Black Hawk College

Professional and Continuing Education

Spring 2015

Health Careers
Online Learning
Language/Culture
Computer Skills

Lifelong Learner Program
Personal Enrichment
Business and Professional Development
Workplace Skills

DAY, EVENING AND ONLINE CLASSES AVAILABLE!

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

Learn about the following PaCE opportunities:
• Health Career Programs
• Online Learning Classes
• Business/Professional Development Programs
• Computer Classes
• Community Education Classes

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

Meet and mingle, explore and learn as you talk with the PaCE health instructors. The medical field abounds with exciting career opportunities. Instructors will present each program they teach and you will have the opportunity to get your questions answered. Start a new health career in as little as 3 months.

Programs that will be represented are:
• EKG
• Medical Receptionist
• Dental Receptionist
• Pharmacy Technician
• Medical Scribe
• Medical Terminology
• Dialysis Technician
• Phlebotomy Technician
• Personal Trainer
• Physical Therapy Aide

For information on all of the Health Career classes, visit www.bhc.edu/health.

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

FlexReg for PaCE

Go to: www.bhc.edu/pace/paceregistration

FlexReg for PaCE facts:
• FlexReg is used for Professional and Continuing Education (PaCE) registration only.
• You can access FlexReg using the following browsers: Internet Explorer, Google Chrome, Firefox and Safari.
• Adobe Flash Player is required to use FlexReg.
• You can use FlexReg to register for all PaCE classes except online classes provided through third-party vendors.

Logging in:
• You are not required to log in or be a current BHC student to search our schedule of classes.
• If you have ever registered for BHC classes (credit/non-credit) you have a username and password.
• If you have never taken a class at BHC you will create an account during the registration process.

If you have questions about logging into FlexReg, contact the ITS Help Desk at 309-796-5555 or 5555@bhc.edu
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Health and Wellness

Community Health
Classes for your emotional and physical health.

NAMI Family-to-Family
New
Instructor: Staff
This is a FREE 12-week evidence-based course specifically for family members and friends of individuals diagnosed with mental illness and is sponsored by the National Alliance on Mental Illness (NAMI). Although the course is not diagnosis-specific, it covers information about Schizophrenia, major depression, bipolar disorder, panic disorder, borderline personality disorder, obsessive compulsive disorder, and post-traumatic stress disorder. The curriculum includes: symptoms and treatments of mental illness, brain biology, medications, communication skills, problem solving workshop, coping skills, self-care, recovery and rehabilitation and advocacy strategies. The 2 ½ hour classes are taught by trained family members in a supportive non-judgmental environment. Join the thousands of families just like yours who have gained a feast of facts, insight, understanding, and empowerment. After registration, one of the two co-teachers will contact each registrant for a conversation before the course begins.
12 Wednesdays Mar. 11 - May 27 6:30 - 8:00 p.m.
CRN 11553 Outreach - Rm. 204 Fee FREE

Human Trafficking:
An Introduction
New
Instructor: C. O’Keefe
This class will cover definitions of labor and sex trafficking, risk factors and vulnerabilities, red flags and indicators of sex trafficking, federal and state human trafficking laws, and resources for help. Through viewing Braking Traffik’s documentary film, “Any Kid Anywhere: Sex Trafficking Survivor Stories,” participants will learn ways children and young adults fall victim to sex trafficking, various forms of control, and why no community is immune to this horrific crime.
2 Tuesdays Feb. 3 - Feb. 10 6:00 - 7:30 p.m.
CRN 11554 Outreach - Rm. 204 Fee $26

Unraveling the Mystery of Weight Loss
New
Instructor: Dr. P. Newhouse
Are you tired of the diet yo-yo? Can’t understand why you can’t lose weight? Learn what hormone is keeping you from burning fat and how one simple nutritional change can help you shed pounds fast. This revolutionary nutritional program will help you decrease body fat, reduce cravings and have more energy than ever before.
1 Tuesday Jan. 27 7:00 - 8:30 p.m.
CRN 11549 Outreach - Rm. 406 Fee $29
1 Tuesday Mar. 3 7:00 - 8:30 p.m.
CRN 11550 Outreach - Rm. 406 Fee $29

Unlocking the Secrets of Nutrition
New
Instructor: Dr. P. Newhouse
Confused about what is nutritious and healthy? Are you suffering from high blood pressure, high cholesterol, diabetes, chronic pain, digestive problems or any other chronic physical condition? Let us help you take the guess work out of shopping, cooking and eating. Learn the essentials of nutrition to find “The New You.”
1 Tuesday Feb. 3 7:00 - 8:30 p.m.
CRN 11551 Outreach - Rm. 406 Fee $29
1 Tuesday Mar. 10 7:00 - 8:30 p.m.
CRN 11552 Outreach - Rm. 406 Fee $29

Health and Wellness
register by phone: 309-796-8223
Yoga
Instructor: L. Miotto
Bring your body and mind together into one harmonious experience. Improve your breathing capacity and increase your flexibility and strength through a focus on traditional yoga poses, breath work, balance and relaxation. All levels are welcome. 
*Bring a yoga mat or a large towel and dress in comfortable, loose-fitting clothing.*
6 Tuesdays Jan. 27 - Mar. 3 6:15 - 7:15 p.m.
CRN 11760 Outreach - Rm. 407 Fee $42

Therapeutic Yoga
Instructor: J. Welzenbach-Hilliard
Yoga is a valuable way to promote wellness for emotional and mental health. Learn how to use specific yoga postures, sequences and breath awareness to help with chronic pain or limited physical mobility brought on by injury and/or chronic illness. Designed for the beginner. 
*Bring a yoga mat or a large towel and dress in comfortable, loose-fitting clothing.*
6 Thursdays Apr. 2 - May 7 1:00 - 2:00 p.m.
CRN 11761 Outreach - Rm. 407 Fee $42

How to Customize Your Massage (for Massage Therapists)
Instructor: J. Atkinson
Calling all massage therapists! Learn tips and tools to make each massage session exactly what your client needs from intake to table. We will use a multi-modality approach to discuss several types of clients in order to be able to quickly and effectively create a customized massage each time for each client. Eight (8) continuing education credits will be awarded. Class will break for one hour lunch (on your own). 
*Bring sheets and product for the hands-on portion of the class.*
1 Saturday Feb. 7 9:00 a.m. - 6:00 p.m.
CRN 11570 Bldg. 2 - Rm. 208/209 Tuition Fee $75

American Heart Association Health Care Provider Training Course (HCP-CPR)
Instructor: B. Smith
The American Heart Association designed the BLS for Healthcare Providers Course to prepare a wide variety of healthcare 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. Massage Therapists can earn 4 continuing education credits. 
*Fee includes manual and HCP-CPR card.*
1 Friday Jan. 16 Noon - 4:00 p.m.
CRN 11571 Outreach - Rm. 407 Fee $50
1 Friday Jan. 30 Noon - 4:00 p.m.
CRN 11572 Outreach - Rm. 407 Fee $50
1 Friday Feb. 20 Noon - 4:00 p.m.
CRN 11573 Outreach - Rm. 408 Fee $50
1 Friday Mar. 6 Noon - 4:00 p.m.
CRN 11574 Outreach - Rm. 408 Fee $50
1 Friday Apr. 24 Noon - 4:00 p.m.
CRN 11575 Outreach - Rm. 407 Fee $50
1 Friday May 1 Noon - 4:00 p.m.
CRN 11576 Outreach - Rm. 407 Fee $50

Online Courses

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

• Introduction to Natural Health and Healing
• Handling Medical Emergencies
• Lose Weight and Keep it Off
• Luscious, Low-Fat, Lightning-Quick Meals

See page 27 or visit www.ed2go.com/blackhawk for more information.

Courses available at our online instruction center.
www.ed2go.com/blackhawk or call 309-796-8223.
Short-Term Careers

Health Careers

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

Scrubs and More: Free Informational Session

Meet and mingle, explore and learn as you talk with the PaCE health instructors. The medical field abounds with exciting career opportunities. Instructors will present each program they teach and you will have the opportunity to get your questions answered. Start a new health career in as little as 3 months. Programs that will be represented are: EKG, Medical Receptionist, Dental Receptionist, Pharmacy Technician, Medical Scribe, Medical Terminology, Dialysis Technician, Phlebotomy Technician, Personal Trainer, Physical Therapy Aide.

Date: Tuesday, April 28
Time: 6:30 - 8:00 p.m.
Location: Black Hawk College - Outreach Center
301 Avenue of the Cities
East Moline, IL
Room 204

Medical Scribe
Instructor: I. Earl
Prerequisite: Age 18 and GED or high school diploma.
Looking for an exciting new health career in a growing field? The role of Medical Scribe could be your new career in eight weeks. The primary function of a scribe is the creation and maintenance of the patient’s medical record which is created under the supervision of the attending physician. The scribe documents the patient’s history through direct observation of the physician’s interaction with the patient as well as the procedures performed, the results of laboratory studies and other information gathered. Learn fundamentals of the career, including medical terminology, anatomy and physiology, Privacy and Ethics-HIPPA, Medical symbols and abbreviations, EHR/EMR (Introduction to Electronic Health Record/Electronic Medical Record), common diagnostic testing, basic pharmacology, insurance-coding, and resume creation. After successful completion of the program, you will receive a professional certificate of completion.

Employment possibilities after course completion:
• Local Hospitals
• Physician offices
• Clinics
• Outpatient Care Centers
• Surgical Care Centers

Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.
8 Saturdays  Mar. 21 - May 9
Noon - 2:00 p.m.
CRN 11555  Bldg. 1 - Rm. 301  Tuition Fee $225

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

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 15), Select Department (Adult Ed)
Books may be purchased online or at the bookstore.
Pharmacy Technician
Instructor: J. Jefferson
Prerequisites: Age 18 and GED or high school diploma.
Excellent communication skills and above average math skills are recommended.
Set yourself on the path as a pharmacy technician at a hospital, retail, home infusion, or mail-order pharmacy.
Topics will include:
• Classifications of drugs (brand name and generic)
• Medical terminology related to pharmacy
• Medication compounding and proper handling procedures
• Intravenous and chemotherapy drugs
• Basic pharmacy math and medication dosage conversions
• Prescription requirements and interpretation
• Inventory control, billing procedures, legal and moral obligations of personnel
• I.V. drip rates and medication dispensing
Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class. Please bring a calculator to the first night of class.
15 Wednesdays Jan. 28 - May 6 5:30 - 9:30 p.m.
CRN 11557 STB - Rm. 110 Tuition Fee $685

Pharmacy Technician Certification Preparation
Instructor: J. Jefferson
Prerequisite: Age 18 and GED or high school diploma and successful completion of the BHC Pharmacy Technician or practicing pharmacy technicians.
Prepare for the National Pharmacy Technician Certification Exam with this fast paced, advanced course. Learn basic pharmacology, advanced pharmaceutical calculations and medical terminology.
Studies focus on the exam’s three aspects of competency:
• Assisting the Pharmacist in serving patients
• Maintaining medication and inventory control systems
• Administering and managing a pharmacy
This course does not replace the national exam.
In class you will receive information on certification, testing requirements and testing sites.
Required 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.
15 Tuesdays Jan. 27 - May 5 5:30 - 9:30 p.m.
CRN 11558 STB - Rm. 110 Tuition Fee $685

EKG Technician
Instructor: I. Earl
Prerequisite: Age 18 and GED or high school diploma.
Learn to function as an EKG Technician.
Topics will include:
• 12-Lead EKG
• Set-up in a hospital or office setting
• Anatomy of the heart
• Physiology and medical disease processes
• Medical terminology
• Medical ethics and legal aspects of patient contact
• Blood-borne pathogens
• Heart medications
Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.
7 Fridays Feb. 6 - Mar. 20 10:00 a.m. - 1:00 p.m.
CRN 11559 Outreach - Rm. 407 Tuition Fee $395

Dialysis Technician
Instructor: B. Teel-Lash/A. Mealman /D. Vanderploeg
In partnership with the Quad Cities Kidney Center
Prerequisite: Age 18 and GED or high school diploma.
A negative TB testing performed within three months prior to the start of the class must be presented to the instructor the first night of class.
Gain the knowledge and skills needed to pursue a career in the field of hemodialysis. Learn to operate kidney dialysis machines, which filter normal waste products and excess fluids from the blood of patients whose kidneys can no longer perform this function. You will provide direct patient care working in collaboration with nurses, physicians and other allied health professionals, caring for patients needing renal dialysis due to renal diseases.
Mon./Wed Jan. 28 - May 6
Theory: Mondays, 6:00 - 8:00 p.m.
Lab: Wednesdays, 6:00 - 9:00 p.m.
CRN 11560 QC Kidney Center, Moline Tuition Fee $689

Classes and labs will be at the Quad Cities Kidney Center, 400 John Deere Road, Moline, IL. *Students please note: Class will meet for CPR training on Monday, Feb. 9 at the Outreach Center 301 – Avenue of the Cities, East Moline.
Phlebotomy Technician
In partnership with Genesis.
Prerequisite: Age 18 and GED or high school diploma. Current statement of good health from your physician and documented negative TB testing performed within three months prior to the start of the class must be presented to the instructor the first night of class. Hepatitis B vaccinations are not required but strongly recommended. You are required to perform and to receive 25 venipunctures and 10 capillaries.
Train in the basic blood-drawing procedures for venipuncture and capillary puncture techniques. You will have an understanding of the skills, knowledge and level of responsibility required to perform competently as entry-level phlebotomy/lab personnel.
Topics will include:
• Handling, processing and documentation of samples
• OSHA guidelines and safety rules
• Anatomy and physiology of the circulatory system
• Basic phlebotomy techniques
• Quality assurance and methods of quality control
Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.
Instructor: S. Edlund
10 Fridays Jan. 30 - Apr. 10 3:45 - 7:45 p.m.
CRN 11561 Bldg. 1 - Rm. 313/314 Tuition Fee $685
(No class Apr. 3)

Instructor: L. Lee
12 Saturdays Jan. 31 - Apr. 25 8:30 a.m. - Noon
CRN 11562 Bldg. 1 - Rm. 313/314 Tuition Fee $685
(No class Apr. 4)

Instructor: J. Hines
10 Wednesdays Feb. 4 - Apr. 8 5:30 - 9:30 p.m.
CRN 11563 Bldg. 1 - Rm. 313/314 Tuition Fee $685

Veterinary Assistant Certificate Program
Instructor: Dr. M. Spencer-McShane
Prerequisite: Must be age 18 and have a GED or high school diploma.
Explore the many duties typically performed by a veterinary assistant as you prepare for any entry-level position in this growing profession. Employment opportunities include: private practice, animal shelter, animal control facilities, pet stores, kennels, zoos and veterinary drug companies.
Topics will include:
• Vaccinations, surgery preparation and assisting, monitoring vitals
• Laboratory procedures, parasites, client communications, prescriptions
• Safely restraining an animal for blood draws, X-rays and injections
• Routine examination, medication and euthanasia
• Front office procedures for a veterinary clinic/hospital
Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class. (10th grade reading level required.)
Required supplies: lab coat or scrubs.
Requirements: 12 hours job shadow/internship. Details and information will be discussed the first night of class.
18 Wednesdays Jan. 28 - May 27 5:45 - 9:15 p.m.
CRN 11566 STB - Rm. 113 Tuition Fee $665
*Tentative clinical dates: Feb. 18, Mar. 18, April 8, April 29, and May 13
*These dates are subject to change.

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

Phlebotomy Technician
“The skills and knowledge learned will have great impact on my future.”
Courtney Pold
NFPT Personal Trainer Certification Course
Instructor: T. Hass
Prerequisite:
• Age 18 years and a GED or high school diploma
• Two years exercise experience
• Two years weight-training experience
• Familiar with basic weight-training exercises
• Basic knowledge of muscles and bones

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

Fee includes materials and student manual.

Theory class
12 Tuesdays Feb. 17 - May 5 6:00 - 9:00 p.m.
Bldg. 3 - Rm. 307

Lab class
4 Thursdays Apr. 9 - Apr. 30 6:00 - 8:30 p.m.
CRN 11564 Bldg. 3 - Fitness Center Tuition Fee $675

The final exam, given on May 5, meets strict criteria and requirements imposed by the National Commission for Certifying Agencies (NCCA) accreditation standards. Successful board exam completion qualifies the student as a certified personal fitness trainer.

Back by Popular Demand
Optical Assistant
Instructor: C. Cleveland, CPO
Prerequisite: Age 18 and GED or high school diploma.

Learn the basic skills to assist patients in selecting glasses and lenses that fit their needs, desires and lifestyle. You will gain knowledge of basic dispensing and adjusting of glasses. Learn the ability to show patients the proper way to handle, insert, and remove contact lenses. You will gain the ability to troubleshoot and triage issues patients encounter. Customer service training will be a strong focus.

Topics of Study to include:
• Spectacle Lenses
• Types of frames
• Dispensing and Adjusting frames
• Common Ophthalmic distortions
• Lensometer reading
• Ophthalmic equations and formulas
• Spectacle and contact lens prescriptions
• Dispensing, insertion and removal of contacts, troubleshooting and customer service techniques

Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.

16 Wednesdays Feb. 4 - May 20 6:00 - 8:00 p.m.
CRN 11567 Outreach - Rm. 408 Tuition Fee $340

Online Courses
Explore a Career
Not sure what direction to take? Below are online classes which will give you an insight into various career options:
• Explore a Career in Medical Coding
• Explore a Career in Medical Transcription
• Explore a Career in Nursing
• Explore a Career in Medical Writing
• Become an Optical Assistant

See page 27 or visit www.ed2go.com/blackhawk for more information.

Courses available at our online instruction center. www.ed2go.com/blackhawk or call 309-796-8223.
Medical Receptionist

Instructor: I. Earl

Prerequisite: Age 18 and GED or high school diploma.

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

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

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

7 Wednesdays Feb. 4 - Mar. 18 6:00 - 7:30 p.m.
CRN 11568 Outreach - Rm. 407 Tuition Fee $175

Basic Medical Terminology

Instructor: I. Earl

Prerequisite: Age 18 and GED or high school diploma.

Learn new job skills, refresh or refine existing health care knowledge or improve performance by possessing a better understanding of medical terms. Focus is on the basic components of a medical term and how to break down a medical term by simply 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 Thursdays Mar. 12 - May 14 6:00 - 7:30 p.m.
CRN 11556 Outreach - Rm. 407 Tuition Fee $185

Dental Receptionist

Instructor: K. Dick

Prerequisite: Age 18 and GED or high school diploma.

As a dental receptionist, you are responsible for the communications and image of a dental office. Emphasis is placed on interpersonal and skill development in administrative functions.

Topics will include:
- Dental office terminology, dental disease, prevention and oral health
- Your role as a receptionist
- Duties, responsibilities, greetings, telephone and email correspondence
- Patient scheduling
- Privacy regulations
- Role playing with students
- Creating a patient record and identifying tooth location
- Health history
- Patient charting with computers
- Focus on the business side of practice, financial security of practice and maintenance
- Focus on roles specific to dentists, dental hygienist, technicians and dental assistants
- Products and techniques used in the dental world
- Preparing for the interview in a dental office and projecting a professional image
- Visit a facility, job shadow, take a tour, and meet members of the staff

Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.

6 Tuesdays Jan. 27 - Mar. 3 6:00 - 7:30 p.m.
CRN 11569 Outreach - Rm. 408 Tuition Fee $125

Spanish for the Health Care Professional

Instructor: M. Cavazos

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

In order to receive the learning kit for the first class, you must register by March 2.

7 Mondays Mar. 9 - Apr. 20 6:00 - 8:00 p.m.
CRN 11779 Bldg. 1 - Rm. 302 Tuition Fee $140

American Heart Association Health Care Provider Training Course (HCP-CPR)

The American Heart Association designed the BLS for Healthcare Providers Course to prepare a wide variety of healthcare professionals to recognize several life-threatening emergencies and to provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner.

See page 5 for class days and times.
Learn & Earn Careers
Learn More! Earn More!

Wastewater (Sewage) Treatment – (Class 3 and Class 4)
Instructor: L. Perry
This course will help prepare you for the Class 3 and Class 4 wastewater operators’ state exam administered by the Illinois Environmental Protection Agency (IEPA). Go to www.epa.state.il.us/water/operator-cert/waste-water to view the eligibility requirements to take the exam. This course can be applied toward meeting wastewater operator certification requirements. The course follows the guidelines of Basic Wastewater Treatment Plant Operations developed by the Environmental Resources Training Center at Southern Illinois University Edwardsville. Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class. The textbook is the same book used for the fall Wastewater class.
Topics include:
• Introduction to wastewater
• Collection systems
• Lift stations
• Flow measurement
• Stabilization ponds
• Sampling and laws governing treatment plants chlorination
11 Wednesdays Feb. 18 - Apr. 29 6:00 - 8:45 p.m.
CRN 11577 STB - Rm. 114 Tuition Fee $242

Wastewater (Sewage) Treatment – (Class 1 and Class 2)
This course will help prepare you for the Class 1 and Class 2 wastewater operators’ state exam. Some of the topics that will be covered include:
• Activated Sludge
• Chemical Addition
• Digesters
• Primary Treatment
• Pumps and Pumping
• Tertiary Treatment
Next class will start fall 2015.

Beginning Drinking Water
Prepare for certification as a class C and D Public Water Supply Operator. Subjects covered include: well and distribution system operation and maintenance, basic water flow hydraulics and chemical dosage mathematics, Environmental Protection Agency laws, chlorination and fluoridation.
For those currently working in Water Departments:
The course meets the mandated renewal continuing education requirements for the Drinking Water Operator Certificate. Class C and D operators will be awarded 15 hours and Class A and B operators 30 hours of training credits.
Next class will start September 2015.

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

U.S. Department of Labor Bureau Statistics
Job Outlook
Employment change
• Employment is expected to grow by 11 percent between 2012 and 2022.
• Growing population and increased demand for water and wastewater treatment services will drive employment growth.
• New and existing plants expanding will increase demand.

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

Earnings
• Median annual wages of water and wastewater treatment plant and system operators were $42,760 in May 2012.
Floral Design Certificate Program
Enroll in all (5) classes below 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 classes must be completed this term to obtain the Floral Design Certificate. *Classes may be taken separately.

Basic Floral Design
Instructor: P. Paulsen
Learn to design and arrange flowers and become your own floral designer or prepare for entry level floral designing. You will experience hands-on training while learning the basics of floral design to include flower choices, different arrangements and tools needed for the profession. A $100 materials fee is payable to the instructor the first night of class. Fresh flowers will be used, please bring flower clippers to class.
4 Wednesdays Jan. 28 - Feb. 25 5:45 - 8:00 p.m.
CRN 11578 Intouch Adult Day Services Tuition Fee $92
(No class Feb. 11)

Valentine Centerpiece
Instructor: P. Paulsen
Combine the elegance of fresh flowers in a beautiful vase arrangement to share your heart and handmade arrangement with someone special in your life. A $30 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.
1 Wednesday Feb. 11 5:45 - 8:00 p.m.
CRN 11579 Intouch Adult Day Services Fee $21

Easter Centerpiece
Instructor: P. Paulsen
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. A $30 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.
1 Wednesday Apr. 1 5:45 - 8:00 p.m.
CRN 11580 Intouch Adult Day Services Fee $21

Advanced Floral Design
Instructor: P. Paulsen
Class emphasis is on applying the elements and principles learned in the Basic Floral Design class. This interactive, hands-on class will offer you practical application using line, form, proportion and color. Included will be high styled designs for a wedding or any special event, bridal work including bride’s bouquet, boutonnieres and corsages. A $100 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.
4 Wednesdays Apr. 8 - Apr. 29 5:45 - 8:00 p.m.
CRN 11581 Intouch Adult Day Services Tuition Fee $92

Garden Planter
Instructor: P. Paulsen
Happy Mother’s Day! Create a beautiful spring planter combining live plants in a clay container. Guaranteed to put a smile on mom’s face! A $35 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.
1 Wednesday May 6 5:45 - 8:00 p.m.
CRN 11582 Intouch Adult Day Services Fee $21

Travel, Tourism and Hospitality Program
Look for more information about the next Travel, Tourism and Hospitality program for Fall 2015.

Production MIG Welding
This is a 140-hour Production MIG Welding class designed to train individuals on how to work as a welder in a production setting. The first 20 hours are dedicated to gases, symbols, blueprints, math and safety. The remaining class time involves hands-on experience conducted in a 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 is dedicated to hands-on and demonstration of proper use of materials.

Monday - Friday, Jan. 12 - Feb. 18 (No refunds after Jan. 5)
(2 Saturday classes on Jan. 31 & Feb. 7)
MIG Day class: 8:00 a.m. - 1:00 p.m.
Stick/TIG Night class: 4:00 - 9:00 p.m.

Monday - Friday, Mar. 2 - Apr. 8 (No refunds after Feb. 17)
(1 Saturday class on Mar. 21)
Stick/TIG Day class: 8:00 a.m. - 1:00 p.m.
MIG Night class: 4:00 - 9:00 p.m.

Monday - Friday, Apr. 20 - May 27 (No refunds after Jan. 5)
(1 Saturday class on May 16)
MIG Day class: 8:00 a.m. - 1:00 p.m.
Stick/TIG 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 $1,860 tuition fee includes the cost of the book but not equipment needed for the class, which can run from $200 to $250. These classes do not qualify for financial aid.

Class location: ITLEC & RIA

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

Business & Professional Development

Enhance your personal and professional potential!

Human Resources

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

Certificate in Human Resource Management

Instructors: L. Ford, SPHR & P. Greufe, SPHR, MBA, CM

Offered in partnership with the Great River Human Resource Association

With our blended approach and utilization of HRCP, you’ll learn from printed workbooks, online tools and current HR practitioners as well as have the opportunity to verify your knowledge and to network with other human resource personnel.

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

Receive 3.3 CEU.

The HRCP materials are included in the cost of the class.

11 Thursdays Feb. 19 - Apr. 30 6:00 - 9:00 p.m.
CRN 11588 Outreach - Rm. 204 Tuition Fee $855

SHRM® Essentials of Human Resource Management

Instructor: L. Bassow, SPHR

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

Receive 1.5 CEU and the SHRM Certificate

5 Tuesdays Apr. 14 - May 12 6:00 - 9:00 p.m.
CRN 11589 Bldg. 1 - Rm. 303 Tuition Fee $390

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.
- Earn the APA PayTrain Certificate (completion of both Fundamentals and Mastery courses)

PayTrain C/U Fundamentals

Instructor: B. Curtis, CPP, PHR

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
- Recordkeeping 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.

3.0 CEU

5 Wed./5 Thurs. Apr. 1 - Apr. 30 6:00 - 9:00 p.m.
CRN 11585 Outreach - Rm. 402 Tuition Fee $750

This class is a prerequisite to the PayTrain Mastery.

PayTrain C/U Mastery

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.

Course offered Fall 2015.
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 behma@bhc.edu.

Management Skills I – Foundations of Management
Instructor: D. Davis
Provides fundamental leadership and management skills and knowledge.
• Management Fundamentals
• Manager vs. Leader
• Ethics and Social Responsibility
• The Global Environment
• Managing for Sustainability
• Effective Communication
• Decision Making
• Using Information Technology
• The Legal Environment and Risk Management
• Economics and Business
*Certification exam will be administered during the final week. Application fee, materials, and exam fee are included in cost.
8 Tuesdays Apr. 7 - May 26 6:00 - 9:00 p.m.
CRN 11583 Outreach - Rm. 404 Tuition Fee $600

Management Skills II – Planning and Organizing
To be offered Summer or Fall 2015.

Management Skills III – Leading and Controlling
To be offered Fall 2015

Certificate in Foundations of Management
Instructor: D. Davis
The Foundations of Management program is a certificate program providing essential tools for supervising in today’s workplace for first 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 that complete the program and successfully pass the online assessment exam receive an ICPM Certificate of Completion.
*Final exam will be administered during the final week. Application fee, materials and exam fee are included in the cost.
8 Thursdays Apr. 9 - May 28 6:00 - 9:00 p.m.
CRN 11584 Outreach - Rm. 404 Tuition Fee $650
Quality

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

Certified Quality Engineer
- CQE Exam Prep
Instructor: D. Schultz, CQA, CQE
This class is designed for professionals working in a quality-focused environment who want to gain comprehensive knowledge in quality engineering principles and practices. It is a course for Quality Engineers who need to ensure quality compliance of systems, products and services and professionals who want to prepare for the ASQ CQE Certification Examination. The course materials are from the Indiana Quality Council and are included in the cost of the class. Note: Completion of a course on statistics prior to this class would be beneficial to the student, but is not required.
3.6 CEU.
12 Mondays Mar. 2 - May 18 6:00 - 9:00 p.m.
CRN 11586 Outreach - Rm. 404 Tuition Fee $750

Certified Quality Auditor
- CQA Exam Prep
Instructor: D. Schultz, CQA, CQE
Obtain a foundation in auditing principle/practices and prepare yourself to effectively conduct objective and ethically based audits; develop, communicate and execute an audit plan; and apply basic auditing tools and techniques with this course. It is also an excellent way to prepare for the ASQ CQA Certification Examination. The learning materials from the Indiana Quality Council are included in the cost of the class. 3.0 CEU
10 Tuesdays Mar. 17 - May 19 6:00 - 9:00 p.m.
CRN 11587 Outreach - Rm. TBD Tuition Fee $675

Quality 101
- CQIA Exam Prep
Instructor: D. Schultz, CQA, CQE
Discover fundamental quality principles and practices for success of an organization with our cost-effective, base-line quality training. This course can be used as an introduction of quality tools, refresher training, or general professional development. Quality 101 also helps prepare individuals for the ASQ Certified Quality Improvement Associate (CQIA) Certification Examination.
Topics will include:
- Quality benefits
- The evolution of quality
- Total quality management
- Process management
- Quality tools
- Quality deployment
The learning materials from the Indiana Quality Council are included in the cost of the class.
Note: the last class will meet from 6:00 - 7:30 p.m.
1.5 CEU.
6 Wednesdays Apr. 15 - May 20 6:00 - 9:00 p.m.
CRN 11591 Outreach - Rm. 404 Tuition Fee $395

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

Online Courses

More Quality courses available online.
Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Complete any course entirely from your home or office, any time of the day or night.
• Total Quality Fundamentals
• Six Sigma: Total Quality Applications
• Introduction to Statistics
See page 27 or visit www.ed2go.com/blackhawk for more information.
Courses available at our online instruction center.
www.ed2go.com/blackhawk or call 309-796-8223.
Workplace Skills

Improve your workplace skills!

Career Services

In this three-part FREE workshop series, explore what it takes to successfully re-enter the workforce, including transitioning into a new career field. Classes can be taken independently. Registration is required, as space is limited.

Resume and Cover Letter Writing
Instructors: M. Duhm/B. Storey
Resumes and cover letters are often the first impression made to a potential employer. In this hands-on workshop, you will learn the key components to a well-written resume and cover letter and what it takes to make yours stand out among the competition. Additionally, you will learn the importance of customizing these documents to specific job prospects, as well as regularly updating your information.

Students should bring a USB drive to class.
1 Thursday Feb. 12 2:00 - 4:00 p.m.
CRN 11592 Outreach - Rm. 401 Fee FREE

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

1 Thursday Feb. 19 2:00 - 4:00 p.m.
CRN 11593 Outreach - Rm. 204 Fee FREE

Prepare for the Fair!
Instructors: M. Duhm/B. Storey
With upcoming job fairs approaching, learn what it takes to stand out from the crowd when visiting with potential employers. From what to wear to what to take, you will walk in the door confident and ready to tackle this critical face time with a powerful first impression.

1 Thursday Feb. 26 2:00 - 4:00 p.m.
CRN 11594 Outreach - Rm. 204 Fee FREE

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

5 Tuesdays Apr. 14 - May 12 6:00 - 9:00 p.m.
CRN 11589 Bldg. 1 - Rm. 303 Tuition Fee $390

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

In order to receive the learning kit for the first class, you must register by March 2.

7 Mondays Mar. 9 - Apr. 20 6:00 - 8:00 p.m.
CRN 11779 Bldg. 1 - Rm. 302 Tuition Fee $140

Basic Medical Terminology
Instructor: L. Earl
Prerequisite: Age 18 and GED or high school diploma.
Learn new job skills, refresh or refine existing health care knowledge or improve performance by possessing a better understanding of medical terms. Focus is on the basic components of a medical term and how to break down a medical term by simply 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 Thursdays Mar. 12 - May 14 6:00 - 7:30 p.m.
CRN 11556 Outreach - Rm. 407 Tuition Fee $185
Midwest Paralegal Studies Program
Instructor: Z. Perovanovich
This online, generalist, entry-level program gives an overview of paralegal roles and responsibilities. For program details and questions, contact Z. Perovanovich at: Zoran1990@juno.com or www.paralegalstudies.com

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

All students must start and end each class on the scheduled day listed below.
Thursday, Feb. 5 - Mar. 19
Thursday, Apr. 2 - May 14
• Paralegal Opportunities: “Free” Information Session
  7 wks *Tuition Fee $195
• Paralegal Research
  7 wks *Tuition Fee $195
• Paralegal Jurisprudence
  7 wks *Tuition Fee $195
• Paralegal Litigation
  7 wks *Tuition Fee $195
• Paralegal Management
  7 wks *Tuition Fee $195
• Paralegal Career
  7 wks *Tuition Fee $195
(You may take individual classes without a certificate.)

Bank Teller Training - Online
Designed to prepare you to immediately begin working at a bank. Upon completion, you’ll receive a Banker’s Academy Teller Certification (BATC) that will jump start your career in today’s banking industry. This eLearning course is accessible over the Internet from any location at any time. You can begin immediately! The only requirement is a computer with an internet connection.
Go to www.bhc.edu/bankteller for more information.

Online Courses

More Workforce Skills courses available online.
Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Complete any course entirely from your home or office, any time of the day or night.
• Accounting Fundamentals
• Accounting Fundamentals II
• Introduction to QuickBooks
• Intermediate QuickBooks
• QuickBooks for Contractors
• Performing Payroll in QuickBooks
See page 27 or visit www.ed2go.com/blackhawk for more information.
Courses available at our online instruction center.
www.ed2go.com/blackhawk or call 309-796-8223.

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 contains the classroom only requirements, but 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).

This is a self paced class which requires reading from the assigned book which is included in the fee. You’ll also be building a home inspection report as you travel through the program. In addition, each section has a quiz to confirm that you have the knowledge to proceed. These quizzes can be taken from your home. The final exam is a proctored exam. We will assist you in finding a proctor to witness you taking this exam. You will have full access to the instructors during, and after the classes as support while you build your business.
You will have 200 days to complete this class.

Once you complete all the requirements for this program, you will be allowed to challenge 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.

Course Textbook:
Essentials of Home Inspection: Home Reference Book

For more information call Amy at 309-796-8248 or email behma@bhc.edu or go to www.bhc.edu/homeinspection
Fee: $450 80 hours
Food Service Sanitation Manager Course
Instructor: H. McKibbon
This class meets Illinois and Iowa state requirements and is designed to prepare students for the FSSMC exam. Students will be given the option of purchasing the ServSafe Food Handler book for $5 OR 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 class.

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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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Food Handler Training
Per the Illinois Food Handling Regulation Enforcement Act (410 ILCS 625), amended per SB1495, all food handlers – other than someone holding a FSSMC 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
Instructor: H. McKibbon
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.

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<td>CRN 11606</td>
<td>3:00 - 5:30 p.m.</td>
<td>Outreach - Rm. 204</td>
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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.

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

### Accident Investigation (4 HR)  $85  MIPL
CRN 11609  Mon. Apr. 6  8 a.m. - Noon

### Aerial Lift (2 HR)  $40  MIPL
CRN 11610  Wed. Jan. 28  10 a.m. - Noon

### Confined Space Awareness (2 HR)  $40  MIPL
CRN 11611  Wed. Jan. 28  3 - 5 p.m.

### Confined Space E & R (4 HR)  $85  CSRT
CRN 11612  Wed. Apr. 8  1 - 5 p.m.

### Developing Safety & Health Program (4 HR)  $85  MIPL
CRN 11613  Mon. Apr. 6  1 - 5 p.m.

### DOT Hazardous Materials (8 HR)  $135*  MIPL
CRN 11614  Fri. Jan. 23  8 a.m. - 5 p.m.
CRN 11615  Wed. Apr. 29  8 a.m. - 5 p.m.

### Drug and Alcohol Awareness (2 HR)  $40  MIPL
CRN 11616  Tues. Mar. 24  8 - 10 a.m.

### Drug and Alcohol Refresher (1 HR)  $30  MIPL
CRN 11617  Tues. Mar. 24  10 - 11 a.m.

### Electrical Safety (4 HR)  $85  CSRT
CRN 11618  Wed. Apr. 8  8 a.m. - Noon

### Forklift Operators Training (Driving) (4 HR)  $85  BTM
CRN 11619  Tues. Mar. 31  Noon - 4 p.m.
CRN 11620  Tues. Mar. 31  5 - 9 p.m.
CRN 11621  Mon. Apr. 27  8 a.m. - Noon

### Forklift Safety (2 HR)  $40  MIPL
CRN 11622  Thurs. Jan. 22  8 - 10 a.m.
CRN 11623  Mon. Apr. 27  2 - 4 p.m.

### Forklift Supervisor (1 HR)  $30  MIPL
CRN 11625  Thurs. Jan. 22  10 - 11 a.m.
CRN 11626  Mon. Apr. 27  1 - 2 p.m.

### HAZWOPER (40 HR)  $595*  CSRT
CRN 11627  M-F  Apr. 20 - 24  8 a.m. - 5 p.m.

### HAZWOPER Refresher (8 HR)  $135*  MIPL
CRN 11628  Tues. Jan. 20  8 a.m. - 5 p.m.
CRN 11629  Mon. Feb. 9  8 a.m. - 5 p.m.
CRN 11630  Fri. Mar. 6  8 a.m. - 5 p.m.
CRN 11631  Thurs. Apr. 9  8 a.m. - 5 p.m.

### Industrial Chemical Spill Response (24 HR)  $350*  CSRT
CRN 11632  W-F  Mar. 25-27  8 a.m. - 5 p.m.

### Industrial Chemical Spill Refresher (8 HR)  $135*  MIPL
CRN 11634  Wed. Jan. 21  8 a.m. - 5 p.m.
CRN 11635  Fri. Apr. 10  8 a.m. - 5 p.m.

### Machine Guarding Safety (2 HR)  $40  MIPL
CRN 11636  Thurs. Feb. 5  2 - 4 p.m.

### OSHA 10-HR Construction Industry Training  $170*  MIPL
CRN 11637  Mon. Mar. 2  8 a.m. - 4:30 p.m.
CRN 11638  Tues. Mar. 3  8 - 10:30 a.m.

### OSHA 10-HR General Industry Training  $170*  MIPL
CRN 11639  Mon. May 4  8 a.m. - 4:30 p.m.
CRN 11640  M-Thr. Mar. 2-5  8 a.m. - 4:30 p.m.

### OSHA 30-HR Construction Industry Training  $530*  MIPL
CRN 11641  M-Thr. May 4-7  8 a.m. - 4:30 p.m.

### OSHA Control of Hazardous Energy (2 HR)  $40  MIPL
CRN 11642  Thurs. Feb. 5  Noon - 2 p.m.

### OSHA Fall Protection (2 HR)  $40  MIPL
CRN 11643  Wed. Jan. 28  8 - 10 a.m.

### OSHA Hazard Communication Standard (3 HR)  $75  MIPL
CRN 11644  Wed. Feb. 11  1 - 4 p.m.
CRN 11645  Tues. Apr. 28  1 - 4 p.m.

### OSHA Recordkeeping Requirements (3 HR)  $75  MIPL
CRN 11646  Mon. Mar. 23  1 - 4 p.m.

### Personal Protective Equipment (3 HR)  $75  MIPL
CRN 11647  Fri. May 8  1 - 4 p.m.

### Planning for Workplace Emergencies (2 HR)  $40  MIPL
CRN 11648  Mon. Mar. 23  8 - 10 a.m.

### Principles of Ergonomics (4 HR)  $85  MIPL
CRN 11649  Fri. May 8  8 a.m. - Noon

### RCRA Awareness (3 HR)  $75  MIPL
CRN 11650  Wed. Feb. 11  9 a.m. - Noon

### Walking & Working Surfaces (2 HR)  $40  MIPL
CRN 11651  Wed. Jan. 28  1 - 3 p.m.

### When OSHA Calls (2 HR)  $40  MIPL
CRN 11652  Mon. Mar. 23  10 a.m. - Noon

## Locations:
- **Mississippi Plaza Building Environmental & Energy Center (MIPL)**
  201 North Harrison St., Suite 101, Davenport, IA
  (Parking 2 blocks south on street or parking garage.)
- **Scott Community College - Blong Technology Center (BTC)**
  8500 Hillandale Rd., Davenport, IA
- **Center for Safety and Rescue Training (CSRT)**
  8228 N. Fairmont, Davenport, IA
  (The old Wacky Waters location.)

*Tuition fee classes.

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

Day Computer Classes
Increase your computer skill level!

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

Getting Started with Your Computer
Instructor: N. VanSpeybroeck
Level 0 - If you own a computer or are considering purchasing one, this class will provide you with some beginner basics. You will learn basic terminology, hardware vs. software and the components of a computer. You will turn on and shut down the computer, learn about various storage devices and media, as well as practice operating the mouse. Become familiar with the keyboard and get acquainted with the Windows concept. You will use the Start menu, open a program, create your own poster and print it to take home.
Windows 8.1
2 Mondays  Mar. 23 - Mar. 30  1:00 - 3:00 p.m.
CRN 11654  Outreach - Rm. 405  Fee $30

Windows 7
2 Mondays  Feb. 2 - Feb. 9  8:30 - 10:30 a.m.
CRN 11655  BHC ALC - Rm. 112  Fee $30
2 Mondays  Mar. 23 - Mar. 30  10:00 a.m. - Noon
CRN 11653  Outreach - Rm. 402  Fee $30

Getting Started with Windows
Instructor: N. VanSpeybroeck
Prerequisite: Getting Started with Your Computer or equivalent experience
Level 0 – Learn basic Microsoft Windows skills including how to identify parts of a window and how to manipulate windows and the taskbar. Learn how to see how much space you have available on your hard drive. You will use menus, Help and Support, the calculator, save to a CD and flash drive, open a basic word processing program (WordPad), create a letter, print it and save the file. A reference guide is included in the fee. You may wish to bring a USB flash drive to the second session of class.
Windows 8.1
2 Mondays  Apr. 20 - Apr. 27  1:00 - 3:00 p.m.
CRN 11656  Outreach - Rm. 405  Fee $30

Windows 7
2 Mondays  Feb. 23 - Mar. 2  8:30 - 10:30 a.m.
CRN 11657  BHC ALC - Rm. 112  Fee $30

Cleaning Up Your Computer
Instructor: N. VanSpeybroeck
Level 1 – You know how to use your computer but how do you maintain it to keep it running? Have you crashed your computer? Or perhaps have been on the Internet and stored many temp files? This class will teach you how to keep your computer up and running by defragging, cleaning up temporary Internet files and cookies, checking your disk space and more.
1 Monday  Feb. 9  10:45 a.m. - 12:45 p.m.
CRN 11661  BHC ALC - Rm. 112  Fee $21

Organizing Your Files & Folders
Instructor: N. VanSpeybroeck
Prerequisite: Basic Windows 7 skills
Level 1 – If you know the basics of Windows 7 and are eager to learn more, this session will expand your Windows 7 knowledge. Organize your computer files by creating folders, moving and copying files into folders and creating shortcuts.
1 Monday  Mar. 9  8:30 - 10:30 a.m.
CRN 11662  BHC ALC - Rm. 112  Fee $21

Learning How to Use Word Processing
Instructor: N. VanSpeybroeck
Level 1 – Word processing is using a computer to create, edit and print documents. Learn how to produce letters, family stories, newsletters, memoirs and minutes for meetings. Be creative and produce great-looking documents. You will learn to edit, change fonts, use the ribbon, tabs, bullets, tables, letters/envelopes, spell check, cut, copy, paste and more.
3 Mondays  Feb. 23 - Mar. 9  10:45 a.m. - 12:45 p.m.
CRN 11663  BHC ALC - Rm. 112  Fee $42

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.

Lifelong Learner Program Classes
Designed for anyone 55 years or better, but all learners are welcome.
Emailing Basics 🌟
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 is a basic session on emailing. We will cover understanding email addresses, how to send, save and forward messages and more. **If you have an email account, please bring to class your email address and password to access your web mail.**
1 Monday  Apr. 13  8:30 - 10:30 a.m.
CRN 11664  Outreach - Rm. 402  Fee $21

Emailing with Attachments 🌟
Instructor: N. VanSpeybroeck
Prerequisite: Emailing Basics or equivalent experience
Level 1 – Do you have a document or a digital picture file that you would like to send to someone via an email attachment? Or have you received an email with an attachment and are unsure how to open, view and save the file? In this session, you will use the web mail to send and receive attachments in the classroom computer lab. Have you found an interesting website that you would like to share with a friend? Learn how to share a website link with an email. **If you have an email account, please bring to class your email address and password to access your web mail.**
1 Monday  Apr. 13  10:45 a.m. - 12:45 p.m.
CRN 11665  Outreach - Rm. 402  Fee $21

How to Keep Your Personal Accounts 🌟
Instructor: N. VanSpeybroeck
Level 1 – Learn the beginning steps of how to set up an account for your personal finances using a spreadsheet program (Excel). You will learn to complete various projects such as a personal home inventory, monthly expense worksheet, checkbook register and more. Use menus and toolbars, input data, insert rows and columns, use simple formulas and change row and column widths.
2 Mondays  May 4 - May 11  8:30 - 10:30 a.m.
CRN 11666  Outreach - Rm. 402  Fee $30

Sharing Photos Online 🌟
Instructor: N. VanSpeybroeck
Level 2 – Learn a new way to share your photos with friends and family. Learn to use Shutterfly, a free online photo service, to arrange your digital pictures into online albums. Learn how to send email invitations to your friends and family so they can easily view your photos as a slideshow without having to download each individual picture. Also, learn to rotate, crop, add borders, fix red-eye and more.
1 Monday  Apr. 20  10:00 a.m. - Noon
CRN 11667  Outreach - Rm. 402  Fee $21

Creating a Photobook with Digital Pictures 🌟
Instructor: N. VanSpeybroeck
Prerequisite: Sharing Photos Online
Level 2 - Have you accumulated lots of digital photos but have yet to have them printed and put in a scrapbook? Create a photobook, quickly and easily, using your Shutterfly account that you opened in the Sharing Photos Online class. Select beautiful backgrounds for your pages, a cover, fancy edges for your pictures and more. Please note: It is free to create a photobook on Shutterfly, but if you choose to order an actual book, there is a cost. **You may upload your photos to Shutterfly prior to class or bring them on a flash drive or CD.**
1 Monday  Apr. 27  10:00 a.m. - Noon
CRN 11668  Outreach - Rm. 402  Fee $21

Facebook 🌟
Instructor: N. VanSpeybroeck
Level 1 – Connect to the world through Facebook. Find friends and relatives, join interest groups and more. Send messages and write on your friends’ “timelines.” View your friends’ photos and videos as well as upload your own. You will have the opportunity to set up a free Facebook account in class and learn how to secure it with the proper privacy settings. **If you have an email account, please bring to class your email address and password to access your web mail.**
3 Mondays  May 4 - May 18  10:45 a.m. - 12:45 p.m.
CRN 11669  Outreach - Rm. 402  Fee $42

Pinterest 🌟
Instructor: N. VanSpeybroeck
Level 1 – What’s all the talk about Pinterest? This class will show you why there are more than 30 million users. Pinterest is a tool for collecting and organizing the things that interest and inspire you. You can easily organize information and photos of ideas for events, crafts, home decorating, fashion, hobbies, travel, recipes and more. Learn how to “pin” items to the “boards” you create. Join us and spark your creativity!
1 Monday  Feb. 2  10:45 a.m. - 12:45 p.m.
CRN 11670  BHC ALC - Rm. 112  Fee $21
1 Monday  May 18  8:30 - 10:30 a.m.
CRN 11671  Outreach - Rm. 402  Fee $21
Instructor Nora VanSpeybroeck

Windows 🍎
Instructor: N. VanSpeybroeck
Level 1 - This class is for the beginning user who wants to quickly learn the basics of working with a personal computer using Microsoft Windows.
Learn how to:
• Create new folders and save files
• Save to a CD & flash drive
• Create shortcuts and more
• Plus see a preview of Microsoft Word (word processing) and Excel (spreadsheets)
A reference guide is included in the fee. Students may wish to bring a USB flash drive to class.

Windows 7
1 Tuesday  Feb. 10  8:30 a.m. - Noon
CRN 11658  BHC ALC - Rm. 112  Fee $52

1 Thursday  May 7  8:30 a.m. - Noon
CRN 11659  Outreach - Rm. 402  Fee $52

Windows 8.1
1 Tuesday  Mar. 24  8:30 a.m. - Noon
CRN 11660  Outreach - Rm. 405  Fee $52

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

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

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

Black Hawk College Adult Learning Center (BHC ALC)
4610 Blackhawk Commons Drive (9th St.) Rock Island, IL

PowerPoint 2010 🍎
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.
1 Thursday  Mar. 26  8:30 a.m. - 3:00 p.m.
CRN 11693  Outreach - Rm. 402  Fee $75

Publisher 2010 🍎
Instructor: N. VanSpeybroeck
Prerequisite: Windows 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.
1 Tuesday  Mar. 31  8:30 a.m. - 3:00 p.m.
CRN 11694  Outreach - Rm. 402  Fee $75

Online Surveys 🍎
Instructor: N. VanSpeybroeck
Level 2 - Create free online surveys to poll, collect data or feedback from your customers, employees, or members of school, club, non-profit, or other groups. Customize survey questions, analyze, and share the results. Promote the survey with a link on your Facebook page or website. Simply design surveys in minutes to collect valuable information!
1 Thursday  Mar. 12  8:30 - 11:00 a.m.
CRN 11672  Outreach - Rm. 402  Fee $28

Word Level 1 🍎
Instructor: N. VanSpeybroeck
Prerequisite: Windows skills.
Level 1 - You will learn how to create professional-looking documents with Microsoft Word 2010, the most popular and widely used word processing program.
• Use the Ribbon
• Create and save documents
• Cut, copy and paste
• Format text and paragraphs
• Add numbered and bulleted lists
• Adjust margins and print
• Use spell/grammar check
1 Friday  Feb. 20  8:30 a.m. - 3:00 p.m.
CRN 11675  BHC ALC - Rm. 112  Fee $90

1 Thursday  Apr. 16  8:30 a.m. - 3:00 p.m.
CRN 11674  Outreach - Rm. 402  Fee $90

Teachers! Earn CPDU
Credits in the classroom or Online
Go to page 28 for more information.
Word Level 2 🌼
Instructor: N. VanSpeybroeck
Prerequisite: Word Level 1 or Introduction to Word 2010.
Level 2 - Create impressive documents using:
- Styles and themes
- Tabs
- Headers and footers
- Graphics including pictures, clipart and Smart Art
- Newspaper-style columns
- Watermarks and more
1 Friday  
CRN 11676  BHC ALC - Rm. 112  8:30 a.m. - 3:00 p.m.  Fee $90
1 Thursday  
CRN 11677  Outreach - Rm. 402  8:30 a.m. - 3:00 p.m.  Fee $90

Word Level 3 🌼
Instructor: N. VanSpeybroeck
Prerequisite: Word Level 2 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
1 Friday  
CRN 11678  BHC ALC - Rm. 112  8:30 a.m. - 3:00 p.m.  Fee $90
1 Thursday  
CRN 11679  Outreach - Rm. 402  8:30 a.m. - 3:00 p.m.  Fee $90

Excel Level 2 🌼
Instructor: N. VanSpeybroeck
Prerequisite: Excel Level 1 or Introduction to Excel.
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
1 Thursday  
CRN 11786  BHC ALC - Rm. 112  8:30 a.m. - 4:30 p.m.  Tuition Fee $97
1 Tuesday  
CRN 11788  Outreach - Rm. 402  8:30 a.m. - 4:30 p.m.  Tuition Fee $97

Excel Level 3 🌼
Instructor: N. VanSpeybroeck
Prerequisite: Excel Level 2 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!
1 Thursday  
CRN 11789  BHC ALC - Rm. 112  8:30 a.m. - 4:30 p.m.  Tuition Fee $97
1 Tuesday  
CRN 11790  Outreach - Rm. 402  8:30 a.m. - 4:30 p.m.  Tuition Fee $97

Computer Lab Rental
Labs are available with Microsoft Office 2010, Windows 7, Windows 8.1, and Internet.
Call Barb at 309-796-8244 or email courvilleb@bhc.edu for more details.
**Access 2010**

**Instructor:** E. Duffy

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. Part 1 is offered during the day and the evening. Parts 2 and 3 are offered during the day only.

**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.

- **1 Wednesday**
  - Mar. 4
  - CRN 11687
  - BHC ALC - Rm. 112
  - 8:30 a.m. - 3:00 p.m.
  - Fee $90

- **1 Wednesday**
  - May 6
  - CRN 11688
  - Outreach - Rm. 405
  - 8:30 a.m. - 3:00 p.m.
  - Fee $90

**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.

- **1 Wednesday**
  - Mar. 11
  - CRN 11689
  - BHC ALC - Rm. 112
  - 8:30 a.m. - 3:00 p.m.
  - Fee $90

- **1 Wednesday**
  - May 13
  - CRN 11690
  - Outreach - Rm. 405
  - 8:30 a.m. - 3:00 p.m.
  - Fee $90

**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 Access 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.

- **1 Wednesday**
  - Mar. 18
  - CRN 11691
  - BHC ALC - Rm. 112
  - 8:30 a.m. - 3:00 p.m.
  - Fee $90

- **1 Wednesday**
  - May 20
  - CRN 11692
  - Outreach - Rm. 405
  - 8:30 a.m. - 3:00 p.m.
  - Fee $90

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**Adobe Photoshop Elements Basics**

**Instructor:** E. Duffy

Level 2 - This class is designed to help the beginner learn the basic tools of Photoshop Elements and how it can be used in relation to editing photos. Images will be duplicated, resized and altered using graphic tools, filters and a variety of other media available in the program. Class will be taught using Photoshop Elements (simplified version of Photoshop CS). Whatever Photoshop Elements version you have, this course will still work for you. **Bring a flash drive to class.**

Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.

- **4 Saturdays**
  - Mar. 11 - Mar. 28
  - 9:30 a.m. - 12:30 p.m.
  - CRN 11695
  - Outreach - Rm. 405
  - Tuition Fee $96

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**Beyond Photoshop Elements Basics**

**Instructor:** E. Duffy

*Prerequisite: Adobe Photoshop Elements Basics 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 Basics course.

- **4 Saturdays**
  - Apr. 11 - May 2
  - 9:30 a.m. - 12:30 p.m.
  - CRN 11696
  - Outreach - Rm 405
  - Tuition Fee $96

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**Business Group Discounts**

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

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**BHC Hawk’s Hub (bookstore) information**

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

Click on “Order/View Textbooks”

Select Term (Spring 15), Select Department (Adult Ed)

Books may be purchased online or at the bookstore.
Evening Computer Classes

Learn new computer skills for your home or office!

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

Level 1  For those who understand basic computer concepts and
termiology.

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

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

Mon. - Thurs.    Mar. 23 - Mar. 26       6:00 - 8:00 p.m.
CRN 11697        Outreach - Rm. 401     Tuition Fee $65

4 Tuesdays       Apr. 21 - May 12       6:00 - 8:00 p.m.
CRN 11698        Outreach - Rm. 402     Tuition Fee $65

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

4 Mondays        Feb. 23 - Mar. 16       5:30 - 7:30 p.m.
CRN 11699        Outreach - Rm. 402     Tuition Fee $65

4 Mondays        Mar. 23 - Apr. 13      5:30 - 7:30 p.m.
CRN 11700        Outreach - Rm. 402     Tuition Fee $65

Moving to Windows 8.1  🍎
Instructor: E. Duffy
Prerequisite: Experience with Windows XP OR Windows
Vista OR Windows 7
Level 1 - Are you already familiar with a previous version of
Windows but need help with Windows 8.1? Learn to work
your way through this operating system. This session will
run the features making it easy to follow and under-
stand. A Windows 8.1 reference guide is included in the fee.

1 Wednesday      Apr. 29             5:45 - 8:45 p.m.
CRN 11701        Outreach - Rm. 405     Fee $40

Introduction to Word 2010  🍎
Instructor: D. Jecks
Prerequisite: Basic 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.

4 Tuesdays        Feb. 17 - Mar. 10     5:30 - 7:30 p.m.
CRN 11702        Outreach - Rm. 402     Tuition Fee $65

(No class Mar. 24)

Intermediate Word 2010  🍎
Instructor: D. Jecks
Prerequisite: Word Level 1 or Introduction to Word 2010
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.

4 Tuesdays        Mar. 17 - Apr. 14     5:30 - 7:30 p.m.
CRN 11703        Outreach - Rm. 402     Tuition Fee $65

Introduction to Excel 2010  🍎
Instructor: E. Duffy
Prerequisite: Basic 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.

4 Wednesdays      Feb. 18 - Mar. 11     5:30 - 7:30 p.m.
CRN 11704        BHC ALC - Rm. 112     Tuition Fee $65

4 Wednesdays      May 6 - May 27       5:30 - 7:30 p.m.
CRN 11705        Outreach - Rm. 405     Tuition Fee $65

Teachers!  Earn CPDU Credits in
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Go to page 28 for more information.
Intermediate Excel 2010
Instructor: E. Duffy
Prerequisite: Excel Level 1 or Introduction to Excel
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.
4 Wednesdays Apr. 1 - Apr. 22 5:30 - 7:30 p.m.
CRN 11706 BHC ALC - Rm. 112 Tuition Fee $65

Access 2010
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. Part 1 is offered in the day and the evening. Parts 2 and 3 are offered in the day only.

Part 1
Instructor: E. Duffy
Prerequisite: Basic 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.
3 Tuesdays Feb. 18 - Mar. 3 5:30 - 7:30 p.m.
CRN 11707 BHC ALC - Rm. 112 Fee $90
3 Tuesdays Apr. 28 - May 5 5:30 - 7:30 p.m.
CRN 11708 Outreach - Rm. 405 Fee $90

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- Introduction to QuickBooks
- Intermediate QuickBooks
- QuickBooks for Contractors
- Performing Payroll in QuickBooks
Go to www.bhc.edu/onlinelearning for more information.

iPad: Beginner
Instructor: E. Duffy
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. A reference guide is included in the fee.
1 Tuesday Feb. 10 5:30 - 7:30 p.m.
CRN 11710 BHC ALC - Rm. 112 Fee $20

iPad: Intermediate
Instructor: E. Duffy
Level 2 - Increase your iPad skills and knowledge through tips and tricks for using this device. Use some of the more interesting and unique applications available for iPad users. Discover FaceTime and how to make video calls with family and friends. Bring your iPad to class to use.
1 Wednesday Feb. 11 5:30 - 7:30 p.m.
CRN 11711 BHC ALC - Rm. 112 Fee $20

Buying on eBay
Instructor: E. Duffy
Prerequisite: Basic computer skills and an existing email account are required.
Level 1 - Learn how to find your way through eBay. Browse for bargains, learn how to bid, learn bidding strategies and why use Buy It Now. After you are notified to be the winner - what’s next? How do you pay, what is PayPal, is there insurance, what if your item doesn’t meet expectations and what about privacy?
2 Tuesdays May 12 - May 19 5:45 - 7:15 p.m.
CRN 11712 Outreach - Rm. 405 Fee $30

Selling on eBay
Instructor: E. Duffy
Prerequisite: Basic computer skills and an existing email account are required.
Level 1 - Turn items from your attic and basement into cash using online auction sites. This fun, informative hands-on computer class teaches you how to put your unwanted items up for sale on eBay. Some experience in eBay or the first class on Buying on eBay is helpful for this class.
3 Tuesdays Mar. 31 - Apr. 14 5:30 - 7:30 p.m.
CRN 11713 BHC ALC - Rm. 112 Fee $35

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Doug McCollum
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2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your email and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your email and the password you selected during enrollment.

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Keyboarding, Computer Basics, Moving to Windows 8.1, Word, Excel, Access, and iPad

Global Language/Culture ............... 29
French, Italian, Spanish, Chinese (Mandarin), and Beginning Sign Language (ASL)

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- Using the Internet in the Classroom
- The Creative Classroom
- Guided Reading and Writing
- Differentiated Instruction in the Classroom
- Creating the Inclusive Classroom: Strategies for Success
- Guided Reading and Writing: Strategies for Maximum Student Achievement
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- Spanish in the Classroom
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Increase your language skills or understand another culture!

Languages

French I - Conversational 🍂
Instructor: M. Friedrichsen
In this fun and interactive class taught by a native speaker, you will receive clear and simple instruction for speaking and understanding the French language. Learn easy key words, correct pronunciation, listening and comprehension skills, the culture, and the social dos and don'ts. Please bring to the first class a three-ring binder, 15 tabbed divider sheets for the binder and a French-English/English-French dictionary.
4 Mon./4 Wed.   Feb. 9 - Mar. 9   6:00 - 8:00 p.m.
CRN 11714   Bldg. 1 - Rm. 301   Tuition Fee $120
(No class Feb. 16)

French II - Conversational (Part 1) 🍂
Instructor: M. Friedrichsen
Prerequisite: French I - Conversational or instructor’s permission
This continuation of French I will emphasize pronunciation and refine your listening and comprehension skills. You will learn how to construct your very own short sentences. We will discuss food, travel, French culture and other useful tips. Class will be more individualized than French I. Returning students, please bring to the first class your French I binder and your French-English/English-French dictionary. New students please bring a French-English/English-French dictionary, a 3-hole binder and 15 tabbed divider sheets for the binder.
4 Wednesdays    Apr. 1 - Apr. 22   6:00 - 8:00 p.m.
CRN 11716    Bldg. 1 - Rm. 301   Tuition Fee $86

French II - Conversational (Part 2) 🍂
Instructor: M. Friedrichsen
Prerequisite: French II – Conversational (Part 1) or instructor’s permission
This is the perfect class if you are familiar with the French language but need to brush up. You will review, practice and perfect pronunciation, key phrases, vocabulary, sentence construction and essential listening skills. Returning students, please bring your French I and II binder and your French-English/English-French dictionary. New students, please bring a French-English/English-French dictionary, a 3-hole binder and 15 tabbed divider sheets for the binder.
4 Wednesdays    Apr. 1 - Apr. 22   6:00 - 8:00 p.m.
CRN 11716    Bldg. 1 - Rm. 301   Tuition Fee $96

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.
8 Thursdays    Mar. 5 - Apr. 30   6:00 - 8:00 p.m.
CRN 11783    Outreach - Rm. 408   Tuition Fee $120
(No class Apr. 2)

Spanish I 🍂
Instructor: M. Cavazos
Learn Spanish as you are introduced to vocabulary and expressions for everyday situations. Practice how to correctly pronounce the language while gaining knowledge of the Hispanic culture. It 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    Feb. 24 - Apr. 14   6:00 - 8:00 p.m.
CRN 11717    Bldg. 1 - Rm. 406   Tuition Fee $120

Chinese (Mandarin) - I 🍂
Instructor: H. Chen
Use this beginning class to understand the basics of the Mandarin Language. You will learn numbers, everyday expressions, Chinese characters and the Chinese phonetic scheme from a native speaker who taught at both the high school and university level in China.
4 Tues./4 Thurs.   Mar. 3 - Mar. 26   6:00 - 8:00 p.m.
CRN 11718    Bldg. 1 - Rm. 305   Tuition Fee $120

Carolyn Burke

“The best foreign language course I’ve taken.”
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 Mondays  Apr. 13 - Apr. 27  2:30 - 4:30 p.m.
CRN 11781  Outreach - Rm. 204  Fee $40

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  Mar. 4 - Mar. 18  2:30 - 4:30 p.m.
CRN 11777  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’ll also learn some travel-related vocabulary in this course taught by a native speaker.
4 Wednesdays  Apr. 22 - May 13  10:00 a.m. - Noon
CRN 11793  Outreach - Rm. 407  Tuition Fee $65

Travel — Chinese
Instructor: H. Chen
Whether you are interested in getting the basics of the Chinese language for a trip or you want to learn the language for fun, this class will help you gain knowledge of basic Chinese conversation. You will also become acquainted with Chinese life and customs from a native speaker.
3 Wednesdays  Apr. 1 - Apr. 15  10:00 a.m. - Noon
CRN 11782  Outreach - Rm. 204  Fee $40

Spanish for the Health Care Professional
Instructor: M. Cavazos
This class will help health care professionals communicate simply and effectively in Spanish to medical staff, patients and families. Learn Spanish pronunciation, basic vocabulary such as family members, numbers, body parts, times, and directions. Gather personal information and symptoms from a patient with confidence. Course includes learning kit with manual and audio CD.
In order to receive the learning kit for the first class, you must register by March 2.
7 Mondays  Mar. 9 - Apr. 20  6:00 - 8:00 p.m.
CRN 11779  Bldg. 1 - Rm. 302  Tuition Fee $140

Sign Language
Beginning Sign Language (ASL)
Instructor: H. Jackson
Learn enough basic signs, finger spelling, and sign language syntax to be able to express and understand simple concepts in American Sign Language (ASL). You will be able to sign a simple conversation/dialog with others. Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.
8 Tuesdays  Mar. 3 - Apr. 21  6:00 - 8:00 p.m.
CRN 11780  Bldg. 1 - Rm. 401  Tuition Fee $120

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

Adult Education
Classes are available without cost to qualifying residents of the Black Hawk College district.
GED Preparation  (Call 309-796-8216)
Prepare for the Math, Language Arts, Science, Social Studies and Constitution tests.
High School Completion  (Call 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 as a Second Language  (Call 309-796-8245)
If English is not your first language, improve your English speaking, listening and writing skills.
Literacy Tutor Training  (Call 309-796-5702)
Are you interested in tutoring an adult with limited reading skills or one whose first language is not English? Free training will prepare you for this rewarding volunteer work!

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Personal Enrichment
We offer a wide range of subjects that offer broad appeal.

Writing

Beginning Writer’s Workshop
Instructor: C. Warner
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, a clean notebook, and get ready to discover your creative side.
3 Tuesdays Mar. 3 - Mar. 17 6:00 - 8:00 p.m.
CRN 11719 Outreach - Rm. 104 Fee $38

Arts & Crafts

Creations with Clay
Instructor: D. McMullen
Explore your creativity with clay. This class is for the beginner who wants to learn to create projects with clay. You will be introduced to the basics of working on the Potter’s wheel and create hand built projects using stoneware clay. Color slips are available, and projects will be finished using a glaze. A $20 materials fee is payable to the instructor the first night of class.
6 Wednesdays Feb. 18 - Mar. 25 6:00 - 8:00 p.m.
CRN 11720 Bldg. 3 - Rm. 102 Fee $99

Stained Glass – Beginning, Copper Foil
Instructor: J. Rocker
Learn to make real stained glass projects using the same copper foil technique that Tiffany used to create his legendary lampshades. You will be guided through the process of cutting glass pieces and assembling them using copper foil. Needed tools, which may cost up to $200, will be discussed at the first class; as well as sources for supplies. Some materials may contain lead, so women who are pregnant or breastfeeding should refrain from using these materials. Attendance is required at first 2 classes. A $5 materials fee is payable to the instructor the first night of class.
6 Wednesdays Mar. 25 - Apr. 29 6:00 - 8:00 p.m.
CRN 11721 Bldg. 2 - Rm. 219 Fee $65

Fused Glass Jewelry Making
Instructor: L. Steffen
This class will teach you the basics of glass fusing. You will be making jewelry from layers of glass that include working with beautiful dichroic glass. You will also learn finishing techniques after the first firing and finishing pieces off with bails to use as pendants. Color combinations and mosaic techniques will also be included. Please bring a notebook to class. All tools and equipment will be provided. A $50 materials fee is payable to the instructor the first night of class.
3 Tuesdays Jan. 27 - Feb. 10 6:00 - 8:00 p.m.
CRN 11722 Outreach - Rm. 106 Fee $38

Advanced Glass Fusing
Instructor: L. Steffen
Prerequisite: Fused Glass Jewelry Making
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 $100 materials fee is payable to the instructor the first night of class.
6 Wednesdays Apr. 1 - May 6 6:00 - 8:00 p.m.
CRN 11724 Outreach - Rm. 105 Fee $65

Earring Extravaganza
Instructor: M. Andich
Need just the right pair of earrings to complete your look? Make them yourself! Learn the basics of beading in this two-week beginner level class. Create fun earrings and charms for yourself or a gift. You will need jewelry-making round-nosed pliers, chain nose pliers and diagonal cutters. (A tool kit can be purchased from instructor for $15 on the first night of class.) A $5 materials fee is payable to the instructor the first night of class. Additional materials may be purchased if desired.
2 Wednesdays Mar. 18 - Mar. 25 6:00 - 8:00 p.m.
CRN 11725 Outreach - Rm. 105 Fee $28

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.
Beginning Knitting
Instructor: C. Krueger
“Click” your way to knitting those projects that can make wonderful gifts. Class will include knit and purl, cast on, bind off, increase and decrease, stitch construction and correcting mistakes. Become familiar with reading knitting patterns. Choose to knit a small towel or scarf, wrist warmer or sampler. Bring to class: two skeins (any color), worsted weight yarn, one set U.S. size 9, 10 or 11 needles plus one yarn needle.
4 Wednesdays Jan. 21 - Feb. 11 6:00 - 8:00 p.m.
CRN 11726 Outreach - Rm. 103 Fee $44

Intermediate Knitting - Hats
Instructor: C. Krueger
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 colors), worsted weight yarn, two sets of circular needles (size US8, 16 inch), plus one yarn needle. Optional supplies: cable needles, scissors, patterns to try.
4 Wednesdays Mar. 4 - Mar. 25 6:00 - 8:00 p.m.
CRN 11727 Outreach - Rm. 103 Fee $44

Beginning Crocheting
Instructor: C. Bright-Haronik
Crocheting is fast, fun and increasingly popular. In this three-evening class, learn the basic stitches and make a pretty dishcloth. Learn chain stitch, single crochet, half-double crochet, double crochet and triple crochet. Please bring to class a 2.5-ounce skein of 100% cotton yarn (such as Peaches and Cream) in any color, a size H or I crochet hook, a blunt darning needle and sharp scissors. Patterns will be provided as part of the class.
3 Tuesdays Feb. 17 - Mar. 3 5:30 - 7:30 p.m.
CRN 11728 Outreach - Rm. 103 Fee $38

Pattern Reading for Crocheting
Instructor: C. Bright-Haronik
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 Tuesday Mar. 17 5:30 - 7:30 p.m.
CRN 11729 Outreach - Rm. 103 Fee $18

Intermediate Crocheting
Instructor: C. Bright-Haronik
Prerequisite: completion of the Beginning Crocheting class or mastery of the chain stitch, single and double crochet stitches.
Take your beginning crocheting skills to the next level. Learn how to make granny squares in this one-night workshop, opening the door to numerous new projects to complete through your new hobby. Please bring to class one skein of any medium weight (4) yarn and an I or J crochet hook.
1 Tuesday Mar. 24 5:30 - 7:30 p.m.
CRN 11730 Outreach - Rm. 103 Fee $18

Advanced Crocheting
Instructor: C. Bright-Haronik
Prerequisite: completion of the Beginning Crocheting class or mastery of the chain stitch, single and double crochet stitches.
Continue your mastery of crocheting and prepare for cooler weather at the same time! In this two-week course, you will receive instruction and guidance on completing your very own afghan. Please bring to class a size J crochet hook and two skeins each of five different (coordinating) colors of any medium weight (4) yarn.
2 Tuesdays Apr. 7 - Apr. 14 5:30 - 7:30 p.m.
CRN 11731 Outreach - Rm. 103 Fee $28

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.
**Advanced Oil Painting**
*Instructor: C. Fiedler*
*Prerequisite: Oil Painting Made Easy*
Move to the next level with the wet-on-wet oil painting class. Advanced techniques using brushes and pallet knife strokes will produce very professional artwork. Seascapes, mountain retreats and old wooden barns will be part of this art experience that you will make and take. Concentration on developing beautiful sunsets will highlight this class. A supply list will be provided upon registration. A material fee of $15 is due to the instructor the first night of class.

- **6 Mondays**  Mar. 2 - Apr. 6  9:00 - 11:00 a.m.
- **CRN 11732**  Outreach - Rm. 106  Fee $50

**Beginning Watercolor Techniques**
*Instructor: P. Gromm*
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 hooked on creating watercolor paintings. *Bring a tablet of 140 lb. watercolor paper (about 9” x 12” or greater), a #2 school pencil, a kneaded eraser and a #8 round watercolor paintbrush.* A basic paint supply list of six colors will be provided at the first class.

- **4 Mondays**  Feb. 2 - Mar. 2  9:00 - 11:00 a.m.
- **CRN 11733**  Outreach - Rm. 204  Fee $38
  (No class Feb. 16)

**Intro to Colored Pencil**
*Instructor: P. Gromm*
Among the many advantages to drawing with colored pencil is their portability, and capability of creating small detailed drawings. This class will explore the different techniques used with colored pencils. Bring a tablet of drawing paper and a school pencil. A minimal list of prismacolor pencils will be provided at the first class.

- **4 Tuesdays**  Mar. 10 - Mar. 31  9:00 - 11:00 a.m.
- **CRN 11736**  Outreach - Rm. 204  Fee $38

**Watercolor Painting Snow Scenes**
*Instructor: P. Gromm*
If you think winter is simply gray & brown, have we got a color palette for you. Come work with washes that establish the warm glow of light against the cold winter snow. *Bring a tablet of 140 lb. watercolor paper (about 9” x 12” or greater), a #2 school pencil, a kneaded eraser and a #8 round watercolor paintbrush.* Limited paint list will be given at the first class.

- **4 Mondays**  Mar. 9 - Mar. 30  9:00 - 11:00 a.m.
- **CRN 11735**  Outreach - Rm. 204  Fee $38

**Colored Pencil Portraits from Photos**
*Instructor: P. Gromm*
Do you have a portrait photo you always wanted to draw? Start by using a grid to transfer photo onto drawing paper. Colored pencils will be used to create the skin tone layers of your photo requires. *Bring to the first class a sketchbook, about 9” x 12” or larger, school pencil with eraser, and one or more portrait photos of someone you hold dear.* A list of suggested colored pencils will be provided at the first class.

- **4 Tuesdays**  Mar. 7 - Apr. 28  9:00 - 11:00 a.m.
- **CRN 11737**  Outreach - Rm. 204  Fee $38

**Step-by-Step Animal Sketching**
*Instructor: P. Gromm*
There are certain parts all animals have in common. It is wise to understand these early in the drawing process. We will take the basic A B C’s of animal structure and use them to draw some of the more familiar animals like dogs, cats, horses, cows etc. *Bring a couple school pencils, a pink pearl eraser, and a small to med. sized sketchbook with you, and be ready to simply have a fun time sketching.*

- **4 Mondays**  Apr. 6 - Apr. 7 - Apr. 27  9:00 - 11:00 a.m.
- **CRN 11737**  Outreach - Rm. 204  Fee $38

**Drawing Still Life with Graphite Pencils**
*Instructor: P. Gromm*
We will take the 7 rules of 3-D drawing, and incorporate them into the Still Life. We will discuss composition of both the positive and negative space, construction of each object, and the laying down of correct tonal values. *You will need to bring a set of graphite drawing pencils which include the 2H, HB, 2B and 4B, Pink Pearl eraser, kneaded eraser, and sketchbook at least 8” x 10” to first class.*

- **4 Tuesdays**  Apr. 7 - Apr. 28  9:00 - 11:00 a.m.
- **CRN 11738**  Outreach - Rm. 204  Fee $38
Photography

Looking to Get More Out of Your Digital SLR or Advanced Digital Camera?
Instructor: L. Maxwell
Are you looking to get more out of your Digital SLR or Advanced Digital Camera? Learn to take the step beyond the green automatic setting and take control of the creative process. If you want to learn to use more of the features of your digital camera, this is the class for you! You’ll learn the functions that your digital camera can perform, as well as great information about resolution, file formats and useful tips on maximizing your photography experience. Bring your camera, owner’s manual and charged batteries to class. Class will break for one-hour lunch (on your own).
1 Saturday Jan. 31 9:00 a.m. - 3:00 p.m. CRN 11745 Outreach - Rm. 408 Fee $48
1 Saturday Feb. 21 9:00 a.m. - 3:00 p.m. CRN 11746 Outreach - Rm. 408 Fee $48

How to Take Better Photos
Instructor: L. Maxwell
Prerequisite: Looking to Get More Out of Your Digital SLR 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 Mar. 7 9:00 a.m. - 3:00 p.m. CRN 11747 Outreach - Rm. 408 Fee $48

Beginning Lightroom for the Digital Photographer
Instructor: L. Maxwell
If you are new to Lightroom or need to become more familiar with the basics, let our instructor demonstrate how this program works and why you will enjoy using it. Lightroom offers good photo adjustment features to enhance your photos, solutions for organizing and cataloging your images plus printing, slide shows and more.
1 Thursday Mar. 19 6:00 - 9:00 p.m. CRN 11748 Outreach - Rm. 401 Fee $34

On the Web

Social Media for Beginners
Instructor: K. Woodward
Do the words Facebook, Pinterest, Instagram and Foursquare mean anything to you? What about WordPress, YouTube, Twitter, LinkedIn or Google Plus? If you feel overwhelmed and confused by the number of social media sites out there, this class is for you. You’ll be introduced to the top social media sites and learn when to use them, how to set up profiles and best practices to make using social media safe and fun.
1 Thursday Mar. 5 6:30 - 8:30 p.m. CRN 11752 Outreach - Rm. 406 Fee $18
1 Wednesday Apr. 22 9:30 - 11:30 a.m. CRN 11774 Outreach - Rm. 204 Fee $18

Blogging for Beginners
Instructor: K. Woodward
Do you have passion or expertise? A blog can help you share it while staying connected with friends and family members, meeting like-minded people, and providing you with a creative outlet. Learn the basics of blogging and set up your own blog with the help of an experienced lifestyle blogger. This class is for true beginners without a blog.
Topics include setting up a blog and customizing it, developing a blog plan, generating content ideas and increasing readership. At the end of the two-week session, you will walk away with a plan and a functioning blog to share your passion with the world.
2 Thursdays Mar. 19 - Mar. 26 6:30 - 8:30 p.m. CRN 11673 Outreach - Rm. 406 Fee $28
2 Wednesdays May 6 - May 13 9:30 - 11:30 a.m. CRN 11753 Outreach - Rm. 204 Fee $28

Facebook
Instructor: N. VanSpeybroeck
Level 1 – Find friends and relatives, join interest groups, send messages, and write on your friends’ “timelines.” Set up a Facebook account in class and learn how to secure it with the proper privacy settings. If you have an email account, please bring to class your email address and password.
3 Mondays May 4 - May 18 10:45 a.m. - 12:45 p.m. CRN 11669 Outreach - Rm. 402 Fee $42

Pinterest
Instructor: N. VanSpeybroeck
Level 1 – With Pinterest you can easily organize information and photos for events, crafts, home decorating, fashion, hobbies, travel, recipes and more. Learn how to “pin” items to the “boards” you create.
1 Monday Feb. 2 10:45 a.m. - 12:45 p.m. CRN 11670 BHC ALC - Rm. 112 Fee $21
1 Monday May 18 8:30 - 10:30 a.m. CRN 11671 Outreach - Rm. 402 Fee $21

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

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

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<tr>
<th>CRN</th>
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<tbody>
<tr>
<td>11749</td>
<td>Feb. 3 - Feb. 10</td>
<td>6:00 - 8:00 p.m.</td>
<td>Outreach - Rm. 104</td>
<td>$20</td>
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<td>11750</td>
<td>Jan. 27 - Mar. 3</td>
<td>6:30 - 8:00 p.m.</td>
<td>Outreach - Rm. 105</td>
<td>$72</td>
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<td>11751</td>
<td>Mar. 24 - Apr. 28</td>
<td>6:30 - 8:00 p.m.</td>
<td>Outreach - Rm. 105</td>
<td>$72</td>
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</table>

**Home Wiring**  
**Instructor:** I. Jordan  
This class is for men and women who will not only learn about home wiring but also save money by doing repairs themselves. Learn practical house wiring including switch and receptacle circuits, breaker panels and thermostat controls. Telephone wiring and cable systems will also be covered. Get hands-on experience using meters and tools to safely troubleshoot, maintain or make minor revisions.  
Optional textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.

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<td>11744</td>
<td>Feb. 3 - Feb. 10</td>
<td>6:00 - 8:00 p.m.</td>
<td>Outreach - Rm. 104</td>
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<td>11745</td>
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<td>6:30 - 8:00 p.m.</td>
<td>Outreach - Rm. 105</td>
<td>$90</td>
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</table>

**Food and Drink**

**Soups and Stews**  
**Instructor:** S. Godke  
Learn to make soups with different bases and ingredients in this hands-on class. Learn to thicken your soups in four different ways. Be ready to sample the work, and be sure to bring a container to take home some soup or stew for the next day’s lunch. Fee includes materials.

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<tr>
<td>11739</td>
<td>Feb. 17</td>
<td>6:30 - 8:30 p.m.</td>
<td>Deere-Wiman House</td>
<td>$32</td>
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<td>11740</td>
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<td>6:30 - 8:30 p.m.</td>
<td>Deere-Wiman House</td>
<td>$32</td>
</tr>
<tr>
<td>11741</td>
<td>April 16</td>
<td>6:30 - 8:30 p.m.</td>
<td>Deere-Wiman House</td>
<td>$32</td>
</tr>
</tbody>
</table>

**Know Your Knives**  
**Instructor:** S. Godke  
Bring your favorite knives and learn how to hone them and hold them. Practice mincing, dicing and chopping. Then we will make a few recipes to use our handy work. Be ready to sample! Fee includes materials.

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<tbody>
<tr>
<td>11742</td>
<td>Feb. 25</td>
<td>7:00 a.m. - 8:00 p.m.</td>
<td>BHC Outreach Center</td>
<td>$90</td>
</tr>
<tr>
<td>11743</td>
<td>Mar. 26</td>
<td>7:00 a.m. - 8:00 p.m.</td>
<td>BHC Outreach Center</td>
<td>$90</td>
</tr>
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</table>

**Spring Menu**  
**Instructor:** S. Godke  
Learn to create a menu using the freshest spring ingredients, from the first veggies of the season to young fresh herbs. Make a full meal with soup, salad, entrée and dessert. Recipes will be shared, prepared and sampled in this hands-on course.

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<td>BHC Outreach Center</td>
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**BUS TRIPS FOR FOODIES!**

**Gourmet Goodie Shopping Trip**  
**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. It’s a fun adventure for food enthusiasts.

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<td>BHC Outreach Center</td>
<td>$90</td>
</tr>
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</table>

**Chicago Farmers’ and Ethnic Markets Shopping Trip**  
**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. It’s a fun adventure for food enthusiasts.

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<tbody>
<tr>
<td>11744</td>
<td>Apr. 21</td>
<td>7:00 a.m. - 8:00 p.m.</td>
<td>BHC Outreach Center</td>
<td>$90</td>
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Chef Stephanie Godke has worked in and around the restaurant industry for more than 25 years and brings more than a decade of experience teaching chefs and culinary students the tricks of the trade. She is locally known for her cooking segments on the Paula Sands Live show, as well as her monthly classes with Mississippi River Distilling Company. Chef Stephanie is a certified member of the International Association of Culinary Professionals.
Genealogy

Memories Past: Discovering Your Ancestors on the Internet
Instructor: P. Chase
Join us as we hunt for your ancestors. You will learn to track down genealogical clues that will further expand your knowledge of your ancestors and their lives. Learn the value of using Internet search engines in locating tips to establish where your ancestors lived. You will learn to use Internet websites that will allow you to trace immigrant ancestors. Discover websites that may have information pertaining to subjects that range from discovering your great-grandfather’s date of birth to your grandparents’ date of death. Come explore your family connections and remember to bring along your pedigree chart and family group sheet for the family you are focusing on.

CRN 11754
4 Thursdays Feb. 5 - Feb. 26 1:30 - 3:30 p.m. Outreach - Rm. 405 Fee $38

CRN 11755
4 Thursdays Feb. 5 - Feb. 26 6:00 - 8:00 p.m. Outreach - Rm. 405 Fee $38

Memories Past: Digging Up Your Ancestor’s Past
Instructor: P. Chase
Need help delving a little deeper for your missing ancestors? Join us as we teach you how to dig up the dirt on your family. Pull down those brick walls. Can’t locate that elusive female ancestor? Do you want to find that black sheep in your family? Don’t worry – court records and newspapers provide other information as well. Planning on taking your research on the road? Lean how to plan your research trip and how to organize your information. The final class session will meet at the Davenport Iowa Family History Center, 4929 Wisconsin Ave., Davenport, IA 52806.

CRN 11756
4 Thursdays Mar. 12 - Apr. 2 1:30 - 3:30 p.m. Outreach - Rm. 405 Fee $38

CRN 11775
4 Thursdays Mar. 12 - Apr. 2 6:00 - 8:00 p.m. Outreach - Rm. 405 Fee $38

Dance & Fitness

Beginning Ballroom Dancing
Instructor: J. Hall
Learn (or review) the basics in traditional smooth dances – Foxtrot and Waltz as well as Swing and Rumba. You’ve seen the dances on TV – now it’s your turn! Be prepared to step out onto the dance floor at weddings, parties and other social events. Instruction includes lead/follow, music identification and styling. Intermediate dancers are welcome. Bring soft-soled shoes to preserve our dance floor. (Registration information is needed for both parties).

6 Tuesdays Jan. 27 - Mar. 3 7:00 - 8:30 p.m.
CRN 11757 Bldg. 3 - Lower Gym Couple Fee/$52

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

6 Mondays Jan. 26 - Mar. 9 7:00 - 8:30 p.m.
CRN 11758 Bldg. 3 - Lower Gym Couple Fee/$52
(No class Feb. 16)

Social / Ballroom Dance Level 2
Instructor: J. Hall
Advanced beginners – Brush up your skills for weddings and vacations. Add variety and versatility to your dancing with more steps in the smooth dances such as foxtrot and waltz, as well as rhythm dances including swing, cha cha and more, plus nightclub slow dance. Emphasis will be on style development in each dance. As the class progresses, student requests will be considered. Instruction includes tips on music identification, footwork, timing, style, lead/follow and more time to practice. (Registration information is needed for both parties).

6 Tuesdays Mar. 31 - May 5 7:00 - 8:30 p.m.
CRN 11759 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.)

Lifelong Learner Program Classes
Designed for anyone 55 years or better, but all learners are welcome.
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. 27 - Mar. 3 6:15 - 7:15 p.m.
CRN 11760 Outreach - Rm. 407 Fee $42

Therapeutic Yoga
Instructor: J. Welzenbach-Hilliard
Yoga is a valuable way to promote wellness for emotional and mental health. Learn how to use specific yoga postures, sequences and breath awareness to help with chronic pain or limited physical mobility brought on by injury and/or chronic illness. Designed for the beginner. *Bring a yoga mat or a large towel and dress in comfortable, loose-fitting clothing.*
6 Thursdays Apr. 2 - May 7 1:00 - 2:00 p.m.
CRN 11761 Outreach - Rm. 407 Fee $42

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. 4 - Mar. 11 7:00 - 8:00 p.m.
CRN 11762 Bldg. 3 - Lower Gym Fee $36

Zumba Burst
Instructor: T. Gomez
Take your Zumba workout to the next level with Zumba Burst, a high-intensity interval training method offering massive calorie-burn packed into a short workout. Increase your results through calorie-burning cardio bursts incorporated right into the workouts you already love.
6 Thursdays Mar. 19 - Apr. 23 7:00 - 8:00 p.m.
CRN 11764 Bldg. 3 - Lower Gym Fee $36

Hoop Fit
Instructor: J. Plumb, Quad City Hoop Dance
Ready for an exciting high-energy but low-impact workout? Have fun getting fit with a new class designed to give you the tools to bring your fitness to a whole new level! Hoopers ages 14 and older of all fitness and ability levels will learn how to use professional adult fitness hoops to get a total body workout. You’ll learn hoop dance moves and variations to keep your blood pumping and your body moving no matter what your fitness level. Hoop Fit combines cutting-edge fitness concepts with the hula hoop’s undeniable playfulness to provide you with workouts that are easy, fun and effective. No prior hula hooping experience is necessary. Beginners are welcome. A $15 materials fee (for hoop) is due to instructor the first night of class.
6 Wednesdays Jan. 25 - Apr. 22 6:00 - 7:00 p.m.
CRN 11765 Bldg. 3 - Lower Gym Fee $42

Unraveling the Mystery of Weight Loss
Instructor: Dr. P. Newhouse
Are you tired of the diet yo-yo? Can’t understand why you can’t lose weight? Learn what hormone is keeping you from burning fat and how one simple nutritional change can help you shed pounds fast. This revolutionary nutritional program will help you decrease body fat, reduce cravings and have more energy than ever before.
1 Tuesday Jan. 27 7:00 - 8:30 p.m.
CRN 11549 Outreach - Rm. 406 Fee $29

Unlocking the Secrets of Nutrition
Instructor: Dr. P. Newhouse
Confused about what is nutritious and healthy? Are you suffering from high blood pressure, high cholesterol, diabetes, chronic pain, digestive problems or any other chronic physical condition? Let us help you take the guess work out of shopping, cooking and eating. Learn the essentials of nutrition to find “The New You.”
1 Tuesday Feb. 3 7:00 - 8:30 p.m.
CRN 11551 Outreach - Rm. 406 Fee $29

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.
Floral Design

Floral Design Certificate Program
Enroll in all (5) classes below 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 classes must be completed this term to obtain the Floral Design Certificate. *Classes may be taken separately.

Basic Floral Design
Instructor: P. Paulsen
Learn to design and arrange flowers and become your own floral designer or prepare for entry level floral designing. You will experience hands-on-training while learning the basics of floral design to include flower choices, different arrangements and tools needed for the profession. A $100 materials fee is payable to the instructor the first night of class. Fresh flowers will be used, please bring flower clippers to class.
4 Wednesdays  Jan. 28 - Feb. 25  5:45 - 8:00 p.m.
CRN 11578   Intouch Adult Day Services Tuition Fee $92
(No class Feb. 11)

Valentine Centerpiece New
Instructor: P. Paulsen
Combine the elegance of fresh flowers in a beautiful vase arrangement to share your heart and handmade arrangement with someone special in your life. A $30 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.
1 Wednesday  Feb. 11  5:45 - 8:00 p.m.
CRN 11579   Intouch Adult Day Services Fee $21

Easter Centerpiece New
Instructor: P. Paulsen
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. A $30 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.
1 Wednesday  Apr. 1  5:45 - 8:00 p.m.
CRN 11580   Intouch Adult Day Services Fee $21

Advanced Floral Design
Instructor: P. Paulsen
Class emphasis is on applying the elements and principles learned in the Basic Floral Design class. This interactive, hands-on class will offer you practical application using line, form, proportion and color. Included will be high styled designs for a wedding or any special event, bridal work including bride’s bouquet, boutonnieres and corsages. A $100 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.
4 Wednesdays  Apr. 8 - Apr. 29  5:45 - 8:00 p.m.
CRN 11581   Intouch Adult Day Services Tuition Fee $92

Garden Planter
Instructor: P. Paulsen
Happy Mother’s Day! Create a beautiful spring planter combining live plants in a clay container. Guaranteed to put a smile on mom’s face! A $35 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.
1 Wednesday  May 6  5:45 - 8:00 p.m.
CRN 11582   Intouch Adult Day Services Fee $21

Music

Black Hawk College Community String Orchestra
Instructor: R. Croegaert
The BHC Community String Orchestra is a non-auditioned group of men and women who enjoy playing an orchestral stringed instrument. Community members from all walks of life and with advancing ability are invited to participate alongside high school students and the BHC credit-seeking students in this fun, learning environment. Orchestra members will rehearse and perform a wide range of accessible string orchestra literature each term. For more information, contact Roxanne Croegaert, director, at 309-787-4025 or rcroegaert@gmail.com.
Mondays  Jan. 26 - May 19  6:30 - 8:20 p.m.
CRN 11766   Bldg. 4 - Rm. 115 Fee $20
(No class Feb. 16 and Mar. 16)

Black Hawk College Community Band
Instructor: J. Crowder
The community band is offered to musicians within the Quad Cities community. It is a combination of college band students and community band performers. The band plays a variety of band music from all periods of music composition.
Tuesdays  Jan. 20 - May 19  6:30 - 8:20 p.m.
CRN 11767   Bldg. 4 - Rm. 115 Fee $20
(No class Mar. 17)
Black Hawk College Community Chorale
Instructor: M. Renaud
The BHC Community Chorale is a non-auditioned group comprised of men and women of all ages who enjoy singing. Retired people, working people, along with traditional-aged college students and some high school students help to create a truly multi-generational ensemble. The group rehearses and performs a variety of accessible music each term and it stresses a fun learning environment while working together on the essentials of good choral sound. For more information, please contact Jon Palomaki, director, at 309-796-5478.

Thursdays: Jan. 22 - May 21
CRN 11768  Bldg. 4 - Rm. 115  Fee $20
(No class Mar. 19)

Career Services
In this three-part FREE workshop series, explore what it takes to successfully re-enter the workforce, including transitioning into a new career field. Classes can be taken independently. Registration is required, as space is limited.

Resume and Cover Letter Writing
Instructors: M. Duhm/B. Storey
Resumes and cover letters are often the first impression made to a potential employer. In this hands-on workshop, you will learn the key components to a well-written resume and cover letter and what it takes to make yours stand out among the competition. Additionally, you will learn the importance of customizing these documents to specific job prospects, as well as regularly updating your information. Students should bring a USB drive to class.
1 Thursday: Feb. 12
CRN 11592  Outreach - Rm. 401  Fee FREE

Interviewing Skills
Instructors: M. Duhm/B. Storey
Interviewing is a vital aspect of the job search, as it is a key opportunity to sell your skills to potential employers. Learn about the different types of interviews, how to respond to some of the most frequently asked and difficult questions, proper etiquette and appearance, and appropriate follow-up after the interview.
1 Thursday: Feb. 19
CRN 11593  Outreach - Rm. 204  Fee FREE

Prepare for the Fair!
Instructors: M. Duhm/B. Storey
With upcoming job fairs approaching, learn what it takes to stand out from the crowd when visiting with potential employers. From what to wear to what to take, you will walk in the door confident and ready to tackle this critical face time with a powerful first impression.
1 Thursday: Feb. 26
CRN 11594  Outreach - Rm. 204  Fee FREE

Black Hawk College
2015 Job Fair
Wednesday, March 26, 2015
10:00 a.m. - 2:00 p.m.
Black Hawk College Building 3 - Upper Gym
6600 34th Avenue, Moline, IL
Visit more than 75 employers from 10:00 a.m. to 2:00 p.m. Wednesday, March 25 at the Quad-Cities Campus.
The 2015 Job Fair will be in the gym in Building 3. Job seekers should park in Lot 4 north of 34th Avenue. There will be a shuttle from Lot 4 to Building 3.

Dress professionally and bring plenty of résumés!

The Job Fair is free and open to the public.

For more information, contact Marceia Duhm at 309-796-5191 or duhmm@bhc.edu.
Youth Programs/ACT Exam Prep

ACT Exam Preparation

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

You must register for the exam separately.

Instructor: L. Carey
4 Saturdays Mar. 7 - Apr. 11 1:00 - 5:00 p.m.
CRN 11769 Outreach - Rm. 204 Fee $135
(No class Mar. 28 and Apr. 4)

Instructor: M. Fleming
4 Saturdays Mar. 7 - Apr. 11 8:30 a.m. - 12:30 p.m.
CRN 11770 BHC-CEC - Rm. 121 Fee $135
(No class Mar. 28 and Apr. 4)

Explore a Career
Not sure what direction to take once you graduate from high school? Below are online classes which will give you an insight into various career options:
• Explore a Career as an Administrative Medical Assistant
• Explore a Career as a Paralegal
• Explore a Career in Medical Coding
• Explore a Career in Medical Transcription
• Explore a Career in Nursing
• Explore a Career in Medical Writing
• How to Get Started in Game Development
• Introduction to Networking
• Become an Optical Assistant
• Introduction to Programming
• Introduction to Criminal Law

Are you looking at other options to preparing for the ACT Exam or need some additional help in a particular class? Below are six week classes offered online:
• SAT/ACT Preparation – Part 1
• SAT/ACT Preparation – Part 2
• Math Refresher
• Grammar Refresher
• Introduction to Biology
• Introduction to Chemistry
• Human Anatomy and Physiology
• Introduction to Statistics
• Introduction to Algebra

See page 27 or visit www.ed2go.com/blackhawk for more information.

Courses available at our online instruction center. www.ed2go.com/blackhawk or call 309-796-8223.

FYI Night
Wednesday, February 18 and Thursday, March 12
6:00 - 8:00 p.m.
FYI Night will be in Building 4 in the Hawk’s Nest (second floor).
If you’re thinking about college but don’t know where to start, FYI Night is for you. Learn about college vocabulary, paying for college, registering for classes, and career options.

For more information about any of these events, contact Gabriella Hurtado at 309-796-5341 or ghurtado@bhc.edu.
Lifelong Learner Lunches

Especially designed for anyone celebrating years of 55 or better, but all learners are welcome!

In cooperation with the QC Times Plus 60 Club.

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

Passing On Your Family Treasures
Presenter: Terri Applegate, LeClaire Antiques
Wondering what to do with the treasures on your shelves? Do you have a specific piece of tangible family history you’d like to keep around? Learn the top 5 ways to pass on your family heirlooms. Join us for lunch, followed by a presentation by Terri Applegate, certified appraiser and owner of LeClaire Antiques. Bring along something to be appraised if you are so inclined.

Date: Wednesday, March 18
Location: Black Hawk College Sustainable Technologies Building 6600 34th Avenue, Moline
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $22
Refunds: Available until March 11
CRN: 11771

Lunch with President and Mrs. Lincoln
Presenters: Max and Donna Daniels, aka “Abe and the Babe”
On April 14, 1865, President Abraham Lincoln met his fate during a visit to Ford’s Theatre with his wife, Mary Todd Lincoln. 150 years later, witness the re-enactment of the evening at the White House just before Mr. and Mrs. Lincoln left for Ford’s Theatre. Renowned actors Max and Donna Daniels give their award-winning portrayal of this historical evening.

Date: Tuesday, April 14
Location: Rock Island Arsenal Golf Clubhouse 1838 Gillespie Street, Rock Island
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $24
Refunds: Available until April 7
CRN: 11772

Lunch at Lavender Crest Winery
Presenter: Martha Rittmueller
More than 10 years ago, Wilbert and Martha Rittmueller brought their dream to life. After years of visiting various Midwest and New York wineries, the opportunity to produce unique wines right here in the Quad Cities became a reality. Join us for lunch at the winery followed by Martha sharing the story behind Lavender Crest Winery and a tour of the facility.

Date: Wednesday, May 20
Location: Lavender Crest Winery 5401 U.S. HWY 6, Colona
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $22
Refunds: Available until May 13
CRN: 11773

For directions and parking information for each event, go to www.bhc.edu/lifelong.
Register Now!

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

Business Hours: Mon. - 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 are due at the time of registration.
• Make checks payable to Black Hawk College.

Hawk’s Hub (Bookstore) 309-796-5500
For more information go to www.bhc.edu/hawkshub
Monday & Tuesday 7:30 a.m. - 6:00 p.m.
Wednesday - Friday 7:30 a.m. - 5:00 p.m.

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

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

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

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

Cancellation Policy
Without incurring obligation, Black Hawk College reserves the right to:
• cancel classes due to insufficient enrollment.
• change the time, date or place of class.
• make other revisions in course offerings which become necessary.

In case of severe weather:
• classes may be postponed.
• listen to local TV/radio stations for announcements.

Holidays
January 19 - Martin Luther King’s Birthday
February 16 - Presidents’ Day
Spring Break: PaCE classes will meet as scheduled during Spring Break Week, March 16-20. The BHC Hawk’s Hub (bookstore) and Outreach Center offices will be closed on March 16.
April 3 - Good Friday

Facilities Locations
• Black Hawk College - Outreach Center (Outreach)
301 Avenue of the Cities, East Moline, IL
309-796-8223 Email: demontl@bhc.edu
Telecommunications Device For the Deaf 309-755-9855

• Black Hawk College (Bldg.) (STB), 6600 34th Avenue, Moline, IL

• Black Hawk College Adult Learning Center (BHC ALC), 4610 Blackhawk Commons Drive (9th St.), Rock Island, IL

• Deere-Wiman House
817 11th Avenue, Moline, Illinois 61265

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

• Quad City Animal Welfare Center, 724 West 2nd Ave., Milan, IL

• Quad Cities Kidney Center, 400 John Deere Road, Moline, IL
Professional and Continuing Education
Look inside for a list of our upcoming classes.
Visit our website: www.bhc.edu/pace

PaCE Information Night
Thursday, January 15, 2015
4:00 – 6:00 p.m.
Black Hawk College - Outreach Center
301 Avenue of the Cities, East Moline, IL

Tuesday, February 10, 2015
5:00 - 6:00 p.m.
Black Hawk College - Adult Learning Center
4610 Blackhawk Commons Drive (9th St.), Rock Island, IL

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

Learn about the following PaCE opportunities:
• Health Career Programs
• Business/Professional Development Programs
• Computer Classes
• Community Education Classes

Scrubs and More: Free Informational Session
Tuesday, April 28, 2015
6:30 – 8:00 p.m.
Black Hawk College - Outreach Center
301 Avenue of the Cities, East Moline, IL

Meet and mingle, explore and learn as you talk with the PaCE health instructors. The medical field abounds with exciting career opportunities. Instructors will present each program they teach and you will have the opportunity to get your questions answered. Start a new health career in as little as three months.

Programs that will be represented are:
• EKG
• Medical Receptionist
• Dental Receptionist
• Pharmacy Technician
• Medical Scribe
• Medical Terminology
• Dialysis Technician
• Phlebotomy Technician
• Personal Trainer
• Physical Therapy Aide