Spring 2017

Professional and Continuing Education

Health Care Careers
Online Learning
Community Education
Technology

Languages
Lifelong Learner Program
Professional Development/Continuing Education

DAY, EVENING AND ONLINE CLASSES AVAILABLE!

www.bhc.edu/pace
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Unless otherwise stated, these classes are designed for students 16 and older.

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Health Care Career Programs: An Overview

Tuesday, January 24
Doors open at 5:00 p.m. Event ends at 6:30 p.m.
Black Hawk College - Health Science Center
6600 34th Ave., Moline, IL Room 204

Want to prepare for a challenging and rewarding career in health care but not certain which PaCE health program is right for you? Know exactly what program you want and need to enroll? This informational session will give prospective students information on various PaCE health care career programs. Instructors will be available for a brief overview.

FREE to prospective students; however, registration for the event is required. Call 309-796-8223.

PaCE Information Night

Tuesday, January 24
Doors open at 4:30 p.m. Event ends at 6:00 p.m.
Black Hawk College - Adult Learning Center
4610 Blackhawk Commons Drive, Rock Island, IL

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

Learn about the following PaCE opportunities:
- Professional Development/Continuing Education
- Technology (workshops/classes)
- Community Education
- Online Learning
- Languages

For information on all of the PaCE programs, visit www.bhc.edu/PaCE.
Animal Care Assistant

Instructor: Dr. C. Clinton, DVM, BS Animal Science, BS Microbiology

Job growth expected to be 19% through 2024 (Much faster than average.)

Prerequisite: Ability to lift animals on and off an exam table during clinical lab.

Explore the many duties typically performed by a animal care 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, laboratory procedures, parasites, and prescriptions
- Surgery preparation and monitoring vitals
- Safely restraining an animal for blood draws, x-rays and injections
- Routine examination, medication and euthanasia
- Client communications and front office procedures for a veterinary clinic/hospital

Requirements:
- Textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class. Required supplies: lab coat or scrubs. 15 hours job shadow/internship—details will be discussed the first night of class.
- Certified Animal Care Worker (CACW) exam available through the National Career Certification Board (NCCB) upon successful completion of the class.

Clinical dates: Jan. 26, Feb. 23, Mar. 23, Apr. 13, and Apr. 27

Students will be attending clinical at the Quad City Animal Welfare Center, 612 1st Street West, Milan, IL. Students responsible for their own transportation to the clinic site.
In partnership with the Quad City Animal Welfare Center [www.gcawc.org](http://www.gcawc.org)

Loosen Up and Lighten Up

Instructor: J. Grice, LPN, CPR Certified Instructor, CPI

Let the good times roll as you learn the importance of laughter to balancing your total well-being. Laughter is a powerful antidote that benefits your physical, mental and social well being. LOL coming your way in this class.

1 Thursday Jan. 26 6:00 - 7:30 p.m.
CRN 11282 Outreach - Rm. 106 Fee $15

Professional Continuing Education Credits: 1.5 CEs provided for Social Workers and Massage Therapists.

Caregiver Boot Camp

Instructor: J. Grice, LPN, CPR Certified Instructor, CPI

Do you need help navigating the challenges of caregiving? Millions of U.S. adults are becoming caregivers with little time to process or even plan for it. Research shows that 40% of 43.5 million unpaid family caregivers in this country also have kids under 18.

1 Thursday Feb. 9 6:00 - 7:30 p.m.
CRN 11283 Outreach - Rm. 106 Fee $15

Professional Continuing Education Credits: 1.5 CEs provided for Social Workers, Nursing Home Administrators, Physical Therapists and Physical Therapy Assistants.

Oils for Relaxation and Sleep

Instructor: S. Adamson, LC, LMT, CE, MR

Do you suffer from stress, insomnia, anxiety, restlessness or of perceiving people and experiencing the world! How easy it actually is and discover new ways to manage your thoughts, of perceiving people and experiencing the world! Join Dino and Tina Hayz, owners of the Center for Living Arts in Rock Island, as they share their personal journey of living their dreams into reality. They will offer support, encouragement, and helpful tips and attitudes that assisted them in stepping back a bit from the “rat race” and pursuing their hearts’ goal of living authentically.

1 Wednesday Feb. 8 7:00 - 8:30 p.m.
CRN 11281 Center for Living Arts Fee $30

Location: Center for Living Arts, 2008 4th Avenue, Rock Island, IL

Professional Continuing Education Credits: 1.5 CEs provided for Social Workers and Massage Therapists.

Reflexology

Instructor: S. Adamson, LC, LMT, CE, MR

Reflexology involves pressure to the feet and hands with specific thumbs, finger and hand techniques. Rest your feet and revive your interest in health and wellness with this fun, interactive class. Learn the basic reflexology points that you can use around for thousands of years. Joint pain, common cold, influenza, nausea, chronic pain, neck pain, sore feet and fatigue? Do you have trouble unplugging, winding down or sleeping? Specific essential oils and blends of those oils known for their soothing and calming properties have been used for thousands of years to help people relax and sleep better. Enjoy an evening learning how to improve your sleep.

1 Tuesday Feb. 21 5:30 - 7:30 p.m.
CRN 11279 Outreach - Rm. 406 Fee $15

Professional Continuing Education Credits: 2.0 CEs provided for Massage Therapists.

Cultivating Wellness

Instructor: Dr. D. Mizener, Ed.D.

The use of Aromatherapy dates back to ancient times and is now being written about it. Authors are writing about it. Millions of Americans are practicing it every day. In this course you will learn about the basic techniques and practice of meditation. Come learn how easy it actually is and discover new ways to manage your stress.

4 Wednesdays Feb. 1 - Feb. 22 6:00 - 7:30 p.m.
CRN 11285 Geneseo Public Library Fee $55

Professional Continuing Education Credits: 4.0 CEs provided for Social Workers, Nursing Home Administrators, Physical Therapists and Physical Therapy Assistants.

Meditation 101

Instructor: Dr. D. Mizener, Ed.D.

Training the mind can help us alleviate stress, relieve suffering...and much more! In this interactive class we will explore your brain and how you can control it to improve your mood and well being.

4 Wednesdays Apr. 5 - Apr. 26 1:00 - 2:30 p.m.
CRN 11286 Outreach - Rm. 407 Fee $39

Professional Continuing Education Credits: 4.0 CEs provided for Social Workers.

Parenting the Love and Logic

Instructor: Dr. C. Clinton, DVM, BS Animal Science, BS Microbiology

Are you interested in raising self-confident, motivated children who are ready for the real world? This class will provide you loving, yet powerful tools for parenting children have kids under 18.

6 CEs pro-
CRN 11287 Outreach - Rm. 204 Fee $39

Professional Continuing Education Credits: 6 CEs provided for Social Workers, Nursing Home Administrators, Physical Therapists.
Parenting the Love and Logic Way
Instructor: D. Harris
Are you interested in raising self-confident, motivated children who are ready for the real world? This class will give you loving, yet powerful tools for parenting children of all ages. Leave each class with practical strategies for increasing your children’s cooperation, responsibility and resilience. All this while making parenting fun and reducing, even eliminating family conflicts. The instructor has practiced Love and Logic as an educator and father for 15 years. This class is useful with children of all ages. A $10 workbook fee is due to the instructor at the first session.

Professional Continuing Education Credits: 12 CEs provided for Social Workers.
6 Thursdays Mar. 2 - Apr. 6 5:45 - 7:45 p.m.
CRN 11285 Geneseo Public Library Fee $55

Meditation 101
Instructor: Dr. D. Mizener, Ed.D.
Scientists are studying it. Doctors are recommending it. Authors are writing about it. Millions of Americans are practicing it every day. In this course you will learn about the various kinds of meditation, the benefits of meditation, and the basic techniques and practice of meditation. Come learn how easy it actually is and discover new ways to manage thoughts, of perceiving people and experiencing the world!

Professional Continuing Education Credits: 6 CEs provided for Social Workers and Massage Therapists.
4 Wednesdays Feb. 1 - Feb. 22 6:00 - 7:30 p.m.
CRN 11286 Outreach - Rm. 407 Fee $39

Cultivating Wellness
Instructor: Dr. D. Mizener, Ed.D.
Training the mind can help us alleviate stress, relieve suffering and cultivate well-being. This course aims to provide students with the tools to improve quality of life by engaging in various techniques such as mental and muscle relaxation, breathing exercises, mindfulness and meditation. We will cover topics such as mind/body connection, the benefits of practicing gratitude and forgiveness, and much more!

Professional Continuing Education Credits: 6 CEs provided for Social Workers and Massage Therapists.
4 Wednesdays Apr. 5 - Apr. 26 1:00 - 2:30 p.m.
CRN 11485 Outreach - Rm. 407 Fee $39

Did You Know?
- PaCE stands for Professional and Continuing Education
- 1,976 students attended our spring 2016 classes
- We coordinate College for Kids
- On average, we offer over 800 classes each year
- Our classes are held at all Black Hawk College facilities as well as various locations throughout the Quad Cities
- Our department has been in existence for 47 years.

Introduction to Aromatherapy
Instructor: S. Adamson, L.C., L.M.T., C.E., M.R
The use of Aromatherapy dates back to ancient times where they were used for therapeutic, spiritual, medicinal, hygienic and ritualistic purposes in many cultures. This blending workshop will recognize fifteen essential oils and their individual properties and will consist of customizing aromatherapy blends and how to use them in your everyday life. Professional Continuing Education Credits: 2.0 CEs provided for Massage Therapists.
1 Tuesday Feb. 21 5:30 - 7:30 p.m.
CRN 11288 Outreach - Rm. 406 Fee $19

Aromatherapy — Using Essential Oils for Relaxation and Sleep
Instructor: S. Adamson, L.C., L.M.T., C.E., M.R
Do you suffer from stress, insomnia, anxiety, restlessness and fatigue? Do you have trouble unplugging, winding down or sleeping? Specific essential oils and blends of those oils known for their soothing and calming properties have been used for thousands of years to help people relax and sleep better. Enjoy an evening learning how to improve your sleep and ultimately your mood! Professional Continuing Education Credits: 2.0 CEs provided for Massage Therapists.
1 Tuesday Feb. 28 5:30 - 7:30 p.m.
CRN 11289 Outreach - Rm. 406 Fee $19

Health Benefits of Aromatherapy
Instructor: S. Adamson, L.C., L.M.T., C.E., M.R
Want to find a possible alternative to traditional medicine? Utilizing essential oils for medicinal purposes has been around for thousands of years. Joint pain, common cold, influenza, nausea, chronic pain, neck pain, sore feet and tension headaches are just a few health issues that can be improved through aromatherapy. Professional Continuing Education Credits: 2.0 CEs provided for Massage Therapists.
1 Tuesday Mar. 7 5:30 - 7:30 p.m.
CRN 11290 Outreach - Rm. 406 Fee $19

Reflexology
Instructor: S. Adamson, L.C., L.M.T., C.E., M.R
Reflexology involves pressure to the feet and hands with specific thumbs, finger and hand techniques. Rest your feet and revive your interest in health and wellness with this fun, interactive class. Learn the basic reflexology points that you can use on yourself for better health every day. Professional Continuing Education Credits: 3.0 CEs provided for Massage Therapists.
1 Tuesday Mar. 21 5:30 - 8:30 p.m.
CRN 11291 Outreach - Rm. 408 Fee $29
**Autism Awareness**

*Presenter: M. Smyth, Director of the QC Autism Center (QCAC)*

April is National Autism Awareness Month and we are partnering with the QC Autism Center to bring you a free evening full of information regarding autism. QCAC is an organization that provides Applied Behavior Analysis (ABA) therapy, an evidence-based treatment that has proven to be particularly effective for children diagnosed with autism, developmental disabilities and behavior problems. Autism is a lifelong developmental disability that typically appears during the first three years of life. It is estimated that 1 in every 68 children is diagnosed with autism and some studies suggest boys are more likely than girls to develop autism and receive the diagnosis three to four times more frequently. Current estimates are that in the United States alone, one out of 42 boys is diagnosed with autism.

Join us as we learn a brief background on autism, what the “red flags” of autism are and what resources are available in our area.

1 Thursday  
April 6  
6:00 - 7:30 p.m.

CRN 11480  
Outreach - Rm. 204  
Fee FREE

FREE; however, registration for the evening is required. Call 309-796-8223.

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**Online Courses**

**Health Care, Alternative Medicine and Medical Courses Online**

- Certificate in Spirituality, Health, and Healing
- Certificate in Stress Management
- Introduction to Natural Health and Healing
- Handling Medical Emergencies
- Certificate in Legal and Ethical Issues in Health Care
- Certificate in End of Life Care
- Certificate in Healthy Aging
- Certificate in Holistic and Integrative Health

See page 19 or visit www.ed2go.com/blackhawk for more information.

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**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, breathwork, balance and relaxation. All levels are welcome. Bring a yoga mat or a large towel and dress in comfortable, loose-fitting clothing.

6 Tuesdays  
Jan. 24 - Feb. 28  
6:30 - 7:30 p.m.

CRN 11456  
Outreach - Rm. 407  
Fee $42

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**Zumba - Find Your Way to Fun and Fitness**

*Instructor: T. Gomez*

Combine motivating music and 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. 26 - Mar. 2  
7:00 - 8:00 p.m.

CRN 11455  
Bldg. 3 - Lower Gym  
Fee $36

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**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. 1 - Mar. 8  
7:00 - 8:00 p.m.

CRN 11453  
Bldg. 3 - Lower Gym  
Fee $36

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**Introduction to Hoop Dance**

*Instructor: C. Bishop*

Everyone loves hoopin’! Want a great workout while having a lot of FUN? Come join us as we burn more than 400 calories per hour while having a great time. We welcome all shapes, sizes, skill levels and ages (16 and up) to join us for Hoop Dance fun! Hoop Dance is no-impact to low impact and no prior hoop experience is necessary as the classes and movements can be scaled to every level. A $10 usage fee is due to the instructor the first class. If you would like to purchase a hoop, you can do so by paying the instructor $30 instead.

6 Wednesdays  
Mar. 22 - Apr. 26  
7:00 - 8:00 p.m.

CRN 11457  
Bldg. 3 - Lower Gym  
Fee $42

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**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.)
American Heart Association Health Care Provider Training Course (BLS-CPR) (formerly HCP-CPR)
Instructor: B. Smith, M.S., Cert. AHA BLS Instructor, Cert. ARC BLS/First Aid Inst.
The American Heart Association designed the BLS for Health Care Providers Course to prepare a wide variety of health care professionals to recognize several life-threatening emergencies and to provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. The course includes adult, child, and infant skills in both the out-of-hospital and in-hospital settings.
Professional Continuing Education Credits: 4 CEs provided for Social Workers, Nursing Home Administrators, Physical Therapists, Physical Therapy Assistants, and Massage Therapists. Fee includes manual and BLS-CPR card.

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<th>Date</th>
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<tr>
<td>1 Friday</td>
<td>Jan. 27</td>
<td>Noon - 4:00</td>
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<tr>
<td>CRN 11294</td>
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<td>1 Friday</td>
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<td>CRN 11295</td>
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<tr>
<td>1 Friday</td>
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<td>CRN 11300</td>
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<tr>
<td>1 Friday</td>
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<td>12:30 - 4:30</td>
<td>$55</td>
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<tr>
<td>CRN 11301</td>
<td>Outreach - Rm. 407</td>
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Family & Friends® CPR
Instructor: J. Grice, LPN, CPR Certified Instructor, CPI
Learn the lifesaving skills of adult Hands-Only™ CPR, child CPR with breaths, adult and child AED use, infant CPR and relief of choking in an adult, child or infant. Skills are taught in a group environment by using the AHA’s research-proven practice-while-watching technique, which provides students with the most hands-on CPR practice time possible. Family & Friends CPR is for individuals (16 and over) who want to learn CPR but do not need a course completion card in CPR for their job. This course is ideal for students, new parents, grandparents, babysitters and others interested in learning how to save a life.

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<th>Date</th>
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<tbody>
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<td>1 Thursday</td>
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<td>CRN 11302</td>
<td>Outreach - Rm. 407</td>
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Adult Mental Health First Aid USA Training
Instructor: R. Nelson, MS, BA
This course is designed to teach the community and professionals how to respond when a person is developing a mental health problem or experiencing a mental health crisis.
Please note - This course does not teach how to diagnose or counsel, but how to help a person needing early intervention or crisis assistance.
Participants will:
- Understand the prevalence of mental illness in the United States.
- Understand the importance of stigma reduction.
- Learn risk factors and warning signs of specific illnesses such as anxiety, depression, self-injury, eating disorders, psychosis and addiction.
- Engage in experiential activities that build understanding of the impact of illness.
- Learn a five-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with the appropriate professional care.
Man and lunch included.

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<tr>
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<td>Mar. 9</td>
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<tr>
<td>CRN 11292</td>
<td>Outreach - Rm. 204</td>
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Professional Continuing Education Credits: 8 CEs provided for Social Workers, Massage Therapists, and Nursing Home Administrators.

Youth Mental Health First Aid USA Training
Instructor: R. Nelson, MS, BA
Youth Mental Health First Aid is designed to teach the community and professionals how to respond when a youth is experiencing a mental health problem or a mental health crisis. Youth Mental Health First Aid is primarily designed for adults who regularly interact with youth ages 12-18. They will gain knowledge of the potential risk factors and warning signs for a range of mental health problems, including depression, anxiety, psychosis, substance abuse disorders, self-injury, disruptive disorders (including ADHD) and eating disorders. The class will include a five-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with appropriate professional care.
Please note - This course does not teach how to diagnose or counsel, but how to help a person needing early intervention or crisis assistance.
Man and lunch included.

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<th>Location</th>
<th>Fee</th>
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<tr>
<td>1 Thursday</td>
<td>Apr. 13</td>
<td>8:30 a.m. - 5:00 p.m.</td>
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<tr>
<td>CRN 11293</td>
<td>Outreach - Rm. 204</td>
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Phlebotomy Technician
In partnership with Genesis.
Job growth 2016-22 expected to be 30%.
Prerequisite: Current statement of good health from your physician and documented proof that you are free from active tuberculosis as documented by a negative Quantiferon®-TB Gold test. This test may be obtained from your physician’s office or by visiting a Genesis Occupational Health Clinic, (sites listed below) to receive a discounted price. These documents 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 25 venipunctures and 5 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 Hawk’s Hub (the college bookstore) prior to first class.
National Center for Competency Testing (NCCT), offers the National Certified Phlebotomy Technician (NCPT) certification exam, upon successful completion of the class.
Instructor: M. Newman
10 Tuesdays Jan. 24 - Mar. 28
CRN 11303 CEC - Rm. 124 6:00 - 10:00 p.m. Tuition Fee $725
Instructor: J. Hines
10 Wednesdays Feb. 1 - Apr. 5
CRN 11304 HSC - Rm. 212 5:30 - 9:30 p.m. Tuition Fee $725
Instructor: S. Edlund
10 Fridays Feb. 10 - Apr. 21
CRN 11305 HSC - Rm. 212 3:45 - 7:45 p.m. (No class Apr. 14)
Tuition Fee $725

Phlebotomy Technician
“Susan was such a great instructor, very patient and understanding. I would recommend her to everyone that wants to take Phlebotomy.”
J. Trescher

Pharmacy Technician
Instructor: J. Jefferson, CPhT
Prerequisite: 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 Hawk’s Hub (the college bookstore) prior to first class. Please bring a calculator to the first night of class. Pharmacy Technician Certification exam, (PTCB) is available upon successful completion of the class.
15 Wednesdays Feb. 8 - May 17
5:30 - 9:30 p.m.
CRN 11306 STB - Rm. 110 Tuition Fee $725

EKG Technician
Instructor: L. Putman
Prerequisite: Ability to assist peers onto a table during practice. Must be willing to participate with giving and receiving 12-lead hook ups.
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, and heart medications
Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.
National Center for Competency Testing (NCCT), offers the National Certified EKG Technician (NCET) certification exam, upon successful completion of the class.
7 Fridays Feb. 3 - Mar. 17
10:00 a.m. - 1:00 p.m.
CRN 11307 HSC - Rm. 212 Tuition Fee $395

Pharmacy Technician
“Love the way Ivey teaches. She makes it really easy to learn. Can she teach all the health classes?”
L. Putman

Genesee Occupational Health
3319 Spring Street, Suite 103, Davenport, IA
Phone: 563-421-0660  Fax: 563-421-0669

Genesee Occupational Health
2526 41st Street, Moline, IL
Phone: 309-281-2700  Fax: 309-281-2709
Professional Home Care Provider
Instructor: J. Grice, LPN, CPR Certified Instructor, CPI

Learn proper techniques for administering services commonly referred to as the Activities of Daily Living (ADLs) — bathing, dressing, grooming, nutritional values, patient hygiene and companionship and the limits of which a skilled service provider is required to use. Learn basic caregiver skills including rules, regulations, recording daily logs, basic signs of dementia, compassion, and listening. Perform and document accurate vital signs while providing comfort, safety and progress activity. Learn how to report all accidents promptly and correct minor safety hazards within the home to avoid accidents. Understand the importance of good communications with the family. Learn how to provide individuals with supportive services such as individual care and supervision. Required textbook must be purchased at the Haw’k’s Hub (the college bookstore) prior to first class.

An Assisted Living Health Care Provider competency exam will be administered and successful completion will be noted on the certificate of completion.

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<tr>
<th>Date</th>
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<tr>
<td>6 Thursdays</td>
<td>Mar. 16 - Apr. 20 6:00 - 7:30 p.m.</td>
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<tr>
<td>CRN 11308</td>
<td>Outreach - Rm. 408 Tuition Fee $285</td>
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Patient Health Service Professional
Instructor: I. Earl, NCMA, AHI, CPI, BS

Job Growth: 2014-24 expected to be 38%.

Prerequisites: Basic computer skills are recommended. Represent the front line of the health care service for patients entering a fast-paced practice, hospital, or clinic. You will be introduced to the many roles and responsibilities encompassed by the health professional. Learn the critical components of working in a key role to provide patient registration, medical terminology, basic Spanish speaking skills, patient/staff relations, insurance forms, confidentiality, patient safety, professional etiquette, and the need for extraordinary customer service skills in stressful situations. A professional résumé must be created for review by week 8 with assistance from the BHC Career Services Center.

A Patient Service Professional competency exam will be administered.

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Tuition Fee</th>
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<td>8 Thursdays</td>
<td>Mar. 23 - May 11 6:00 - 8:00 p.m.</td>
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<tr>
<td>CRN 11309</td>
<td>Outreach - Rm. 407 Tuition Fee $325</td>
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Health Career Pathway Program (HCP Program)

Prerequisite: Grades 8-12
Join the BHC Nursing and Allied Health/HPE faculty as students in grades 8-12 are given the opportunity to explore a career in health care. Students will attend a total of six classes in the two days investigating the careers in nursing, EMS/EMT, physical therapy, and more. Go to www.bhc.edu/youth for a full explanation of the program and the registration form.

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<th>Date</th>
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<tr>
<td>2 Saturdays</td>
<td>Feb. 25 - Mar. 4 8:00 a.m. - Noon</td>
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<tr>
<td>CRN 11467</td>
<td>HSC - Rm. 203 Fee $105</td>
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Who should attend:
Prospective students interested in a career in health or exploring what Black Hawk College has to offer in the health field.

BHC Haw’k’s Hub (bookstore) information
For a list of PaCE books, visit www.bhc.edu/hawkshub
Click on “Order/View Textbooks”
Select Term (Spring 17), Select Department (Ault Ed)
Books may be purchased online or at the bookstore.
**Medical Scribe**

**Instructor:** I. Earl, NCMA, AHI, CPI, BS

**Job Growth** expected to be 21% through 2020.

This course has been enhanced to include an electronic component, allowing students hands-on practice completing various medical history forms.

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 Hawk’s Hub (the college bookstore) prior to first class.

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<tr>
<th>CRN 11312 Outreach - Rm. 406</th>
<th>Tuition Fee $215</th>
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**Medical Receptionist**

**Instructor:** K. Lyord, NCMA

**Topics will include:**
- role-playing
- Patient/provider relations
- Business and work ethics
- Professionalism
- Scheduling and records management
- Written and oral instructions and communication effectiveness
- Job growth expected to be 21% through 2020.

Gain the confidence to pursue a job in the health care field. Make every patient feel welcomed as they walk into a health facility. Learn exercises in judgment, independent thinking, prioritization and decision making. Focus is on the basic components and how to break down a medical term by knowing the meaning of a prefix or suffix. By learning the individual parts of a medical term, you can follow procedures and instructions accurately and communicate effectively.

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

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<tr>
<th>CRN 11316 Outreach - Rm. 200</th>
<th>Tuition Fee $250</th>
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**Medical Scribe**

**“Great experience! Mrs. Earl is a wonderful teacher and I wish I had her for every class I’ve ever taken.”**

E. Caulkins

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**Assisted Living Professional**

**Instructors:** J. Massey, LPN, Certified Dementia Care Specialist and Instructor; M. Woeke, LMSW, MAG, Certified Dementia Care Specialist and Instructor

Prepare to become an assisted living professional. Emphasis is on providing care to clients living in retirement communities or senior housing complexes where full-time nursing care is not needed, but the individuals may need help with daily tasks such as personal care, transferring, bathing and dressing. It’s important for the assisted living professional to know correct procedure for transferring, bathing, handling medications, ambulation, fall prevention, infection control, recognizing and dealing with dementia, and treating people with dignity and respect.

**Professional Continuing Education Credits:** 16 CEUs provided for Social Workers, Nursing Home Administrators, Physical Therapists and Physical Therapy Assistants.

**An Assisted Living Health Care Provider competency exam will be administered.**

<table>
<thead>
<tr>
<th>8 Mondays</th>
<th>Mar. 27 - May 15</th>
<th>5:30 - 7:30 p.m.</th>
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<tr>
<td>CRN 11310</td>
<td>Outreach - Rm. 407</td>
<td>Tuition Fee $325</td>
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*Come Visit With Me,* authored by Marilyn Woeke, instructor, will be used as the textbook. You may purchase the book for $5.00 the first night of class.

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**Why Get Certified:**

- Demonstrates that you have achieved the entry-level of professional knowledge in your specific field of study.
- Gives you a mark of distinction which sets you apart and shows that you have achieved expertise in your field of study.
- Demonstrates your commitment to your own personal growth and to that of the profession you’ve chosen. These factors can affect your career advancement.
- May encourage your employer to underwrite further education for you in the future. By showing them how supporting your professional development is a worthwhile pursuit for the company’s continuous improvement efforts, this could lead to further educational opportunities.

Many of the PaCE health care programs offer a certification exam or competency exam after successful completion of the course. The instructor will review certifications for each program.
Medical Receptionist
Instructor: K. L. Lyord, NCMA
Make every patient feel welcomed as they walk into a health care facility. Learn exercises in judgment, independent action and coping graciously with interruptions.
Topics will include:
• Business and work ethics
• Patient/provider 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 Feb. 2 - Mar. 16 6:00 - 7:30 p.m.
CRN 11312 Outreach - Rm. 406 Tuition Fee $215

Health Care Careers General Statement of Prerequisites
Age 18 and GED or high school diploma. Must be free of communicable diseases that pose a risk to self, instructor, or peers. Most health careers require the ability to lift, bend, stoop, twist, turn and stand on your feet or sit for extended periods of time. Must be able to follow written and oral instructions and communicate effectively in a professional manner. Some classes require background checks.

Medical Terminology Basics
Instructor: I. Earl, NCMA, AHI, CPI, BS
Gain the confidence to pursue a job in the health care field or learn a new skill to increase your chances of job advancement. Focus is on the basic components and how to break down a medical term by knowing the meaning of a prefix or suffix. By learning the individual parts of a medical term, you will not need to memorize hundreds of complex terms and their definitions. Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.
10 Wednesdays Mar. 15 - May 17 6:00 - 7:30 p.m.
CRN 11313 Outreach - Rm. 407 Tuition Fee $195

Medical Receptionist
“The friendly and inviting instructor made going to class and learning the subject great!”
A. Gutierrez

Financial Assistance
American Job Center ® scholarships may be available for certain classes or programs, subject to limited federal funding as well as meeting eligibility requirements. Call 309-788-7587 or 309-852-6544 for more information. Project Now Community Action Agency Community Services Block Grant (CSBG) Scholarship Program may be available subject to meeting eligibility criteria and the completion of an application. Go to www.projectnow.org/community.htm or call 309-793-6391 for more information.

Black Hawk College
ONLINE CAREER TRAINING PROGRAMS
Online Career Training Programs can start you on a path to an in-demand profession. You can begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a Certificate of Completion.

PROGRAMS ARE AVAILABLE IN THE FOLLOWING AREAS:
Healthcare and Fitness
IT and Software Development
Management and Corporate
Media and Design
Hospitality and Gaming
Skilled Trades and Industrial

Phone: 309-796-8223
careertraining.ed2go.com/bhc

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• 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 Feb. 2 - Mar. 16 6:00 - 7:30 p.m.
CRN 11312 Outreach - Rm. 406 Tuition Fee $215

Health Care Careers General Statement of Prerequisites
Age 18 and GED or high school diploma. Must be free of communicable diseases that pose a risk to self, instructor, or peers. Most health careers require the ability to lift, bend, stoop, twist, turn and stand on your feet or sit for extended periods of time. Must be able to follow written and oral instructions and communicate effectively in a professional manner. Some classes require background checks.

Medical Terminology Basics
Instructor: I. Earl, NCMA, AHI, CPI, BS
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10 Wednesdays Mar. 15 - May 17 6:00 - 7:30 p.m.
CRN 11313 Outreach - Rm. 407 Tuition Fee $195

Medical Receptionist
“The friendly and inviting instructor made going to class and learning the subject great!”
A. Gutierrez

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PROGRAMS ARE AVAILABLE IN THE FOLLOWING AREAS:
Healthcare and Fitness
IT and Software Development
Management and Corporate
Media and Design
Hospitality and Gaming
Skilled Trades and Industrial

Phone: 309-796-8223
careertraining.ed2go.com/bhc

Financial Assistance
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Human Resources

Maybe you are looking to make human resources your career or you want to gain knowledge for your business or maybe you are looking for advancement and more responsibility. Our human resources classes can help. The programs through HRCP offer you the chance to refresh your HR skills or prep for the aPHR, PHR or SPHR exams.

Human Resource Certification Preparation Program
Instructors: S. Cary, SPHR, MBA, HRM, SHRM-SLP/ P. Greufe, SPHR, MBA, CM
This class serves as a preparation tool for the PHR or SPHR certification examination. Go to www.hrci.org to verify eligibility requirements. While utilizing the curriculum from HRCP, you’ll learn from printed workbooks, online tools and current HR practitioners as well as network with other human resource personnel.

Program Benefits:
• Career Advancement
• Cost Effective Learning
• Practitioner-focused and Competency-based
• Tuition Reimbursement
• Recertification Credits
• Action Oriented Curriculum

Who Should Attend:
• Human Resource professionals preparing for the HRCI certification exams
• Employee Benefits Directors
• Employee Relations Managers
• Senior Managers new to the human resource field
• Training Directors
• Human Resource staff members
• Any manager or professional seeking career change or enhancement

Topics Covered Include:
• Business management and strategy
• Workforce planning and employment
• Human resource development
• Compensation and benefits
• Employee and labor relations
• Risk management

CEU 3.3
The HRCP materials and access code are included in the cost of the class.

11 Thursdays Mar. 2 - May 11 6:00 - 9:00 p.m.
CRN 11314 Outreach - Rm. 204 Tuition Fee $875

aPHR Certification Preparation Program
Instructor: L. Bassow, SPHR
The Associate Professional in Human Resources (aPHR) exam is a new HR certification. Are you a recent graduate with an interest in an HR career, a professional looking to switch careers, a manager who wants to expand your role, or a member of the military seeking HR development or transitioning into a civilian HR role? The aPHR credential will demonstrate foundational knowledge to HR practices and prove to an employer that you have the qualifications necessary for a successful HR career. The HRCP materials are included in the cost of the class.

9 Tuesdays Mar. 28 - May 23 6:00 - 8:00 p.m.
CRN 11315 Outreach - Rm. 406 Tuition Fee $525

Business Skills

Business Communication
Instructor: TBA
Communication, whatever method is used, needs to inform. In the business world, writing clearly and concisely is critical to success. You will learn techniques for clarifying your purpose, avoiding wordiness, and organizing your ideas. Through in-class practice exercises, you will edit and write letters, memos, reports, e-mail messages, résumés and cover letters. Vocabulary development, using correct grammar and punctuation, techniques for reducing writing time and proof-reading also will be addressed.

5 Thursdays Mar. 2 - Mar. 30 6:00 - 7:30 p.m.
CRN 11323 Outreach - Rm. 402 Tuition Fee $105

Spanish for the Legal Professional
Instructor: M. Cavazos
This class will help individuals in the legal profession communicate simply and effectively in Spanish to plaintiffs and defendants. Learn Spanish pronunciation and basic vocabulary such as numbers, days, months, dates and time. Gather personal information and discuss crimes/violations, fines/punishment with a client with confidence. Course includes learning kit and audio CD.

7 Mondays Mar. 27 - May 8 6:00 - 8:00 p.m.
CRN 11472 Bldg. 1 - Rm. 303 Tuition Fee $149

Looking to learn a language for your job? Go to www.bhc.edu/language or go to pages 36-37 to learn about the language classes offered.
Payroll
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/CPP certifications.

APA’s PayTrain C/U Fundamentals
Instructor: G. Haut, CPP
Learn the fundamental payroll calculations and applications that provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. This course is ideal for new payroll professionals as well as those who support the payroll industry, those who are preparing for FPC certification and those who wish to take the Mastery course. You will receive classroom instruction and access to interactive online quizzes, games and application exercises that reinforce the topics of:
• Payroll concepts
• Calculations
• Fringe benefits
• Payroll reporting and employment taxes
• Record keeping and payroll practices
• Payroll accounting
• Professional administration
Participants who successfully complete the course can expect to function as entry-level payroll administrators. The learning materials are included in the cost of the class.
CEU 3.0
10 Tuesdays Feb. 28 - May 2 6:00 - 9:00 p.m.
CRN 11316 Outreach - Rm. 402 Tuition Fee $755

APA’s PayTrain C/U Mastery
Instructor: G. Haut, CPP
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. CEU 3.6
12 Wednesdays Mar. 1 - May 17 6:00 - 9:00 p.m.
CRN 11317 Outreach - Rm. 402 Tuition Fee $855

Management
Black Hawk College Professional and Continuing Education (PaCE) has partnered with the Institute of Certified Professional Managers (ICPM) at James Madison University to bring you a unique and exclusive set of training for managers and supervisors in any industry.

Certified Manager (CM®)
The Certified Manager (CM®) certification is a globally recognized professional credential for experienced and qualified managers. CM increases managerial confidence on the job, promotes professional credibility, and advances marketability for employment and career advancement. The three module program is open to candidates meeting eligibility requirements and can be taken in any order. Completion of all three modules and successfully passing all three module exams will result in certification. For more information and questions on eligibility requirements, visit www.icpm.biz or contact courvilleb@bhc.edu

Foundations
Instructor: D. Davis, CM, MOL, BA
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. Class will break for a 30-minute lunch (on your own).
4 Saturdays Apr. 8 - May 6 9:00 a.m. - 3:00 p.m.
CRN 11318 Outreach - Rm. 406 Tuition Fee $589
(No class Apr. 15)

Planning and Organizing
Provides skills and knowledge for improved planning and organizing. Some topics include building teams and work groups, workforce diversity, and coaching and feedback. Course offered Summer 2017.

Leading and Controlling
This module provides skills and knowledge for improved leading and controlling. Course offered Fall 2017.
Foundations of Management Certificate Program (FoM)
Instructor: D. Davis, CM, M O L, BA
The Foundations of Management (FoM) program is a certificate program providing essential tools for supervising in today’s workplace for entry level managers and supervisors. Beginning with the basic managerial functions—planning, organizing, leading and controlling—the program explores the role of supervisory managers and establishes a firm foundation for sound decision making, problem solving, communicating, and more. In addition, it introduces basic business concepts to establish a foundation for advancement in the management profession. Participants who complete the program and successfully pass the online assessment exam receive an ICPM Certificate of Completion. Final exam will be administered during the last session. A registration fee, materials and exam fees are included in the cost.
9 Thursdays Apr. 6 - June 1 6:00 - 8:30 p.m.
CRN 11319 Outreach - Rm. 404 Tuition Fee $605

Quality
Quality 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.

Certified Quality Engineer (CQE)
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 from the Quality Council of Indiana are included in the cost of the class. Note: Completion of a course on statistics prior to this class would be beneficial to the student, but is not required. CEU 3.6
12 Mondays Mar. 6 - May 22 6:00 - 9:00 p.m.
CRN 11320 Outreach - Rm. 406 Tuition Fee $750

Certified Quality Auditor (CQA)
Instructor: D. Schultz, CQA, CQE
Obtain a foundation in auditing principles/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 course materials from the Quality Council of Indiana are included in the cost of the class. CEU 2.5
9 Tuesdays Mar. 21 - May 16 6:00 - 8:30 p.m.
CRN 11321 Outreach - Rm. 404 Tuition Fee $595

Quality 101 (CQIA)
Instructor: D. Schultz, CQA, CQE
Discover fundamental quality principles and practices for success of an organization with our 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
• Quality deployment
The course materials from the Quality Council of Indiana are included in the cost of the class. CEU 1.5
Note: The last class will meet from 6:00 - 7:30 p.m.
6 Wednesdays Apr. 19 - May 24 6:00 - 9:00 p.m.
CRN 11322 Outreach - Rm. 406 Tuition Fee $395

Certification
Description
Education/Experience*
Quality Improvement Associate (CQIA)
Understands quality tools and their uses and participates in quality improvement projects.
2 years of work experience or an associate degree as a minimum.
Quality Auditor (CQIA)
Analyze all elements of a quality system and judge its degree of adherence to the criteria of industrial management and quality evaluation and control systems.
8 years of on-the-job experience in one or more of the areas of the Certified Quality Auditor Body of Knowledge. A minimum of 3 years of this experience must be in a decision-making position.
Quality Engineer (CQIA)
Develops and operates quality control systems, applies and analyzes testing and inspection procedures. Uses metrology and statistical methods to diagnose and correct improper quality control practices.
8 years of on-the-job experience in one or more of the areas of the Certified Quality Engineer Body of Knowledge. A minimum of 3 years of this experience must be in a decision-making position.

*If you have a degree from a college, university, or technical school with accreditation accepted by ASQ, part of the experience requirement may be waived.
Go to http://asq.org/cert/control/right-for-you for more information.
Attention K-12 Educators!

Earn PD Hours in the Classroom or Online

Black Hawk College’s Professional & Continuing Education (PaCE) 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 classes designed for teachers and earn PD Hours through the RIROE. You will find classes in a variety of topics.

To obtain PD Hours for a chosen course, teachers need to contact Julie at the RIROE (309-736-1111) to obtain approval. PD Hours processing fee is $25 payable to RIROE.

Check out the classes available and learn how to earn PD Hours at: www.bhc.edu/teachers

Classroom:

Technology Day Classes ............... 20-24
Word, Excel, Access, PowerPoint, Publisher, and Adobe Photoshop Elements

Technology Evening Classes ........... 25-27
Computer Basics, Moving to Windows 10, Word, Excel, Google Docs, iPad, and Adobe Photoshop Elements

Languages ......................... 36-37
French, Italian, Spanish, American Sign Language (ASL), and Introduction to Deaf Culture

Online Classes:

Classes begin the 3rd Wednesday of each month and take just six short weeks to complete. Here is a list of just some of the over 60 Teacher Professional Development Online Courses offered:

- Ready, Set, Read!
- Teaching Writing: Grades 4-6
- Solving Classroom Discipline Problems
- Differentiating K-12 Assessments
- Teaching Students with Learning Disabilities
- Using the Internet in the Classroom
- The Creative 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 Teachers
- Teaching Smarter With SMART Boards

Courses start at just $99.

Check out the classes available and how to earn PD Hours at: www.bhc.edu/teachers
Food Handler Training - English

Per the Illinois Food Handling Regulation Enforcement Act (410 ILCS 625), amended per SB 1495, all food handlers – other than someone holding a FSSM C license – must receive basic safe food handling principles training within 30 days after employment. All food handlers are divided into the categories of restaurant and non-restaurant. All food handlers working in an establishment where food is intended for immediate or on-site consumption are considered restaurant food handlers. The training certificate for this category is valid for three years. All food handlers working in non-restaurants (a kitchen in a nursing home, licensed day care home or facility, hospital, school, long-term care facility or a retail food store) are not required to take another food handler training unless they go to work for another employer.

Instructor-Led
You will attend a 2-hour class followed by a 40-question assessment. The ServSafe Food Handler Guide is included with the cost of the class. Please bring a current photo ID to class.

Instructor: H. McKibbon
1 Tuesday Feb. 14 3:00 - 5:30 p.m.
CRN 11324 CEC - Rm. 102 Fee $29
1 Monday Apr. 17 4:00 - 6:30 p.m.
CRN 11325 Geneseo Public Library Fee $29

Instructor: M. Cavazos
1 Monday Feb. 27 5:30 - 8:00 p.m.
CRN 11499 Outreach - Rm. 204 Fee $29
1 Tuesday May 2 5:30 - 8:00 p.m.
CRN 11500 Outreach - Rm. 104 Fee $29

Online
ServSafe offers the Food Handler Course and Assessment online. With this option, you can take the course and assessment in the computer lab at the Outreach Center. There is no instructor in the lab. You work on your own through the course and assessment and have the option of taking the online program in English or Spanish. Please bring ear buds with you as to not disturb others. Also bring a current photo ID to class.

Instructor-Led
You will attend a 2-hour class followed by a 40-question assessment. The ServSafe Food Handler Guide is included with the cost of the class. Please bring a current photo ID to class.

Instructor: H. McKibbon
1 Wednesday Jan. 18 1:00 - 3:30 p.m.
CRN 11326 Outreach - Rm. 402 Fee $20
1 Monday Mar. 13 1:00 - 3:30 p.m.
CRN 11327 Outreach - Rm. 402 Fee $20
1 Tuesday Apr. 18 1:00 - 3:30 p.m.
CRN 11328 Outreach - Rm. 402 Fee $20

Instructor: M. Cavazos
1 Monday Feb. 17 1:00 - 3:30 p.m.
CRN 11498 Outreach - Rm. 204 Fee $29
2 Thursdays Feb. 23 - Feb. 29 1:00 - 3:00 p.m.
CRN 11502 Outreach - Rm. 402 Fee $29

Food Service Sanitation Manager Course - English
Instructor: H. Mckibbon

This class meets Illinois and Iowa state requirements and is designed to prepare students for the FSSM C exam. Students will be given the option of purchasing the ServSafe Manager Book 6th Edition for $51. Books may be purchased before class begins. Books may not be returned for a refund. All book sales are final. Separate payment (checks payable to Black Hawk College - no cash please) for optional book if the book is purchased the morning of the first class. The certification examination will be given at the end of the last class and will take approximately two hours. Please read all of the information regarding a class to know whether you will be taking an online exam or paper exam. Class will break for a 30-minute lunch each day (on your own). Please bring a current photo ID to the last class in order to take the exam.

Paper Exams
2 Mondays Jan. 23 - Jan. 30 9:30 a.m. - 3:30 p.m.
CRN 11329 Geneseo Public Library Tuition Fee $145
1 Tues./Thurs. Jan. 24 - Jan. 26 8:30 a.m. - 2:30 p.m.
CRN 11330 Outreach - Rm. 407 Tuition Fee $145
2 Tuesdays Feb. 14 - Feb. 21 8:30 a.m. - 2:30 p.m.
CRN 11332 CEC - Rm. 102 Tuition Fee $145
2 Thursdays Feb. 16 - Feb. 23 8:30 a.m. - 2:30 p.m.
CRN 11333 Outreach - Rm. 407 Tuition Fee $145
1 Tues./Thurs. Mar. 21 - Mar. 23 8:30 a.m. - 2:30 p.m.
CRN 11334 Outreach - Rm. 407 Tuition Fee $145
1 Tues./Thurs. Apr. 4 - Apr. 6 8:30 a.m. - 2:30 p.m.
CRN 11335 CEC - Rm. 102 Tuition Fee $145
1 Tues./Thurs. Apr. 11 - Apr. 13 8:30 a.m. - 2:30 p.m.
CRN 11336 Outreach - Rm. 407 Tuition Fee $145
2 Mondays Apr. 17 - Apr. 24 9:30 a.m. - 3:30 p.m.
CRN 11337 Geneseo Public Library Tuition Fee $145

Online Exams
2 Tuesdays Mar. 7 - Mar. 14 8:30 a.m. - 2:30 p.m.
CRN 11338 Outreach - Rm. 407 Tuition Fee $145
2 Mondays May 1 - May 8 8:30 a.m. - 2:30 p.m.
CRN 11339 Outreach - Rm. 407 Tuition Fee $145

Food Handler Plus
Are you an employer looking for a way to have all of your employees take the food handler class and assessment at the same time? Contact 309-796-8244 or courvilleb@bhc.edu for more information on how the instructor will come to your location if you have 20 employees or more who need this training.
Professional Development/Continuing Education

Food Handler Training - Spanish
Instructor: M. Cavazos
All food handlers working in an establishment where food is intended for immediate or on-site consumption are considered restaurant food handlers. The training certificate for this category is valid for three years. All food handlers working in non-restaurants (kitchen in a nursing home, licensed day care home or facility, hospital, school, long-term care facility or a retail food store) are not required to take another food handler training unless they go to work for another employer. You will attend a 2-hour class followed by a 40-question assessment. The Spanish ServSafe Food Handler Guide is included with the cost of the class. Please bring a current photo ID to class.

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<tr>
<th>CRN</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<td>11328</td>
<td>Outreach - Rm. 402</td>
<td>1 Monday Mar. 13 5:30 - 8:30 p.m.</td>
<td>$20</td>
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<td>11327</td>
<td>Outreach - Rm. 402</td>
<td>2 Mondays Apr. 17 - Apr. 24 9:30 a.m. - 3:30 p.m.</td>
<td>$20</td>
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<td>11339</td>
<td>Outreach - Rm. 407</td>
<td>1 Tues./1 Thurs. Jan. 24 - Jan. 26 8:30 a.m. - 2:30 p.m.</td>
<td>$145</td>
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<td>11338</td>
<td>Outreach - Rm. 407</td>
<td>1 Tues./1 Thurs. Feb. 16 - Feb. 23 8:30 a.m. - 2:30 p.m.</td>
<td>$145</td>
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<td>11336</td>
<td>Outreach - Rm. 407</td>
<td>2 Thursdays Mar. 25 - Apr. 1 9:00 a.m. - 3:00 p.m.</td>
<td>$145</td>
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<td>11335</td>
<td>Outreach - Rm. 102</td>
<td>1 Tues./1 Thurs. Apr. 4 - Apr. 6 8:30 a.m. - 2:30 p.m.</td>
<td>$145</td>
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<td>11334</td>
<td>Outreach - Rm. 407</td>
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<td>$145</td>
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<td>11333</td>
<td>Outreach - Rm. 407</td>
<td>1 Tues./1 Thurs. Apr. 4 - Apr. 6 8:30 a.m. - 2:30 p.m.</td>
<td>$145</td>
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Food Service Sanitation Manager Course - Spanish
Instructor: M. Ontiveros
This class meets Illinois and Iowa state requirements and is designed to prepare students for the FSSM C exam. Students will be given the option of purchasing the Spanish ServSafe Manager Book 6th Edition for $51. Books may be purchased before class begins. Books may not be returned for a refund. All book sales are final. Separate payment (checks payable to Black Hawk College - no cash please) for optional book if the book is purchased the morning of the first class. The certification examination will be given at the end of the last class and will take approximately two hours. Class will break for a 30-minute lunch each day (on your own). Please bring a current photo ID to the last class in order to take the exam.

Online Exams

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<td>11501</td>
<td>Outreach - Rm. 204</td>
<td>1 Monday Jan. 30 5:30 - 8:00 p.m.</td>
<td>$29</td>
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<td>11502</td>
<td>Outreach - Rm. 204</td>
<td>1 Monday Feb. 13 5:30 - 8:00 p.m.</td>
<td>$29</td>
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<td>11503</td>
<td>Outreach - Rm. 204</td>
<td>1 Monday Mar. 6 5:30 - 8:00 p.m.</td>
<td>$29</td>
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<tr>
<td>11504</td>
<td>Outreach - Rm. 104</td>
<td>1 Tuesday May 9 5:30 - 8:00 p.m.</td>
<td>$29</td>
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Pre-Licensing Home Inspection Training
Pre-Licensing Home Inspection Training - Online
Our on-line program 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. Our on-line program meets the classroom only requirements. You will also need to attend the field training portion of this class in order to be allowed to sit for the state exam. You will have the option of attending one of our live field training classes at 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 $250 (usually $50 per inspection). You will have 200 days to complete this class. Once you complete all the requirements for this program, you will be allowed to take the State of Illinois Home Inspector Exam. After successful completion of the state exam, and after you mail in your application and fees, you will be a Licensed Home Inspector in the State of Illinois.

Go to www.bhc.edu/homeinspection for more information.

Fee $600 80 hours

More Courses Online
- Wow, What a Great Event!
- Start Your Own Small Business
- Start Your Own Arts and Crafts Business
- Start Your Own Gift Basket Business
- Creating a Successful Business Plan
- A Pet Sitting Business
- Start Your Own Online Business
- Secrets of the Caterer
- Growing Plants for Fun and Profit
- Marketing Your Business on the Internet
- Start and Operate Your Own Home-Based Business
- Starting a Consulting Practice
- Introduction to Interior Design
- Small Business Marketing on a Shoestring

See page 19 or visit www.ed2go.com/blackhawk for more information.
Floral Design Certificate Program
Enroll in the Basic and Advanced Floral Design I and II classes and you will receive a professional certificate for the Floral Design Program. This certificate is designed to help you achieve a career path in the field of floral design. All three classes must be completed this term to obtain the certificate.

Basic Floral Design
Instructor: TBA
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. Please bring flower clippers to class.
Last day to register/receive refund: Jan. 23
4 Thursdays Jan. 26 - Feb. 16 5:45 - 8:00 p.m.
CRN 11340 Bldg. 2 - Rm. 204 Tuition Fee $150

Advanced Floral Design I
Instructor: TBA
Prerequisite: Must have successfully completed the Basic Floral Design class or have instructor’s permission.
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 designs for a wedding or any special event as well as bridal work including bride’s bouquet, boutonnieres and corsages. Please bring flower clippers to class.
Last day to register/receive refund: Mar. 10
4 Tuesdays Mar. 14 - Apr. 4 5:45 - 8:00 p.m.
CRN 11543 Bldg. 2 - Rm. 204 Tuition Fee $150

Advanced Floral Design II
Instructor: TBA
Prerequisite: Must have successfully completed both the Basic Floral Design and Advanced Floral Design I classes or have instructor’s permission.
Class emphasis is on the elements and principles learned in Advanced Floral Design I. This interactive, hands-on class will offer advanced high-style designs. Learn about the use of color, line and form in advanced arrangements. Please bring flower clippers to class.
Last day to register/receive refund: Apr. 13
3 Tuesdays Apr. 18 - May 2 5:45 - 8:00 p.m.
CRN 11342 Bldg. 2 - Rm. 204 Fee $125

More Floral Design classes on page 31.
Online Courses

Get Online to Get Ahead This Spring!

More courses available at our online instruction center. www.ed2go.com/blackhawk

Featured Courses:

- Human Anatomy and Physiology
- The Key to Effective Editing
- A to Z Grant Writing
- Computer Skills for the Workplace
- Explore a Career in Medical Coding
- How to Get Started in Game Development
- Conversational Japanese
- Introduction to Java Programming
- Using Social Media in Business
- Introduction to PC Troubleshooting
- Wow, What a Great Event!
- Introduction to Database Development
- Empowering Students With Disabilities
- Creating Mobile Apps with HTML5
- Write Fiction Like a Pro

and more than 300 additional courses to choose from!

How to Get Started:

1. Visit our Online Instruction Center: www.ed2go.com/blackhawk
2. Click on View Catalog or search for a particular class. Click on a class. Read the details, syllabus, requirements, and student reviews for that class. 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.

Enroll Now!

Visit our Online Instruction Center today! www.ed2go.com/blackhawk or call: (309) 796-8223
Technology

Day Classes

Getting Started with Your Computer Workshop
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
1 Monday Jan. 30 8:30 a.m. - Noon
CRN 11349 BHC ALC - Rm. 112 Fee $48

Windows 10
1 Monday Mar. 20 8:30 a.m. - Noon
CRN 11350 Outreach - Rm. 405 Fee $48

Windows for Beginners Workshop
Prerequisite: Getting Started with Your Computer Workshop 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, and numbers.

Word 101 Workshop
Instructor: N. VanSpeybroeck
Prerequisite: Basic Windows skills
Level 1 – Using Microsoft Word, learn how to create, edit and print documents. The possibilities are endless when you use word processing to help you produce letters, family stories, newsletters and minutes for meetings. You will learn how to edit text, cut, copy and paste, create tables and bulleted lists, use spell check, and more. Please bring a USB flash drive to class.

Excel 101 Workshop
Instructor: N. VanSpeybroeck
Prerequisite: Basic Windows skills
Level 1 – Learn the basics of how to use the spreadsheet program Microsoft Excel. You can create a home inventory, enter your address book, track monthly expenses, balance a checkbook, and more. Learn how to enter data, add and average numbers, write simple formulas, and format text and numbers. Please bring a USB flash drive to class.

Office/Windows Help
Instructor: N. VanSpeybroeck
Level 0-2 – Are you encountering difficulty with a computer project or have questions about Microsoft Windows 7? Come to this computer lab where an instructor can spend time with each student needing assistance. Whether you are looking for help with finding your document, figuring formulas for your budget, or creating an eye-catching newsletter, this is your time. For Windows 7, Excel, Word, PowerPoint, Publisher or Internet questions, help has arrived! Bring your laptop to class or bring your files to work with on a USB flash drive.

Office 2013
1 Tuesday May 16 8:30 - 10:30 a.m.
CRN 11355 Outreach - Rm. 402 Fee $19

Office 2016
1 Tuesday May 16 10:45 a.m. - 12:45 p.m.
CRN 11356 Outreach - Rm. 401 Fee $19

Office/Windows Help
Instructor: N. VanSpeybroeck
Level 0 – Introductory courses for the novice and those who need to understand basics.
Level 1 – For those who understand basic concepts and terminology.
Level 2 – For more experienced students who want to expand their knowledge and skills.
Cleaning Up Your Computer
Instructor: N. VanSpeybroeck
Level 1 - You know how to use your computer but do you know how to maintain it to keep it running? Have you crashed your computer? Or perhaps you have been on the internet and stored too many temp files? This class will teach you how to keep your computer up and running by defragmenting, cleaning up temporary internet files and cookies, and checking your disk space and more.
1 Monday May 15 8:30 - 10:30 a.m.
CRN 11361 Outreach - Rm. 402 Fee $22

Emailing Workshop
Instructor: N. VanSpeybroeck
Level 1 - 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 will explore the basics of emailing. We will cover understanding email addresses, how to send, save and forward messages, and how to send and receive a document, photo, or link. If you have an email account, please bring to class your email address and password to access your web mail.
1 Monday Feb. 27 8:30 a.m. - Noon
CRN 11359 BHC ALC - Rm. 112 Fee $48

Facebook Workshop
Instructor: N. VanSpeybroeck
Level 1 - Find friends and relatives, join interest groups, send messages, and write on our friends “timelines.” Set up a Facebook account in class and learn how to secure it within the proper privacy settings. If you have an email account, please bring to class your email address and password to access your web mail.
1 Monday Apr. 3 8:30 a.m. - Noon
CRN 11360 Outreach - Rm. 402 Fee $48

iPad: Beginner
Instructor: J. Werkheiser
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 to class. You should have your iPad charged and activated. You should also have created your Apple ID.
1 Tuesday Feb. 7 10:00 a.m. - Noon
CRN 11364 CEC - Rm. 106 Fee $20

iPad: Intermediate
Instructor: J. Werkheiser
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.
1 Tuesday Feb. 14 10:00 a.m. - Noon
CRN 11365 CEC - Rm. 106 Fee $20

iPad: Advanced
Instructor: N. VanSpeybroeck
Level 2 - For more experienced students who want to expand their iPad knowledge. 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 to class. You should have your iPad charged and activated. You should also have created your Apple ID.
1 Tuesday Feb. 14 10:00 a.m. - Noon
CRN 11365 CEC - Rm. 106 Fee $20

Lifelong Learner Program Classes
Designed for anyone 55 years or better, but all learners are welcome.
Technology

PowerPoint 🌱

Instructor: N. VanSpeybroeck
Prerequisite: Word skills.
Level 1 - 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.

Office 2010
1 Thursday Mar. 2 8:30 a.m. - 3:00 p.m.
CRN 11366 BHC ALC - Rm. 112 Fee $90

Publisher 🌱

Instructor: N. VanSpeybroeck
Prerequisite: Word skills.
Level 1 - 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.

Office 2010
1 Thursday Mar. 9 8:30 a.m. - 3:00 p.m.
CRN 11367 BHC ALC - Rm. 112 Fee $90

Word Level 1 🌱

Prerequisite: Windows skills.
Level 1 – You will learn how to create professional-looking documents with Microsoft Word, 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
A workbook is included in the fee.

Instructor: N. VanSpeybroeck

Office 2010
1 Tuesday Feb. 21 8:30 a.m. - 3:00 p.m.
CRN 11368 BHC ALC - Rm. 112 Fee $90

Office 2013
1 Thursday Apr. 13 8:30 a.m. - 3:00 p.m.
CRN 11369 Outreach - Rm. 402 Fee $90

Instructor: J. Werkheiser

Office 2013
1 Tuesday Apr. 11 10:00 a.m. - 4:30 p.m.
CRN 11370 CEC - Rm. 106 Fee $90

Word Level 2 🌱

Prerequisite: Word Level 1 or Introduction to Word skills.
Level 2 – 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
A workbook is included in the fee.

Instructor: N. VanSpeybroeck

Office 2010
1 Tuesday Feb. 28 8:30 a.m. - 3:00 p.m.
CRN 11371 BHC ALC - Rm. 112 Fee $90

Office 2013
1 Thursday Apr. 27 8:30 a.m. - 3:00 p.m.
CRN 11372 Outreach - Rm. 402 Fee $90

Instructor: J. Werkheiser

Office 2013
1 Tuesday Apr. 18 10:00 a.m. - 4:30 p.m.
CRN 11373 CEC - Rm. 106 Fee $90

Word Level 3 🌱

Instructor: N. VanSpeybroeck
Prerequisite: Word Level 2 or Intermediate Word skills.
Level 2
• 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
A workbook is included in the fee.

Office 2010
1 Tuesday Mar. 7 8:30 a.m. - 3:00 p.m.
CRN 11374 BHC ALC - Rm. 112 Fee $90

Office 2013
1 Thursday May 4 8:30 a.m. - 3:00 p.m.
CRN 11375 Outreach - Rm. 402 Fee $90

Classes that meet from 8:30 a.m. - 3:00 p.m. or 4:30 p.m. will break for a 30-minute lunch (on your own.)
Excel Level 1 🍎
Prerequisite: Windows skills.
Level 1 – Learn how to use Microsoft Excel, 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
A workbook is included in the fee.
Instructor: N. VanSpeybroeck
Office 2016
1 Thursday Feb. 2
CRN 11376 BHC ALC - Rm. 111 Tuition Fee $97
Office 2013
1 Tuesday Mar. 21
CRN 11377 Outreach - Rm. 402 Tuition Fee $97

Excel Level 2 🍎
Prerequisite: Excel Level 1 or Introduction to Excel skills.
Level 2 – 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
A workbook is included in the fee.
Instructor: N. VanSpeybroeck
Office 2016
1 Thursday Feb. 16
CRN 11379 BHC ALC - Rm. 111 Tuition Fee $97
Office 2013
1 Tuesday Mar. 28
CRN 11380 Outreach - Rm. 402 Tuition Fee $97

Excel Level 3 🍎
Prerequisite: Excel Level 2 skills or Intermediate Excel skills.
Level 2 – Further develop your Excel expertise by learning how to:
• Create and revise Pivot Tables
• Record macros and create shortcut buttons
• Use advanced chart features
• Export and import data
• Outline and subtotal data
• Work with tables
• Make and track comments
• Create conditional formatting
• Use advanced functions including LOOKUP and nested IF formulas
• Password protect worksheets or cells and more!
A workbook is included in the fee.
Office 2016
1 Thursday Feb. 23
CRN 11382 BHC ALC - Rm. 111 Tuition Fee $97
Office 2013
1 Tuesday Apr. 4
CRN 11383 Outreach - Rm. 402 Tuition Fee $97

Computer Lab Rental
Labs are available with Microsoft Office, Windows 7, Windows 10, and Internet.
Call Barb at 309-796-8244 or email courvilleb@bhc.edu for more details.

Business Group Discounts
Receive 10% off total fee when 6 or more employees are enrolled in one class.

Educators! Earn PD Hours in the classroom or Online
Go to page 15 for more information.
Access

**Instructor: E. Duffy**

**Level 2** - This series will teach what you need to know to work with an existing database or create one of your own. By the end of the series, you will know how to create and work with tables, queries, forms and reports.

**Access Part 1**

Prerequisite: Windows, Microsoft Office Word and Excel, and an understanding of a database.

You will learn to create and work with tables, the foundation of your database. Specific skills to be covered include: creating tables, editing and modifying tables, setting field properties, finding and filtering data, creating relationships, using simple queries, and printing data. A workbook is included in the fee.

**Office 2010**

- **1 Wednesday Feb. 22**
  - CRN 11384
  - BHC ALC - Rm. 112
  - Fee $90

**Office 2013**

- **1 Wednesday May 10**
  - CRN 11385
  - Outreach - Rm. 402
  - Fee $90

**Access Part 2**

Prerequisite: Access Part 1 skills

Learn to make your data work for you. Take this class to learn to make more sophisticated queries, forms and reports. Specific skills to be covered include: creating action queries; manipulating controls; using design view, editing tools and sub-forms; and creating a PivotTable. A workbook is included in the fee.

**Office 2010**

- **1 Wednesday Mar. 1**
  - CRN 11386
  - BHC ALC - Rm. 112
  - Fee $90

**Office 2013**

- **1 Wednesday May 17**
  - CRN 11387
  - Outreach - Rm. 402
  - Fee $90

**Access Part 3**

Prerequisite: Access Part 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 A ccess has to offer to someone who has Parts 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. A workbook is included in the fee.

**Office 2010**

- **1 Wednesday Mar. 8**
  - CRN 11388
  - BHC ALC - Rm. 112
  - Fee $90

Adobe Photoshop Elements Workshop II

**Instructor: E. Duffy**

Prerequisite: Adobe Photoshop Elements Workshop or knowledge of how to edit/make selections and basic tools in Photoshop.

**Level 2** - 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 book used for the Adobe Photoshop Elements Workshop course.

**4 Saturdays Apr. 29 - May 20**

- **9:30 a.m. - Noon**
  - CRN 11389
  - Outreach - Rm 405
  - Tuition Fee $103

(Find first Adobe Photoshop Elements Workshop on page 27.)

Photography

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

**Instructor: L. Maxwell**

**Level 1** – 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 Jan. 21**
  - 9:00 a.m. - 4:00 p.m.
  - CRN 11390
  - Outreach - Rm. 408
  - Fee $55

How to Take Better Photos

**Instructor: L. Maxwell**

Prerequisite: Looking to Get More Out of Your Digital SLR or Advanced Digital 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 Feb. 4**
  - 9:00 a.m. - 3:00 p.m.
  - CRN 11391
  - Outreach - Rm. 408
  - Fee $48

More photography classes on page 27.
Evening Classes

Level 0 Introductory courses for the novice and those who need to understand basics.
Level 1 For those who understand basic concepts and terminology.
Level 2 For more experienced students who want to expand their knowledge and skills.

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

Windows 10
4 Thursdays Jan. 26 - Feb. 16 5:30 - 7:30 p.m.
CRN 11392 Outreach - Rm. 405 Tuition Fee $79

4 Thursdays Apr. 20 - May 11 5:30 - 7:30 p.m.
CRN 11393 Outreach - Rm. 405 Tuition Fee $79


defragging, cleaning up temporary internet files and cookies, checking your disk space and more.

CRN 11397 Outreach - Rm. 402 Fee $22

CRN 11398 Outreach - Rm. 402 Fee $22

Cleaning Up Your Computer
Instructor: M. DeGrauwe
Level 1 – Are you already familiar with a previous version of Windows but need help with Windows 10? Learn to work your way through this operating system. This session will demonstrate the features making it easy to follow and understand. A Windows 10 reference guide is included in the fee.

1 Tuesday Jan. 24 5:45 - 8:45 p.m.
CRN 11395 Outreach - Rm. 405 Fee $40

1 Tuesday Apr. 25 5:45 - 8:45 p.m.
CRN 11396 Outreach - Rm. 405 Fee $40

Introduction to Word
Instructor: M. DeGrauwe
Prerequisite: Windows 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.

Office 2013
4 Mondays Mar. 20 - Apr. 10 5:30 - 7:30 p.m.
CRN 11399 Outreach - Rm. 402 Tuition Fee $79

Intermediate Word
Instructor: M. DeGrauwe
Prerequisite: Word Level 1 or Introduction to Word skills
Level 2 – Continue to improve your Word skills with this class. Learn how to use styles and themes, tabs, headers and footers, tables, graphics with pictures, clipart and SmartArt, columns and watermarks. A workbook is included in the fee.

Office 2013
4 Mondays Apr. 17 - May 8 5:30 - 7:30 p.m.
CRN 11400 Outreach - Rm. 402 Tuition Fee $79

Computer Basics II 🍎
Instructor: D. Jecks
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 reference guide is included in the fee.

Windows 10
4 Thursdays Feb. 23 - Mar. 16 5:30 - 7:30 p.m.
CRN 11394 Outreach - Rm. 405 Tuition Fee $79

CRN 11396 Outreach - Rm. 405 Fee $40

CRN 11398 Outreach - Rm. 402 Fee $22

CRN 11399 Outreach - Rm. 402 Tuition Fee $79

Intermediate Word
Instructor: M. DeGrauwe
Prerequisite: Word Level 1 or Introduction to Word skills
Level 2 – Continue to improve your Word skills with this class. Learn how to use styles and themes, tabs, headers and footers, tables, graphics with pictures, clipart and SmartArt, columns and watermarks. A workbook is included in the fee.

Office 2013
4 Mondays Apr. 17 - May 8 5:30 - 7:30 p.m.
CRN 11400 Outreach - Rm. 402 Tuition Fee $79

Educators! Earn PD Hours in the classroom or Online Go to page 15 for more information.
Introduction to Excel  🍊
Instructor: E. Duffy
Prerequisite: Windows 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.
Office 2010
3 Wednesdays  Feb. 1 - Feb. 15  5:30 - 8:00 p.m.
CRN 11401  BHC ALC - Rm. 112  Tuition Fee $79

Office 2013
4 Wednesdays  May 10 - June 7  5:45 - 7:45 p.m.
CRN TBA  Outreach - Rm. 402  Tuition Fee $79
(No class May 31)

Intermediate Excel  🍊
Instructor: E. Duffy
Prerequisite: Excel Level 1 or Introduction to Excel skills
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.
Office 2010
3 Wednesdays  Feb. 22 - Mar. 8  5:30 - 8:00 p.m.
CRN 11402  BHC ALC - Rm. 112  Tuition Fee $79

Advanced Excel  🍊
Instructor: E. Duffy
Prerequisite: Intermediate Excel or Excel Level 2 skills
Level 2 – Develop your Excel skills even further with this class. Learn how to create and revise PivotTables, export and import data, work with tables, make and track comments, use advanced chart features, password protect worksheets or cells, and much more. A workbook is included in the fee.
Office 2010
4 Wednesdays  Mar. 29 - Apr. 19  5:30 - 7:30 p.m.
CRN 11403  BHC ALC - Rm. 112  Tuition Fee $79

Buying on eBay  🍊
Instructor: E. Duffy
Prerequisite: Windows skills and an existing email account are required.
Level 1 – Learn how to find your way through eBay. Browse for bargains, understand 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  Jan. 31 - Feb. 7  5:30 - 7:00 p.m.
CRN 11404  BHC ALC - Rm. 112  Fee $35

Selling on eBay  🍊
Instructor: E. Duffy
Prerequisite: Windows skills and an existing email account are required.
Level 1 – Turn items from your attic and basement into cash using this online auction site. This fun, informative hands-on computer class teaches you how to put your unwanted items up for sale on eBay. Some experience with eBay is helpful for this class.
3 Tuesdays  Feb. 21 - Mar. 7  5:30 - 7:30 p.m.
CRN 11405  BHC ALC - Rm. 112  Fee $42

iPad: Getting Started  🍊
Instructor: M. DeGrauwe
Level 0 – Do you have an iPad and don’t know where to start? We will explore the Home Screen, the parts of your device and the main apps: 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 email account, and schedule dates in your calendar. Bring your iPad to class. You should have your iPad charged and activated. You should also have created your Apple ID.
4 Mondays  Jan. 30 - Feb. 27  5:30 - 7:30 p.m.
CRN 11406  Outreach - Rm. 402  Fee $49
(No class Feb. 20)

iPad: Beginner  🍊
Instructor: M. DeGrauwe
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. You should have your iPad charged and activated. You should also have created your Apple ID.
1 Monday  Mar. 6  5:30 - 7:30 p.m.
CRN 11407  Outreach - Rm. 402  Fee $20

iPad: Intermediate  🍊
Instructor: M. DeGrauwe
Level 2 – If you are new to Adobe Lightroom or need to learn more, Lightroom is a photo editing application that is easy to use and combines the power of Photoshop. This class is designed with a broad audience in mind, from beginners to advanced users. In this class, we will focus on learning how to use Lightroom to enhance your photos and create beautiful images. We will cover a range of topics, from basic editing to advanced techniques, and you will have the opportunity to apply what you learn to your own photos. This class is perfect for anyone who is interested in photography and wants to improve their skills.
1 Monday  Mar. 13  5:30 - 7:30 p.m.
CRN 11408  Outreach - Rm. 402  Fee $20

Google Docs  🍊
Instructor: D. Jecks
Level 1 – This class introduces you to the world of Google Docs, an online word processor, spreadsheet and presentation editor that allows you to create, store, share, and collaborate on documents. You can use Google Docs to provide feedback, collaborate with your colleagues on shared materials, and publish handouts and presentations online. Google Docs will help you stay organized!
1 Thursday  Apr. 6  5:30 - 7:30 p.m.
CRN 11409  Outreach - Rm. 402  Fee $35
Adventures in Photography
Instructor: D. Jecks
Level 1 – Do you want to improve your photography skills? Learn the basics of digital photography and how to use your camera. We will explore composition, exposure, and how to take great photos. Bring your camera to class. You should have your camera loaded with a memory card.
1 Thursday Mar. 30 5:30 - 7:30 p.m.
CRN 11410 Outreach - Rm 405 Fee $35

Introduction to Photoshop Elements
Instructor: E. Duffy
Level 2 – Introduce yourself to the basics of Adobe Photoshop Elements. Learn how to crop, straighten, and adjust your images. How to use the layer controls to create three-dimensional images. Bring your laptop or tablet loaded with Photoshop Elements.
1 Monday Jan. 30 5:30 - 7:30 p.m.
CRN 11406 Outreach - Rm 405 Fee $35

iPad: Getting Started
Instructor: M. DeGrauwe
Level 1 – Do you want to get started with your iPad? Learn about the Home Screen, the parts of your device and the main apps: settings, calendar, contacts, and the Internet. Build your skills to add contacts, set up your email account, and schedule dates in your calendar.
1 Wednesday Mar. 8 5:30 - 8:00 p.m.
CRN 11408 Outreach - Rm 405 Fee $35

Buy It Now
Instructor: E. Duffy
Prerequisite: Windows skills and an existing email account
2 Tuesdays Jan. 31 - Feb. 7 5:30 - 7:00 p.m.
CRN 11404 BHC ALC - Rm. 112 Fee $35

Office 2010
Instructor: E. Duffy
Prerequisite: Windows skills
3 Wednesdays Feb. 22 - Mar. 8 5:30 - 8:00 p.m.
CRN 11409 Outreach - Rm. 402 Fee $35

LinkedIn
Instructor: D. Jecks
Level 1 – Do you have a LinkedIn account but aren’t sure how to use it? Have you thought about creating an account, but aren’t sure where to start? This class will help you build your professional identity online. LinkedIn is a social networking site designed specifically for the business community. You will learn how to create a profile that shows your professional achievements and gain techniques for expanding your business contacts. You will also learn how to incorporate LinkedIn into your overall job search and career development. If you have a résumé, bring it with you to class.
1 Tuesday May 2 5:45 - 8:15 p.m.
CRN 11410 Outreach - Rm 405 Fee $29

On the Web

LinkedIn
Instructor: D. Jecks
Level 1 – Do you have a LinkedIn account but aren’t sure how to use it? Have you thought about creating an account, but aren’t sure where to start? This class will help you build your professional identity online. LinkedIn is a social networking site designed specifically for the business community. You will learn how to create a profile that shows your professional achievements and gain techniques for expanding your business contacts. You will also learn how to incorporate LinkedIn into your overall job search and career development. If you have a résumé, bring it with you to class.
1 Thursday Mar. 30 5:30 - 7:30 p.m.
CRN 11411 Outreach - Rm 405 Fee $29

Photography Classes

More photography classes on page 24.

Online Courses

Photography Classes Online
• Discover Digital Photography
• Secrets of Better Photography
• Travel Photography for the Digital Photographer
• Photographing Nature with Your Digital Camera
• Mastering Your Digital SLR Camera
• Photographing People with Your Digital Camera
• Introduction to Photoshop CS6
• Photoshop Elements for the Digital Photographer

See page 19 or visit www.ed2go.com/blackhawk for more information.
## Arts and 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.

<table>
<thead>
<tr>
<th>CRN 11416</th>
<th>Bldg. 2 - Rm. 219</th>
<th>Fee $65</th>
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<tr>
<td>3 Wednesdays</td>
<td>Feb. 8 - Mar. 15</td>
<td>6:00 - 8:00 p.m.</td>
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### 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 $250, will be discussed at the first class; as well as sources for supplies. Some materials may contain lead. Women who are pregnant or breastfeeding should refrain from using these materials. Attendance is required at the first two classes. A $5 materials fee is payable to the instructor the first night of class.

<table>
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<tr>
<th>CRN 11417</th>
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<tr>
<td>5 Weekdays</td>
<td>Feb. 8 - Mar. 8</td>
<td>6:00 - 8:00 p.m.</td>
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### Stained Glass - Advanced, Copper Foil & Lead Techniques
**Instructor:** J. Rocker

Prerequisite: Stained Glass - Intermediate or equivalent.

A challenging, hands-on course for advanced stained glass techniques and pattern development. Class is suited for experienced stained glass artisans.

<table>
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<tr>
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<tbody>
<tr>
<td>5 Weekdays</td>
<td>Apr. 19 - May 17</td>
<td>6:00 - 8:00 p.m.</td>
</tr>
</tbody>
</table>

### 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. Please 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.

<table>
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<th>CRN 11420</th>
<th>Outreach - Rm. 106</th>
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<tr>
<td>6 Weekdays</td>
<td>Mar. 20 - Apr. 24</td>
<td>6:00 - 8:00 p.m.</td>
</tr>
</tbody>
</table>

### 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 will finish 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.

<table>
<thead>
<tr>
<th>CRN 11421</th>
<th>Outreach - Rm. 106</th>
<th>Fee $38</th>
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</thead>
<tbody>
<tr>
<td>3 Weekdays</td>
<td>Feb. 1 - Feb. 15</td>
<td>6:00 - 8:00 p.m.</td>
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</tbody>
</table>

### Advanced Glass Fusing
**Instructor:** L. Steffen

Prerequisite: Fused Glass Jewelry Making or prior experience cutting glass.

Take your fusing skills to the next level. Learn new ways to use glass for larger projects. Topics include: using frit, decals, painting on glass, making part sheets and puddle glass, using molds and slumping to shape. Tools and some materials provided. Bring your imagination! A $125 materials fee is payable to the instructor the first night of class.

<table>
<thead>
<tr>
<th>CRN 11422</th>
<th>Outreach - Rm. 106</th>
<th>Fee $83</th>
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</thead>
<tbody>
<tr>
<td>8 Weekdays</td>
<td>Feb. 21 - Apr. 11</td>
<td>6:00 - 8:00 p.m.</td>
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</tbody>
</table>
Beginning Crocheting
Instructor: C. Appelquist
Crocheting is fast, fun and increasingly popular. In this four-evening class, learn the basic stitches and make a pretty dishcloth. Learn chain stitch, single crochet, half-double crochet, double crochet and triple crochet. Please bring to class a 2.5-ounce skein of any brand of acrylic yarn 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.
4 Tuesdays  Mar. 7 - Mar. 28  5:30 - 7:30 p.m.
CRN 11425     Outreach - Rm. 103     Fee $44

Pattern Reading for Crocheting
Instructor: C. Appelquist
Learn the basics of pattern reading for crocheting in this one-night workshop, including terminology, symbols and how to interpret instructions. Bring yarn and a hook (any size) to class as we take a hands-on approach to learning.
1 Thursday  Apr. 13  5:30 - 7:30 p.m.
CRN 11427   Outreach - Rm. 103   Fee $18

Intermediate Knitting - Hats
Instructor: C. Kruenger
This popular class has been extended with fun new patterns added!! Learn to knit hats on circular needles. We’ll be knitting, purling, reducing and more to make beautiful and functional hats. Learn to read a pattern and design your own! Bring to class: two skeins (any color), worsted weight yarn, two sets of circular needles (size US8, 16 inch), plus one yarn needle. Optional supplies: cable needles, scissors, patterns to try.
6 Wednesdays  Jan. 18 - Mar. 22  6:00 - 8:00 p.m.
CRN 11424   Outreach - Rm. 103   Fee $55

Beginning Knitting
“In I loved this class so much last year, I took it again along with two friends I recruited into taking it.”
D. Thompson

Crocheting – Poncho or Afghan New
Project
Instructor: C. Appelquist
Prerequisite: You need to have taken Beginning Crocheting, Refresher Crocheting or know crochet basics. Crochet a Poncho or Afghan for yourself or as a gift just in time for cool spring weather. Bring a skein of soft yarn, appropriate hook, and a pattern if desired to the first class. Poncho and Afghan patterns will be available to choose from during class as well.
4 Tuesdays  Apr. 18 - May 9  5:30 - 7:30 p.m.
CRN 11428   Outreach - Rm. 103   Fee $44

Beginning Crocheting
Instructor: C. Appelquist
Crocheting is fast, fun and increasingly popular. In this four-evening class, learn the basic stitches and make a pretty dishcloth. Learn chain stitch, single crochet, half-double crochet, double crochet and triple crochet. Please bring to class a 2.5-ounce skein of any brand of acrylic yarn 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.
4 Tuesdays  Mar. 7 - Mar. 28  5:30 - 7:30 p.m.
CRN 11425  Outreach - Rm. 103  Fee $44

Please Register Early!
Thinking about taking a PaCE class? Nothing cancels a class quicker than waiting until the last minute to register. Classes have a minimum number of participants required in order for them to run. Please register early to help us avoid disappointing class cancellations.
Techniques and Tips in Watercolor for Beginners
Instructor: T. Hempel
This class will get you started in watercolor painting by introducing you to brushstroke techniques and color composition. Watercolor is about the fluidity of paint, the texture of brushstrokes and amount of water. Every technique produces its own unique result. Learn basic watercolor techniques and you’ll be on your way to creating your own original watercolor paintings. Bring to class a kneaded eraser, a 140 lb cold press watercolor sketchbook, a set of six basic watercolors and 3 brushes.
4 Tuesdays Feb. 7 - Feb. 28 10:00 a.m. - Noon
CRN 11430 Outreach - Rm. 204 Fee $38

Watercolor Painting - Reflections, Shadows, Puddles and other Techniques
Instructor: T. Hempel
Prerequisite: Techniques and Tips in Watercolor for Beginners or previous watercolor painting experience.
This fun class can be taken as a refresher course or as a follow-up to Techniques and Tips in Watercolor for Beginners.
You will learn to fine tune your watercolor skills while delving deeper into painting reflections, the sky, clouds, shadows and shading. Bring to class a kneaded eraser, a 140 lb cold press watercolor sketchbook, a set of six basic watercolors and 3 brushes.
4 Tuesdays Feb. 7 - Feb. 28 12:30 - 2:30 p.m.
CRN 11431 Outreach - Rm. 204 Fee $38

Paint Your Home, Barn or Favorite Building in Watercolor
Instructor: T. Hempel
Prerequisite: Techniques and Tips in Watercolor for Beginners or previous watercolor painting experience.
Bring a photo of a home, barn, or other favorite building and create a unique painting for yourself or a friend as a gift. For instructional purpose, take the photo on a sunny day with the sun at your back. Bring to class a kneaded eraser, a 140 lb cold press watercolor sketchbook, a set of six basic watercolors and three brushes.
4 Tuesdays Apr. 4 - Apr. 25 Noon - 2:00 p.m.
CRN 11432 Outreach - Rm. 204 Fee $38

Basics of Drawing for Beginners
Instructor: A. Martin
Have you always wanted to learn how to draw or enjoy drawing, but would like some fine-tuning? Then this is the class for you! You will be on your way to creating beautiful works of art with the help of an experienced artist. From beginning to end, each class will teach you techniques and tips for how to bring your ideas to life. Bring to class two #2 pencils, a white hi-polymer eraser and an 11” x 8.5” sketchpad with spiral binding on the side.
4 Wednesdays Feb. 1 - Feb. 22 9:00 - 11:00 a.m.
CRN 11433 Outreach - Rm. 204 Fee $38

Drawing the Face - Creating Self-Portraits/Portraits
Instructor: A. Martin
You will learn how to create a self-portrait/portrait. The first few classes will focus on different facial features and the shape of the head. Through learning about light, shading and the correct placement of all the facial features, you will create a unique piece of art. Bring two #2 pencils, a white hi-polymer eraser and an 11” x 8.5” sketchpad with spiral binding on the side.
4 Wednesdays Apr. 5 - Apr. 26 9:00 - 11:00 a.m.
CRN 11434 Outreach - Rm. 204 Fee $38

Drawing Animals/Birds of Spring
Instructor: A. Martin
Draw your favorite animals while connecting with nature in this relaxing environment. You will learn from an experienced drawing instructor the basic techniques such as shading, working on general shapes, details and capturing the essence of the animal subject. Bring to class two #2 pencils, a white hi-polymer eraser and an 11” x 8.5” sketchpad with spiral binding on the side.
4 Wednesdays Mar. 8 - Mar. 29 9:00 - 11:00 a.m.
CRN 11435 Outreach - Rm. 204 Fee $38

Learn How to Paint Your Favorite Rural or Cityscape
Instructor: S. Larson
Discover how to quickly sketch the most important elements from a landscape photograph of your choice. Learn to make the scenery come to life by preserving the light of the paper and using watercolors to add depth, shadows, believability and whimsy. Beginners welcome! Bring to class a kneaded eraser, a 140 lb cold press watercolor sketchbook, a set of six basic watercolors and three brushes.
4 Tuesdays Mar. 7 - Mar. 28 2:30 - 4:30 p.m.
CRN 11436 Outreach - Rm. 204 Fee $38

Paint Your Pet or Other Favorite Animal in Watercolor
Instructor: S. Larson
Choose an animal or pet that tugs at your heartstrings and learn how to bring out its features and personality through watercolor. Special attention will be placed on accurately painting the eyes of the animal. Beginners welcome! Bring to class a kneaded eraser, a 140 lb cold press watercolor sketchbook, a set of six basic watercolors and three brushes.
4 Tuesdays Mar. 7 - Mar. 28 5:30 - 7:30 p.m.
CRN 11437 Outreach - Rm. 204 Fee $38

More Floral Design classes on page 18.
Beginning Watercolor Painting - Animals
*Instructor: S. Larson*

Bring out the charm of your favorite farm animals. Whether it’s a chicken, pig, cow, horse or any other farm pet, you’ll have fun creating a loose sketch and painting that’s sure to become your first masterpiece. Beginners are welcome to attend this fun class! Bring to class a kneaded eraser, a 140 lb. cold press watercolor sketchbook, a set of six basic watercolors and three brushes.

3 Tuesdays May 2 - May 16 6:00 - 8:00 p.m.
CRN 11438 Outreach - Rm. 204 Fee $32

Photography

Find photography classes on page 24 and 27.

Floral Design

Easter Centerpiece
*Instructor: T BA*

Hop into spring with this festive Easter arrangement combining the elegance of fresh flowers in a unique vase. Your home will celebrate spring and welcome the Easter Bunny. Please bring flower clippers to class.

Last day to register/receive refund: Apr. 7
1 Tuesday Apr. 11 5:45 - 8:00 p.m.
CRN 11343 Bldg. 2 - Rm. 204 Fee $55

Mother’s Day Centerpiece
*Instructor: T BA*

Join us as we create an elegant fresh flower arrangement in a vase. Perfect to give to your Mother, Grandmother or other special person. Please bring flower clippers to class.

Last day to register/receive refund: May 5
1 Tuesday May 9 5:45 - 8:00 p.m.
CRN 11344 Bldg. 2 - Rm. 204 Fee $55

Garden Planter
*Instructor: T BA*

Create a beautiful spring planter combining live plants in a clay container. Your creation will look wonderful outside your house or it will make a fantastic gift. Please bring flower clippers to class.

Last day to register/receive refund: May 12
1 Tuesday May 16 5:45 - 8:00 p.m.
CRN 11345 Bldg. 2 - Rm. 204 Fee $55

More Floral Design classes on page 18.

At Home

Home Wiring
*Instructor: I. J Jordan*

Are you wanting to learn about home wiring and save money by doing repairs yourself? This class will give you the hands-on interactive experience needed to help you troubleshoot, maintain or make minor revisions while using meters and tools to complete a task safely. Learn practical home wiring including switch and receptacle circuits, breaker panels and thermostat controls as well as cable systems and telephone wires. Optional textbook can be purchased at the Hawk’s Hub (the college bookstore) prior to first class.

6 Tuesdays Mar. 14 - Apr. 18 6:00 - 7:30 p.m.
CRN 11439 Outreach - Rm. 105 Tuition Fee $89

Genealogy

Starting Your Family Search
*Instructor: P. Chase*

Interested in your roots but unsure where to start, how to organize and where to look? Genealogy is one of the fastest growing hobbies today and with more information added daily, the internet has made researching your ancestry easier than ever. Let us help you begin your genealogical research process by teaching you the tools and strategies to successfully research your family lineage. We will use popular and obscure websites as well as pedigree charts and family group sheets to help you start your family search.

5 Thursdays Jan. 26 - Feb. 23 1:30 - 3:30 p.m.
CRN 11440 Outreach - Rm. 405 Fee $50

Finding the Invisible Female Ancestor
*Instructor: P. Chase*

The most difficult ancestor to identify and locate when doing your genealogy research is your female ancestor. Referred to as our “invisible” ancestor, it is often not easy to track her through time and place. Join us as we offer a how-to of tips and websites that could lead you to discovering your mysterious female ancestor(s).

5 Thursdays Mar. 9 - Apr. 6 1:30 - 3:30 p.m.
CRN 11441 Outreach - Rm. 405 Fee $50

How Does Disaster Impact Family Searches
*Instructor: P. Chase*

Have you ever wondered how man-made and natural disasters impacted your family – events such as the Chicago fire of 1871, the 1918 Influenza epidemic, the San Francisco earthquake of 1906, and the Stock Market Crash of 1929 to name a few? Join us in exploring the impact disasters had on your families lives and the records that were left behind.

5 Thursdays Apr. 20 - May 18 1:30 - 3:30 p.m.
CRN 11442 Outreach - Rm. 405 Fee $50
Food and Drink

Adult — Dining Etiquette
Instructor: S. Godke
First impressions are VITAL! Whether you are on a date, business lunch, college visit, work function or social gathering, you need to know dining etiquette. Come alone, bring your older teen, significant other or friend and hone your dining etiquette right before the holiday parties and celebration season kicks off! Join us for a five-course meal in the private dining room as the talented Chef Stephanie Godke, who is also an experienced educator, reviews proper dining etiquette. This is sure to be a fun, enjoyable and informative evening!
1 Thursday Mar. 9 6:30 - 8:00 p.m.  
CRN 11445 Cellar Restaurant Fee $30
The Cellar - 137 S State St, Geneseo, IL

Cast Iron Care and Cooking 2.0 New
Instructor: S. Godke
If you love your cast iron but food gets stuck to it, bring it and we will re-season it. Sample the food prepared, learn the cast iron how-tos, and take home recipes for your cast iron.
1 Wednesday Apr. 5 6:30 - 8:15 p.m.  
CRN 11448 TBA in QCA Fee $35

Entertaining with a Spring Brunch
Instructor: S. Godke
Let’s have a party ... and not break the budget! Brunch can be simple or fancy for not a lot of money. Learn how to use seasonal ingredients to make that perfect meal. This class includes tips for timing the meal and setting a beautiful buffet.
1 Tuesday Apr. 11 6:30 - 8:15 p.m.  
CRN 11449 TBA in QCA Fee $35

CHICAGO FOOD BUS TRIPS!
Instructor: S. Godke
Wear your walking shoes and dress for the weather! These trips will take you to some of Chicago’s finest markets and hidden gourmet shops. The bus will leave from the northeast corner of the Black Hawk College Outreach Center parking lot at 7 a.m. and return at approximately 8 p.m. We will stop for a Dutch lunch during our excursion and picnic on some of our purchases on the bus ride home. Bring a shopping list of items you can’t find at home or just get inspired by what is fresh in the markets! Bring a cooler or insulated container for your purchases.

Chicago Gourmet Bus Trip
Refunds available until Mar. 22
1 Thursday Mar. 30 7:00 a.m. - 8:00 p.m.  
CRN 11446 BHC Outreach Center Fee $90

Chicago Ethnic Gourmet Bus Trip
Refunds available until Apr. 11
1 Wednesday Apr. 19 7:00 a.m. - 8:00 p.m.  
CRN 11447 BHC Outreach Center Fee $90

Writing

Beginning Writer’s Workshop
Instructor: L. Cook
Have you always wanted to write but just don’t know where to start? In this three-week course, you will be introduced to the various genres of writing, explore different writing styles, and experience a workshop approach to learning. Bring your favorite pen or pencil, and a clean notebook. Get ready to discover your creative side.
3 Tuesdays Apr. 11 - Apr. 25 6:00 - 8:00 p.m.  
CRN 11450 Outreach-Rm. 104 Fee $35

The Literature of the Environmental Movement
Instructor: S. Eberhardt
The Environmental Movement encompasses a broad spectrum of scientific, social, and political aspects of environmental issues. Join us in this engaging class as we read and discuss selections from Thoreau who is considered by many as the father of the movement dating back to the 1800’s to Emerson, Carson, Leopold and the QC’s own Chad Pregracke.
3 Thursdays Mar. 23 - Apr. 20 5:45 - 7:45 p.m.  
CRN 11486 Geneseo Public Library Fee $38
(No class Mar. 30 and Apr. 13)

Creative Writing
Instructor: S. Eberhardt
All writing is creative! This course will help you discover and unlock the imagination and creativity you possess. Learn more about the techniques of creative writing that will improve everything you write. Engage in lively conversation with others in this workshop format class. The focus of the course is fiction and poetry writing.
3 Thursdays Feb. 2 - Mar. 2 5:45 - 7:45 p.m.  
CRN 11487 Geneseo Public Library Fee $38
(No class Feb. 9 and Feb. 23)

How to Self-Publish Your Book!
Instructor: K. Evans-Ford
Ever dreamed of publishing your book? You can do it! Kim Evans-Ford will provide practical insight on how to self-publish your book from start to finish. You will be able to reflect on your book topic and its details. Additionally, you will gain helpful guidance on self-publishing resources: CreateSpace, broker, barcode, Amazon, the U.S. Copyright Office, book cover, price and marketing. Leave this class empowered to self-publish your book! Course includes How to Self-Publish resource handouts! Kim Evans-Ford is the author of three successful self-published books and has assisted numerous people in self-publishing through her publishing company, Testimonies of Hope Press.
3 Thursdays Mar. 2 - Mar. 16 6:00 - 8:00 p.m.  
CRN 11451 Outreach-Rm. 104 Fee $38

New
## Personal Enrichment

### Astrology 101
**Instructor:** K. Mcetcalf

Learn how the planets and zodiac signs align to reflect the real you! We will examine your Birth Chart in detail as an Astrology chart is like a blueprint of your life. We all have unique gifts and talents to share and lessons to learn. Join us for this insightful journey to the self as we cover the history of Astrology, review the 12 zodiac signs, the 10 planets, 12 houses and much more. Students will be given information to contact the instructor prior to class so a birth chart can be created. Students will need to know birth date, exact time of birth, city and state of birth.

- **6 Tuesdays** Feb. 21 - Mar. 28  5:30 - 7:30 p.m.
- **CRN 11443** Outreach - Rm. 104  Fee $55

### Tarot for Beginners
**Instructor:** K. Mcetcalf

Tarot Cards have been used for centuries. Dive into this pictorial landscape and archetypes. Tarot cards reveal what is happening below the surface of events in our lives. In this class you will learn the meaning of the cards, how to use your intuition and pull it all together to do readings! A pack of Rider Waite Tarot Cards must be purchased by the student prior to the first night of class.

- **6 Tuesdays** Apr. 11 - May 16  5:30 - 7:30 p.m.
- **CRN 11444** Outreach - Rm. 408  Fee $55

## Dance

### Beginning Ballroom Dancing
**Instructor:** D. Elgatian

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.*

- **Instructor:** J. Hall
  - **6 Tuesdays** Apr. 4 - May 9  7:00 - 8:30 p.m.
  - **CRN 11454** Bldg. 3 - Lower Gym  Couple Fee/$52

### Find Yoga, Zumba - Find Your Way to Fun and Fitness, Belly Dancing, and Introduction to Hoop Dance

**Instructor:** J. Hall

- **6 Tuesdays** Jan. 24 - Feb. 28  7:00 - 8:30 p.m.
- **CRN 11452** Bldg. 3 - Lower Gym  Couple Fee/$52

**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.)

## Music

### Black Hawk College Community Orchestra
**Instructor:** R. Croegaert

Prerequisite: Due to instrumentation restrictions call the instructor prior to enrolling in class - 309-787-4025 or rcroegaert@gmail.com.

The BHC Community Orchestra is a non-auditioned group of men and women who enjoy playing an orchestral 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 orchestra literature each term.

- **Mondays** Jan. 23 - May 15  6:30 - 8:20 p.m.
- **CRN 11458** Bldg. 4 - Rm. 115  Fee $25

(No class Feb. 20 and Mar. 13)

### Black Hawk College Community Band
**Instructor:** S. Talbot

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. On May 17 the band will perform at the BHC graduation ceremony at the iWireless Center.

- **Tuesdays** Jan 17 - May 16  6:30 - 8:20 p.m.
- **CRN 11459** Bldg. 4 - Rm. 115  Fee $25

(No class on Mar. 14)

### 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 J. Palomaki, Director, at 309-796-5478.

- **Thursdays** Jan 19 - May 18  6:30 - 8:20 p.m.
- **CRN 11460** Bldg. 4 - Rm. 115  Fee $25

(No class Mar. 16)
Youth

ACT Exam Preparation or SAT Exam Preparation
College entrance exams are considered to be some of the most important tests you will ever take. These courses are designed to help increase student exam performance by reviewing test taking tips and the content: The SAT contains three sections: Reading, Math, and Writing & Language and the ACT contains four sections: Reading, Math, English, and Science while both exams have an optional essay. Each course also examines calculator usage. The course materials include the current official prep book from the makers of the exams with practice tests. Materials are included in the course fee.

You must register for the ACT and/or SAT exam separately.

ACT Exam Preparation
Instructor: L. Carey
4 Saturdays Feb. 4 - Feb. 25 1:00 - 5:00 p.m.
CRN 11461 Outreach - Rm. 204 Fee $135

SAT Exam Preparation
Instructor: TBA
4 Saturdays Mar. 4 - Mar. 25 1:00 - 5:00 p.m.
CRN 11462 Outreach - Rm. 204 Fee $135

Air-Dry Clay for Parent/Grandparent and Child
Instructor: A. Rogers
Prerequisite: Ages 8 and up
Let’s make cats and dogs! Register as a twosome for this fun class. Using a simple method that’s easy to learn we will sculpt our favorite pets out of air dry clay. We’ll add texture and facial expressions. During the second class we’ll add color with acrylic paints. These are whimsical decorations for a child’s room or to give as a gift.
2 Tuesdays Apr. 4 - Apr. 11 6:00 - 7:30 p.m.
CRN 11463 Bldg. 4 - Rm. 131 Fee $30 for pair

Etiquette — Manners Still Matter
Instructor: S. Adamson
You never get a second chance to make a first impression! Good eye contact, introductions, making small talk and overall good manners are necessary social skills. Etiquette, ‘netiquette, politeness, getting and giving compliments, common courtesy and dining skills are all foundations for success in life! This 2-night course will be tailored to the respective age group. The first night of fun interactive instruction will be held at the BHC Outreach Center and the 2nd night of practical application will be in the private dining room at Biaggi’s Ristorante Italiano. (Fee includes student’s meal at Biaggi’s Ristorante Italiano.)

4th - 8th graders
2 Tuesdays Mar. 28 - Apr. 4 5:30 - 7:30 p.m.
CRN 11464 Outreach - Rm. 408 Fee $35

Babysitting Clinic
Prerequisite: Ages 11 - 16
This clinic will teach students the responsibilities of a babysitter, what parents expect, how to handle emergencies, caring for and handling infants and young children, feeding techniques and diapering, age-appropriate toys and activities, tips for bedtime issues and much more! Students will learn basic first aid and how to handle emergencies that arise such as injuries, illnesses and household accidents. As babysitting will be many students’ first job, interviewing also will be reviewed. Pre-registration is required. Sorry, walk-ins are not allowed. Students need to bring their own sack lunch and snack. Certificate will be awarded upon completion.

Instructor: C. Monson
1 Saturday Apr. 8 9:00 a.m. - 2:00 p.m.
CRN 11465 Outreach - Rm. 204 Fee $55

Instructor: L. Carey
1 Saturday Apr. 29 9:00 a.m. - 2:00 p.m.
CRN 11466 CEC - Rm. 121 Fee $55

Black Hawk College - Community Education Center (CEC), 404 E. 3rd St., Kewanee, IL

Look for information on fun youth camps and classes in the PaCE summer schedule or go to www.bhc.edu/youth in April.
Health Career Pathway Program

Join the BHC Nursing and Allied Health/HPE faculty as students in grades 8-12 are given the opportunity to explore a career in health care. Students will attend a total of six classes in the two days investigating the careers in nursing, EMS/EMT, physical therapy, and more.

**WHEN**
2 Saturdays, February 25 and March 4
8 a.m. - 12 p.m.

**WHERE**
Health Science Center (HSC) - Black Hawk College
6600 34th Avenue, Moline, IL

Go to [www.bhc.edu/youth](http://www.bhc.edu/youth) for a full explanation of the program and the registration form.

**AGES**
Students in 8th - 12th Grade

**COST**
$105

**CRN**
11467

**WHO SHOULD ATTEND**
Prospective students interested in a career in health or exploring what Black Hawk College has to offer in the health field.

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**Great selection of backpacks. Check us out for back-to-school shopping.**

*Easy, convenient location in Building 1.*

Visitor parking off 34th Ave. or 70th Street.
309-796-5503 | 6600 34th Ave. • Moline, IL

Find us on [Facebook](https://www.facebook.com/hawkshub) at [www.facebook.com/hawkshub](http://www.facebook.com/hawkshub)
Languages/Culture

Basic Spanish 🍄
Instructor: M. Cavazos
You will be introduced to Spanish vocabulary and expressions for everyday situations in this fun and interactive introductory course. Practice how to correctly pronounce the language while gaining knowledge of the Hispanic culture. This class would also serve as a great refresher course! eBook is downloadable at a cost of $9.99. Go to www.workplacespanish.com Click on Downloads Prices & Orders. Look for the Travelers & Tourists title. Place your order for eBook. Material can be printed or transferred to a Smartphone, iPad, Tablet or e-Reader.
8 Tuesdays  Jan. 24 - Mar. 14  6:00 - 8:00 p.m.
CRN 11471  Bldg. 1 - Rm. 303  Tuition Fee $159

Spanish for the Legal Professional
Instructor: M. Cavazos
This class will help individuals in the legal profession communicate simply and effectively in Spanish to plaintiffs and defendants. Learn Spanish pronunciation and basic vocabulary such as numbers, days, months, dates and time. Gather personal information and discuss crimes/violations, fines/payments and sentences/punishment with a client with confidence. Course includes learning kit with manual and audio CD.
7 Mondays  Mar. 27 - May 8  6:00 - 8:00 p.m.
CRN 11472  Bldg. 1 - Rm. 303  Tuition Fee $149

Travel — Italy
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 the Hawk’s Hub (the college bookstore) prior to first class.
3 Wednesdays  Apr. 5 - Apr. 19  2:30 - 4:30 p.m.
CRN 11473  CASI  Fee $40
1035 West Kimberly Road, Davenport, IA

Travel — France
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  Feb. 22 - Mar. 8  3:00 - 5:00 p.m.
CRN 11474  Outreach - Rm. 204  Fee $40

Travel — Spanish
Instructor: M. Cavazos
Whether you are planning a trip or just want to learn the language, use this course as a way to quickly learn pronunciation, numbers, how to say currency, colors, months and days and everyday words and conversational phrases. You will also learn some travel-related vocabulary in this course taught by a native speaker.
4 Tuesdays  Apr. 4 - Apr. 25  5:30 - 7:30 p.m.
CRN 11475  Outreach - Rm. 204  Tuition Fee $79

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 the Hawk’s Hub (the college bookstore) prior to first class.
6 Thursdays  Mar. 2 - Apr. 6  2:30 - 4:30 p.m.
CRN 11470  Outreach - Rm. 204  Tuition Fee $119

French Refresher 🍄
Instructor: M. Friedrichsen
This is the perfect course if you have ever taken a French class or traveled to France and would like to brush up. You will review and practice key phrases, vocabulary and pronunciation while refining your listening and comprehension skills. Taught by a native speaker, this class will offer a fun interactive environment to hone your language skills.
Returning students: please bring to class a three-ring binder, 15 tabbed divider sheets for the binder and a French-English/English-French dictionary.
3 Mon./3 Wed.  Feb. 6 - Feb. 27  6:00 - 8:00 p.m.
CRN 11468  Bldg. 1 - Rm. 304  Tuition Fee $119
(No class Feb. 20)

French I 🍄
Instructor: M. Friedrichsen
You will learn the basics of French in this fun and interactive introductory course taught by a native speaker and experienced educator. You will learn keywords and phrases, correct pronunciation, listening and comprehension skills, social dos and don’ts and much more! Please bring to class a three-ring binder, 15 tabbed divider sheets for the binder and a French-English/English-French dictionary.
3 Mon./3 Wed.  Feb. 6 - Feb. 27  6:00 - 8:00 p.m.
CRN 11468  Bldg. 1 - Rm. 304  Tuition Fee $119
(No class Feb. 20)
American Sign Language (ASL) - Beginning
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 the Hawk’s Hub (the college bookstore) prior to first class.
8 Tuesdays Jan. 31 - Mar. 21 6:00 - 8:00 p.m.
CRN 11476 Bldg. 1 - Rm. 401 Tuition Fee $159

American Sign Language (ASL) - Intermediate
Instructor: H. Jackson
Prerequisite: American Sign Language (ASL) – Beginning. This class is a continuation of American Sign Language (ASL) – Beginning. Expand your sign language vocabulary, improve your communication skills and develop fluency in American Sign Language. Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class. Same textbook as used in the Beginning class.
6 Tuesdays Mar. 28 - May 9 6:00 - 8:00 p.m.
CRN 11477 Bldg. 1 - Rm. 401 Tuition Fee $119
(No class Apr. 4)

Introduction to Deaf Culture
Instructor: J. Gipson
All cultures including Deaf culture have four components: language, behavioral norms, values, and traditions. Learn how people who are deaf rely strongly on their vision to communicate and gather information. Explore technology, art, and history as well as understand a deaf person’s world from his or her perspective. This course will introduce you to the concepts and issues within the deaf community.
4 Tuesdays Apr. 25 - May 16 6:00 - 8:00 p.m.
CRN 11478 Outreach - Rm. 407 Tuition Fee $79

Disabilities Studies
Instructor: J. Gipson
This course will introduce you to the field of disability studies. As an emerging interdisciplinary field of study, disability studies does not approach disability as a “medical condition, but as a human condition” (Charlton). Instead of studying the causes and rehabilitation of persons with disabilities, we will explore the historical, social, political, religious, philosophical and cultural influences that construct the category of “disability.” We will also examine how persons with disabilities construct their own meanings and identities.
4 Wednesdays Mar. 8 - Mar. 29 6:00 - 8:00 p.m.
CRN 11479 Outreach - Rm. 204 Tuition Fee $79

American Sign Language (ASL)/Hard of Hearing (HOH) Certificate
Enroll in and successfully complete the four ASL/HOH courses above in one academic year and you will receive a professional certificate. This certificate is designed to help you achieve a career path in the field of ASL/HOH.
* Classes are open to all students. You DO NOT need to be in the certificate program to take individual classes.

Professional Continuing Education Credits: CE’s provided for Social Workers for these classes.

Autism Awareness
Presenter: M. Smyth, Director of the QC Autism Center (QCAC)
April is National Autism Awareness Month and we are partnering with the QC Autism Center to bring you a free evening full of information regarding Autism. Join us as we learn a brief background on Autism, what the “red flags” of Autism are and what resources are available in our area.
1 Thursday Apr. 6 6:00 - 7:30 p.m.
CRN 11480 Outreach - Rm. 204 Fee FREE
FREE; however, registration for the evening is required. Call 309-796-8223.

BHC Hawk’s Hub (bookstore) information
For a list of PaCE books, visit www.bhc.edu/hawkshub
Click on “Order/View Textbooks”
Select Term (Spring 17), 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 309-796-8216
Prepare for the Math, Language Arts, Science, Social Studies and Constitution tests.

• High School Completion 309-796-8249
If you have dropped out of school and are 16-21, you may qualify to complete diploma requirements through Optional Education.

• English Language Acquisition/ESL 309-796-8245
If English is not your first language, improve your English speaking, listening and writing skills.
A History of the Jewish Community in the Quad Cities
Presenter: Art Pitz, Ph.D.
Join us for a delightful kosher meal at the beautiful Tri-City Jewish Center. Learn the historical perspective on when, how and why Jewish immigrants came to the then Tri-Cities. Discover how they built a vibrant community and which individuals came to national prominence. At the request of the Jewish Federation of the Quad Cities, Dr. Pitz served as the guest curator for the Putnam M museum. He was responsible for creating both a traveling exhibit and a full-fledged exhibit on the history of the Jewish community in the Quad Cities. The traveling exhibit will be on display at the luncheon.

Date: Wednesday, Feb. 15
Location: Tri-City Jewish Center
2715 30th Street, Rock Island, IL
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $23
Last day to register or receive a refund: Feb. 8
CRN: 11481

Lost Nation: The Ioway
Presenter: Kelly Rundle, Documentarian and Filmmaker of 4th Wall Films
Join us as we learn about one of the Midwestern Native American tribes, the Ioway. View portions of the documentary, “Lost Nation: The Ioway,” and hear from the filmmaker and documentarian. The physical nation once under the control of the Ioway (about 60,000 square miles of the Midwest) was lost by the tribe when they were relocated by the federal government. In addition, many aspects of Ioway culture — including the language — have been lost or are in danger of being lost. In the documentary, Ioway elders join historians and archaeologists to tell the dramatic and true story of the small tribe that once claimed the territory between the Mississippi and Mississippi rivers from Pipestone, Minnesota to St. Louis. What was a quest for survival in the past has become a struggle in the present to retain a unique Native American culture and language.

Date: Wednesday, April 12
Location: Quad City Botanical Center
2525 4th Avenue, Rock Island, IL
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $23 (Fee includes admission to the Botanical Center)
Last day to register or receive a refund: April 5
CRN: 11483

Box Car Communities of the Quad Cities
Presenter: Dr. Maryan Wherry
Join us at the historic Abbey Station as we take a look back at the history of the box car communities and the Mexican neighborhoods in the Quad Cities. Many Mexican immigrants were drawn to the Quad Cities in the early 1900s by work on the railroad and in factories. Out of a need for cheap housing, the Box Car Communities were born and some “Box Car” homes remain today. We will learn and expand our understanding of the diversity of our rich immigrant heritage within the Quad Cities.

Date: Thursday, May 11
Location: The Abbey Station, 3031 5th Avenue, Rock Island, IL
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $23
Last day to register or receive a refund: May 4
CRN: 11484

All programs are offered at handicap accessible venues with ample free parking available. For directions and parking information for each event, go to www.bhc.edu/lifelong.

Coming this summer.
Villisca Axe Murders – One of Iowa’s Most Notorious and Unsolved Crimes
Presenter: Kelly Rundle, Documentarian and Filmmaker of 4th Wall Films
Wednesday, June 14 - QC Botanical Center
Registration for this event starts April 17th.
BUSINESS TRAINING CENTER

The Business Training Center specializes in customized contract training that fits specific business needs. Our clients recognize the Business Training Center as a valued community resource for consulting and training that is effective, well-designed, delivered by excellent instructors, and held conveniently at their place of business or at a college facility. Listed below are our most frequently asked for topics.

**PROFESSIONAL DEVELOPMENT**
- Accountability
- Business writing
- Coaching
- Communication skills
- Decision making/problem solving
- Delegation
- Dimensions of Leadership (series or Boot Camp)
- DiSC personal profile
- Emotional intelligence
- Exceptional customer service
- Leadership development
- Organizational skills
- Project management
- Situational leadership
- Supervisor Roadmap to Success
- Strategic planning
- Team building

**COMPUTER SKILLS**
- Access - Levels 1–3
- Basic computer skills
- Excel - Levels 1–3
- MS Project
- Outlook
- PowerPoint
- Publisher
- Visio
- Word - Levels 1-3

**INDUSTRIAL AND QUALITY**
- Welding: Instruction, consultation, qualification, MIG, TIG, Stick, WPS, PQR, FCAW
- Blue Print Reading
- CNC
- GD&T
- ISO internal auditing
- Mistake proofing
- Root cause analysis
- Skill assessment on the shop floor
- Understanding and Implementing lean processes

**SAFETY AND OSHA**
- 24-hour or 40-hour emergency response to hazardous material
- Asbestos awareness
- Chemical spill response refresher
- Confined space
- Creating a safety manual
- DOT hazmat
- Forklift safety
- Forktruck safety and driving
- Lockout-tagout
- OSHA 10-hour or 30-hour for general or construction industry
- Quarterly compliance program
- Safety audits
- Warehouse Safety
ROAD MAP TO STARTING A BUSINESS

Training Provider: Bryce Palar

This certificate program is designed to help you successfully start a new business or more successfully manage your existing business.

During this class you will:
- Become familiar with the elements that are vital to starting and sustaining a small business.
- Develop a Business Plan that guides your business startup or development.
- Obtain knowledge of resources available to small business owners.
- Engage with others who are starting a business.
- Hear from guest speakers who have been through a business startup.
- Earn a completion certificate to present to prospective lenders.

Topics:
- Is Owning a Small Business for you?
- Expenses Sales, Profits – What Do the Numbers Mean?
- Financing a Small Business
- Human Resources
- How to Market and Promote a Small Business
- Writing a Business Plan – and write one
- Business Ownership Structures, Taxes, and Business Insurance
- Accounting Tools
- Utilizing Technology, Internet, Email, and Social Media as Business Tools
- Managing a Small Business

10 Thursdays  Feb. 16 - Apr. 20  6:00 - 8:30 p.m.
CRN 11491  Bldg 1 - Balcony Rm. B13  Tuition Fee $495

Contact person: Susan Llewellyn  309-796-5716  llewellyns@bhc.edu

This program is co-sponsored by the Illinois SBDC and SCORE.

QUICKBOOKS FOR SMALL BUSINESS

Training Provider: Paul Nagovan

Want to get a better handle on your business finances? QuickBooks is the go-to accounting software for small business. In this class you’ll get the hands-on guidance you need to quickly and painlessly become comfortable with this small business accounting tool.

Registration deadline: Apr. 19

Tues./Thurs.  Apr. 25 - May 9  6:00 - 8:00 p.m.
CRN 11492  Bldg. 1 - Rm. 313  Tuition Fee $125

Some of the things you’ll learn to do:

Starting Your Own Business
- Learn how to register your start-up business properly.
- Find out what reports are integral to the proper management of your company.

Setting Up Your Company on QuickBooks
- Discover how to set up your company, customers, and vendors on QuickBooks.

Tracking Income
- Learn how to bill or invoice your clients and manage your accounts receivable.

Tracking Expenses
- Learn how to enter your bills and pay them, and how to properly manage your accounts payable.

Payroll and Sales Taxes
- You’ll learn how to process payroll and sale taxes.

Financial Reports
- Understand how to produce and interpret the financial reports that will help you to properly manage your business.

Income Taxes
- Learn how to track and categorize financial data to reduce income tax liabilities.
Welding

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 classroom portion covers gases, symbols, blueprints, math, safety, interviewing skills, and resume writing. The remaining class time involves hands-on experience conducted in a welding lab area.

STICK/TIG WELDING
This is a 140-hour SMAW (Stick) and GTAW (TIG) class designed to train individuals on how to work in a welding environment. The first 40 hours are dedicated to classroom training which includes gases, symbols, blueprints, math, safety, different types of Stick rods, different types of Tungsten and how and when each type are used. The remaining 100 hours are dedicated to hands-on and demonstration of proper use of materials.

Monday - Friday, Jan. 17 - Feb. 22 (No refunds after Jan. 5)
(2 Saturday classes on Feb. 4 & 11)
Stick/TIG or MIG Day class: 8:00 a.m. - 1:00 p.m.
Stick/TIG or MIG Night class: 4:00 - 9:00 p.m.

Monday - Friday, Feb. 27 - Apr. 5 (No refunds after Feb. 13)
Stick/TIG or MIG Day class: 8:00 a.m. - 1:00 p.m.
Stick/TIG or MIG Night class: 4:00 - 9:00 p.m.

Monday - Friday, Apr. 17 - May 24 (No refunds after Apr. 3)
Stick/TIG or MIG Day class: 8:00 a.m. - 1:00 p.m.
Stick/TIG or MIG Night class: 4:00 - 9:00 p.m.

*You must be in attendance and participate 95% of the time in order to receive a certificate from Black Hawk College.
The tuition fee is $2,300 for each class (subject to change). Fee includes the cost of the book.
These classes do not qualify for financial aid.

Welding Class location: BHC Industrial Training Lab Extension Center, 3901 25th Street, Moline, IL (across from Courtesy Car City)

For more information or to register for welding classes, call 309-796-5718 or go to www.bhc.edu/welding

Welding Class Testimonials
"The class was very educational. I learned a lot and the instructors were very helpful."

"I enjoyed the class and would recommend it to anyone."

"Love the way the class was taught, strongly recommend others to come. Took a lot from the class and feel it is going to benefit me in the future!"

"The teachers were very knowledgeable, it was a great class."

FLUX CORE ARC WELDING
Training Providers:  M. Johnson.
M. Helderman, W. Long
This 24-hour program is designed to expand your current welding knowledge and skill. This introductory class is a new offering based off of current market needs. Participants must have either completed a welding program or have experience as a welder in the workforce. This short-term program will introduce the Flux Core Arc process. Flux Core Arc Welding (FCAW) is a process that requires a continuously-fed consumable tubular electrode containing a flux and a constant-voltage or, less commonly, a constant-current welding supply. FCAW generally has a very good penetration that forms a strong weld.

In this training, you will learn:
• The types of flux core
• Setting your machine
• Learning what gases to use and not to use
• Single pass and multi-pass fillet welds, all position groove root, hot pass, fill pass, and cap pass welds and their unique techniques
• All types of positioning joints: flat, vertical, horizontal and overhead
• How to cut out a flux core weld with air arcing
• How to minimize weld spatter and common weld defects such as lack of weld fusion, weld cracks, porosity, worm tracks and slag inclusions
• How to handle variables such as mill scale, rust, surface contaminates, prepping the joint, excess gaps and poor edge preparations
• Parameter requirements for applications with different wire stick out requirements as found in variable thickness groove weld joints

Attendees: Individuals who have already taken a welding program and/or who are working as a welder.

Tues./Thurs. Jan. 24 - Feb. 9 4:00 - 8:00 p.m.
CRN 11538 ITLEC Tuition Fee $480

Welding Class location: BHC Industrial Training Lab Extension Center, 3901 25th Street, Moline, IL (across from Courtesy Car City)
OSHA 10-HOUR GENERAL INDUSTRY  
Training Provider: Jeff Clark  
Participants will learn the major provisions of the Occupational Safety and Health Act with an emphasis on hazard identification, avoidance, control and prevention. Broader topics of discussion include: working and walking surfaces, emergency plans and exit routes, material safety data sheets and labeling program, electrical safety, personal protective equipment, hazard communication, lockout/tagout, machine guarding, record keeping, and other topics as required. Upon completion, the OSHA 10-Hour General Industry card will be issued.  
Lunch included on Thursday, Feb. 9.  
1 Thursday Feb. 9 8:00 a.m. - 3:30 p.m.  
1 Friday Feb. 10 8:00 a.m. - Noon  
CRN 11498 Bldg. 1 - Balcony B13 Tuition Fee $285

RESPONDING TO CHEMICAL SPILLS - OPERATIONS LEVEL  
Training Provider: Jeff Clark  
This course is for companies that have chemical products on site and have employees who respond defensively to the release or potential release of those chemical substances with the intent of protecting nearby persons, property or the environment. This training will not include special cleanup of equipment that the company may or will not have. Individuals will have an understanding of what is safe to clean up and when to alert proper authorities or clean up contractors. Trained employees should be able to work with local and state authorities in the event of a major release. This course meets the 29 CFR 1910.120 (q)(6)(ii) operations level.  
Lunch included.  
1 Wednesday Mar. 1 8:00 a.m. - 4:30 p.m.  
CRN 11496 Bldg. 1 - Balcony B13 Tuition Fee $225

SAFE ELECTRICAL WORK PRACTICES  
Training Provider: Jeff Clark  
This course is directed to qualified and unqualified persons, working on or near electrical energized equipment and who risk the possibility of electrical shock. This training will include the topics of: understanding the OSHA Subpart 5 electrical standard and NFPA’s 70E Arc Flash, new 2015 requirements including mandatory personal protective equipment, developing energy control procedures (Lock Out 29 CFR 1910.147) and the required annual inspections.  
1 Thursday Apr. 6 9:00 a.m. - Noon  
CRN 11495 Bldg. 1 - Balcony B13 Tuition Fee $125

Financial Assistance  
A merican Job Center ® scholarships may be available for certain classes or programs, subject to limited federal funding as well as meeting eligibility requirements. Call 309-788-7587 or 309-852-6544 for more information.  
Project Now Community Action Agency Community Services Block Grant (CSBG) Scholarship Program may be available subject to meeting eligibility criteria and the completion of an application. Go to www.projectnow.org/community.htm or call 309-793-6391 for more information.

Refund Policy for OSHA & Safety Classes:  
Full refund will be granted when a student withdraws at least four business days prior to class start date by calling 309-796-5718.
FORK TRUCK OPERATOR SAFETY AND DRIVING TRAINING
Training Provider: Michael (Red) Johnson
This course meets the training requirements for OSHA standard 29 CFR 1910.178. The training consists of classroom instruction that covers the content of the OSHA standard, types and characteristics of forklifts, pre-operation inspections, basic driving, stability and load handling, fuels, batteries, and attachments. Driving practice and performance evaluation follows classroom instruction. A Certificate of Completion is issued at completion of the class.

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<tr>
<th>Date</th>
<th>CRN</th>
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<th>Fee</th>
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<tr>
<td>1 Thursday</td>
<td>CRN 11253</td>
<td>ITLEC</td>
<td>8:00 a.m. - Noon</td>
<td>Fee $99</td>
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<td>1 Tuesday</td>
<td>CRN 11256</td>
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<td>Fee $99</td>
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<td>CRN 11258</td>
<td>ITLEC</td>
<td>1:00 - 5:00 p.m.</td>
<td>Fee $99</td>
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Fork Truck Class location: BHC Industrial Training Lab Extension Center (ITLEC), 3901 25th Street, Moline, IL (across from Courtesy Car City)

Fork Truck Testimonial
“The instructor was very patient and helpful. He gave tips to remember when lifting and tilting. He was very professional and took the time so I understood and got it right."

Refund Policy for Fork Truck Training
A full refund for Fork Truck Training will be granted when a student withdraws at least five business days prior to class start date by calling 309-796-5716.

Water Program
INTERMEDIATE AND ADVANCED DRINKING WATER OPERATIONS
Training Provider: Brianna Huber
This course covers a majority of the significant procedures and concepts related to the operation and maintenance of Illinois Class B and Class A public water supply operations, and will prepare students for the Class B and Class A water operators’ IL EPA exam and certification. Students must meet specific experience, education, and examination requirements in order to qualify for certification.

Topics include:
- Disinfection
- Distribution
- Lime-Soda Softening
- Filtration
- Fluoridation
- Clarification
- Ion Exchange Softening
- Iron & Manganese Control

This is a blended format class which is a combination of online and classroom learning. During the first class, materials will be handed out and instruction given on logging into the campus system for assignments.

Class will meet on the following days: Feb. 1, Feb. 15, Mar. 8, Apr. 12, and Apr. 26.

5 Wednesdays: See above dates. 6:00 - 9:00 p.m.
CRN 11497: Bldg. 1 - Rm. 303 Tuition Fee $465

Drinking Water Class
“This class gave me a broader understanding of different treatment processes and a better in depth understanding of lab requirements."

WASTEWATER (SEWAGE) TREATMENT
Training Provider: Lisa Perry
This course will help prepare you for the Class 3 and Class 4 wastewater operators’ state exam and IL EPA certification. Applicants must meet specific experience, education, and examination requirements in order to qualify for certification.

You will earn three months of on-the-job credit by completing this class and gain confidence in your abilities as you take this first step in moving up in this vital field.

Topics include:
- Introduction to wastewater
- Sampling and laws governing treatment plants
- Collection systems
- Lift stations
- Stabilization ponds
- Flow measurement
- Chlorination
- Disinfection
- Fluoridation

Required textbook Edition 7 must be purchased at the BHC Bookstore prior to the first class. Editions 5 or 6 can be substituted if already purchased/available.

11 Thursdays: Feb. 16 - Apr. 27 6:00 - 9:00 p.m.
CRN 11494: Bldg. 1 - Rm. 303 Tuition Fee $425

Refund Policy for Water Program Classes:
Full refund will be granted when a student withdraws at least four business days prior to class start date by calling 309-796-5716.
**CNC Production**

**CNC PRODUCTION MACHINE OPERATOR LEVEL 1 (64 HOURS)**

**Training Provider:** F. Paul Smith

Do you want to expand your shop floor experience and be more versatile to an employer? This is a challenging 64-hour hands-on training program for individuals desiring entry to the world of CNC operation. Upon successful completion of curriculum, participants will be ready for on the job (OJT) as entry level Production CNC Machine Operators. Shop safety and quality principles are given special emphasis throughout the curriculum. The focus on the program is on practical application – all examples and exercises are based on operations typically encountered on the job. Topics include: production math, print reading, production measurement tools, CNC tooling, CNC machine operation.

**Attendees:** Individuals who have shop floor experience but have little or no experience operating CNC machines seeking to gain entry into the workforce of CNC operations.

Jan. 17 - Feb. 21  
Tues./Thurs. 5:00 - 9:00 p.m.  
Saturdays 8:00 a.m. - Noon  
CRN 11259  
Bldg. 2 - Rm. 108  
Tuition Fee $800

(Fee includes materials.)

“**CNC Production Machine Operator**

“The class was very good. The instructor was nice and would stop and answer any question I had. Within one week of completing this class and applying, I got a call for a job interview.”

Hessou-we Kaga

**CNC PRODUCTION MACHINE OPERATOR LEVEL II (48 HOURS)**

**Training Provider:** F. Paul Smith

This is a continuance of the Level I CNC Production Machine Operator. This training includes basic CNC operator skills and CNC set-up processes. Coursework covers a variety of relevant areas including: tooling applications, work holding, offsets, programming, methods for holding tolerances, gauging and inspection. Students gain real-world experience using actual CNC Machining centers to perform real production runs and job set-ups. Classes are conducted using Haas CNC machines. Shop safety and quality principles are given special emphasis throughout the class.

**Attendees:** Individuals who have completed CNC Production Machine Operator Level I or can prove skill and knowledge equivalent to Level I by testing.

Mar. 21 - Apr. 15  
Tues./Thurs. 5:00 - 9:00 p.m.  
Saturdays 8:00 a.m. - Noon  
CRN 11260  
Bldg. 2 - Rm. 108  
Tuition Fee $600

(Fee includes materials.)

For more information, contact:  
Toni Sierer  
sierert@bhc.edu  
309-796-5718

**Blueprint Reading**

**GENERAL BLUEPRINT READING (24 HOURS)**

**Instructor:** Michael “Red” Johnson

This short-term class will give you a good introduction for understanding blueprints and what they mean. You will learn the Alphabet of lines such as object, hidden, center, phantom, dimension, extension, leaders, break, section and cutting planes. You will also gain terminology and understand the symbols of a print. In addition, you will become familiar with the visualization of a print such as:

- Orthographical  
- View  
- Principal  
- Sectional  
- Auxiliary  
- Multi views  
- First angle and third view projection

This program includes both classroom and hands on training with blueprints.

<table>
<thead>
<tr>
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<th>Jan. 23 - Feb. 15</th>
<th>8:00 - 11:00 a.m.</th>
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<td>CRN 11512</td>
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<td>CRN 11513</td>
<td>ITLEC</td>
<td>Tuition Fee $269</td>
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**BLUEPRINT READING FOR CONSTRUCTION (24 HOURS)**

**Instructor:** Michael “Red” Johnson

This short-term class will provide the foundational knowledge and basic elements of reading construction blueprints. Upon successful completion, you will be able to have introductory knowledge of blueprints as it relates to the construction industry. You will be introduced to reading a floor plan and architectural drawings, become familiar with a glossary of blueprint terms and reference symbols as well as make basic math calculations. You will learn about lines such as:

- Object  
- Hidden  
- Center  
- Phantom  
- Dimension  
- Extension  
- Leaders  
- Break  
- Section  
- Cutting planes

You will also become familiar with symbols and terminology such as title block, dimension types, tolerance box, bill of materials, etc. In addition, you will become familiar with the visualization of a print such as orthographical, view, first angle and third view projection as well as, principal, sectional, auxiliary and multi views. This program includes both classroom and hands on training with blueprints.

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<tr>
<th>Tues./Thurs.</th>
<th>Mar. 28 - Apr. 20</th>
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<th>Tues./Thurs.</th>
<th>Mar. 28 - Apr. 20</th>
<th>4:00 - 7:00 p.m.</th>
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<tr>
<td>CRN 11510</td>
<td>ITLEC</td>
<td>Tuition Fee $269</td>
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**BHC Industrial Training Lab Extension Center (ITLEC),**

3901 25th Street, Moline, IL (across from Courtesy Car City)
Highway Construction

HIGHWAY CONSTRUCTION CAREERS TRAINING PROGRAM (HCCTP)

Paul Fessler, Program Manager
The Illinois Department of Transportation and the Illinois Community College Board created this program to increase the number of minorities, women and disadvantaged persons working on IDOT projects.

This 13-week class will cover math, job/life skills, blueprint reading, OSHA, stick welding, construction equipment operation, shop time, and hands-on projects.

This program is at no cost to the participant. The students selected for the program will learn essential skills for working in the highway construction trades.

Interested in this program and a career in highway construction? Start the application process by attending one of our orientation sessions.

Requirements:
- Interest in working in the construction trades
- 18 years or older
- High school diploma or GED
- Valid driver’s license
- Drug-free (tested)

Next class starts March 6, 2017.

The application process requires several steps, beginning with attending an orientation session:
- Tuesday, January 10 at 2:00 p.m.
- Thursday, January 12 at 6:00 p.m.
- Friday, January 13 at 10:00 a.m.
- Wednesday, January 18 at 10:00 a.m.
- Friday, January 20 at 2:00 p.m.

All orientations are held at:
Black Hawk College, Bldg. 1, Room B-13, 6600 34th Ave., Moline, IL 61265

Your steps:
1. Register for and attend an Orientation Session. Register online at: www.bhc.edu/hcctp or call Paul Fessler at 309-796-5729.
2. Math and Reading Skills Test – to follow the orientation for those wanting to proceed.
3. Potential candidates are invited for an interview, then selections are made.
4. Drug testing.

For more information contact: Paul Fessler, 309-796-5729 or fesslerp@bhc.edu
Register Now For PaCE Classes

Address: Professional and Continuing Education (PaCE)
Black Hawk College - Outreach Center
301 A venue of the Cities
East Moline, IL 61244-4038

Business Hours: M on. - Thurs. 8:00 a.m. - 7:00 p.m.
Fri. 8:00 a.m. - 5:00 p.m.

Online - Go to 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 is 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
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 Stacey Cary, Director of HR. Located in Building 1, Room B7, 309-796-5225.

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 business 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 16 - Martin Luther King’s Birthday
February 20 - Presidents’ Day
March 13-17 Spring Break: PaCE classes will meet as scheduled. The BHC Hawk’s Hub (bookstore) and Outreach Center offices will be closed on March 17.
April 14 - Good Friday

Facilities Locations
• Black Hawk College - Outreach Center (Outreach)
301 A venue of the Cities, East Moline, IL 309-796-8223 Email: demontl@bhc.edu
Telecommunications Device For the Deaf 309-755-9855
• Black Hawk College (Bldg. 1, 2, 3, 4, STB, and HSC)
6600 34th Avenue, Moline, IL
• Black Hawk College Adult Learning Center (BHC ALC), 4610 Blackhawk Commons Drive, Rock Island, IL
• Black Hawk College - Community Education Center (CEC), 404 E. 3rd St., Kewanee, IL
• Biaggi’s Ristorante Italiano, 5195 Utica Ridge Rd., Davenport, IA
• CASI, 1035 West Kimberly Road, Davenport, IA
• Center for Living Arts, 2008 4th Ave., Rock Island, IL
• Geneseo Public Library, Foundation Rooms A & B 809 N. Chicago Street, Geneseo, IL
• Quad City Animal Welfare Center, 612 1st Street West, Milan, IL
• The Cellar, 137 S State St., Geneseo, IL
### Registration Form

**Method of Payment:**
- Cash
- Check/Money Order
- Credit Card (VISA, MasterCard, Discover)

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<th>Credit Card</th>
<th>Exp. Date</th>
<th>Security Code</th>
<th>Phone #</th>
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**Social Security Number: ____________________________ | Birth Date: / / ____________**

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

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

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**Highest Degree Previously Earned:**

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<tr>
<td>(60) Masters Degree</td>
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**Employment Status:**

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<td>(01) Full Time</td>
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**Student Intent:** (Check one)

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Professional and Continuing Education
Look inside for a list of our upcoming classes.
Visit our website: www.bhc.edu/pace

PaCE Information Nights
Tuesday, January 24
Doors open at 4:30 p.m. Event ends at 6:00 p.m.
Black Hawk College - Adult Learning Center
4610 Blackhawk Commons Drive, Rock Island, IL

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

Learn about the following PaCE opportunities:
- Professional Development/Continuing Education
- Technology (workshops/classes)
- Community Education
- Online Learning
- Languages

For information on all of the PaCE programs, visit www.bhc.edu/PaCE.

Health Care Career Programs: An Overview
Tuesday, January 24
Doors open at 5:00 p.m. Event ends at 6:30 p.m.
Black Hawk College - Health Science Center, Room 204
6600 34th Ave., Moline, IL

Want to prepare for a challenging and rewarding career in health care but not certain which PaCE health program is right for you? Know exactly what program you want and need to enroll? This informational session will give prospective students information on various PaCE health care career programs. Instructors will be available for a brief overview.

FREE to prospective students; however, registration for the event is required. Call 309-796-8223.

1 Tuesday Jan. 24
CRN 11280 HSC - Rm. 204
5:00 - 6:30 p.m. Fee FREE

Health Career Pathway Program
Join the BHC Nursing and Allied Health/HPE faculty as students in grades 8-12 are given the opportunity to explore a career in health care. Students will attend a total of six classes in the two days investigating the careers in nursing, EMS/EMT, physical therapy, and more. Go to www.bhc.edu/youth for a full explanation of the program and the registration form.

2 Saturdays Feb. 25 - Mar. 4
CRN 11467 HSC - Rm. 203
8:00 a.m. - Noon Fee $105