our final session concludes the Excel learning series by learning how to:

- Create and revise Pivot Tables
- Record macros and create shortcut buttons
- Use advanced functions including LOOKUP and nested IF formulas
- Password protect worksheets or cells
- Work with Outlines

1 Thursday	Feb. 27	8:30 a.m. - 3:00 p.m.
CRN 11752	Outreach - Rm. 402	Fee \$90

1 Tuesday	Apr. 15	8:30 a.m. - 3:00 p.m.
CRN 11753	Outreach - Rm. 402	Fee \$90

1 Tuesday	May 13	8:30 a.m. - 3:00 p.m.
CRN 11754	BHCALC - Rm. 112	Fee \$90

### Computer Lab Rental

Labs are available with Microsoft Office 2010,  
Windows 7, Windows 8, and Internet.

Call Barb at 309-796-8244 or  
email [courvilleb@bhc.edu](mailto:courvilleb@bhc.edu) for more details.

#### Black Hawk College

#### Outreach Center (Outreach)

301 Avenue of the Cities, East Moline, IL

#### Black Hawk College Adult Learning Center (BHC ALC)

4610 Blackhawk Commons Drive (11th St.)  
Rock Island, IL



**Access 2010 Level 1** ✦ 🍏**Instructor: E. Duffy**

*Prerequisite: Basic Windows and data entry skills and an understanding of what a database is (queries/forms/reports).*

From the beginning you will learn to create tables, the foundation of your database. By the end of this one-day class, you will be able to create simple queries to analyze the data from your tables, make forms for data entry and create reports. If you have used an Access database created by someone else, but now you need to make changes to the existing database, or create your own database, this is the course for you. Specific skills to be covered include: creating tables, editing and modifying tables, setting field properties, finding and filtering data, creating relationships, using simple queries, creating basic forms and reports and printing data.

1 Wednesday	Feb. 5	8:30 a.m. - 3:00 p.m.
CRN 11755	Outreach - Rm. 402	Fee \$90

1 Wednesday	May 7	8:30 a.m. - 3:00 p.m.
CRN 11756	Outreach - Rm. 402	Fee \$90

**Access 2010 Level 2** ✦ 🍏**Instructor: E. Duffy***Prerequisite: Access Level 1 skills.*

In just one day, learn to make your data work for you. Take this class to learn to make more sophisticated queries, forms and reports. Whether modifying an existing database or creating your own, this is the class for learning how to customize it to get exactly what you want. Specific skills to be covered include: creating action queries, manipulating controls, using design view, using editing tools, sub forms and creating a PivotTable.

1 Wednesday	Feb. 12	8:30 a.m. - 3:00 p.m.
CRN 11757	Outreach - Rm. 402	Fee \$90

1 Wednesday	May 14	8:30 a.m. - 3:00 p.m.
CRN 11758	Outreach - Rm. 402	Fee \$90

**Access 2010 Level 3** ✦ 🍏**Instructor: E. Duffy***Prerequisite: Access Level 2 skills.*

Don't miss this class that pulls everything together. You have made the tables, queries, forms and reports, now automate them and learn tricks to make them work better. This class shows all the things Access has to offer to someone who has Level 1 and 2 skills. It also includes time for questions about your own database. Specific topics to be covered include: analyzing tables, exporting data to Excel and Word, using advanced query wizards, using charts, working with ActiveX controls and indexes, replicating databases, using Access and the Internet, creating and using macros and switchboards.

1 Wednesday	Feb. 19	8:30 a.m. - 3:00 p.m.
CRN 11759	Outreach - Rm. 402	Fee \$90

**PowerPoint 2010** ✦ 🍏**Instructor: N. VanSpeybroeck***Prerequisite: Keyboarding /Basic Word skills.*

Learn basic skills in creating a presentation using templates; formatting and editing text; preparing and printing outlines, handouts and speaker notes; adding special effects of sound and animation; inserting graphics and tables; using transitions and timing; and running slide shows. A reference guide is included in the fee.

1 Thursday	Mar. 6	8:30 a.m. - 3:00 p.m.
CRN 11760	Outreach - Rm. 402	Fee \$90

**Publisher 2010** ✦ 🍏**Instructor: N. VanSpeybroeck***Prerequisite: Basic Windows skills.*

Use Publisher's templates and design elements to create professional looking marketing materials such as fliers, newsletters, brochures, business cards, letterhead and more! A reference guide is included in the fee.

1 Friday	Mar. 14	8:30 a.m. - 3:00 p.m.
CRN 11761	Outreach - Rm. 402	Fee \$90

**Adobe Photoshop Basics** ✦ 🍏**Instructor: E. Duffy**

This class is designed to help the beginner learn the basic tools of Photoshop. Elements and tools of Photoshop will be discussed and used in relation to editing photos. Images will be duplicated, resized and altered using graphic tools, filters and a variety of other media available in the program. Class will be taught using Photoshop Elements (simplified version of Photoshop CS). **Bring a flash drive to class.** *Required textbook must be purchased at BHC Bookstore prior to the first class.*

4 Saturdays	Feb. 8 - Mar. 1	9:30 a.m. - 12:30 p.m.
CRN 11762	Outreach - Rm. 405	Tuition Fee \$92

4 Saturdays	Apr. 26 - May 17	9:30 a.m. - 12:30 p.m.
CRN 11763	Outreach - Rm. 405	Tuition Fee \$92

**Beyond Photoshop Elements Basics Workshop** ✦ 🍏**Instructor: E. Duffy**

*Prerequisite: Adobe Photoshop Basics or knowledge of how to edit/make selections and basic tools in Photoshop Basics*

Turn your photos into wall art, magazine covers, mandalas (kaleidoscope images), comics, line drawings, scrapbook pages and more. Learn to combine adjustments, filters, processing and layering to bring your photos to the next level. Bring your own photos and take home the art project, plus the knowledge needed to make more. Different projects created each week. **Bring a flash drive to class.** *Required textbook is the same one used for the Adobe Photoshop Basics course.*

4 Saturdays	Mar. 15 - Apr. 5	9:30 a.m. - 12:30 p.m.
CRN 11764	Outreach - Rm 405	Tuition Fee \$92

# Evening Computer Classes

*Learn new computer skills for your home or office!*



**Level 0** Introductory courses for the novice and those who need to understand basics.

**Level 1** For those who understand basic computer concepts and terminology.

**Level 2** For more experienced students who want to expand their knowledge and computer skills.

## Keyboarding + 🍏

**Instructor: D. Jecks**

Level 0 - Learn how to touch-type (type text without looking at your keyboard) with the help of an instructor and Keyboarding Pro, a typing tutorial software that includes lessons, activities and educational games. Whether you are a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy and become more productive. By the end of the course, you will know how to touch-type letters, numbers and symbols. A workbook is included in the fee.

4 Tuesdays	Jan. 14 - Feb. 4	6:00 - 8:00 p.m.
CRN 11765	Outreach - Rm. 402	Fee \$42

## Computer Basics + 🍏

**Instructor: M. DeGrauwe**

Level 0 - Start at the very beginning. Learn how to log into your computer, shut down your computer correctly, minimize and maximize your program windows, and navigate/arrange program commands on the Start menu. You also will find files, utilize the toolbar, save files and much more. This class will include a short introduction to word processing (Word) and spreadsheets (Excel). A Windows 7 reference guide is included in the fee.

5 Mondays	Jan. 27 - Mar. 3	5:30 - 7:00 p.m.
CRN 11766	Outreach - Rm. 402	Tuition Fee \$60

(No class Feb. 17)

5 Mondays	Mar. 24 - Apr. 21	7:00 - 8:30 p.m.
CRN 11767	Outreach - Rm. 402	Tuition Fee \$60

### Computer Basics

*"The class was rewarding and the instructor was great."*

P. Niknafs

## Continuation of Computer Basics + 🍏

**Instructor: M. DeGrauwe**

*Prerequisite: Computer Basics skills*

Level 0 - Continue to learn the basics of using a computer. Learn how to use Explorer to locate files/folders, plug in/properly unplug a USB flash drive, create new folders, move/copy folders, use Internet Explorer to browse the web, and perform a basic search using Google. A Windows 7 reference guide is included in the fee.

5 Mondays	Mar. 24 - Apr. 21	5:30 - 7:00 p.m.
CRN 11768	Outreach - Rm. 402	Tuition Fee \$60

## Windows 7 + 🍏

**Instructor: E. Duffy**

*Prerequisite: Keyboarding skills*

Level 1 - Have you just acquired a computer with Windows 7 as the operating system and need help to discover its many simple and powerful features? Learn to work your way through the operating system. This session will be taught along with an interactive presentation demonstrating the features making it easier to follow and understand. A Windows 7 reference guide is included in the fee.

5 Wednesdays	Mar. 12 - Apr. 9	5:45 - 7:15 p.m.
CRN 11769	Outreach - Rm. 402	Tuition Fee \$60

5 Wednesdays	Apr. 16 - May 14	5:30 - 7:00 p.m.
CRN 11770	BHCALC - Rm. 112	Tuition Fee \$60

## Windows 8 + 🍏

**Instructor: E. Duffy**

*Prerequisite: Keyboarding skills*

Level 1 - Have you just acquired a new computer with Windows 8 as the operating system and need help to discover its many simple and powerful features? Learn to work your way through the operating system. This session will demonstrate the features making it easy to follow and understand. A Windows 8 reference guide is included in the fee.

5 Wednesdays	Feb. 5 - Mar. 5	5:45 - 7:15 p.m.
CRN 11771	Outreach - Rm. 405	Tuition Fee \$60

## Computer Workplace Certificate

+ This symbol indicates qualifying classes.  
The same classes qualify for either certificate.

### Certificate I

Complete 3 computer classes within a year.

### Certificate II

Complete 6 computer classes within a year.

For more information contact Tiffany at  
309-796-8237 or by email at [castelt@bhc.edu](mailto:castelt@bhc.edu)

**Introduction to Word 2010** ✨ 🍏**Instructor: D. Jecks***Prerequisite: Basic computer skills*

Level 1 - Learn about creating a basic document, margins, editing, find and replace, using numbers and bullets, spell checking, saving, paragraph and character formatting, printing and much more. A workbook is included in the fee.

5 Tuesdays Apr. 15 - May 13 6:00 - 7:30 p.m.  
CRN 11772 Outreach - Rm. 405 Tuition Fee \$60

**Introduction to Excel 2010** ✨ 🍏**Instructor: E. Duffy***Prerequisite: Basic computer skills*

Level 1 - Learn to use the power of Microsoft's spreadsheet program and beginning concepts of building a worksheet including how to use the toolbar; create, edit, save, format and print worksheets; enter labels, values and formulas. A workbook is included in the fee.

5 Wednesdays Feb. 5 - Mar. 5 7:15 - 8:45 p.m.  
CRN 11773 Outreach - Rm. 405 Tuition Fee \$60

5 Wednesdays Apr. 16 - May 14 7:00 - 8:30 p.m.  
CRN 11774 BHCALC - Rm. 112 Tuition Fee \$60

**Intermediate Excel 2010** ✨ 🍏**Instructor: E. Duffy***Prerequisite: Introduction to Excel or Excel Level 1*

Level 2 - Continue to enhance your spreadsheet skills with this class. Learn how to use advanced formulas, sort and filter data, customize the Ribbon, name ranges, create charts, insert graphics and more. A workbook is included in the fee.

5 Wednesdays Mar. 12 - Apr. 9 7:15 - 8:45 p.m.  
CRN 11775 Outreach - Rm. 402 Tuition Fee \$60

**iPad: Getting Started** 🍏**Instructor: M. DeGrauwe**

Level 0 - Have you recently purchased an iPad and don't know where to begin? In this class, we will start at the very beginning from activation to how to create your Apple ID. We will focus on the Home Screen, the parts of your device and the main apps to get you started: settings, calendar, contacts and mail. We will learn how to connect to Wi-Fi, get to the Internet using Safari, add contacts, set up your e-mail account, and schedule dates in your calendar. Bring your iPad with you to class. It must be charged and ready to use. A reference guide is included in the fee.

4 Mondays Jan. 27 - Feb. 24 7:00 - 8:30 p.m.  
CRN 11776 Outreach - Rm. 402 Fee \$38

(No class Feb. 17)

**Black Hawk College Outreach Center (Outreach)**

301 Avenue of the Cities, East Moline, IL

**Black Hawk College Adult Learning Center (BHCALC)**

4610 Blackhawk Commons Drive (11th St.), Rock Island, IL

**iPad: Beginner** 🍏

Level 1 - Are you unsure how to use your iPad? Learn the basics of using your device from settings to apps. Understand your Home Screen. Learn how to use the Internet, how to add contacts, how to set up an e-mail account, what is the app store and iTunes, and much more. Bring your iPad with you to class. It must be charged and ready to use. You should have created your Apple ID and activated your device. A reference guide is included in the fee.

**Instructor: E. Duffy**

1 Tuesday Apr. 8 6:00 - 8:00 p.m.  
CRN 11777 BHCALC - Rm. 112 Fee \$20

**Instructor: C. Zimmerman**

1 Thursday Apr. 24 6:00 - 8:00 p.m.  
CRN 11778 Outreach - Rm. 406 Fee \$20

**iPad: Intermediate** 🍏**Instructor: C. Zimmerman**

Level 2 - Increase your iPad skills and knowledge through tips and tricks for using this device. Use some of the more interesting and unique applications available for iPad users. Discover FaceTime and how to make video calls with family and friends. Bring your iPad to class to use.

1 Thursday May 8 6:00 - 8:00 p.m.  
CRN 11779 Outreach - Rm. 407 Fee \$20

**Buying on eBay****Instructor: E. Duffy***Prerequisite: Basic computer skills and an existing email account are required.*

Level 1 - Learn how to find your way through eBay. Browse for bargains, learn how to bid, learn bidding strategies and why use Buy It Now. After you are notified to be the winner - what's next? How do you pay, what is PayPal, is there insurance, what if your item doesn't meet expectations and what about privacy?

2 Tuesdays Feb. 4 - Feb. 11 5:45 - 7:15 p.m.  
CRN 11780 Outreach - Rm. 405 Fee \$29

2 Tuesdays Apr. 15 - Apr. 22 5:30 - 7:00 p.m.  
CRN 11781 BHCALC - Rm. 112 Fee \$29

**Selling on eBay****Instructor: E. Duffy***Prerequisite: Basic computer skills and an existing email account are required.*

Level 1 - Turn items from your attic and basement into cash using online auction sites. This fun, informative hands-on computer class teaches you how to put your unwanted items up for sale on eBay. Some experience in eBay or the first class on Buying on eBay is helpful for this class.

4 Tuesdays Feb. 25 - Mar. 18 5:45 - 7:15 p.m.  
CRN 11782 Outreach - Rm. 405 Fee \$34

4 Tuesdays Apr. 29 - May 20 5:30 - 7:00 p.m.  
CRN 11783 BHCALC - Rm. 112 Fee \$34



# Community Education

## Global Language/Culture

*Increase your language skills or understand another culture!*



### Languages

#### French I - Conversational 🍎

**Instructor: M. Friedrichsen**

In this fun and interactive class taught by a native speaker, you will receive clear and simple instruction for speaking and understanding the French language. Learn easy key words, correct pronunciation, listening and comprehension skills, the culture, and the social dos and don'ts.

*Please bring to the first class a three-ring binder, 15 tabbed divider sheets for the binder and a French-English/English-French dictionary.*

4 Mon./4 Wed. Feb. 19 - Mar. 17 6:00 - 8:00 p.m.  
CRN 11784 Bldg. 1 - Rm. 403 Tuition Fee \$115

#### French II - Conversational (Part 1) 🍎

**Instructor: M. Friedrichsen**

*Prerequisite: French I-Conversational or instructor's permission.*

This continuation of French I will emphasize pronunciation and refine your listening and comprehension skills. You will learn how to construct your very own short sentences. We will discuss food, travel, French culture and other useful tips. Class will be more individualized than French I.

*Returning students, please bring to the first class your French I binder and your French-English/English-French dictionary.*

*New students please bring to the first class a three-ring binder, 15 tabbed divider sheets for the binder and a French-English/English-French dictionary.*

3 Mon./3 Wed. Mar. 19 - Apr. 7 6:00 - 8:00 p.m.  
CRN 11785 Bldg. 1 - Rm. 403 Tuition Fee \$92

#### French II - Conversational (Part 2) 🍎

**Instructor: M. Friedrichsen**

*Prerequisite: French II – Conversational (Part 1) or instructor's permission*

This is the perfect class if you are familiar with the French language but need to brush up. You will review, practice and perfect pronunciation, key phrases, vocabulary, sentence construction and essential listening skills. *Returning students, please bring your French I and II binder and your French-English/English-French dictionary.*

*New students, please bring a French-English/English-French dictionary, a 3-hole binder and 15 tabbed divider sheets for the binder.*

4 Wednesdays Apr. 9 - Apr. 30 6:00 - 8:00 p.m.  
CRN 11786 Bldg. 1 - Rm. 403 Tuition Fee \$58

#### Italian I 🍎

**Instructor: M. McCandless**

Learn the basic Italian language and the most commonly used expressions from a true native of Italy. This interactive class will offer you the opportunity to practice correct pronunciation of the Italian language. *Required textbook must be purchased at BHC Bookstore prior to first class.*

4 Mon./4 Thurs. Feb. 3 - Mar. 3 6:00 - 8:00 p.m.  
CRN 11787 Outreach - Rm. 103 Tuition Fee \$115  
(No class Feb. 17)

#### Spanish I 🍎

**Instructor: M. Cavazos**

Learn Spanish as you are introduced to vocabulary and expressions for everyday situations. Practice how to correctly pronounce the language while gaining knowledge of a practical language and Hispanic culture. It would also serve as a great refresher course. *Required learning kit must be purchased at BHC Bookstore prior to the first class.*

8 Tuesdays Feb. 25 - Apr. 15 6:00 - 8:00 p.m.  
CRN 11788 Bldg. 1 - Rm. 406 Tuition Fee \$115

#### German I 🍎

**Instructor: S. Balkovek**

Learn the basics of the German language including pronunciation, alphabet and vocabulary. If you are planning a trip, you will learn practical, common phrases that will make your trip more pleasant. You will also explore the German culture. This class will convince you that learning a language is not only fun but rewarding. *Required textbook must be purchased at BHC Bookstore prior to the first class.*

4 Mon./4 Wed. Apr. 28 - May 21 6:00 - 8:00 p.m.  
CRN 11789 Bldg. 1 - Rm. 407 Tuition Fee \$115

## Chinese (Mandarin) - I

**Instructor: H. Chen**

Use this beginning class to understand the basics of the Mandarin Language. You will learn numbers, everyday expressions, Chinese characters and the Chinese phonetic scheme from a native speaker who taught at both the high school and university level in China.

4 Tues./4 Thurs. Feb. 20 - Mar. 18 6:00 - 8:00 p.m.  
CRN 11790 Bldg. 1 - Rm. 411 Tuition Fee \$115

## Travel — Italian

**Instructor: M. McCandless**

Planning a trip to Italy? Wanting to learn a new language? Why not explore the Italian language and culture? In this class you will learn basic Italian words and phrases as well as the culture from a native Italian. *Required textbook must be purchased at BHC Bookstore prior to the first class.*

3 Tuesdays Feb. 25 - Mar. 11 2:30 - 4:30 p.m.  
CRN 11791 Outreach - Rm. 204 Fee \$39

## Travel — French

**Instructor: M. Friedrichsen**

No grammar! No homework! This fun interactive class will touch on the French culture, food and travel and social dos and don'ts. You will also learn and practice proper pronunciation of simple French words and phrases. Please bring a folder to class.

3 Wednesdays Mar. 5 - Mar. 19 2:30 - 4:30 p.m.  
CRN 11792 Outreach - Rm. 408 Fee \$39

## Travel — Spanish

**Instructor: Z. Laufenberg**

Whether you are planning a trip or just want to learn the language, use this course as a way to quickly learn the basics of pronunciation, the alphabet, numbers and everyday words and conversational phrases. You'll also learn some travel-related vocabulary in this course taught by a native speaker.

6 Wednesdays Apr. 9 - May 14 10:00 a.m. - Noon  
CRN 11793 Outreach - Rm. 204 Tuition Fee \$92

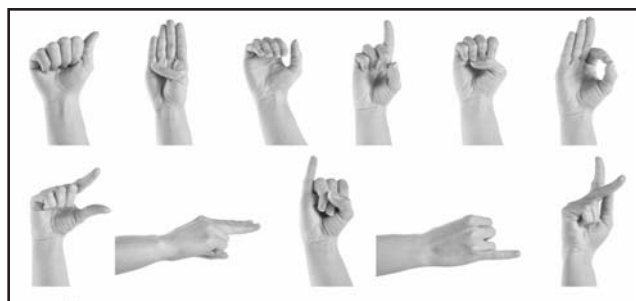
## Spanish for the Health Care Professional

**Instructor: M. Cavazos**

This class will help health care professionals communicate simply and effectively in Spanish to medical staff, patients and families. Learn Spanish pronunciation, basic vocabulary such as family members, numbers, body parts, times, and directions. Gather personal information and symptoms from a patient with confidence. Course includes learning kit with manual and audio CD.

**In order to receive the learning kit for the first class, you must register by Feb. 24.**

7 Mondays Mar. 3 - Apr. 14 6:00 - 8:00 p.m.  
CRN 11706 Bldg. 1 - Rm. 406 Tuition Fee \$135



## Sign Language

### Beginning Sign Language (ASL)

**Instructor: H. Jackson**

Learn enough basic signs, finger spelling, and sign language syntax to be able to express and understand simple concepts in American Sign Language (ASL). You will be able to sign a simple conversation/dialog with others. *Required textbook must be purchased at BHC Bookstore prior to the first class.*

8 Tuesdays Mar. 18 - May 6 6:00 - 8:00 p.m.  
CRN 11794 Bldg. 1 - Rm. 409 Tuition Fee \$115



**Teachers!  
Earn CPDU Credits  
in the classroom or  
Online**

Go to page 21 for more information.

### BHC Hawk's Hub (bookstore) information



For a list of PaCE books, visit  
[www.bhc.edu/hawkshub](http://www.bhc.edu/hawkshub)

Click on "Order/View Textbooks"

Select Term (Spring 14), Select  
Department (Adult Ed)  
Books may be purchased  
online or at the bookstore.

## Adult Education

**Classes are available without cost to qualifying residents of the Black Hawk College district.**

**GED Preparation** (Call 309-796-8216)

Prepare for the Math, Writing, Reading, Science, Social Studies and Constitution tests.

**High School Completion** (Call 309-755-3300)

If you have dropped out of school and are 16-21, you may qualify to complete diploma requirements through Optional Education.

**English as a Second Language** (Call 309-796-8245)

If English is not your first language, improve your English speaking, listening and writing skills.

**Literacy Tutor Training** (Call 309-796-5702)

Are you interested in tutoring an adult with limited reading skills or one whose first language is not English? Free training will prepare you for this rewarding volunteer work!

# Personal Enrichment

*We offer a wide range of subjects that offer broad appeal.*

## Get Creative! Arts & Crafts

### Creations with Clay

**Instructor: D. McMullen**

Explore your creativity with clay. This class is for the beginner who wants to learn to create projects with clay. You will be introduced to the basics of working on the Potter's wheel and create hand built projects using stoneware clay. Color slips are available, and projects will be finished using a glaze. *A \$20 materials fee is payable to the instructor the first night of class.*

6 Wednesdays Feb. 19 - Mar. 26 6:00 - 8:00 p.m.  
CRN 11795 Bldg. 3 - Rm. 102 Fee \$99

### Stained Glass – Beginning, Copper Foil

**Instructor: J. Rocker**

Learn to make real stained glass projects using the same copper foil technique that Tiffany used to create his legendary lampshades. You will be guided through the process of cutting glass pieces and assembling them using copper foil. Needed tools, which may cost up to \$200, will be discussed at the first class; as well as sources for supplies. Some materials may contain lead, so women who are pregnant or breastfeeding should refrain from using these materials. *Attendance is required at first 2 classes. A \$5 materials fee is payable to the instructor the first night of class.*

6 Wednesdays Mar. 26 - Apr. 30 6:00 - 8:00 p.m.  
CRN 11796 Outreach - Rm. 105 Fee \$61

### Fused Glass Jewelry Making

**Instructor: L. Steffen**

This class will teach you the basics of glass fusing. You will be making jewelry from layers of glass that include working with beautiful dichroic glass. You will also learn finishing techniques after the first firing and finishing pieces off with bails to use as pendants. Color combinations and mosaic techniques will also be included. *Please bring a notebook to class. All tools and equipment will be provided. A \$50 materials fee is payable to the instructor the first night of class.*



3 Wednesdays Jan. 29 - Feb. 12 6:00 - 8:00 p.m.  
CRN 11797 Outreach - Rm. 105 Fee \$36

3 Tuesdays Apr. 1 - Apr. 15 6:00 - 8:00 p.m.  
CRN 11798 Outreach - Rm. 106 Fee \$36



**Park in Lot 3 and enter through Bldg. 3, follow signs to Bldg. 4. Class is located on the 2nd floor of Bldg. 4. Look for glass doors on the left.**

### Beginning Knitting

**Instructor: C. Krueger**

“Click” your way to knitting those projects that can make wonderful gifts. Class will include knit and purl, cast on, bind off, increase and decrease, stitch construction and correcting mistakes. Become familiar with reading knitting patterns. Choose to knit a small towel or scarf, wrist warmer or sampler. *Bring to class: two skeins same color; worsted weight yarn, two U.S. size 9, 10 or 11 needles plus one tapestry needle.*

4 Mondays Feb. 3 - Mar. 3 6:00 - 8:00 p.m.  
CRN 11799 Bldg. 4 - Rm. 213 Fee \$42  
(No class Feb. 17)

### Beginning Crocheting

**Instructor: C. Bright-Haronik**

Crocheting is fast, fun and increasingly popular. In this three-evening class, learn the basic stitches and make a pretty dishcloth. Learn chain stitch, single crochet, half-double crochet, double crochet and triple crochet, plus the basics of pattern reading. *Please bring to class a 2.5-ounce skein of 100% cotton yarn (such as Peaches and Cream) in any color; a size H or I crochet hook, a blunt darning needle and sharp scissors.* Patterns will be provided as part of the class.

3 Tuesdays Mar. 4 - Mar. 18 5:30 - 7:30 p.m.  
CRN 11800 Bldg. 4 - Rm. 213 Fee \$36

### Intermediate Crocheting

**Instructor: C. Bright-Haronik**

Take your beginning crocheting skills to the next level. Learn how to make granny squares in this one-night workshop, opening the door to numerous new projects to complete through your new hobby. Prerequisite: completion of the Beginning Crocheting class or mastery of the chain stitch, single and double crochet stitches. *Please bring to class one skein of any medium weight (4) yarn and an I or J crochet hook.*

1 Tuesday Apr. 8 5:30 - 7:30 p.m.  
CRN 11801 Bldg. 4 - Rm. 213 Fee \$16

**New**



## Oil Painting Made Easy

**Instructor: C. Fiedler**

Learn easy techniques using a wet-on-wet canvas and oil paints. Reproduce landscape and floral pictures with a splash of your own creativity. You will create a piece of art at the end of each session. *Purchase the Bill Alexander or Bob Ross oil painting kit, and (6) 16" X 20" canvases.* Wear old clothing to class and bring odorless paint thinner and paper towels.

6 Mondays	Feb. 24 - Mar. 31	6:00 - 8:00 p.m.
CRN 11802	Outreach - Rm. 106	Fee \$48

## Create Valentine Cards

**New**

### Make February 14 a Special Day!

**Instructor: L. Getz**

We all love to text, twitter and send daily e-mails, but this Valentine's Day be old fashioned and mail a REAL Valentine card! Make and create five Valentine-themed cards with five variations. All are unique cards as you let creativity be your guide. Bring scissors and glue tape runners to class. No experience necessary. \$8 supply kits (five cards) available from instructor at class.

1 Thursday	Feb. 6	6:00 - 7:30 p.m.
CRN 11803	Outreach - Rm 105	Fee \$12

## Create Your Own All Occasion Cards

**New**

**Instructor: L. Getz**

Surprise your family and friends with special occasion cards that have a personal touch and warmth – created by you!

Texting, tweeting and e-mailing are all great ways to communicate on special days, but a card created by you will let everyone know just how much you care. Bring scissors and glue tape runners to class. \$8 supply kits (five cards) available from instructor at class.

1 Thursday	Feb. 20	5:30 - 7:30 p.m.
CRN 11804	Outreach - Rm 105	Fee \$16

## Get the Shot! Photography

### Learn to Use Your Digital Point & Shoot Camera

**Instructor: L. Maxwell**

Do you want to learn how to use your digital point and shoot camera? Learn to take the step beyond the green automatic setting and take control of the creative process. If you want to learn to use more of the features of your digital camera, this is the class for you! You'll learn the functions that your digital camera can perform, as well as great information about resolution, file formats and useful tips on maximizing your photography experience. *Bring your camera, owner's manual and charged batteries to class.* Class will break for one-hour lunch (on your own).

1 Saturday	Feb. 8	9:00 a.m. - 3:00 p.m.
CRN 11805	Outreach - Rm. 408	Fee \$45



### Looking to Get More Out of Your Digital SLR or Advanced Digital Camera?

**Instructor: L. Maxwell**

Are you looking to get more out of your Digital SLR or Advanced Digital Camera? Learn to take the step beyond the green automatic setting and take control of the creative process. If you want to learn to use more of the features of your digital camera, this is the class for you! You'll learn the functions that your digital camera can perform, as well as great information about resolution, file formats and useful tips on maximizing your photography experience. *Bring your camera, owner's manual and charged batteries to class.* Class will break for one-hour lunch (on your own).

1 Saturday	Mar. 15	9:00 a.m. - 3:00 p.m.
CRN 11806	Outreach - Rm. 408	Fee \$45

### How to Take Better Photos

**Instructor: L. Maxwell**

*Prerequisite: Take either Looking to Get More Out of Your Digital SLR Camera or Learn to Use Your Point and Shoot Camera*

What makes a good photograph? Whether you shoot digital or film, you will learn how to improve your photos through the composition of the photo, the color tone, foreground/background, lighting, time of day, mood and the message you are trying to capture. Learn how to photograph beautiful sunsets, landscapes, portraits, action, dusk and night, sunny days and the use depth of field. *Bring your camera, owner's manual and charged batteries to class.* Class will break for one-hour lunch (on your own).

1 Saturday	Apr. 12	9:00 a.m. - 3:00 p.m.
CRN 11807	Outreach - Rm. 408	Fee \$45

### Beginning Lightroom for the Digital Photographer

**Instructor: L. Maxwell**

If you are new to Lightroom or need to become more familiar with the basics, let our instructor demonstrate how this program works and why you will enjoy using it. Lightroom offers good photo adjustment features to enhance your photos, solutions for organizing and cataloging your images plus printing, slide shows and more.

1 Saturday	May 3	9:00 a.m. - Noon
CRN 11838	Outreach - Rm. 408	Fee \$30

## Get a Taste! Food and Drink

### Food and Wine Pairings

**Instructor: K. Miller**

Interested in increasing your general wine knowledge? Learn the differences between merlot and moscato, Riesling and chardonnay, among others. Find out what different foods pair well with specific wines, as well as what typically doesn't work together and why. You will be sampling several different wines during the evening. *Must be 21 years or older to register and attend.*

1 Tuesday	Feb. 18	6:00 - 8:00 p.m.
CRN 11808	Hy-Vee (Silvis)	Fee \$18

### Beer Style

**Instructor: K. Miller**

Beer has been around for thousands of years, and microbrews have become increasingly more popular during recent years. Discover the differences between ales, lagers, porters, stouts and Pilsners – from the variations between to the alternatives within each type. Sample a variety of microbrews and determine your personal taste. *Must be 21 years or older to register and attend.*

1 Tuesday	Mar. 4	6:00 - 8:00 p.m.
CRN 11809	Hy-Vee (Silvis)	Fee \$18

### Valentine Dinner for Two

**Instructor: S. Godke**

Prepare a romantic, yet easy-to-make, meal for your someone special. The instructor will assist you in preparing the menu and learning to select menu items that will make your meal special. Sample the foods prepared and take home great recipes. Fee includes materials.

1 Tuesday	Feb. 11	6:30 - 8:30 p.m.
CRN 11810	UTHS - Rm. 208S	Fee \$39

*New*

### Just Desserts

**Instructor: S. Godke**

Ever wanted to learn to prepare some fancy desserts that will wow your family and guests but felt like it might just be too hard? Join us for Just Desserts and learn to prepare special desserts using easy techniques that will make your desserts memorable! Students will sample the foods from this hands-on class and take home the recipes. Fee includes materials.

1 Thursday	Mar. 13	6:30 - 8:30 p.m.
CRN 11811	UTHS - Rm. 208S	Fee \$39

*New*

### Let's Get Saucy

**Instructor: S. Godke**

Learn all about turning ordinary ingredients into fabulous meal finishes in this hands-on class. Both savory and sweet sauces will be the focus. Sample the food prepared and take home new favorite recipes. Fee includes materials.

1 Thursday	Apr. 10	6:30 - 8:30 p.m.
CRN 11812	UTHS - Rm. 208S	Fee \$39

*New*

#### United Township High School (UTHS)

1275 Avenue of the Cities, East Moline, IL

## Get Ahead! At Home

### Cashing in on Coupons

**Instructor: C. Warner**

Learn to ease the weekly burden on your wallet with couponing and possibly save 50% or more each week. Learn how to collect and use coupons to maximize your savings while expanding a coupon stockpile of your own. Discover valuable websites and the various kinds of coupons that can be used. Come and learn the tricks, tips and where to shop in the QCA for the best results.

2 Thursdays	Feb. 6 - Feb. 13	6:00 - 8:00 p.m.
CRN 11814	Outreach - Rm. 403	Fee \$15

### Home Wiring

**Instructor: I. Jordan**

This class is for men and women who will not only learn about home wiring but also save money by doing repairs themselves. Learn practical house wiring including switch and receptacle circuits, breaker panels and thermostat controls. Telephone wiring and cable systems will also be covered. Get hands-on experience using meters and tools to safely troubleshoot, maintain or make minor revisions.

*Optional textbook may be purchased at the BHC Bookstore prior to first class.*

6 Tuesdays	Jan. 28 - Mar. 4	6:30 - 8:00 p.m.
CRN 11940	Outreach - Rm. 105	Tuition Fee \$69

6 Tuesdays	Mar. 25 - Apr. 29	6:30 - 8:00 p.m.
CRN 11941	Outreach - Rm. 105	Tuition Fee \$69





## Spring Clean Your Flower Bed

**Instructor: J. Hurley**

Wondering when you should spring clean your flower bed and get it ready for the new season? Attend this class to find out what needs to be cleaned up, cleared out and brought into your flower beds to help them produce healthy and beautiful plants as nature intended them. Topics include clearing out and replacing mulch, removing dead plant material, pruning, fertilizing and others.

1 Monday Mar. 10 6:30 - 8:00 p.m.  
CRN 11815 Outreach - Rm. 105 Fee \$16

*New*

## Get Technical! On the Web

### Social Media for Beginners

**Instructor: K. Woodward**

Do the words Facebook, Pinterest, Instagram and Foursquare mean anything to you? What about WordPress, YouTube, Twitter, LinkedIn or Google Plus? If you feel overwhelmed and confused by the number of social media sites out there, this class is for you. You'll be introduced to the top social media sites and learn when to use them, how to set up profiles and best practices to make using social media safe and fun.

1 Thursday Feb. 6 6:30 - 8:30 p.m.  
CRN 11820 Outreach - Rm. 204 Fee \$16

### Blogging for Beginners

**Instructor: K. Woodward**

Do you have passion or expertise? A blog can help you share it while staying connected with friends and family members, meeting like-minded people, and providing you with a creative outlet. Learn the basics of blogging and set up your own blog with the help of an experienced lifestyle blogger. This class is for true beginners without a blog. Topics include setting up a blog and customizing it, developing a blog plan, generating content ideas and increasing readership. At the end of the two-week session, you will walk away with a plan and a functioning blog to share your passion with the world.

2 Thursdays Feb. 27 - Mar. 6 6:30 - 8:30 p.m.  
CRN 11816 Outreach - Rm. 403 Fee \$26

## Blogging 201 - Taking Your Blog to the Next Level

**Instructor: K. Woodward**

Did you start a blog and now wonder what to write about, how to promote it and ways to attract readers? You aren't alone. There are more than 18 million bloggers out there and it's easy to feel overwhelmed. Learn how to take your blog to the next level, including sharing meaningful content, gaining readers, utilizing free tools and even earning revenue. At the end of the two-week session, you will walk away with content ideas, tips and resources to improve your blog and make blogging fun, simple and even profitable.

2 Wednesdays Apr. 23 - Apr. 30 6:30 - 8:30 p.m.  
CRN 11817 Outreach - Rm. 403 Fee \$26

## Blogging for Business

**Instructor: K. Woodward**

Learn about potential benefits of blogging for business and develop a strategy that will help you get the results you want from a blog. This class will help you put together a plan for a blog, set it up, customize it, develop content and give you tools and tips to differentiate yourself. At the end of the two-week session, you'll feel inspired and energized with a plan for a blog that will help your future customers find your business and create a dialogue around your products or services.

2 Thursdays May 1 - May 8 6:30 - 8:30 p.m.  
CRN 11818 Outreach - Rm. 406 Fee \$26

## Social Media for Business

**Instructor: K. Woodward**

You want more than customers – you want brand ambassadors. The opportunity for a business to reach the right people through social media is not only possible, but also effective and inexpensive. From Pinterest to Facebook to Foursquare to Instagram to Twitter, the number of options can be overwhelming. Learn about different social media outlets and determine the best ones to use to promote your business, find new customers and generate community around your brand at little or no cost. The class will also cover best practices from real businesses that have used social media successfully. At the end of the two-week session, you'll understand how to monitor what is being said about your business online while also feeling equipped to grow your business through social media.

2 Thursdays Apr. 10 - Apr. 17 6:30 - 8:30 p.m.  
CRN 11819 Outreach - Rm. 406 Fee \$26





## Get the History! Genealogy

### Memories Past: Discovering Your Ancestors on the Internet

**Instructor: P. Chase**

Join us as we hunt for your ancestors using various Internet sites. You will learn to track down genealogical clues that will further expand your knowledge of your ancestors and their lives. Learn the value of using Internet search engines in locating tips to establish where your ancestors lived. You will learn to use Internet websites that will allow you to trace immigrant ancestors. Discover websites that may have information pertaining to subjects that range from discovering your great-grandfather's date of birth to your grandparents' date of death.

4 Thursdays Feb. 6 - Feb. 27 6:00 - 7:30 p.m.  
CRN 11821 Outreach - Rm. 405 Fee \$36

### Memories Past: Digging Up Your Ancestor's Past

**Instructor: P. Chase**

Need help delving a little deeper for your missing ancestors? Join us as we teach you how to dig up the dirt on your family. Pull down those brick walls. Can't locate that elusive female ancestor? Do you want to find that black sheep in your family? Don't worry – court records and newspapers provide other information as well. Planning on taking your research on the road? Learn how to plan your research trip and how to organize your information.

4 Thursdays Mar. 20 - Apr. 10 6:00 - 8:00 p.m.  
CRN 11822 Outreach - Rm. 405 Fee \$36

### Write Your Life History

Have you thought about writing your story, sharing life-altering events? Does your family really know about their heritage? If you've ever thought about writing your life story, now is the time. You will have the satisfaction of telling history your way. You may even find a lucrative market for your story, just like the authors of the bestselling *Rocket Boys* and *Angela's Ashes*. This course walks you step-by-step through the process of writing your life story. It's fun. It's exciting. It's a story only you can tell.

**Fee \$99**

**Class Start Dates: Jan. 15 or Feb. 19 or Mar. 19**



Courses available at our online instruction center.

**www.ed2go.com/blackhawk**  
**or call 309-796-8223.**



## Get Fit! Dance & Fitness

### Beginning Ballroom Dancing

**Instructor: J. Hall**

Learn (or review) the basics in traditional smooth dances – Foxtrot and Waltz as well as Swing and Rumba. You've seen the dances on TV – now it's your turn! Be prepared to step out onto the dance floor at weddings, parties and other social events. Instruction includes lead/follow, music identification and styling. Intermediate dancers are welcome.

*Bring soft-soled shoes to preserve our dance floor. (Registration information is needed for both parties).*

6 Tuesdays Jan. 28 - Mar. 4 7:00 - 8:30 p.m.  
CRN 11823 Bldg. 3 - Lower Gym Couple Fee/\$49

### Social Dancing

**Instructor: D. Elgatian**

Easy and fun to do! Prepare for upcoming "weddings, vacations and night clubs!" Basics in five dances from "dips and turns" to "shake your body," West Coast Swing, Salsa, Merengue, Slow Dance, and East Coast Swing. Please wear soft-soled shoes to preserve the dance floor. *Previous experience not necessary. (Registration information is needed for both parties).*

6 Mondays Jan. 27 - Mar. 10 7:30 - 9:00 p.m.  
CRN 11824 Bldg. 3 - Lower Gym Couple Fee/\$49  
(No class Feb. 17)

### Social / Ballroom Dance Level 2

**New**

**Instructor: J. Hall**

Advanced beginners – Brush up your skills for weddings and vacations. Add variety and versatility to your dancing with more steps in the smooth dances such as foxtrot and waltz, as well as rhythm dances including swing, cha cha and more, plus nightclub slow dance. Emphasis will be on style development in each dance. As the class progresses, student requests will be considered. Instruction includes tips on music identification, footwork, timing, style, lead/follow and more time to practice. *(Registration information is needed for both parties).*

6 Tuesdays Mar. 25 - Apr. 29 7:00 - 8:30 p.m.  
CRN 11825 Bldg. 3 - Lower Gym Couple Fee/\$49

## Yoga

**Instructor: L. Miotto**

Bring your body and mind together into one harmonious experience. Improve your breathing capacity and increase your flexibility and strength through a focus on traditional yoga poses, breath work, balance and relaxation. All levels are welcome. *Bring a yoga mat or a large towel and dress in comfortable, loose-fitting clothing.*

6 Tuesdays Feb. 4 - Mar. 18 6:30 - 7:30 p.m.  
CRN 11826 Outreach - Rm. 406 Fee \$39  
(No class Mar. 11)

## Belly Dancing

**Instructor: B. Lancial**

For centuries, this dance has been used to maintain good health for the mind, body and spirit. You will be introduced to the basic principles of belly dance, as well as some more advanced movements, giving the knowledge to create your own routines whether for performance or a fun workout at home. This class is welcoming to all shapes and sizes. Wear comfortable clothing that allows ease of movement.

6 Wednesdays Feb. 5 - Mar. 12 7:00 - 8:00 p.m.  
CRN 11827 Bldg. 3 - Lower Gym Fee \$29

## Zumba ~ Find Your Way to Fun and Fitness

**Instructor: T. Gomez**

Combine motivating music, high energy with unique moves and combinations that allow you to dance away your worries. It is fun, easy and can be done at your own level. The music will move from today's songs, to Latin and international. Routines will feature aerobic/fitness with a combination of fast and slow rhythms that tone and sculpt the body.

6 Thursdays Jan. 30 - Mar. 6 7:00 - 8:00 p.m.  
CRN 11828 Bldg. 3 - Lower Gym Fee \$29

6 Thursdays Apr. 3 - May 8 7:00 - 8:00 p.m.  
CRN 11829 Bldg. 3 - Lower Gym Fee \$29

## Beginning Hoop Dance

**Instructor: J. Plumb, Quad City Hoop Dance**

Are you looking to burn more than 400 calories an hour with an amazing no-impact to low-impact workout? With hoop dance, you can! Laugh and have fun while strengthening your core, toning your body and improving balance and coordination! All genders, ages 16 and up, shapes and sizes are welcome. No prior hula hooping experience is necessary as lessons begin with the very basics – keeping the hoop up! A \$15 materials fee (for hoop) is due to instructor the first night of class.

6 Wednesdays Apr. 9 - May 14 7:00 - 8:00 p.m.  
CRN 11830 Bldg. 3 - Lower Gym Fee \$39

### Directions to Bldg. 3 - Lower Gym

Enter the Northwest door to Bldg. 3. Take an immediate left down the stairs to the bottom floor. At the bottom floor turn left and enter through the 2nd set of doors on the right.

The lower gym is located in the middle of the track (second door on the right—next to the weight room.)

## Get the Job! Career Services

### Job Search for the 21st Century

**Instructor: M. Duhm/B. Storey**

What do you need for a successful job search today? What do employers look for in résumés, cover letters and interviews? Where can you find the job you want? This workshop will cover an overview of today's job search techniques, as well as outline the free resources available to you through Black Hawk College.

1 Thursday Feb. 6 2:00 - 4:00 p.m.  
CRN 11831 Outreach - Rm. 204 Fee \$5

### Résumé and Cover Letter Writing

**Instructor: M. Duhm/B. Storey**

Résumés and cover letters are often the first impression made to a potential employer. In this hands-on workshop, you will learn the key components to a well-written résumé and cover letter and what it takes to make yours stand out among the competition. Additionally, you will learn the importance of customizing these documents to specific job prospects, as well as regularly updating your information. Students should bring a USB drive to class.

1 Wednesday Feb. 26 1:00 - 4:00 p.m.  
CRN 11832 Outreach - Rm. 402 Fee \$5

### Interviewing Skills

**Instructor: M. Duhm/B. Storey**

Interviewing is a vital aspect of the job search, as it is a key opportunity to sell your skills to potential employers. Learn about the different types of interviews, how to respond to some of the most frequently asked and difficult questions, proper etiquette and appearance, and appropriate follow-up after the interview.

1 Thursday Mar. 20 2:00 - 4:00 p.m.  
CRN 11833 Outreach - Rm. 406 Fee \$5

### Does Age Matter? The Reality of the Over 40 Job Search

**Instructor: M. Duhm/B. Storey**

Are you concerned that age is having a negative effect on your job search? Learn how to demonstrate to potential employers the benefits that extra years of experience can bring, as well as how to market your transferable skills when changing careers. *(Need not be over 40 to register.)*

1 Wednesday Apr. 16 2:00 - 4:00 p.m.  
CRN 11834 Outreach - Rm. 204 Fee \$5

### BHC Hawk's Hub (bookstore) information



For a list of PaCE books, visit  
[www.bhc.edu/hawkshub](http://www.bhc.edu/hawkshub)

Click on "Order/View Textbooks"

Select Term (Spring 14), Select  
Department (Adult Ed)  
Books may be purchased  
online or at the bookstore.



## Floral Design

### Basic Floral Design

**Instructor: P. Paulsen**

Learn to design and arrange flowers and become your own floral designer or prepare for entry level floral designing. You will experience hands-on-training while learning the basics of floral design to include flower choices, different arrangements and tools needed for the profession. Bring your imagination and a pair of flower clippers. *A \$100 materials fee is payable to the instructor the first night of class.*

**Registration deadline: Jan. 24**

4 Wednesdays Jan. 29 - Feb. 19 5:45 - 8:00 p.m.  
CRN 11835 Lutheran Social Services Tuition Fee \$92

### Advanced Floral Design

**Instructor: P. Paulsen**

Class emphasis is on applying the elements and principles learned in the Basic Floral Design class. This interactive, hands-on class will offer you practical application using line, form, proportion and color. Included will be high styled arrangements for any special event. Bride's bouquet, boutonnières and corsages will be discussed.

*A \$100 materials fee is payable to the instructor the first night of class.*

**Registration deadline: Feb. 21**

4 Wednesdays Feb. 26 - Mar. 19 5:45 - 8:00 p.m.  
CRN 11836 Lutheran Social Services Tuition Fee \$92

#### All Floral classes held at:

Lutheran Social Services of Illinois (LSSI)  
Intouch Adult Day Services  
4011 Avenue of the Cities, Suite 102, Moline, IL

## Event Planning

### Event Planning

**Instructor: S. Behr-DeVerieze**

You have a personal invitation to plan, create and implement the next fabulous event. This course will assist you with common components of managing and planning a well-executed event; including selection of venue, creation of a theme, decorations, budgeting, negotiation, entertainment and catering; marketing and managing people. Learn how to meet goals and objectives for the next office party, meeting, workshop, seminar, charity event, Christmas party, fundraiser, birthday celebration or convention. This class is a step-by-step guide to make your event unforgettable and a BIG success. You will have the opportunity to plan and execute an event in this fun and interactive course. A materials fee is included in the fee. *Required textbook must be purchased at the BHC Bookstore prior to first class.*

8 Mondays Jan. 27 - Mar. 24 6:30 - 8:30 p.m.  
CRN 11837 Outreach - Rm. 204 Tuition Fee \$136  
(No class Feb. 17)

## Get in Tune! Music

### Black Hawk College Community String Orchestra

**Instructor: R. Croegaert**

The BHC Community String Orchestra is a non-auditioned group of men and women who enjoy playing an orchestral stringed instrument. Community members from all walks of life and with advancing ability are invited to participate alongside high school students and the BHC credit-seeking students in this fun, learning environment. Orchestra members will rehearse and perform a wide range of accessible string orchestra literature each term.

**For more information, contact Roxanne Croegaert, director, at 309-787-4025 or rcroegaert@gmail.com.**

Wednesdays Jan. 15 - May 14 6:30 - 8:20 p.m.  
CRN 11839 Bldg. 4 - Rm. 115 Fee \$20  
(No class Mar. 12)

### Black Hawk College Community Band

**Instructor: J. Crowder**

The community band is offered to musicians within the Quad Cities community. It is a combination of college band students and community band performers. The band plays a variety of band music from all periods of music composition.

Tuesdays Jan. 14 - May 13 6:30 - 8:20 p.m.  
CRN 11840 Bldg. 4 - Rm. 115 Fee \$20  
(No class Mar. 11)



## Black Hawk College Community Chorale

**Instructor: J. Palomaki**

The BHC Community Chorale is a non-auditioned group comprised of men and women of all ages who enjoy singing. Retired people, working people, along with traditional-aged college students and some high school students help to create a truly multi-generational ensemble. The group rehearses and performs a variety of accessible music each term and it stresses a fun learning environment while working together on the essentials of good choral sound. For more information, please contact Jon Palomaki, director, at 309-796-5478.

Thursdays Jan. 16 - May 15 6:30 - 8:20 p.m.  
CRN 11841 Bldg. 4 - Rm. 115 Fee \$20  
(No class Mar. 13)

## Beginning Guitar for Adults New

**Instructor: T. Vaccaro**

Bring an acoustic guitar and take those first steps that will give you the method and knowledge to play your favorite songs. Become familiar with your guitar, its strings and care. Learn simple note reading, chording and other basics so you can entertain yourself and friends. No previous experience is necessary. Join other beginning guitar players and enjoy learning together in this group class. *You will need to purchase Guitar Method Book 1 (with CD) by Will Schmid and Greg Koch.*

6 Tuesdays Feb. 11 - Mar. 18 7:15 - 8:45 p.m.  
CRN 11842 Outreach - Rm. 106 Fee \$48

## Beginning Guitar for Youth (Ages 8-15) New

**Instructor: T. Vaccaro**

Bring an acoustic guitar and take those first steps that will give you the method and knowledge to play your favorite songs. Become familiar with your guitar, its strings and its care. Learn simple note reading, chording and other basic skills. No previous experience is necessary. Join other beginning guitar players and enjoy learning together in this group class. *You will need to purchase Guitar Method Book 1 (with CD) by Will Schmid and Greg Koch.*

6 Tuesdays Feb. 11 - Mar. 18 5:30 - 7:00 p.m.  
CRN 11843 Outreach - Rm. 106 Fee \$48



# Youth Programs/ACT Exam Prep

## ACT Exam Preparation

### ACT Exam Preparation

The ACT exam could be one of the most important tests you will ever take. This course is designed to help increase student exam performance by reviewing test taking tips and the content for the English, Math, Science, Reading and Writing sections. The course also examines calculator usage. The course materials include the current official prep book from the makers of the ACT exam with practice tests used in previous test administrations. Materials are included in the course fee.

*You must register for the exam separately.*

**Instructor: M. Fleming**

4 Saturdays Jan. 11 - Feb. 1 8:30 a.m. - 12:30 p.m.  
CRN 11844 Outreach - Rm. 204 Fee \$135

**Instructor: L. Carey**

4 Saturdays Mar. 1 - Apr. 5 1:00 - 5:00 p.m.  
CRN 11845 BHC CEC - Rm. 121 Fee \$135  
(No class Mar. 22 and Mar. 29)

**Instructor: S. Eberhardt**

4 Mondays Mar. 10 - Apr. 7 3:30 - 7:30 p.m.  
CRN 11846 Geneseo High School Fee \$135  
(No class Mar. 24)

**Instructor: M. Fleming**

4 Saturdays Mar. 1 - Apr. 5 8:30 a.m. - 12:30 p.m.  
CRN 11847 Outreach - Rm. 204 Fee \$135  
(No class Mar. 22 and Mar. 29)

### ACT Exam Preparation – Math

**Instructor: M. Fleming**

Do you struggle with math? Have you taken the ACT exam previously and didn't do as well as you would have liked on the math section? This class is designed to focus only on the math portion of the ACT exam. The course materials include a course book with math lessons and explanations.

**In order to receive the book for the first class, you must register by Thursday, Feb. 20.**

*You must register for the ACT exam separately.*

4 Saturdays Mar. 1 - Apr. 5 1:30 - 4:30 p.m.  
CRN 11848 Outreach - Rm 204 Fee \$99  
(No class Mar. 22 and Mar. 29)

#### ACT class location:

**Black Hawk College Outreach Center (Outreach)**  
301 Avenue of the Cities, East Moline, IL

**Black Hawk College Community Education Center (BHC CEC),** 404 East Third St., Kewanee, IL

**Geneseo High School,** 700 N. State St., Geneseo, IL

# Seniors Program

*Especially designed for anyone 55 or older.*

## Golden Scholars

*In cooperation with the QC Times Plus 60 Club.*

*All programs are offered at handicap accessible venues with ample free parking available. Early registration is encouraged.*

### The Underground Railroad in the Quad Cities Area

The Underground Railroad was neither underground nor a railroad. What was it, how and why did it come to be and what did it mean for the Quad Cities area? Well-known local historian Arthur Pitz will answer these questions and intrigue you with the Quad Cities' role in this historic time. He will talk about a local stop on the railroad and describe other little-known facts about the abolitionist movement in the Quad Cities including the fact that John Brown was in the area during that time.

**Date:** Wednesday, Feb. 19  
**Location:** The Lodge  
 I-74 and Spruce Hills Drive, Bettendorf, IA  
**Lunch:** 11:30 a.m.  
**Program:** 12:15 p.m.  
**Fee:** \$22  
**Refunds:** Available until Feb. 12  
**CRN:** 11849

### Captains of the Mississippi

Ever wondered what it was like to captain a riverboat on the Mississippi River? Scott Schadler of Celebration Belle River Cruises and Captain Gregory Weese, a river pilot coming from Philadelphia to Moline, will entertain you with stories of a captain's life on the Mississippi, its excitement and its dangers. Scott's presentation will include captains of the past, their adventures and contributions to the growth of cities along the Mississippi River. Join us at Black Hawk College's beautiful Sustainable Technologies Building for this event.

**Date:** Wednesday, Mar. 12  
**Location:** Black Hawk College  
 Sustainable Technologies Building  
 Room 113/114  
 6600 34th Ave., Moline, IL  
**Lunch:** 11:30 a.m.  
**Program:** 12:15 p.m.  
**Fee:** \$22  
**Refunds:** Available until Mar. 5  
**CRN:** 11850

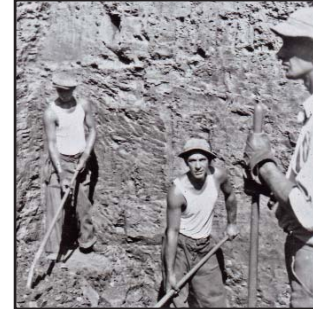
**Register Early  
Sessions Fill Quickly!**

### Civilian Conservation Corps (CCC): The Building of Black Hawk State Park

Join Beth Carvey, director of the Hauberg Museum at Black Hawk State Historic Site, as she takes you back to the 18 months (December 1933 to July 1935) when the Civilian Conservation Corps were stationed at the park.

Beth will share how the CCC created the park as it is today including its hiking trails, picnic shelters, portions of the Watch Tower Lodge and more. Photographs of the men at work that were obtained from the National Archives will illustrate this program. The CCC was the first and longest lasting of the federal works programs created during the Great Depression.

**Date:** Thursday, Apr. 17  
**Location:** The Watch Tower Lodge  
 Black Hawk State Historic Site  
 1510 46th Ave., Rock Island, IL  
**Lunch:** 11:30 a.m.  
**Program:** 12:15 p.m.  
**Fee:** \$24  
**Refunds:** Available until Apr. 10  
**CRN:** 11851



### Ellis Kell: A Musical Voyage of History and Song

Ellis Kell, well-known local blues guitarist and singer, will take you on a musical voyage of story and song as he "travels" with you along the Mississippi River. Your musical voyage will take you up the Mississippi River from New Orleans and the Delta, north to Memphis and St. Louis and on to the Quad Cities and beyond. Program includes stories, sing-a-long and performance of new and old American roots music from up and down the river.

**Date:** Wednesday, May 14  
**Location:** The Lodge  
 I-74 and Spruce Hills Drive, Bettendorf, IA  
**Lunch:** 11:30 a.m.  
**Program:** 12:15 p.m.  
**Fee:** \$22  
**Refunds:** Available until May 7  
**CRN:** 11852





*Instructor Phyllis Gromm*

## Golden Opportunities

### Art

#### Beginning Watercolor Techniques

**Instructor: P. Gromm**

Watercolor is about the fluidity of paint, the texture of brush-strokes and amount of water. Every technique produces its own unique result. Learn basic watercolor techniques, and you'll be hooked on creating watercolor paintings. Bring a tablet of 140 lb. cold press watercolor paper (9" x 12" or greater), school pencil, kneaded eraser and a #8 round watercolor paintbrush. A basic paint supply list of six colors will be provided at the first class.

4 Mondays Feb. 3 - Mar. 3 9:30 - 11:30 a.m.  
CRN 11853 Outreach - Rm. 406 Fee \$34

(No class Feb. 17)

#### Winter Watercolor Painting

**Instructor: P. Gromm**

If you think winter is simply gray and brown, have we got a color palette for you! Come work with washes that establish the warm glow of light against the cold winter snow. Explore mixing earth tones to create intense vibrant colors for your impact area and muting the same mix to make value changes for depth in your landscapes. Bring a tablet of 140 lb. cold press watercolor paper (9" x 12" or greater), school pencil, kneaded eraser and a #8 round paintbrush. Paint list will be given at the first class (same colors as used in Watercolor Technique classes).

4 Mondays Feb. 3 - Mar. 3 12:30 - 2:30 p.m.  
CRN 11854 Outreach - Rm. 406 Fee \$34

(No class Feb. 17)

#### Winter Colored Pencil Drawing

**Instructor: P. Gromm**

Winter grays can be full of warm and cool, dark and light colors without the use of a black pencil. Come and explore reflected colors of light on snow. Landscape drawings will be kept as simple as possible. Bring a spiral-bound drawing tablet and school pencil to the first class. If you have Prismacolor pencils bring them along, too. A minimal list of supplies will be given at the first class.

4 Tuesdays Feb. 4 - Feb. 25 9:30 - 11:30 a.m.  
CRN 11855 Outreach - Rm. 204 Fee \$34

#### Painting Skies in Watercolor *New*

**Instructor: P. Gromm**

The sky sets the mood for a landscape painting. You will work from actual sky photos and step-by-step instructions. No matter what your level of expertise, this class will walk you through expected problems and help enhance your understanding of the painting process. Emphasis on stormy clouds, hazy atmospheric effects, rays of light and others as time allows. Bring a tablet of 140 lb. cold press watercolor paper (9" x 12" or greater), school pencil, kneaded eraser and a #8 round paintbrush. Paint list will be given at the first class.

4 Mondays Mar. 10 - Mar. 31 9:30 - 11:30 a.m.  
CRN 11856 Outreach - Rm. 406 Fee \$34

#### Watercolor Painting Spring Landscapes

**Instructor: P. Gromm**

Spring is just around the corner, and now is a good time to experiment in painting the high-key pastel colors that say new life. We will explore some of the various color schemes such as analogous, complementary and split-complementary. We will also look at how to create an impact area by use of full intensity colors. Bring a tablet of 140 lb. cold press watercolor paper (9" x 12" or greater), school pencil, kneaded eraser and a #8 round paintbrush. Paint list will be given at the first class.

4 Mondays Mar. 10 - Mar. 31 12:30 - 2:30 p.m.  
CRN 11858 Outreach - Rm. 406 Fee \$34

#### Colored Pencil Portrait from Photo

**Instructor: P. Gromm**

Do you have a portrait photo you always wanted to draw? Start by using a grid to transfer your photo onto drawing paper. Colored pencils will be used to create the skin tone layers your photo requires. Bring to the first class a sketchbook (about 9" x 12"), school pencil with eraser, and one or more portrait photos of someone you hold dear. A list of suggested colored pencils will be provided during the first class.

4 Tuesdays Mar. 4 - Mar. 25 9:30 - 11:30 a.m.  
CRN 11859 Outreach - Rm. 204 Fee \$34



## **Painting Trees in Watercolor** *New*

**Instructor: P. Gromm**

Create a foggy atmosphere through a stand of trees, capture the feeling of frost on pines or the play of light on spring foliage silhouetted against a dark sky. No matter what your level of expertise, this class will walk you through and help enhance your understanding of the painting process. Bring a tablet of 140 lb. cold press watercolor paper (9" x 12" or greater), school pencil, kneaded eraser and a #8 round paintbrush. Paint list will be given at the first class.

4 Mondays Apr. 7 - Apr. 28 9:30 - 11:30 a.m.  
CRN 11860 Outreach - Rm. 406 Fee \$34

## **Drawing Glass/Crystal with Colored Pencils**

**Instructor: P. Gromm**

The beauty of transparent crystal or glass is its ability to refract and reflect light and color around it. What better way to show that beauty than with colored pencils? This class will start with only one piece of crystal in strong sunlight while we explore how to translate what we see. We will work from a provided photo (different from the one used last year). No matter what your level of expertise, you should gain a greater appreciation of color. Bring to the first class a sketchbook (about 9" x 12") and a school pencil with eraser. A list of suggested colored pencils will be provided during the first class. Bring your Prismacolor pencils if you have them.

4 Tuesdays Apr. 1 - Apr. 22 9:30 - 11:30 a.m.  
CRN 11861 Outreach - Rm. 204 Fee \$34

## **Landscape Drawing in Graphite**

**Instructor: P. Gromm**

You enjoy the great outdoors and would love to be able to render its beauty with a pencil. This class will start with basic shapes and run through the elements and principles used to create depth and space. We will also run through a checklist of things to avoid in your drawings. Step-by-step instructions will be given on how to draw Niagara Falls. Bring drawing pencils – 2H, HB, 2B and 4B, a pink pearl eraser, a kneaded eraser and a spiral-bound sketchbook (around 9" x 12"). No other supplies will be needed.

4 Tuesdays Apr. 1 - Apr. 22 12:30 - 2:30 p.m.  
CRN 11862 Outreach - Rm. 204 Fee \$34

## **Financial**

### **Managing Your Money (Part 1)**

**Instructor: D. Elizondo**

Understand how to manage your money to serve your goals in retirement. Learn how to increase income but not income taxes, how to reduce taxes on social security income, basic estate tax reduction strategies, and much more from an instructor who has been in the financial planning industry for 29 years.

1 Tuesday Feb. 18 6:00 - 8:00 p.m.  
CRN 11863 Outreach - Rm. 204 Fee \$16

1 Thursday Mar. 6 9:30 - 11:30 a.m.  
CRN 11864 Outreach - Rm. 406 Fee \$16

### **Financial Planning (Part 2)**

**Instructor: D. Elizondo**

What are your options regarding your IRA, 401(k), or other retirement account? Learn about required minimum distributions and minimizing taxes on IRAs and 401(k)s. Discover why most retirees could disinherit their grandchildren, how to manage your money when you are retired, and more.

1 Tuesday Feb. 25 6:00 - 8:00 p.m.  
CRN 11865 Outreach - Rm. 204 Fee \$16

1 Thursday Mar. 13 9:30 - 11:30 a.m.  
CRN 11866 Outreach - Rm. 406 Fee \$16

## **Genealogy**

### **Memories Past: Discovering Your Ancestors on the Internet**

**Instructor: P. Chase**

Join us as we hunt for your ancestors using various Internet sites. You will learn to track down genealogical clues that will further expand your knowledge of your ancestors and their lives. Learn the value of using Internet search engines in locating tips to establish where your ancestors lived. You will learn to use Internet websites that will allow you to trace immigrant ancestors. Discover websites that may have information pertaining to subjects that range from discovering your great-grandfather's date of birth to your grandparents date of death.

4 Thursdays Feb. 6 - Feb. 27 12:30 - 2:00 p.m.  
CRN 11867 Outreach - Rm. 405 Fee \$36

## **Photography**

### **Learn to Use Your Digital Camera for Seniors**

**Instructor: L. VanHese**

Do you need some insight into all the functions the camera can perform? If you want to learn to use your digital camera, this is the class for you! You will learn the basics of your digital camera's functions and practice with them in class. You will learn about resolution, megapixels, file formats and much more along with receiving some basic tips on how to compose and take better pictures. *Please bring your camera and the owner's manual to class.*

3 Tuesdays Mar. 18 - Apr. 1 9:30 - 11:30 a.m.  
CRN 11868 Outreach - Rm. 406 Fee \$36



## Take Great Photos

**Instructor: L. VanHese**

What makes a good photograph? Whether you shoot digital or film, you will learn how to improve your photos through the composition of the photo, the tone and texture, foreground/background, lighting, time of day, mood and the message you are trying to capture. Learn how to photograph beautiful sunsets, landscapes, buildings, water, dusk and night, people and bad weather. *Please bring your camera to class.*

3 Tuesdays	Apr. 8 - Apr. 22	9:30 - 11:30 a.m.
CRN 11869	Outreach - Rm. 406	Fee \$36

## Editing Your Photos for Seniors

**Instructor: L. VanHese**

Learn tips that affect your photos such as the size of picture, memory, speed, etc. on your digital camera. Discover how digital pictures are moved from the camera to the computer and the differences in picture files bitmap, jpeg, gif and when each should be used. Have fun learning how to make your digital photos even better by using the photo editor on your computer to crop, edit, remove red-eye, resize, change brightness, contrast, add more color, etc. You will soon be able to take advantage of the many great features your camera and computer offer.

3 Tuesdays	Apr. 29 - May 13	9:30 - 11:30 a.m.
CRN 11870	Outreach - Rm. 402	Fee \$36

## Computer Classes

**Level 0** Introductory courses for the novice and those who need to understand basics.

**Level 1** For those who understand basic computer concepts and terminology.

**Level 2** For more experienced students who want to expand their knowledge and computer skills.

## Getting Started with Your Computer

**Instructor: N. VanSpeybroeck**

Level 0 - If you own a computer or are considering purchasing one, this class will provide you with some beginner basics. You will learn basic terminology, hardware vs. software and the components of a computer. You will turn on and shut down the computer, learn about various storage devices and media, as well as practice operating the mouse. Become familiar with the keyboard and get acquainted with the Windows concept. You will use the Start menu, open a program, create your own poster and print it to take home.

### Windows 7

2 Mondays	Apr. 7 - Apr. 14	8:45 - 10:45 a.m.
CRN 11871	BHCALC - Rm. 112	Fee \$29

### Windows 8

2 Mondays	Jan. 27 - Feb. 3	12:15 - 2:15 p.m.
CRN 11872	Outreach - Rm. 402	Fee \$29

## Basic Windows

**Instructor: N. VanSpeybroeck**

*Prerequisite: Getting Started with Your Computer or equivalent experience*

Level 0 - Learn basic Microsoft Windows skills including how to identify parts of a window and how to manipulate windows and the taskbar. Learn how to see how much space you have available on your hard drive. You will use menus, Help and Support, the calculator, save to a CD and flash drive, open a basic word processing program (WordPad), create a letter, print it and save the file. A reference guide is included in the fee. *You may wish to bring a USB flash drive to the second session of class.*

### Windows 7

2 Mondays	Apr. 28 - May 5	8:45 - 10:45 a.m.
CRN 11873	BHCALC - Rm. 112	Fee \$29

### Windows 8

2 Mondays	Feb. 10 - Feb. 24	12:15 - 2:15 p.m.
CRN 11874	Outreach - Rm. 405	Fee \$29

(No class Feb. 17)

## How to Keep Your Personal Accounts

**Instructor: N. VanSpeybroeck**

Level 1 - Learn the beginning steps of how to set up an account for your personal finances using a spreadsheet program (Excel). You will learn to complete various projects such as a personal home inventory, monthly expense worksheet, checkbook register and more. Use menus and toolbars, input data, insert rows and columns, use simple formulas and change row and column widths.

2 Mondays	Feb. 3 - Feb. 10	8:45 - 10:45 a.m.
CRN 11875	Outreach - Rm. 402	Fee \$29

## Cleaning Up Your Computer

**Instructor: N. VanSpeybroeck**

Level 1 - You know how to use your computer but how do you maintain it to keep it running? Have you crashed your computer? Or perhaps have been on the Internet and stored many temp files? This class will teach you how to keep your computer up and running by defragging, cleaning up temporary Internet files and cookies, checking your disk space and more.

1 Monday	Mar. 10	8:45 - 10:45 a.m.
CRN 11876	Outreach - Rm. 401	Fee \$18

## Learning How to Use Word Processing

**Instructor: N. VanSpeybroeck**

Level 1 - Word processing is using a computer to create, edit and print documents. Learn how to produce letters, family stories, newsletters, memoirs and minutes for meetings. Be creative and produce great-looking documents. You will learn to edit, change fonts, use the ribbon, tabs, bullets, tables, letters/envelopes, spell check, cut, copy, paste and more.

3 Mondays	Mar. 3 - Mar. 24	12:15 - 2:15 p.m.
CRN 11877	Outreach - Rm. 402	Fee \$41

(No class Mar. 17)

**Black Hawk College**

**Adult Learning Center (BHC ALC)**

4610 Blackhawk Commons Drive (11th St.), Rock Island



## Sharing Photos Online

**Instructor:** N. VanSpeybroeck

Level 2 – Learn a new way to share your photos with friends and family. Learn to use Shutterfly, a free online photo service, to arrange your digital pictures into online albums. Learn how to send email invitations to your friends and family so they can easily view your photos as a slideshow without having to download each individual picture. Also, learn to rotate, crop, add borders, fix red-eye and more.

1 Monday	Feb. 24	8:45 - 10:45 a.m.
CRN 11878	Outreach - Rm. 402	Fee \$18

1 Monday	Apr. 28	12:15 - 2:15 p.m.
CRN 11879	Outreach - Rm. 402	Fee \$18

## Organizing Your Files & Folders

**Instructor:** N. VanSpeybroeck

*Prerequisite:* Basic Windows or equivalent experience

Level 1 – If you know the basics of Windows 7 and are eager to learn more, this session will expand your Windows 7 knowledge. Organize your computer files by creating folders, moving and copying files into folders and creating shortcuts.

1 Monday	Jan. 27	8:45 - 10:45 a.m.
CRN 11880	Outreach - Rm. 402	Fee \$18

## Creating a Photobook with Digital Pictures

**Instructor:** N. VanSpeybroeck

*Prerequisite:* Sharing Photos Online

Level 2 - Have you accumulated lots of digital photos but have yet to have them printed and put in a scrapbook? Create a photobook, quickly and easily, using your Shutterfly account that you opened in the Sharing Photos Online class. Select beautiful backgrounds for your pages, a cover, fancy edges for your pictures and more. *Please note:* It is free to create a photobook on Shutterfly, but if you choose to order an actual book, there is a cost. You may upload your photos to Shutterfly prior to class or bring them on a flash drive or CD.

1 Monday	Mar. 3	8:45 - 10:45 a.m.
CRN 11881	Outreach - Rm. 402	Fee \$18

1 Monday	May 5	12:15 - 2:15 p.m.
CRN 11882	Outreach - Rm. 402	Fee \$18

## Facebook for Seniors

**Instructor:** N. VanSpeybroeck

Level 1 – Connect to the world through Facebook. Find friends and relatives, join interest groups and more. Send messages and write on your friends' "timelines." View your friends' photos and videos as well as upload your own. You will have the opportunity to set up a free Facebook account in class and learn how to secure it with the proper privacy settings. *If you have an email account, please bring to class your email address and password to access your web mail.*

3 Mondays	Mar. 31 - Apr. 14	12:15 - 2:15 p.m.
CRN 11883	Outreach - Rm. 402	Fee \$43

## Emailing Basics

**Instructor:** N. VanSpeybroeck

Level 0 – Whether you would just like to learn what email is or if you are interested in exploring the idea for your home computer, this class is a basic session on emailing. We will cover understanding email addresses, how to send, save and forward messages and more. *If you have an email account, please bring to class your email address and password to access your web mail.*

1 Monday	Mar. 24	8:45 - 10:45 a.m.
CRN 11884	Outreach - Rm. 402	Fee \$18

## Emailing with Attachments

**Instructor:** N. VanSpeybroeck

*Prerequisite:* E-mailing Basics or equivalent experience

Level 1 – Do you have a document or a digital picture file that you would like to send to someone via an e-mail attachment? Or have you received an e-mail with an attachment and are unsure how to open, view and save the file? In this session, you will use the web mail to send and receive attachments in the classroom computer lab. Have you found an interesting website that you would like to share with a friend? Learn how to share a website link with an e-mail.

*If you have an email account, please bring to class your email address and password to access your web mail.*

1 Monday	Mar. 31	8:45 - 10:45 a.m.
CRN 11885	Outreach - Rm. 402	Fee \$18

## iPad: Getting Started

4 Mondays	Jan. 27 - Feb. 24	7:00 - 8:30 p.m.
CRN 11776	Outreach - Rm. 402	Fee \$38

(No class Feb. 17)

## iPad: Beginner

1 Tuesday	Apr. 8	6:00 - 8:00 p.m.
CRN 11777	BHCA LC - Rm. 112	Fee \$20
1 Thursday	Apr. 24	6:00 - 8:00 p.m.
CRN 11778	Outreach - Rm. 406	Fee \$20

## iPad: Intermediate

1 Thursday	May 8	6:00 - 8:00 p.m.
CRN 11779	Outreach - Rm. 407	Fee \$20

(See page 26 for class descriptions.)



## Register Now!

**Address:** Professional and Continuing Education  
Black Hawk College - Outreach Center  
301 Avenue of the Cities  
East Moline, IL 61244-4038

**Business Hours:** Mon. - Fri., 8:00 a.m. - 5:00 p.m.

**Online** - Go to [www.bhc.edu/pace](http://www.bhc.edu/pace). Click on Continuing Ed Registration and then select a PaCE schedule.

**By Mail** - Send your completed form and full payment to the above address.

**In Person** - Bring your completed form and full payment to the above address during business hours.

**By Phone** - Call 309-796-8223 during business hours. Credit card payment is required.

**By FAX** - Credit card payment is required.  
Fax completed registration form to 309-796-8282.

**After Hours Drop Box** - Located at the North Door to the Outreach Center.

## Fees

- Full payment of fees are due at the time of registration.
- Make checks payable to **Black Hawk College**.

## Hawk's Hub (Bookstore) 309-796-5500

For more information go to [www.bhc.edu/hawkshub](http://www.bhc.edu/hawkshub)

Monday & Tuesday 7:30 a.m. - 6:00 p.m.

Wednesday - Friday 7:30 a.m. - 5:00 p.m.

## Equal Opportunity Notification

Black Hawk College will make all educational and personnel decisions without regard to race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or status as a disabled veteran or Vietnam era veteran, except as specifically exempted by law. Coordinator for compliance is located in Building 1 Room B15A and phone 309-796-5005.

## Services for Students with Disabilities

The information contained in this publication is available in alternative formats upon request. A one-week advance notice of accommodation needs is recommended. If you will need accommodations due to a disability (e.g. Sign Language Interpreter, special seating) to participate in any BHC activity or program, please contact: Phone: (309) 796-5903 (CAPTEL) or General Office: (309) 796-5900.

## Student Class Eligibility - Who Can Enroll

- Enrollment is open to anyone 16 years of age or older unless otherwise indicated in the description.
- Under certain circumstances a student 15 years of age or younger may enroll with special permission from the instructor.
- For any questions, please call us at 309-796-8223.

## Refund Policy

- Call 309-796-8223 no later than 24 hours (one full working day) before your class starts to receive a 100% refund—unless otherwise noted.
- Withdrawals must be completed by phone or in person at the Professional and Continuing Education (PaCE) office.

## Cancellation Policy

Without incurring obligation, Black Hawk College reserves the right to:

- cancel classes due to insufficient enrollment.
- change the time, date or place of class.
- make other revisions in course offerings which become necessary.

## In case of severe weather:

- classes may be postponed.
- listen to local TV/radio stations for announcements.

## Holidays

**January 20** - Martin Luther King's Birthday

**February 17** - Presidents' Day

**Spring Break:** PaCE classes will meet as scheduled during Spring Break Week, March 10-14. The BHC Bookstore and Outreach Center offices will be closed on March 10.

**April 18** - Good Friday

## Facilities Locations

- **Black Hawk College - Outreach Center (Outreach)**  
301 Avenue of the Cities, East Moline, IL  
309-796-8223 Email: [demontl@bhc.edu](mailto:demontl@bhc.edu)  
Telecommunications Device For the Deaf 309-755-9855
- **Black Hawk College (Bldg.) (STB)**, 6600 34th Avenue, Moline, IL
- **Black Hawk College Adult Learning Center (BHC ALC)**, 4610 Blackhawk Commons Drive (11th St.), Rock Island, IL
- **Black Hawk College Community Education Center (BHC CEC)**, 404 East Third St., Kewanee, IL
- **Black Hawk College - East Campus (EC)**  
26230 Black Hawk Road, Galva, IL
- **Geneseo High School**, 700 N. State St., Geneseo, IL
- **Hy-Vee Dining Room (Silvis)**, 2001 5th Street, Silvis, IL
- **Lutheran Social Services of Illinois (LSSI) -Intouch Adult Day Services**, 4011 Avenue of the Cities, Suite 102, Moline, IL
- **Quad City Animal Welfare Center**, 724 West 2nd Ave., Milan, IL
- **Quad Cities Kidney Center**, 400 John Deere Road, Moline, IL
- **United Township High School**, 1275 Avenue of the Cities, East Moline, IL



PaCE  
BHC - Outreach Center  
301 Avenue of the Cities  
East Moline, IL 61244

**309-796-8223**

Method of Payment--Check One  
☐ Check/Money Order    ☐ VISA    ☐ MasterCard    ☐ Discover

Credit Card

Exp. Date     Security Code       Cardholder Zip Code

Credit Card Signature

Social Security Number:          Birth Date:

Name:       Male ☐ Female ☐  
 (Last) (First) (Middle Initial)

Home Address:

City:  State:  Zip:

Home Phone:  Business Phone:

Cell Phone:  Email:

CRN	Course Name	Amount Due
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date:  Rec'd By:  Cash: ☐ Check#  Charge:  **Total Due**



PaCE  
BHC - Outreach Center  
301 Avenue of the Cities  
East Moline, IL 61244

**309-796-8223**

Method of Payment--Check One  
☐ Check/Money Order    ☐ VISA    ☐ MasterCard    ☐ Discover

Credit Card

Exp. Date     Security Code       Cardholder Zip Code

Credit Card Signature

Social Security Number:          Birth Date:

Name:       Male ☐ Female ☐  
 (Last) (First) (Middle Initial)

Home Address:

City:  State:  Zip:

Home Phone:  Business Phone:

Cell Phone:  Email:

CRN	Course Name	Amount Due
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date:  Rec'd By:  Cash: ☐ Check#  Charge:  **Total Due**

**Hispanic or Latino Ethnicity:** ☐ Yes ☐ No

**Race:** (choose one or more):

- ☐ (20) American Indian/Alaskan Native  
☐ (10) Asian  
☐ (30) Black or African American  
☐ (70) Native Hawaiian/Pacific Islander  
☐ (50) White  
☐ (60) Choose Not to Respond

**Primary Race/Ethnicity:** (select one):

- ☐ (20) American Indian/Alaskan Native  
☐ (10) Asian  
☐ (30) Black or African American  
☐ (40) Hispanic or Latino  
☐ (70) Native Hawaiian/Pacific Islander  
☐ (50) White  
☐ (60) Choose Not to Respond

Are you a United States Citizen? ☐ Yes ☐ No

Are you a permanent resident of the United States? ☐ Yes ☐ No

Are you here on a Visa? ☐ Yes ☐ No

If Yes, what is your home country of origin?

**Student Intent:** (Check one)

- ☐ (01) Prepare for new or first occupational career  
☐ (02) Improve present occupational skills  
☐ (03) Explore courses to decide on a career  
☐ (04) Prepare for transfer to 4-yr. college or Univ.  
☐ (05) Remedy basic skills deficiencies  
☐ (06) Pursue non-career, personal interests  
☐ (07) Prepare for high school diploma equivalence test  
☐ (08) Other or unknown

**Highest Degree Previously Earned:**

- ☐ (30) GED  
☐ (35) High School Diploma  
☐ (39) Some college (No degree)  
☐ (40) Certificate  
☐ (45) Associate Degree  
☐ (50) Bachelors Degree  
☐ (60) Masters Degree  
☐ (70) First Professional Degree  
☐ (80) Doctorate Degree  
☐ (85) Other  
☐ (90) None

**Employment Status:**

- ☐ (01) Full Time—40 hrs. or more  
☐ (02) Part Time—over 15 hrs/week  
☐ (03) Part Time—15 hrs or less/week  
☐ (04) Homemaker  
☐ (05) Unemployed  
☐ (06) Retired/Other

Information collected in this section is used to comply with Federal and State reporting requirements.

**Hispanic or Latino Ethnicity:** ☐ Yes ☐ No

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- ☐ (20) American Indian/Alaskan Native  
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☐ (80) Doctorate Degree  
☐ (85) Other  
☐ (90) None

**Employment Status:**

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Information collected in this section is used to comply with Federal and State reporting requirements.

**BLACK HAWK COLLEGE**  
**6600 34TH AVE**  
**MOLINE IL 61265-5899**

NON-PROFIT ORGANIZATION

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ROCK ISLAND, ILLINOIS

**Professional and Continuing Education**  
**Look inside for a list of our upcoming classes.**  
**Visit our website: [www.bhc.edu/pace](http://www.bhc.edu/pace)**



## **PaCE Information Night**

**Tuesday, January 28, 2014**  
**4:30 – 6:30 p.m.**

*Black Hawk College Outreach Center*  
*301 Avenue of the Cities, East Moline, IL*

Stop by this free event to learn about the numerous programs offered Spring 2014. Talk with PaCE Coordinators to determine if a class or program is right for you.

Learn about the following PaCE opportunities:

- Health Career Programs
- Travel, Tourism & Hospitality Program
- Business/ Professional Development Programs
- Computer Classes
- Community Education Classes

Spring schedules will be available and registrations will be open during this event. For information on all of the PaCE programs, visit [www.bhc.edu/pace](http://www.bhc.edu/pace).

## **Job Fair**

**Wednesday, March 26, 2014**  
**10 a.m. – 2 p.m.**

*Black Hawk College, Building 3 – Upper Gym*  
*6600 34th Avenue, Moline, IL*

The Job Fair is open to the public. A shuttle from parking lot 4 to building 3 will be provided from 9:30 a.m. to 2:30 p.m.

If you need more information, please call **309-796-5191** or email [duhmm@bhc.edu](mailto:duhmm@bhc.edu).



***Make a difference in the life of a student.***  
***Invest in Human Potential***

For more information, contact the QC Foundation at 309-796-5052