Professional and Continuing Education

DAY, EVENING AND ONLINE CLASSES AVAILABLE!

www.bhc.edu/pace
Stop by this free event to learn more about the numerous programs offered by PaCE. Talk with PaCE instructors to determine if a class or program is right for you. Fall schedules will be available and registration will be taken during this event. For information on all of the PaCE programs, visit www.bhc.edu/PaCE.

We offer you hundreds of engaging online courses covering every topic from A - Z Grantwriting to Web Design.

Each ed2go course comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of critical information that you can put to immediate use.

See page 19 for more information or go to: www.ed2go.com/blackhawk
# Community Health

- Adult Mental Health First Aid
- USA - Training
- American Heart Association Health Care Provider Training Course (CPR)
- Complementary and Alternative Medicine (CAM) Conference
- Fetal Alcohol Spectrum Disorders Summit
- NAMI Basics Education Program
- Yoga
- Youth Mental Health First Aid
- USA - Training

# Health Careers

- Basic Medical Terminology
- Dialysis Technician
- EKG Technician
- Medical Receptionist
- Medical Scribe
- NFPT Personal Trainer Certification
- Optical Assistant
- Pharmacy Technician
- Phlebotomy Technician
- Physical Therapy Aide
- Spanish for the Health Care Professional

# Professional Development/Continuing Education

## Human Resources

- HR Certification Preparation Program
- SHRM® Essentials of HR Management

## Payroll

- PayTrain C/U Fundamentals/Mastery

## Management

- Foundations of Management Certificate Program (FOM)
- Management Skills III - Leading and Controlling

## Quality

- Certified Quality Auditor (CQA)
- Certified Quality Engineer (CQE)
- Quality 101 (CQA)

## Pre-Licensing Home Inspection

- PayTrain C/U Fundamentals/Mastery

## Attention Teachers!

- Earn PD Hours

## Food Service

- Food Handler Training
- Food Service Sanitation Manager Course

## Floral Design

- Advanced Floral Design
- Advanced Floral Design II
- Basic Floral Design
- Fresh Fall Centerpiece

## Event Planning

- At Your Service: Introduction to Customer Service and Event Planning
- Bank Teller Training - Online
- Veterinary Assistant
- Veterinary Assistant Certificate Program

## Career Services

- Adult Career Transitions 101
- Out Interview the Interviewer
- Re-entering the Work World

# Online Learning

- More than 300 online courses

## Technology

### Day Classes

- Access Part 1, 2, 3
- Adobe Photoshop Elements Basics
- Beyond Photoshop Elements Basics
- Cleaning Up Your Computer
- Creating a Photobook with Digital Pictures
- Emailing Basics
- Excel Levels 1, 2, 3
- Facebook
- Getting Started with Your Computer
- Holiday Mailing
- Learning How to Use Word Processing
- Organizing Your Files & Folders
- Pinterest
- Publisher
- Sharing Photos Online
- Windows
- Windows for Beginners
- Word Levels 1, 2, 3

### Evening Classes

- Access Part 1
- Computer Basics
- Continuation of Computer Basics
- eBay (Buying and Selling)
- Excel (Introduction and Intermediate)
- Introduction to PowerPoint
- iPad: Beginner
- iPad: Getting Started
- iPad: Intermediate
- Keyboarding
- Moving to Windows 8.1
- Taking Photos with Your Smartphone
- Word (Introduction and Intermediate)

# Community Education

## Arts & Crafts

- Advanced Glass Fusing
- Anyone Can Learn to Draw, Part 1
- Beginning Crocheting
- Beginning Knitting
- Beginning Watercolor Pencil
- Colored Pencil, Fall Colors
- Creations with Clay
- Crocheting - Hat Project
- Crocheting - Scarf Project
- Earring Extravaganza
- Fused Glass Jewelry Making
- Intermediate Knitting - Hats
- Oil Painting Made Easy
- Painting Skies in Watercolor
- Pattern Reading for Crocheting
- Refresher Crocheting
- Stained Glass - Beginning, Copper Foil
- Stained Glass - Intermediate, Copper Foil
- Stained Glass - Advanced, Copper Foil
- Watercolor Fall Landscapes
- Water-Soluble Crayon Landscape Sketching

## Business Training Center (BTC)

- OSHA Classes
- Water Programs
- Welding

## PaCE Registration

- Registration Information
- Registration Form

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**Table of Contents**

Unless otherwise stated, these classes are designed for students 16 and older.
The PaCE Department presents:

Complementary and Alternative Medicine (CAM) Conference

Approaches to Mental Health Wellness

Keep calm and shine on: Come with an open mind and stay mindful as you engage in a fun and inspirational atmosphere. Discover a host of complementary methods that can be used to treat mental illness which is vital to our community. Learn what Reiki, music, art, happiness, service dogs and Eye Movement Desensitization and Reprocessing (EMDR) have in common.

Good mental health helps us focus at work, cope with problems, get along with people, and provide a feeling of well-being and inner strength. Many behavioral health professionals and health care systems are integrating various practices with origins outside of mainstream mental health and medicine into treatment and health promotion. Learn how psychologists, counselors, therapists, holistic practitioners and health professionals emphasize treating the person as a whole – mind, body and spirit. These complementary methods can be used in conjunction with psychotherapy or medications to address the physical, psychological and spiritual needs of individuals.

You will be informed, inspired and touched by local professionals; all experts in the field of complementary mental health, who will share their enriching presentations and stories.

Date: Friday, September 11 (Registration deadline is September 7)
Limited Seating: Early Registration is encouraged. Last year’s conference sold out!

Time: 7:30 a.m. to 4:00 p.m.

Location: Black Hawk College, 6600 34th Avenue, Moline, IL
Building 1, Room 306 (Theatre)

Fee: Public: $40 CRN 81995
Student: $20 (must show student ID) CRN 81996
Fee includes breakfast, lunch and professional certificate of attendance.

Registration: By phone or for more information: 309-796-8223
In-person or mail: 301 Avenue of the Cities, East Moline, IL 61244
Online at: www.bhc.edu/paceregistration (except students)

Who Should Attend: Everyone is welcome to attend that is interested in integrative and alternative mental health methods. Community members, parents, mental health providers, social workers, psychologists, therapists, substance abuse professionals, integrative practitioners, nurses and educators.

Directions and Parking: Black Hawk College is located at: 6600 – 34th Avenue, Moline, IL. The conference will be held in Building 1, Room 306 (Theatre). Parking is located on east side of Building 1 between the white lines. A hang tag will be provided with your confirmation.

Professional Continuing Education Credits (7 hours awarded): A certificate of attendance will be prepared for all registrants including pre-approved continuing education credits where appropriate. Please check with your issuing state or license board for approval.

Illinois nurses: 5.5 contact hours will be awarded by Black Hawk College Nursing Program.

Teachers: Contact Julie at the Rock Island County Regional Office of Education at 309-736-1111 or Julie.cox@RIROE.com to obtain approval. Processing fee is $25.

*Please note: Trained service dogs will be accompanying their owners during the conference.
CAM Conference Agenda

7:30 – 8:10 a.m.
Enjoy breakfast in the Upper Lobby area, Building 1, and pick up your Conference Agenda Packet.

8:10 – 8:25 a.m.
Welcome remarks and Pre-Conference Opening: *Hold on to Your Seats!*

8:30 – 9:25 a.m.  *Reiki and Massage for Peace of Mind and Healing*
Presenter: Dino Hayz, BA, LMT, BCMTB, and Certified Usui and Karuna Reiki Teacher
Learn the gentle practice of acceptance and shifting your awareness to a larger, more energetic component of yourself in the form of Reiki.

9:30 – 10:25 a.m.  *The Pursuit of Happiness- Positive Psychology*
Presenter: Dr. Lynn Garvin-Huntley, Ph.D., Southpark Psychology, Moline, IL
“Positive Psychology” explores the differences between happy and unhappy people and teaches us ways to become happier people.

10:30 – 11:25 a.m.  *“Art Gives a Voice When There Are No Words”*
Presenter: Laura Vincent-Arnold, MS ATR-QMHP, Unity Point, Robert Young Center, Moline, IL
Art therapy, as a profession, is relatively new beginning in the 1940s. However, art has been used as therapy, to communicate, and in mental health research long before it became recognized as its own individual mental health profession. This program will briefly cover what art therapy is and how it is being implemented throughout both medical and mental health fields.

11:30 a.m. - 12:25 p.m.
Enjoy lunch while networking.

12:30 – 1:25 p.m.  *EMDR and Recovery*
Presenter: Jan Willis, MS, LCPC, Southpark Psychology, Moline, IL
Francine Shapiro developed Eye Movement Desensitization and Reprocessing (EMDR) in 1987, utilizing this natural mechanism to successfully treat Post-traumatic Stress Disorder (PTSD). Since then, EMDR has become the “gold standard” for treating a wide range of mental health problems.

1:30 – 2:25 p.m.  *Mixing Music and Mental Health: The Benefits of Music Therapy*
Presenter: Kelly L. Carlson, MA, MT-BC Music Therapist-Board Certified, West Music Company
Participants will learn what music therapy is, how one becomes a music therapist and where music therapists can work. More in-depth topics will be addressed such as music therapy in substance abuse, depression and other mental health areas. Participants will have an opportunity for hands-on music making in addition to learning how music therapists can become part of the interdisciplinary team.

2:30 – 3:25 p.m.  *Psychiatric Service Dogs*
Presenter: Hillary Plog, Founder, President and Head Trainer, Quad Cities Canine Assistance Network, Inc. QC CAN Accompanied by QC CAN Assistant Trainers and psychiatric service dogs.
Hillary Plog will introduce you to the fascinating world of training service dogs for people with psychiatric conditions. She will discuss the different types of psychiatric service dogs, how they are trained, what they can be trained to mitigate, and the delicate process behind determining whether someone is a good candidate for one.

3:30 – 3:45 p.m.
Introduction of Committee members and distribution of evaluations.

3:45 – 4:00 p.m.
Stayed glued to your seats for a few closing notes

4:00 p.m.
Adjourn and pick up your Professional Certificates in the Upper Lobby area.

Specific Program Questions:  Contact Co-Chairs, Pam Davies at Daviesp@bhc.edu or Abbey Roodhouse at Roodhousea@bhc.edu.
Community Health

NAMI, National Alliance on Mental Illness, Basics Education Program
Instructors: J. Kreuger/K. Riley
The National Alliance on Mental Illness of the Greater Mississippi Valley is offering NAMI BASICS for PROVIDERS – This is a “FREE” education program for mental health service providers, nurses, social workers, case managers, etc., to provide insight in order to share with client families. CEUs provided. The course is taught by trained teachers who are parents/caregivers. This course consists of six 2.5 hour classes. Course elements include: the trauma of mental illness for the child and the family, the biology of mental illness, getting an accurate diagnosis, the latest medical research, advances in treatment, an overview of treatment options, the impact of the child’s mental illness in the family, an overview of the systems involved in caring for children and teens, and the importance of record keeping. A co-teacher will contact each registrant one week before the program begins. This is a great resource for all area service providers.

Registration deadline: Sept. 10
6 Thursdays Sept. 17 - Oct. 22 6:00 - 8:30 p.m.
CRN 81826 Outreach - Rm. 406 Fee FREE

Online Courses

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 19 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.

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Registration deadline: Sept. 10
6 Thursdays Sept. 17 - Oct. 22 6:00 - 8:30 p.m.
CRN 81826 Outreach - Rm. 406 Fee FREE

New

Adult Mental Health First Aid USA –Training
Instructors: B. Nelson/R Nelson, Certified MHFA
This course aims to teach the public and professionals how to respond when a person is developing a mental health problem or experiencing a mental health crisis.
Please note – This course does not teach how to diagnose or counsel, but how to help a person needing early intervention or crisis assistance.
Participants will:
• Understand the prevalence of mental illness in the United States.
• Understand the importance of stigma reduction.
• Learn risk factors and warning signs of specific illnesses such as anxiety, depression, self-injury, eating disorders, psychosis and addiction.
• Engage in experiential activities that build understanding of the impact of illness.
• Learn a five-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with the appropriate professional care.

Books and lunch will be provided.
Registration deadline: Sept. 10
1 Tuesday Sept. 15 8:30 a.m. - 5:00 p.m.
CRN 81827 Outreach - Rm. 407 Fee FREE

Youth Mental Health First Aid USA –Training
Instructors: A. Anderson/T. Easley, Certified MHFA
Youth Mental Health First Aid is designed to teach the public and professionals how to respond when a youth is experiencing a mental health problem or a mental health crisis. Youth Mental Health First Aid is primarily designed for adults who regularly interact with youth ages 12-18. They will gain knowledge of the potential risk factors and warning signs for a range of mental health problems, including depression, anxiety, psychosis, substance abuse disorders, self-injury, disruptive disorders (including ADHD) and eating disorders. The class will include a five-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with the appropriate professional care.

Please note – This course does not teach how to diagnose or counsel, but how to help a person needing early intervention or crisis assistance.

Books and lunch will be provided.
Registration deadline: Oct. 2
1 Tuesday Oct. 6 8:30 a.m. - 5:00 p.m.
CRN 81828 Outreach - Rm. 406 Fee FREE

For the above classes:
Professional Credit Approved for: (8) hours CE’s awarded for nurses, social workers, and nursing home administrators.
For PD Hours: Teachers may contact Julie at RIROE (309-736-1111) or Julie.cox@RIROE.com to obtain approval. Processing fee is $25.
Fetal Alcohol Spectrum Disorders
Lifetime Effects of Alcohol Use During Pregnancy Action Summit

This Summit was presented on September 26, 2014 by the Nursing and Professional and Continuing Education Departments of Black Hawk College. The Summit was videotaped by the Black Hawk College ITS Department and is available to be viewed by the public. Attendees of the Summit joined experts in the field of fetal alcohol spectrum disorders (FASDs) as they presented the latest research and practices regarding prevention, diagnosis and strategies for living with the neurodevelopmental conditions associated with the use of alcohol during pregnancy. The Summit highlighted the impact that alcohol use during pregnancy has on the individual, families, and communities.

Speakers included:
• Dr. Leigh Tenkku, PhD, MPH Principal Investigator of the Midwest Regional Fetal Alcohol Syndrome Training Center (MRFASTC)
• Dr. Christopher Boys, PhD, LP, Assistant Professor of Pediatrics, Pediatric Neuropsychologist, Co-Director, Fetal Alcohol Spectrum Disorders Program, Department of Pediatrics, University of Minnesota Medical School
• Christopher McCarthy, MA, LPC and A. Sarup, BA of the Neurofeedback Counseling and FASD Institute of Illinois
• Dr. Joni Bosch, PhD, ARNP, MA, BA at UIHC Center for Disabilities and Development
• Emily Travis, BA, spokesperson for the National Organization on Fetal Alcohol Syndrome, Illinois affiliate

Also videotaped were the parent panel discussion and the panel discussion featuring the guest speakers.

Who Should View the Videotape:
Community members, parents, mental health providers, nurses, nursing home administrators, social workers, teachers, psychologist, therapists, substance abuse professionals, physical and occupational therapists, physicians, caseworkers, educators, judges, attorneys, and law enforcement agencies.

Once you have registered, you will receive a letter with information on how to access the Summit videotapes. You will also receive an evaluation. At the conclusion, please complete the evaluation and mail/drop off to the PaCE Department to receive a Certificate of Completion.

CRN 81829 Fee FREE

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 Nov. 3 - Dec. 8 6:30 - 7:30 p.m.
CRN 81967 Outreach - Rm. 407 Fee $42

More Fitness classes:
• Belly Dancing
• Zumba - Find Your Way to Fun and Fitness
• Hoop Fit

For descriptions and class times go to page 34.

American Heart Association Health Care Provider Training Course (HCP-CPR)
Instructor: B. Smith, M.S.
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 Aug. 14 Noon - 4:00 p.m.
CRN 81841 Outreach - Rm. 407 Fee $50

1 Friday Sept. 4 12:30 - 4:30 p.m.
CRN 81842 Outreach - Rm. 408 Fee $50

1 Friday Oct. 9 12:30 - 4:30 p.m.
CRN 81843 Outreach - Rm. 408 Fee $50

1 Friday Nov. 13 Noon - 4:00 p.m.
CRN 81844 Outreach - Rm. 407 Fee $50
Health Careers

Pharmacy Technician
Instructor: J. Jefferson
Prerequisite: Age 18 and GED or high school diploma. Excellent communication skills and above average math skills are recommended. Ability to bend, lift, stoop, twist, turn and stand on your feet for extended periods of time. 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. Exam certification available. Instructor will advise.
15 Wednesdays Aug. 26 - Dec. 9 5:30 - 9:30 p.m.
CRN 81830 STB - Rm. 110 Tuition Fee $695
(No class Nov. 11)

EKG Technician
Instructor: I. Earl, NCMA, AHI, CPI
Prerequisite: Age 18 and GED or high school diploma. Ability to bend, lift, stoop, twist, turn and stand on your feet for extended periods of time. Ability to assist peers onto a table during practice. Must be willing to participate with giving and receiving 12-lead hook ups.
Topics will include:
• 12-Lead EKG
• Set-up in a hospital or office setting
• Anatomy of the heart
• Physiology and medical disease processes
• Medical terminology
• Medical ethics and legal aspects of patient contact
• Blood-borne pathogens
• Heart medications
Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class. Exam certification available. Instructor will advise.
7 Fridays Aug. 28 - Oct. 16 10:00 a.m. - 1:00 p.m.
CRN 81831 Outreach - Rm. 407 Tuition Fee $395
(No class Sept. 11)

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 (Fall 15), Select Department (Adult Ed)
Books may be purchased online or at the bookstore.
Dialysis Technician
Instructor: A. DeClerck, A. Jacks, RN; B. Teel-Lash, CH
In partnership with the Quad Cities Kidney Center
Prerequisite: Age 18 and GED or high school diploma. Current statement of good health from your physician and documented proof that you are free from active tuberculosis as documented by a negative QuantiFERON® - TB Gold test. This test may be obtained from your physician’s office or by visiting a Genesis Occupational Health Clinic, (sites listed below) These documents must be presented to the instructor the first night of class. Must be free of communicable diseases that pose a significant risk to peers. Must be able to lift patients in and out of wheelchairs and lift boxes. Ability to bend, lift, stoop, twist, turn and stand on your feet for extended periods of time.
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.
Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.
Mon./Wed. Sept. 9 - Dec. 16
Theory: Mondays, 6:00 - 8:00 p.m.
Lab: Wednesdays, 6:00 - 9:00 p.m.
CRN 81832 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, Sept. 21 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 proof that you are free from active tuberculosis as documented by a negative QuantiFERON® - TB Gold test. This test may be obtained from your physician’s office or by visiting a Genesis Occupational Health Clinic, (sites listed below) to receive a discounted price. These documents must be presented to the instructor the first night of class. Must be free of communicable diseases that pose a significant risk to self, instructor and peers. Hepatitis B vaccinations are not required but strongly recommended. You are required to perform 20 venipunctures and 10 capillaries. Ability to bend, lift, stoop, twist, turn, and stand on your feet for extended periods.
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. Exam certification available. Instructor will advise.
Instructor: J. Hines
10 Wednesdays Sept. 2 - Nov. 4 5:30 - 9:30 p.m.
CRN 81833 HSC - Rm. 212 Tuition Fee $695
Instructor: L. Lee
10 Saturdays Sept. 5 - Nov. 7 8:30 a.m. - 12:30 p.m.
CRN 81834 HSC - Rm. 212 Tuition Fee $695
Instructor: S. Edlund
10 Tuesdays Sept. 8 - Nov. 10 3:45 - 7:45 p.m.
CRN 81835 HSC - Rm. 212 Tuition Fee $695
HSC - Health Science Building, 6600 34th Ave., Moline
New building on the south side of Building 3.

Clinic Locations
Genesis Occupational Health
3319 Spring Street, Suite 103, Davenport, IA 52807
Phone: 563-421-0660 Fax: 563-421-0669
Genesis Occupational Health
2526 41st Street, Moline, IL 61265
Phone: 309-281-2700 Fax: 309-281-2709

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 Sept. 14.
7 Mondays Sept. 21 - Nov. 9 6:00 - 8:00 p.m.
CRN 81987 Bldg. 1 - Rm. 304 Tuition Fee $140
(No class Oct. 12)

Dialysis Technician
“This class was amazing! All of the instructors were so helpful and caring to all our needs.”
Jill Arnold

Spanish for the Health Care Professional
“This skills and knowledge learned will have great impact on my future.”
Courtney Pold

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  

Ability to lift arms over head, lift exercise equipment, and assist students with demonstration and lifting of exercise equipment. Ability to bend, lift, stoop, twist, turn and stand on your feet for extended periods of time.  

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  
Sept. 8 - Dec. 8  
6:00 - 9:00 p.m.  
Bldg. 3 - Rm. 302  

Lab class  
4 Thursdays  
Nov. 5 - Dec. 3  
6:00 - 8:30 p.m.  
CRN 81997  
Bldg. 3 - Fitness Center  
Tuition Fee $685  
(No class Sept. 29, Oct. 20, and Nov. 26)  

The final exam, given on Dec. 8, meets strict criteria and requirements imposed by the National Commission for Certifying Agencies (NCCA) accreditation standards. Successful board exam completion qualifies the student as a certified personal fitness trainer.  

**Physical Therapy Aide**

Instructor: L. Frankowski, DPT, PT, CLT, CCCE  
Prerequisite: Age 18 and GED or high school diploma.  

Ability to bend, lift, stoop, twist, turn and stand on your feet for extended periods of time. The ability to lift peers to practice transferring of patient/client during practice lab.  

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

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

Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.  
14 Wednesdays  
Sept. 2 - Dec. 9  
6:00 - 9:00 p.m.  
CRN 81837  
Bldg. 3 - Rm. 101  
Tuition Fee $596  
(No class Nov. 11)
**Medical Scribe**

_Instructor:_ I. Earl, NCMA, AHI, CPI  
_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 Fridays  
Oct. 23 - Dec. 18  
10:00 a.m. - Noon  
CRN 81836 Outreach - Rm. 204  
Tuition Fee $225

(No class Nov. 27)

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**Medical Receptionist**

_Instructor:_ I. Earl, NCMA, AHI, CPI  
_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  
Aug. 26 - Oct. 7  
6:00 - 7:30 p.m.  
CRN 81839 Outreach - Rm. 407  
Tuition Fee $195

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**Basic Medical Terminology**

_Instructor:_ I. Earl, NCMA, AHI, CPI  
_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 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  
Sept. 24 - Dec. 10  
6:00 - 7:30 p.m.  
CRN 81840 Outreach - Rm. 407  
Tuition Fee $195

(No class Oct. 15 and Nov. 26)

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**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 19 or visit [www.ed2go.com/blackhawk](http://www.ed2go.com/blackhawk) for more information.

Courses available at our online instruction center.  
[www.ed2go.com/blackhawk](http://www.ed2go.com/blackhawk)  
or call 309-796-8223.

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**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.

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**Refund Policy**

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

Human Resource Certification Preparation Program
Instructor: P. Greufe, SPHR, MBA, CM
While utilizing the curriculum from HRCP, you’ll learn from printed workbooks, online tools and current HR practitioners as well as network with other human resource personnel.
Topics covered include:
• Business management and strategy
• Workforce planning and employment
• Human resource development
• Compensation and benefits
• Employee and labor relations
• Risk management
CEU’s: 3.3
The HRCP materials are included in the cost of the class.
11 Thursdays Sept. 10 - Nov. 19 6:00 - 9:00 p.m.
CRN 81823 Outreach - Rm. 408 Tuition Fee $875

SHRM® Essentials of Human Resource Management
Instructor: L. Bassow, SPHR
Offered in partnership with the Great River Human Resource Association
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? This 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.
CEU’s: 1.5 and the SHRM Certificate
5 Tuesdays Oct. 6 - Nov. 3 6:00 - 9:00 p.m.
CRN 81824 Outreach - Rm. 404 Tuition Fee $465

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.

PayTrain C/U Fundamentals
Instructor: TBA
Learn the fundamental payroll calculations and applications that provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. This course is ideal for new payroll professionals as well as those who support the payroll industry, those who are preparing for FPC certification and those who wish to take the Mastery course. You will receive classroom instruction and access to interactive online quizzes, games and application exercises that reinforce the topics of:
• Payroll concepts
• Calculations
• Fringe benefits
• Payroll reporting and employment taxes
• Record keeping and payroll practices
• Payroll accounting
• Professional administration
Participants who successfully complete the course can expect to function as entry-level payroll administrators. The learning materials are included in the cost of the class.
CEU’s: 3.0
10 Wednesdays Sept. 9 - Nov. 18 6:00 - 9:00 p.m.
CRN 81825 Outreach - Rm. 402 Tuition Fee $750
(No class Nov. 11)
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 Spring 2016.

SHRM Essentials of HR Management
“This class was great! The open discussion and real world applications were very helpful.”
M. Lantz
Management
Black Hawk College Professional and Continuing Education (PaCE) has partnered with the Institute of Certified Professional Managers (ICPM) at James Madison University to bring you a unique and exclusive set of training for managers and supervisors in any industry.

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

Management Skills III – Leading and Controlling
Instructor: D. Davis
This module provides skills and knowledge for improved leading and controlling. Topics include:
• Leadership
• Motivation
• Managing change
• Conflict, politics and negotiation
• Managing misbehavior
• Time and stress management
• Organizational control
• Operations control
• Accounting and financial information
• Financial management
Exam will be administered during the last session.
Application fee, materials and exam fee are included in the cost.
8 Thursdays Sept. 10 - Oct. 29 6:00 - 9:00 p.m.
CRN 81845 Outreach - Rm. 404 Tuition Fee $600

Management Skills I – Foundations of Management
Provides fundamental leadership and management skills and knowledge. Some topics include Ethics and Social Responsibility, Effective Communication, and Economics and Business.

Management Skills II – Planning and Organizing
Provides skills and knowledge for improved planning and organizing. Some topics include Building Teams and Work Groups, Workforce Diversity, and Coaching and Feedback.

Management Skills I – Foundations of Management Certificate Program (FOM)
Instructor: D. Davis
The Foundations of Management (FOM) program is a certificate program providing essential tools for supervising in today’s workplace for entry level managers and supervisors. Beginning with the basic managerial functions—planning, organizing, leading and controlling the program explores the role of supervisory managers and establishes a firm foundation for sound decision making, problem solving, communicating, and more. In addition, it introduces basic business concepts to establish a foundation for advancement in the management profession. Participants that complete the program and successfully pass the online assessment exam receive an ICPM Certificate of Completion.
*Final exam will be administered during the last session.
Application fee, materials and exam fee are included in the cost.
8 Thursdays Sept. 10 - Oct. 29 3:00 - 6:00 p.m.
CRN 81846 Outreach - Rm. 404 Tuition Fee $650
Quality

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

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

Topics will include:
- Quality benefits
- The evolution of quality
- Total quality management
- Process management
- Quality tools
- Quality deployment

The learning materials from the Quality Council of Indiana are included in the cost of the class. CEU’s: 1.5

*Note: the last class will meet from 6:00 - 7:30 p.m.*
6 Wednesdays Oct. 7 - Nov. 18 6:00 - 9:00 p.m.
CRN 81847 Outreach - Rm. 404 Tuition Fee $395
(No class Nov. 11)

**Certified Quality Engineer (CQE)**
**Instructor: D. Schultz, CQA, CQE**
This class is designed for professionals working in a quality-focused environment who want to gain comprehensive knowledge in quality engineering principles and practices. It is a course for Quality Engineers who need to ensure quality compliance of systems, products and services and professionals who want to prepare for the ASQ CQE Certification Examination. The course materials are from the Quality Council of Indiana 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.*
CEU’s: 3.6
12 Mondays Aug. 31 - Nov. 30 6:00 - 9:00 p.m.
CRN 81848 Outreach - Rm. 404 Tuition Fee $750
(No classes Sept. 7 and Oct. 12)

**Certified Quality Auditor (CQA)**
**Instructor: D. Schultz, CQA, CQE**
Obtain a foundation in auditing principles/practices and prepare yourself to effectively conduct objective and ethically based audits; develop, communicate and execute an audit plan; and apply basic auditing tools and techniques with this course. It is also an excellent way to prepare for the ASQ CQA Certification Examination. The learning materials from the Quality Council of Indiana are included in the cost of the class. CEU’s: 3.0
10 Tuesdays Sept. 22 - Nov. 24 6:00 - 9:00 p.m.
CRN 81849 Outreach - Rm. 404 Tuition Fee $675

**Quality Certifications**

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

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

**Pre-Licensing Home Inspection**

**Pre-Licensing Home Inspection Training - Online (80 Hours)**
Our online 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 online program contains the classroom only requirements. You will also need to attend the field training portion of this class in order to be allowed to sit for the state exam. You will have the option of attending one of our live field training classes at no additional cost, or you can participate in five one-on-one inspections to receive private coaching for an additional fee. The private coaching fee is $250 (usually $50 per inspection). You will have 200 days to complete this class. Once you complete all the requirements for this program, you will be allowed to 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 Barb at 309-796-8244 or email courvilleb@bhc.edu or go to [www.bhc.edu/homeinspection](http://www.bhc.edu/homeinspection)

**Fee $450**
Classes begin the 3rd Wednesday of each month and take just six short weeks to complete. Here is a list of just some of the over 60 outstanding Teacher Professional Development Online Courses offered:

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

Courses start at just $99.

Check out the classes available and how to earn PD Hours at: www.bhc.edu/teachers
Professional Development/Continuing Education | register by phone: 309-796-8223

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.

1 Tues./1 Thurs. Sept. 8 - Sept. 10 8:30 a.m. - 2:30 p.m.
CRN 81859 Outreach - Rm. 407 Tuition Fee $137
Paper exam

2 Mondays Sept. 14 - Sept. 21 9:15 a.m. - 3:15 p.m.
CRN 81860 Geneseo Public Library Tuition Fee $137
Paper exam

2 Tuesdays Sept. 29 - Oct. 6 8:30 a.m. - 2:30 p.m.
CRN 81861 Outreach - Rm. 407 Tuition Fee $137
Paper exam

1 Tues./1 Thurs. Oct. 13 - Oct. 15 8:30 a.m. - 2:30 p.m.
CRN 81862 Outreach - Rm. 407 Tuition Fee $137
Online exam

2 Mondays Oct. 19 - Oct. 26 8:30 a.m. - 2:30 p.m.
CRN 81863 Outreach - Rm. 407 Tuition Fee $137
Paper exam

2 Tuesdays Nov. 3 - Nov. 10 8:30 a.m. - 2:30 p.m.
CRN 81864 Outreach - Rm. 407 Tuition Fee $137
Online exam

2 Mondays Nov. 9 - Nov. 16 9:15 a.m. - 3:15 p.m.
CRN 81865 Geneseo Public Library Tuition Fee $137
Paper exam

1 Tues./1 Thurs. Dec. 1 - Dec. 3 8:30 a.m. - 2:30 p.m.
CRN 81866 Outreach - Rm. 407 Tuition Fee $137
Paper exam

Geneseo Public Library, Foundation Rooms A & B 805 N. Chicago Street, Geneseo, IL

Group Training
Do you have a group of employees that needs food service sanitation manager training? Call 309-796-8244.

Questions about your license?
For questions about your FSSMC license, call the Illinois Department of Public Health (Division of Food, Drugs and Dairies) at (217) 785-2439.
Floral Design Certificate Program
Enroll in all four floral classes and you will receive a professional certificate for the Floral Design Program. This certificate is designed to help you achieve a career path in the field of floral design. All four classes must be completed this term to obtain the Floral Design Certificate. *Classes may be taken individually or part of the certificate program.

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.
Registration deadline: Sept. 23
4 Wednesdays Sept. 30 - Oct. 21 5:45 - 8:00 p.m.
CRN 81854 Intouch Adult Day Services Tuition Fee $92

Advanced Floral Design
Instructor: P. Paulsen
Prerequisite: Must have successfully completed the Basic Floral Design class.
Class emphasis is on applying the elements and principles learned in Advanced Floral Design. This interactive, hands-on class will offer advanced high-style designs. Learn about the use of color, line and form in advanced arrangements. A $75 materials fee is payable to the instructor the first night of class. Please bring flower clippers to class.
Registration deadline: Nov. 25
3 Wednesdays Dec. 2 - Dec. 16 5:45 - 8:00 p.m.
CRN 81856 Intouch Adult Day Services Fee $69

Event Planning
At Your Service: An Introduction to Customer Service and Event Planning
Instructor: S. Adamson
Learn how to turn your imagination into an unforgettable event with helpful tips on becoming more resourceful and decorating tips that are sure to “WOW!” Unlock the magic of superior customer service through the Disney Concept with real-life applications to help satisfy any customer needs and future events. Guaranteed to be a very fun, interactive class. A professional development certificate will be awarded.
6 Tuesdays Sept. 15 - Oct. 20 6:30 - 8:00 p.m.
CRN 81858 Outreach - Rm. 204 Tuition Fee $102

Bank Teller Training
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.
Veterinary Assistant Certificate Program
Instructor: Dr. M. Spencer-McShane/J. DeClerck
Prerequisite: Must be age 18 and have a GED or high school diploma. Ability to bend, lift, stoop, twist, turn and stand on your feet for extended periods of time and lift animals on and off an exam table during clinical lab. Upon finding employment, Vet Assistants must be able to assist with euthanasia in a real job setting.
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 Aug. 19 - Dec. 23 5:45 - 9:15 p.m.
CRN 81850 STB - Rm. 113 Tuition Fee $695
(No class Nov. 11)
*Tentative clinical dates: 9/9, 9/30, 10/28, 11/25, and 12/9
*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

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.

Re-entering the Work World
Instructors: M. Duhm/B. Storey
Did you take time off to raise your family? Perhaps you retired years ago and find yourself now looking to go back to work? Learn about the latest trends in the workforce and the guidelines you need to find work. Learn how to apply online, how to tailor your resume to apply your skills to future work, and what free resources are available in the community.
1 Thursday Sept. 10 2:00 - 4:00 p.m.
CRN 81851 Outreach - Rm. 406 Fee FREE

Adult Career Transitions 101
Instructors: M. Duhm/B. Storey
Although not always by choice, many adults are presented with the challenge of changing jobs mid-career, often to a new career path altogether. We will look at the various trends of the job market, discuss the concept of transferable skills, and talk about strategies for job seeking and resources available to assist in creating a seamless transition.
1 Thursday Sept. 17 2:00 - 4:00 p.m.
CRN 81852 Outreach - Rm. 406 Fee FREE

Out Interview the Interviewer
Instructors: M. Duhm/B. Storey
Interviews can be tough and nerve-wracking, but you CAN go in prepared. Learn the skills you need to keep calm and anticipate even the toughest interview questions. Master the art of answering, “Tell me about yourself,” and learn how to interview the interviewer with your own questions.
1 Thursday Sept. 24 2:00 - 4:00 p.m.
CRN 81853 Outreach - Rm. 406 Fee FREE

Online Courses
Online Classes for Nonprofit Organizations

Introduction to Nonprofit Management – Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors.
Marketing Your Nonprofit – Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.
Starting a Nonprofit – Industry veteran shows you how to take a nonprofit business from vision to reality.
Wow, What a Great Event! – Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.
See page 19 or visit www.ed2go.com/blackhawk for more information.
Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

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

How to Get Started:
1. Visit our Online Instruction Center:
   www.ed2go.com/blackhawk

2. Click on View Catalog or search for a particular class. Click on a class. Read the details, syllabus, requirements, and student reviews for that class. Select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your email and choose a password that will grant you access to the Classroom.

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

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

Featured Courses:
- Project Management Fundamentals
- Introduction to JavaScript
- Creating Mobile Apps with HTML5
- Introduction to Stock Options
- Introduction to QuickBooks 2015
- Fundamentals of Supervision and Management
- Keys to Effective Communication
- A to Z Grant Writing
- Responsive Web Design
- Grammar Refresher
- Math Refresher
- Real Estate Law
- PMP Certification Prep 1 & 2
- Handling Medical Emergencies
- Beginners Guide to Getting Published

and more than 300 additional courses to choose from!
Day Classes

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

Level 1  For those who understand basic concepts and terminology.

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

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  Sept. 14 - Sept. 21  1:00 - 3:00 p.m.
CRN 81871 Outreach - Rm. 405 Fee $30

Windows 7
2 Mondays  Sept. 14 - Sept. 21  10:00 a.m. - Noon
CRN 81872 Outreach - Rm. 402 Fee $30

2 Mondays  Nov. 9 - Nov. 16  8:30 - 10:30 a.m.
CRN 81873 BHC ALC - Rm. 112 Fee $30

Windows for Beginners
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  Sept. 28 - Oct. 5  1:00 - 3:00 p.m.
CRN 81874 Outreach - Rm. 405 Fee $30

Windows 7
2 Mondays  Sept. 28 - Oct. 5  10:00 a.m. - Noon
CRN 81875 Outreach - Rm. 402 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  Oct. 26  8:30 - 10:30 a.m.
CRN 81876 Outreach - Rm. 402 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  Oct. 19  8:30 - 10:30 a.m.
CRN 81877 Outreach - Rm. 402 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  Oct. 19 - Nov. 2  10:45 a.m. - 12:45 p.m.
CRN 81878 Outreach - Rm. 402 Fee $42

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  Nov. 2  8:30 - 10:30 a.m.
CRN 81879 Outreach - Rm. 402 Fee $21

Lifelong Learner Program Classes
Designed for anyone 55 years or better, but all learners are welcome.
Holiday Mailing
Instructor: N. VanSpeybroeck
Prerequisite: Learning How to Use Word Processing or equivalent experience.
Level 2 – Learn how to create form letters, labels and envelopes to send mailings to all of your family and friends using Microsoft Word’s mail merge feature. You can use the skills you will gain in this class to send holiday mailings, reunion mailings and more. You may bring your handwritten or computerized address book to create a database. Also bring a USB flash drive to save your files.
2 Mondays Nov. 9 - Nov. 16 10:45 a.m. - 12:45 p.m.
CRN 81880 BHC ALC - Rm. 112 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 Dec. 7 10:45 a.m. - 12:45 p.m.
CRN 81881 BHC ALC - Rm. 112 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 Dec. 14 10:45 a.m. - 12:45 p.m.
CRN 81882 BHC ALC - Rm. 112 Fee $21

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 to access your web mail.
3 Mondays Nov. 30 - Dec. 14 8:30 - 10:30 a.m.
CRN 81883 BHC ALC - Rm. 112 Fee $42

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

Instructor: N. VanSpeybroeck

Prerequisite: Word skills.

Level 1 – Learn basic skills in creating a presentation using templates; formatting and editing text; preparing and printing outlines, handouts and speaker notes; adding special effects of sound and animation; inserting graphics and tables; using transitions and timing; and running slide shows. A reference guide is included in the fee.

1 Tuesday Oct. 13 8:30 a.m. - 3:00 p.m.
CRN 81888 Outreach - Rm. 402 Fee $75

1 Thursday Dec. 3 8:30 a.m. - 3:00 p.m.
CRN 81889 BHC ALC - Rm. 112 Fee $75

Publisher

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 Oct. 20 8:30 a.m. - 3:00 p.m.
CRN 81890 Outreach - Rm. 402 Fee $75

1 Thursday Dec. 10 8:30 a.m. - 3:00 p.m.
CRN 81891 BHC ALC - Rm. 112 Fee $75

Word Level 1

Instructor: N. VanSpeybroeck

Prerequisite: Windows skills.

Level 1 – You will learn how to create professional-looking documents with Microsoft Word, the most popular and widely used word processing program.

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

1 Tuesday Sept. 15 8:30 a.m. - 3:00 p.m.
CRN 81892 Outreach - Rm. 402 Fee $90

1 Tuesday Nov. 3 8:30 a.m. - 3:00 p.m.
CRN 81893 BHC ALC - Rm. 112 Fee $90

Word Level 2

Instructor: N. VanSpeybroeck

Prerequisite: Word Level 1 or Introduction to Word.

Level 2 – Create impressive documents using:

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

1 Tuesday Sept. 22 8:30 a.m. - 3:00 p.m.
CRN 81894 Outreach - Rm. 402 Fee $90

1 Tuesday Nov. 10 8:30 a.m. - 3:00 p.m.
CRN 81895 BHC ALC - Rm. 112 Fee $90

Business Group Discounts

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

#### Adult Learning Center, 4610 Blackhawk Commons Drive (9th St.) Rock Island, IL

<table>
<thead>
<tr>
<th>CRN</th>
<th>Class</th>
<th>Dates</th>
<th>Times</th>
<th>Sessions</th>
</tr>
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<tbody>
<tr>
<td>81915</td>
<td>Introduction to Excel</td>
<td>Sept. 2 - Sept. 23</td>
<td>5:30 - 7:30 p.m.</td>
<td>4 Wednesdays</td>
</tr>
<tr>
<td>81916</td>
<td>Intermediate Excel</td>
<td>Oct. 21 - Nov. 18</td>
<td>5:30 - 7:30 p.m.</td>
<td>4 Wednesdays</td>
</tr>
<tr>
<td>81893</td>
<td>Word Level 1</td>
<td>Nov. 3</td>
<td>8:30 a.m. - 3:00 p.m.</td>
<td>1 Tuesday</td>
</tr>
<tr>
<td>81895</td>
<td>Word Level 2</td>
<td>Nov. 10</td>
<td>8:30 a.m. - 3:00 p.m.</td>
<td>1 Tuesday</td>
</tr>
<tr>
<td>81897</td>
<td>Word Level 3</td>
<td>Nov. 17</td>
<td>8:30 a.m. - 3:00 p.m.</td>
<td>1 Tuesday</td>
</tr>
<tr>
<td>81899</td>
<td>Excel Level 1</td>
<td>Nov. 5</td>
<td>8:30 a.m. - 4:30 p.m.</td>
<td>1 Thursday</td>
</tr>
<tr>
<td>81901</td>
<td>Excel Level 2</td>
<td>Nov. 12</td>
<td>8:30 a.m. - 4:30 p.m.</td>
<td>1 Thursday</td>
</tr>
<tr>
<td>81903</td>
<td>Excel Level 3</td>
<td>Nov. 19</td>
<td>8:30 a.m. - 4:30 p.m.</td>
<td>1 Thursday</td>
</tr>
<tr>
<td>81904</td>
<td>Access Part 1</td>
<td>Sept. 16</td>
<td>8:30 a.m. - 3:00 p.m.</td>
<td>1 Wednesday</td>
</tr>
<tr>
<td>81905</td>
<td>Access Part 2</td>
<td>Sept. 23</td>
<td>8:30 a.m. - 3:00 p.m.</td>
<td>1 Wednesday</td>
</tr>
<tr>
<td>81906</td>
<td>Access Part 3</td>
<td>Sept. 30</td>
<td>8:30 a.m. - 3:00 p.m.</td>
<td>1 Wednesday</td>
</tr>
<tr>
<td>81889</td>
<td>PowerPoint</td>
<td>Dec. 3</td>
<td>8:30 a.m. - 3:00 p.m.</td>
<td>1 Thursday</td>
</tr>
<tr>
<td>81891</td>
<td>Publisher</td>
<td>Dec. 10</td>
<td>8:30 a.m. - 3:00 p.m.</td>
<td>1 Thursday</td>
</tr>
</tbody>
</table>

Classes that meet from 8:30 a.m. - 3:00 p.m. or 4:30 p.m. will break for a 30-minute lunch (on your own.)
Access  
Instructor: E. Duffy  
Level 2 – This series will teach what you need to know to work with an existing database or create one of your own. By the end of the series, you will know how to create and work with tables, queries, forms and reports.

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  
Sept. 16  
8:30 a.m. - 3:00 p.m.  
CRN 81904  
BHC ALC - Rm. 112  
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  
Sept. 23  
8:30 a.m. - 3:00 p.m.  
CRN 81905  
BHC ALC - Rm. 112  
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  
Sept. 30  
8:30 a.m. - 3:00 p.m.  
CRN 81906  
BHC ALC - Rm. 112  
Fee $90

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  
Sept. 12 - Oct. 3  
9:30 a.m. - 12:30 p.m.  
CRN 81907  
Outreach - Rm. 405  
Tuition Fee $108

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  
Oct. 17 - Nov. 7  
9:30 a.m. - 12:30 p.m.  
CRN 81908  
Outreach - Rm 405  
Tuition Fee $108

Beyond Photoshop Elements Basics  
“Great class to take when trying to learn Photoshop. You don’t need to be experienced; the instructor starts from the beginning and makes sure you understand before moving on.”

Kim Blaylock

Photography  
Looking to Get More Out of Your Digital SLR or Advanced Digital Camera?  
Instructor: L. Maxwell  
Level 1 – Learn to take the step beyond the green automatic setting and take control of the creative process. If you want to learn to use more of the features of your digital camera, this is the class for you! You’ll learn the functions that your digital camera can perform, as well as great information about resolution, file formats and useful tips on maximizing your photography experience. Bring your camera, owner’s manual and charged batteries to class. Class will break for one-hour lunch (on your own).

1 Saturday  
Sept. 12  
9:00 a.m. - 3:00 p.m.  
CRN 81950  
Outreach - Rm. 408  
Fee $48
How to Take Better Photos
Instructor: L. Maxwell

Prerequisite: Looking to Get More Out of Your Digital SLR or Advanced Digital Camera?
Level 0 – 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 Oct. 17 9:00 a.m. - 3:00 p.m.
CRN 81951 Outreach - Rm. 408 Fee $48

Lightroom for the Digital Photographer
Instructor: L. Maxwell

Level 2 – If you are new to Adobe Lightroom or need to become more familiar with its capabilities, we will explore the Library and develop modules to learn how to import, organize, edit, and export your photos. We will also briefly review the other modules that are part of Lightroom. Please bring your laptop already loaded with Lightroom (version 5 or 6), a power cord and some photo files for editing.

Class will break for one-hour lunch (on your own).
1 Saturday Nov. 7 9:00 a.m. - 3:00 p.m.
CRN 81952 Outreach - Rm. 401 Fee $48

On the Web

Social Media for Beginners
Instructor: K. Woodward

Level 0 – 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 Tuesday Sept. 15 9:30 - 11:30 a.m.
CRN 81953 Outreach - Rm. 204 Fee $18
1 Wednesday Oct. 14 6:30 - 8:30 p.m.
CRN 81954 Outreach - Rm. 204 Fee $18

Blogging for Beginners
Instructor: K. Woodward

Level 0 – 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 sessions, you will walk away with a plan and a functioning blog to share your passion with the world.
2 Tuesdays Sept. 22 - Sept. 29 1:00 - 3:00 p.m.
CRN 81955 Outreach - Rm. 204 Fee $28
2 Tuesdays Oct. 21 - Oct. 28 6:30 - 8:30 p.m.
CRN 81956 Outreach - Rm. 204 Fee $28

Evening Classes

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

Level 1 For those who understand basic concepts and terminology.

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

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. A workbook is included in the fee.
Mon. - Thurs. Nov. 16 - Nov. 19 6:00 - 8:00 p.m.
CRN 81909 Outreach - Rm. 405 Tuition Fee $73

Computer Basics
Instructor: M. DeGrauwe

Level 0 – Start at the very beginning. Learn how to log into your computer, shut down your computer correctly, minimize and maximize your program windows, and navigate/arrange program commands on the Start menu. You also will find files, utilize the toolbar, save files and much more. This class will include a short introduction to word processing (Word) and spreadsheets (Excel). A Windows 7 reference guide is included in the fee.
4 Mondays Oct. 26 - Nov. 16 5:30 - 7:30 p.m.
CRN 81910 Outreach - Rm. 402 Tuition Fee $73

New Teachers! Earn PD Hours in the classroom or Online
Go to page 15 for more information.
Continuation of Computer Basics
Instructor: M. DeGrauwe
Prerequisite: Computer Basics skills
Level 0 – Continue to learn the basics of using a computer. Learn how to use Explorer to locate files/folders, plug in/ properly unplug a USB flash drive, create new folders, move/copy folders, use Internet Explorer to browse the web, and perform a basic search using Google. A Windows 7 reference guide is included in the fee.
4 Mondays Nov. 23 - Dec. 14 5:30 - 7:30 p.m.
CRN 81911 Outreach - Rm. 402 Tuition Fee $73

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 demonstrate the features making it easy to follow and understand. A Windows 8.1 reference guide is included in the fee.
1 Tuesday Oct. 27 5:45 - 8:45 p.m.
CRN 81912 Outreach - Rm. 405 Fee $40

Introduction to Word
Instructor: D. Jecks
Prerequisite: Windows skills
Level 1 – Learn about creating a basic document, margins, editing, find and replace, using numbers and bullets, spell checking, saving, paragraph and character formatting, printing and much more. A workbook is included in the fee.
4 Thursdays Sept. 10 - Oct. 1 5:30 - 7:30 p.m.
CRN 81913 Outreach - Rm. 402 Tuition Fee $73

Intermediate Word
Instructor: D. Jecks
Prerequisite: Word Level 1 or Introduction to Word
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 Thursdays Oct. 8 - Oct. 29 5:30 - 7:30 p.m.
CRN 81914 Outreach - Rm. 402 Tuition Fee $73

Introduction to Excel
Instructor: E. Duffy
Prerequisite: Windows skills
Level 1 – Learn to use the power of Microsoft’s spreadsheet program and beginning concepts of building a worksheet including how to use the toolbar; create, edit, save, format and print worksheets; enter labels, values and formulas. A workbook is included in the fee.
4 Wednesdays Sept. 2 - Sept. 23 5:30 - 7:30 p.m.
CRN 81915 BHC ALC - Rm. 112 Tuition Fee $73

Intermediate Excel
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 Oct. 21 - Nov. 18 5:30 - 7:30 p.m.
CRN 81916 BHC ALC - Rm. 112 Tuition Fee $73
(No class Nov. 11)

Access
Level 2 – This series will teach what you need to know to work with an existing database or create one of your own. By the end of the series, you will know how to create and work with tables, queries, forms, and reports. 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: 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 Sept. 1 - Sept. 15 5:45 - 7:45 p.m.
CRN 81917 Outreach - Rm. 405 Fee $90

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

Computer Lab Rental
Labs are available with Microsoft Office, Windows 7, Windows 8.1, and Internet. Call Barb at 309-796-8244 or email courvilleb@bhc.edu for more details.
Introduction to PowerPoint  
Instructor: D. Jecks

Prerequisite: Windows skills

Level 1 – Enhance your presentations using this software. You will learn basic skills in creating a presentation using templates, formatting and editing text, adding special effects of sounds and animation, inserting graphics and tables, using transitions and timing, running a slide show and adding pictures.

2 Thursdays  Nov. 5 - Nov. 12  5:30 - 7:30 p.m.
CRN 81918  Outreach - Rm. 402  Fee $40

Taking Photos with Your Smartphone
Instructor: E. Duffy

Level 0 – Are you wondering how to take photos using your smartphone? Learn what buttons to push, what to do with the photos you receive through text or email, how to delete the photos you don’t want, and how to edit the photos you want to keep. Also learn how to text or email those photos to family and friends. Bring your charged smartphone to class.

1 Wednesday  Sept. 30  5:30 - 7:30 p.m.
CRN 81919  BHC ALC - Rm. 112  Fee $20

iPad: Getting Started
Instructor: M. DeGrauwe

Level 0 – Do you have an iPad and don’t know where to begin? In this class, we will start at the very beginning. We will focus on the Home Screen, the parts of your device and the main apps: settings, calendar, contacts, and mail. We will learn how to connect to Wi-Fi, get to the Internet using Safari, add contacts, set up your email account, and schedule dates in your calendar. Bring your iPad with you to class. You should have your iPad charged and activated.

1 Monday  Oct. 5  5:45 - 7:45 p.m.
CRN 81922  Outreach - Rm. 402  Fee $20

iPad: Intermediate
Instructor: E. Duffy

Prerequisite: Windows skills and an existing email account are required.

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 Monday  Oct. 19  5:45 - 7:45 p.m.
CRN 81923  Outreach - Rm. 402  Fee $20

Buying on eBay
Instructor: E. Duffy

Prerequisite: Windows skills and an existing email account are required.

Level 1 – Learn how to find your way through eBay. Browse for bargains, 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  Sept. 22 - Sept. 29  5:45 - 7:15 p.m.
CRN 81924  Outreach - Rm. 405  Fee $30

Selling on eBay
Instructor: E. Duffy

Prerequisite: Windows skills and an existing email account are required.

Level 1 – Turn items from your attic and basement into cash using 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  Oct. 6 - Oct. 20  5:45 - 7:45 p.m.
CRN 81925  Outreach - Rm. 405  Fee $35

Online Courses

Data Management Online Classes

Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development.

Introduction to Oracle

Learn how to use the Oracle database management system to plan, organize, and manage your data.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Intermediate Oracle

Learn how to write powerful and flexible PL/SQL programs.

Intermediate SQL

Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language.

See page 19 or visit www.ed2go.com/blackhawk
Community Education

Arts and Crafts

Creations with Clay
Instructor: D. McMullen
Explore your creativity with clay. This class is for the beginner who wants to learn to create projects with clay. You will be introduced to the basics of working on the Potter’s wheel and create hand built projects using stoneware clay. Color slips are available, and projects will be finished using a glaze. A $20 materials fee is payable to the instructor the first night of class.
6 Wednesdays  Sept. 9 - Oct. 14  6:00 - 8:00 p.m.
CRN 81928  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 $250, will be discussed at the first class; as well as sources for supplies. Some materials may contain lead. Women who are pregnant or breastfeeding should refrain from using these materials. Attendance is required at first two classes. A $5 materials fee is payable to the instructor the first night of class.
5 Tuesdays  Sept. 8 - Oct. 6  6:00 - 8:00 p.m.
CRN 81929  Bldg. 2 - Rm. 219  Fee $65

Advanced Glass Fusing
Instructor: L. Steffen
Prerequisite: Fused Glass Jewelry Making or prior experience cutting glass.
Take your fusing skills to the next level. Learn new ways to use glass for larger projects. Topics include: using frit, decals, painting on glass, making part sheets and puddle glass, using molds and slumping to shape. Tools and some materials provided. Bring your imagination! A $100 materials fee is payable to the instructor the first night of class.
8 Tuesdays  Oct. 13 - Dec. 1  6:00 - 8:00 p.m.
CRN 81933  Outreach - Rm. 106  Fee $83

Stained Glass – Intermediate, Copper Foil & Lead
Instructor: J. Rocker
Prerequisite: Stained Glass – Beginning, Copper Foil or equivalent.
Learn to use lead came and advance your glass cutting skills. Some materials may contain lead. Women who are pregnant or breastfeeding should refrain from using these materials.
5 Wednesdays  Oct. 7 - Nov. 4  6:00 - 8:00 p.m.
CRN 81930  Bldg. 2 - Rm. 219  Fee $65

Stained Glass – Advanced, Copper, Foil & Lead Techniques
Instructor: J. Rocker
Prerequisite: Stained Glass – Intermediate, Copper Foil or equivalent.
A challenging, hands-on course for advanced stained glass techniques and pattern development. Class is suited for experienced stained glass artisans.
5 Wednesdays  Oct. 7 - Nov. 4  6:00 - 8:00 p.m.
CRN 81931  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 Wednesdays  Sept. 23 - Oct. 7  6:00 - 8:00 p.m.
CRN 81932  Outreach - Rm. 106  Fee $38
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-session 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  Oct. 28 - Nov. 4  6:00 - 8:00 p.m.
CRN 81934  Outreach - Rm. 105  Fee $28

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 Mondays  Sept. 14 - Oct. 5  6:00 - 8:00 p.m.
CRN 81935  Outreach - Rm. 103  Fee $44
4 Wednesdays  Sept. 16 - Oct. 7  6:00 - 8:00 p.m.
CRN 81936  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  Oct. 14 - Nov. 4  6:00 - 8:00 p.m.
CRN 81937  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  Sept. 8 - Sept. 22  5:30 - 7:30 p.m.
CRN 81938  Outreach - Rm. 103  Fee $38

Refresher Crocheting
Instructor: C. Bright-Haronik
If you’ve crocheted in the past, but need some assistance to start back up, this is the class for you! You don’t need a beginner course, you just need help remembering how the stitches work and what they’re called. You might even have an unfinished project you started years ago; now is the time to complete that project! We will refresh your crochet memory and help you get back to crocheting. We will review the basic stitches and start (or finish!) a project of your choice. Please bring to class one skein of worsted weight yarn and a size I or J crochet hook.
2 Thursdays  Sept. 10 - Sept. 17  5:30 - 7:30 p.m.
CRN 81939  Outreach - Rm. 103  Fee $28

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 Thursday  Sept. 24  5:30 - 7:30 p.m.
CRN 81940  Outreach - Rm. 204  Fee $18

Crocheting - Hat Project
Instructor: C. Bright-Haronik
Prerequisite: You need to have taken Beginning Crocheting, Refresher Crocheting or know crochet basics.
Make a hat for yourself or for a gift just in time for cooler weather! Come to class with one skein of worsted weight yarn, preferably a “soft” yarn and one H crochet hook. We will be crocheting a hat with instructor provided patterns.
1 Tuesday  Sept. 29  5:30 - 7:30 p.m.
CRN 81941  Outreach - Rm. 103  Fee $18

Crocheting - Scarf Project
Instructor: C. Bright-Haronik
Prerequisite: You need to have taken Beginning Crocheting, Refresher Crocheting or know crochet basics.
Come to class with one skein of a worsted weight yarn, preferably a “soft” yarn and one H crochet hook and leave with a handmade scarf. Scarves have become quite the accessory in recent years and now is the time to make one for yourself or a friend! Patterns will be provided by the instructor.
1 Thursday  Oct. 1  5:30 - 7:30 p.m.
CRN 81942  Outreach - Rm. 103  Fee $18
Oil Painting Made Easy
Instructor: C. Fiedler
Learn easy techniques using a wet-on-wet canvas and oil paints. Reproduce landscape and floral pictures with a splash of your own creativity. You will create a piece of art at the end of each session. Purchase the Bill Alexander or Bob Ross oil painting kit, and (6) 16”x20” canvases. Wear old clothing to class and bring odorless paint thinner and paper towels.
6 Mondays Sept. 14 - Oct. 26 6:00 - 8:00 p.m.
CRN 81943 Outreach - Rm. 106 Fee $50
(No class Oct. 12)

Water-Soluble Crayon Landscape Sketching
Instructor: P. Gromm
This is a one-day, four-hour class with an hour lunch break (on your own). Emphasis will be on shapes, values and the use of water-soluble crayons. These are great tools for doing plein air (“in the open air”) sketching. However, we will be working from photos. A standard set of 10, any brand, water-soluble crayons will be sufficient. Good brands include Caran D’Ache Neocolor II Water-Soluble Artists’ Crayons, Derwent Artbar Set or Staedtler Karat Aquarell Crayons. You will also need a synthetic watercolor brush and tablet of 140 lb watercolor paper.
1 Monday Sept. 14 9:00 a.m. - 2:00 p.m.
CRN 81944 Outreach - Rm. 204 Fee $28

Anyone Can Learn To Draw, Part 1
Instructor: P. Gromm
Learn to move away from flat on the surface sketches to three-dimensional into the surface sketches. Explore the seven basic rules to follow. Bring to the first class a sketch pad (about 9”x12”), a 2B and 4B drawing pencil, and an eraser.
3 Mondays Oct. 5 - Oct. 26 9:00 - 11:00 a.m.
CRN 81945 Outreach - Rm. 204 Fee $30
(No class Oct. 12)

Watercolor Fall Landscapes
Instructor: P. Gromm
Explore mixing earth tones to create intense vibrant colors for your impact area, and muting the same mix to make value changes for depth in your landscapes. Bring a tablet of 140 lb. cold press, watercolor paper, school pencil, kneaded eraser, and a #8 Round watercolor paintbrush. List of seven basic colors of paints will be given at the first class.
4 Tuesdays Oct. 6 - Oct. 27 9:00 - 11:00 a.m.
CRN 81946 Outreach - Rm. 204 Fee $38

Painting Skies in Watercolor
Instructor: P. Gromm
The sky sets the mood for a landscape painting. You will work from actual sky photos and step by step instructions. No matter what your level of expertise, this class will walk you through expected problems and help enhance your understanding of the painting process. Emphasis on stormy clouds, hazy atmospheric effects, rays of light, and others as time allows. Bring a tablet of 140 lb. cold press watercolor paper (9”x12” or greater), school pencil, kneaded eraser, and a #8 Round paintbrush. Paint list will be given at the first class.
4 Tuesdays Oct. 6 - Oct. 27 Noon - 2:00 p.m.
CRN 81947 Outreach - Rm. 204 Fee $38

Colored Pencil, Fall Colors
Instructor: P. Gromm
By layering pencil on pencil you can create intense vibrant fall colors or muted grays and earth tones. It’s all a matter of understanding the color wheel and pencil pressure. We will work together on a simple fall landscape with emphasis on color mixing and composition. Bring a spiral bound sketchbook and Prismacolor pencils (if you have some). Otherwise, a list of 24 Prismacolor pencils will be given at the first class.
4 Mondays Nov. 2 - Nov. 23 9:00 - 11:00 a.m.
CRN 81948 Outreach - Rm. 204 Fee $38

Beginning Watercolor Pencil
Instructor: P. Gromm
You may have tried colored pencils, and now you are curious as to how watercolor pencils compare. Watercolor pencils allow you both the fluidity of watercolor and the control of colored pencil, plus they are easy to transport. This class will work through step by step lessons to learn a wide range of techniques using only a beginning set of 12 watercolor pencils. You will also be given a minimal list of other supplies used during class.
4 Mondays Nov. 2 - Nov. 23 Noon - 2:00 p.m.
CRN 81949 Outreach - Rm. 204 Fee $38

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.
Photography

Looking to Get More Out of Your Digital SLR or Advanced Digital Camera?
Instructor: L. Maxwell
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 Sept. 12 9:00 a.m. - 3:00 p.m.
CRN 81950 Outreach - Rm. 408 Fee $48

How to Take Better Photos
Instructor: L. Maxwell
Prerequisite: Looking to Get More Out of Your Digital SLR or Advanced Digital Camera?
What makes a good photograph? Whether you shoot digital or film, you will learn how to improve your photos through the composition of the photo, the color tone, foreground/background, lighting, time of day, mood and the message you are trying to capture. Learn how to photograph beautiful sunsets, landscapes, portraits, action, dusk and night, sunny days and the use depth of field. Bring your camera, owner’s manual and charged batteries to class. Class will break for one-hour lunch (on your own).
1 Saturday Oct. 17 9:00 a.m. - 3:00 p.m.
CRN 81951 Outreach - Rm. 408 Fee $48

Lightroom for the Digital Photographer
Instructor: L. Maxwell
If you are new to Adobe Lightroom or need to become more familiar with its capabilities, we will explore the Library and develop modules to learn how to import, organize, edit, and export your photos. We will also briefly review the other modules that are part of Lightroom. Please bring your laptop already loaded with Lightroom (version 5 or 6), a power cord and some photo files for editing. Class will break for one-hour lunch (on your own).
1 Saturday Nov. 7 9:00 a.m. - 3:00 p.m.
CRN 81952 Outreach - Rm. 401 Fee $48

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 Tuesday Sept. 15 9:30 - 11:30 a.m.
CRN 81953 Outreach - Rm. 204 Fee $18
1 Wednesday Oct. 14 6:30 - 8:30 p.m.
CRN 81954 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-sessions, you will walk away with a plan and a functioning blog to share your passion with the world.
2 Tuesdays Sept. 22 - Sept. 29 1:00 - 3:00 p.m.
CRN 81955 Outreach - Rm. 204 Fee $28
2 Tuesdays Oct. 21 - Oct. 28 6:30 - 8:30 p.m.
CRN 81956 Outreach - Rm. 204 Fee $28
At Home

Cashing in on Coupons
Instructor: C. Warner
Learn to ease the weekly burden on your wallet with couponing and possibly save 50% or more each week. Learn how to collect and use coupons to maximize your savings while expanding a coupon stockpile of your own. Discover valuable websites and the various kinds of coupons that can be used. Come and learn the tricks, tips and where to shop in the QCA for the best results.
2 Tuesdays Sept. 8 - Sept. 15 6:00 - 8:00 p.m.
CRN 81957 Outreach - Rm. 406 Fee $20

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.
6 Tuesdays Sept. 15 - Oct. 20 6:30 - 8:00 p.m.
CRN 81958 Outreach - Rm. 105 Tuition Fee $82

Food and Drink

Grilling Gourmet
Instructor: S. Godke
Love grilling, want to learn how to grill or master better techniques? This is the perfect class! We will learn to grill salad, bread, pizzas, fish, chicken and beef to perfection. Then top it off with a grilled dessert and a summer beverage. Sample the food prepared and take home great new recipes. Fee includes materials.
1 Tuesday Sept. 22 6:30 - 8:15 p.m.
CRN 81960 Deere-Wiman House Fee $32

Cast Iron Cooking
Instructor: S. Godke
Bring your favorite cast iron pan and we will re-season it! Learn to grill a steak, cook and bake in cast iron pans in this hands-on class. Sample the food prepared and take home great new recipes. Fee includes materials.
1 Thursday Oct. 15 6:30 - 8:15 p.m.
CRN 81961 Deere-Wiman House Fee $32

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

Chicago Farmers’ Market and Gourmet Goodies
Refunds available until Sept. 9.
1 Thursday Sept. 17 7:00 a.m. - 8:00 p.m.
CRN 81972 BHC Outreach Center Fee $90

Bus to Chicago Ethnic Neighborhoods
Refunds available until Oct. 9.
1 Tuesday Oct. 20 7:00 a.m. - 8:00 p.m.
CRN 81973 BHC Outreach Center Fee $90

Gourmet Shopping for the Holidays
Refunds available until Nov. 9.
1 Wednesday Nov. 18 7:00 a.m. - 8:00 p.m.
CRN 81974 BHC Outreach Center Fee $90

Chef Stephanie Godke
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**

**In the Beginning – Genealogy**  
**Research**  
**Instructor:** P. Chase  
You will learn the steps involved in the genealogical research process as well as the tools and strategies you need to successfully research your family lineage. We will begin with filling out pedigree charts and family group sheets to understand the need to develop and use a timeline. You will learn the importance of genealogical “housekeeping” such as the need to keep accurate research logs, correspondence logs, and how to accurately site your sources.  
*If you have a family research project, bring it with you to class.*  
5 Thursdays  
Aug. 27 - Sept. 24  
1:30 - 3:30 p.m.  
CRN 81962  
Outreach - Rm. 405  
Fee $50  

**Internet Genealogy**  
**Instructor:** P. Chase  
Genealogy is one of the fastest growing hobbies today and with more information being added daily, using the internet has made researching your family roots easier than ever. Learn the value of using internet search engines in locating tips to establish where your ancestors lived and help in tracing immigrant ancestors. Uncover popular and obscure websites that may unearth more clues about your family and their lives. Discover websites that may have information pertaining to subjects that range from discovering your great-grandfather’s date of birth to your grandparent’s date of death. Course designed for beginners to advanced family researchers.  
*If you have a family research project, bring it with you to class.*  
4 Thursdays  
Oct. 1 - Oct. 22  
1:30 - 3:30 p.m.  
CRN 81963  
Outreach - Rm. 405  
Fee $44  

**Memories Past – The Search for Ancestors**  
**Instructor:** P. Chase  
Need help delving a little deeper for your missing ancestors? Can’t locate that elusive ancestor? Don’t worry – courthouse, civil and criminal court records as well as newspapers provide additional information. Planning on taking your research on the road? Learn how to plan your research trip and how to organize your information. Learn the difference between Emigration, Immigration and Migration as well as what information land grants can give you on your quest for family history.  
5 Thursdays  
Oct. 29 - Dec. 3  
1:30 - 3:30 p.m.  
CRN 81964  
Outreach - Rm. 405  
Fee $50  
(No class Nov. 26)

**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  
Sept. 22 - Oct. 6  
6:00 - 8:00 p.m.  
CRN 81926  
Outreach - Rm. 104  
Fee $38  

**Writing Your Story**  
**Instructor:** S. Eberhardt  
Have you always wanted to write an autobiography about your life but have never been sure where to start? This class will help you develop a timeline and determine what events/stories you want to share. This is a wonderful class if you are looking to pass on your heritage, process experiences, preserve family history, or share what and who you are.  
3 Thursdays  
Sept. 24 - Oct. 8  
5:45 - 7:45 p.m.  
CRN 81927  
Geneseo Public Library  
Fee $38

**Dance & Fitness**

**Beginning Ballroom Dancing**  
**Instructor:** J. Hall  
Learn (or review) the basics in traditional smooth dances – Fox trot 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  
Sept. 8 - Oct. 13  
7:00 - 8:30 p.m.  
CRN 81965  
Bldg. 3 - Lower Gym  
Couple Fee/$52

**Instructor:** D. Elgatian  
6 Mondays  
Oct. 19 - Nov. 23  
7:00 - 8:30 p.m.  
CRN 81966  
CASI  
Couple Fee/$52  
Center for Active Seniors, 1035 West Kimberly Rd., Davenport, IA
### Ballroom Dancing - Latin Style!
**Instructor:** J. Hall  
*For beginners and intermediate dancers.*  
Spice up your dancing with Merengue, Rumba, Cha-Cha and Samba. These Latin dances range from slow romantic moves to fast and fancy footwork. Learn the steps and the styling. Intermediate dancers will appreciate the chance to improve their Cuban motion. Instruction also includes lead/follow and music identification. Bring soft-soled shoes to preserve our dance floor. *(Registration information is needed for both parties).*  
- **Dates & Times:** 6 Tuesdays Nov. 3 - Dec. 8 7:00 - 8:30 p.m.  
- **CRN:** 82014  
- **Location:** Bldg. 3 - Lower Gym  
- **Fee:** Couple Fee/$52

### 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.*  
- **Dates & Times:** 6 Wednesdays Sept. 16 - Oct. 21 7:00 - 8:00 p.m.  
- **CRN:** 81968  
- **Location:** Bldg. 3 - Lower Gym  
- **Fee:** $36

### Zumba - Find Your Way to Fun and Fitness
**Instructor:** T. Gomez  
Combine motivating music and high energy with unique moves and combinations that allow you to dance away your worries. It is fun, easy and can be done at your own level. The music will move from today’s songs to Latin and international. Routines will feature aerobic/fitness with a combination of fast and slow rhythms that tone and sculpt the body.  
- **Dates & Times:** 6 Thursdays Sept. 3 - Oct. 8 7:00 - 8:00 p.m.  
- **CRN:** 81969  
- **Location:** Bldg. 3 - Lower Gym  
- **Fee:** $36

### Hoop Fit
**Instructor:** TBA  
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.*  
- **Dates & Times:** 6 Wednesdays Oct. 28 - Dec. 9 7:00 - 8:00 p.m.  
- **CRN:** 81971  
- **Location:** Bldg. 3 - Lower Gym  
- **Fee:** $42

### 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.*  
- **Dates & Times:** 6 Tuesdays Nov. 3 - Dec. 8 6:30 - 7:30 p.m.  
- **CRN:** 81967  
- **Location:** Outreach - Rm. 407  
- **Fee:** $42

### 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.)

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### Music

#### Black Hawk College Community String Orchestra
**Instructor:** R. Croegaert  
The BHC Community String Orchestra is a non-auditioned group of individuals 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 the instructor Roxanne Croegaert, at 309-787-4025 or rcroegaert@gmail.com.  
- **Dates & Times:** Mondays Aug. 17 - Dec. 7 6:30 - 8:20 p.m.  
- **CRN:** 81701  
- **Location:** Bldg. 4 - Rm. 115  
- **Fee:** $20
  *(No class Sept. 7 and Oct. 12)*

#### Black Hawk College Community Band
**Instructor:** S. Talbot  
The community band is offered to musicians within the Quad Cities community. It is a combination of college band students and community band performers. The band plays a variety of band music from all periods of music composition.  
- **Dates & Times:** Tuesdays Aug. 18 - Dec. 8 6:30 - 8:20 p.m.  
- **CRN:** 81702  
- **Location:** Bldg. 4 - Rm. 115  
- **Fee:** $20
Black Hawk College Community Chorale

Instructor: J. Palomaki

The BHC Community Chorale is a non-auditioned group comprised of men and women of all ages who enjoy singing. Retired people, working people, along with traditional college students and high school students help to create a truly multi-generational ensemble. The group rehearses and performs a variety of accessible music each term and 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 Aug. 20 - Dec. 10 6:30 - 8:20 p.m.
CRN 81703 Bldg. 4 - Rm. 115 Fee $20
(No class Nov. 26)

Youth

ACT Exam Preparation

Instructor: L. Carey

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 ACT exam separately.

4 Saturdays Sept. 26 - Oct. 17 1:00 - 5:00 p.m.
CRN 81975 Outreach - Rm. 204 Fee $135

ACT Exam Preparation – Math

Instructor: M. Fleming

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

In order to receive the book for the first class, you must register by Friday, September 18.

You must register for the ACT exam separately.

4 Saturdays Sept. 26 - Oct. 17 9:00 a.m. - 1:00 p.m.
CRN 81976 Geneseo Public Library Fee $105

ACT class locations:
Outreach, 301 Avenue of the Cities, East Moline, IL
Geneseo Public Library, 805 N. Chicago Street, Geneseo, IL

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 for other options to prepare 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 19 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.

ACT Exam Preparation

“This class was helpful. The instructor offered a lot of wonderful tips I never would have thought of.”
Cynthia Peterson-Castro
Languages/Culture

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. Sept. 14 - Oct. 7 6:00 - 8:00 p.m.
CRN 81977 Bldg. 1 - Rm. 303 Tuition Fee $135

French II - Conversational (Part 1)
Instructor: M. Friedrichsen
Prerequisite: French I-Conversational or instructor’s permission.
This continuation of French I will emphasize pronunciation and refine your listening and comprehension skills. You will learn how to construct your very own short sentences. We will discuss food, travel, French culture and other useful tips. Class will be more individualized than French I. Returning students, please bring to the first class your French I binder and your French-English/English-French dictionary. New students please bring to the first class a three-ring binder, 15 tabbed divider sheets for the binder and a French-English/English-French dictionary.
3 Mon./3 Wed. Oct. 14 - Nov. 2 6:00 - 8:00 p.m.
CRN 81978 Bldg. 1 - Rm. 303 Tuition Fee $110

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 Tues./4 Thurs. Oct. 27 - Nov. 19 6:00 - 8:00 p.m.
CRN 81979 Bldg. 1 - Rm. 303 Tuition Fee $69

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 Sept. 10 - Oct. 29 2:30 - 4:30 p.m.
CRN 81981 Outreach - Rm. 204 Tuition Fee $135

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 Sept. 8 - Oct. 27 6:00 - 8:00 p.m.
CRN 81980 Bldg. 1 - Rm. 303 Tuition Fee $135

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. Oct. 27 - Nov. 19 6:00 - 8:00 p.m.
CRN 81982 Bldg. 1 - Rm. 301 Tuition Fee $135

BHC Hawk’s Hub (bookstore) information
For a list of PaCE books, visit www.bhc.edu/hawkshub
Click on “Order/View Textbooks”
Select Term (Fall 15), Select Department (Adult Ed)
Books may be purchased online or at the bookstore.

Teachers! Earn PD Hours in the classroom or Online
Go to page 15 for more information.
**Travel — Italian**  
**Instructor:** M. McCandless  
Planning a trip to Italy? Wanting to learn a new language? Why not explore the Italian language and culture? In this class, you will learn basic Italian words and phrases as well as the culture from a native Italian. Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.  
- 3 Wednesdays Sept. 16 - Sept. 30 2:30 - 4:30 p.m.  
- CRN 81983 Outreach - Rm. 204 Fee $40

**Travel — French**  
**Instructor:** M. Friedrichsen  
No grammar! No homework! This fun interactive class will touch on the French culture, food and travel and social dos and don’ts. You will also learn and practice proper pronunciation of simple French words and phrases. Please bring a folder to class.  
- 3 Wednesdays Sept. 16 - Sept. 30 2:30 - 4:30 p.m.  
- CRN 81984 Outreach - Rm. 406 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 Oct. 21 - Nov. 18 10:00 a.m. - Noon  
- CRN 81985 Outreach - Rm. 407 Tuition Fee $68  
(No class Nov. 11)

**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 Oct. 28 - Nov. 18 10:00 a.m. - Noon  
- CRN 81986 Outreach - Rm. 204 Fee $40  
(No class Nov. 11)

**South American Culture Experience**  
**Instructor:** Z. Laufenberg  
In this new and exciting class, you will learn about South American culture from a native speaking instructor with invaluable insightfulness. You will learn some basic Spanish phrases and expressions while gaining insight into the uniqueness of South American culture.  
- 2 Tuesdays Nov. 10 - Nov. 17 1:30 - 3:30 p.m.  
- CRN 82004 Outreach - Rm. 204 Fee $28

**Sign Language**

**American Sign Language (ASL) - Beginning**  
**Instructor:** H. Jackson  
Learn enough basic signs, finger spelling, and sign language syntax to be able to express and understand simple concepts in American Sign Language (ASL). You will be able to sign a simple conversation/dialog with others. Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.  
- 8 Tuesdays Sept. 8 - Oct. 27 6:00 - 8:00 p.m.  
- CRN 81988 Bldg. 1 - Rm. 304 Tuition Fee $135

**American Sign Language (ASL) - Intermediate**  
**Instructor:** H. Jackson  
Prerequisite: American Sign Language (ASL) – Beginning. This class is a continuation of American Sign Language (ASL) – Beginning. Expand your sign language vocabulary, improve your communication skills and develop fluency in American Sign Language. Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class. Same textbook as used in the Beginning class.  
- 6 Tuesdays Nov. 3 - Dec. 8 6:00 - 8:00 p.m.  
- CRN 81989 Bldg. 1 - Rm. 304 Tuition Fee $110

**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 Sept. 14.  
- 7 Mondays Sept. 21 - Nov. 9 6:00 - 8:00 p.m.  
- CRN 81987 Bldg. 1 - Rm. 304 Tuition Fee $140  
(No class Oct. 12)

Adult Education  
Classes are available without cost to qualifying residents of the Black Hawk College district.  
- **GED Preparation** 309-796-8216  
  Prepare for the Math, Language Arts, Social, Science, and Constitution tests.  
- **High School Completion** 309-796-8249  
  If you have dropped out of school and are 16-21, you may qualify to complete diploma requirements through Optional Education.  
- **English Language Acquisition** 309-796-8245  
  (formerly known as English as a Second Language, ESL) If English is not your first language, improve your English speaking, listening and writing skills.  
- **Literacy Tutor Training** 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!
Quad City Herstories – Ten Women Everybody Should Know
Presenter: Dr. Maryann Wherry
Take a look at the Quad Cities’ history through the accomplishments of local women – some ordinary, some extraordinary. These women were significant personalities of the Quad Cities, whose activities and contributions reflected the national sentiment and influenced the development of the area. Intricately woven in the fabric of society, some names are remembered. Many are completely forgotten. Join us for lunch at the Hilton Garden Inn and enjoy an interesting look at some historical women of the Quad Cities.
Date: Wednesday, Oct. 14
Location: Hilton Garden Inn
959 Middle Road, Bettendorf, IA
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $22
Refunds: Available until Oct. 7
CRN: 81991

Our Journey Through Art
Presenter: Maureen Broussalian
Enrich your life through art! Self-taught local artist and children’s book illustrator, Maureen Broussalian with Poodles in Provence, talks about her art journey accompanied by her standard poodle, Benji. Maureen will share how she got started in France and where she is today. Discover your own art journey and learn the benefits of health and nurture your soul through art. Come out and meet Benji, the dog who gave her inspiration to start her journey!
Date: Monday, Nov. 9
Location: CASI - Center for Active Seniors
1035 W Kimberly Rd., Davenport, IA
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $22
Refunds: Available until Nov. 2
CRN: 81992

Sounds of the Season
Presenter: Davenport Central High School Choir
Our ever popular traditional holiday event returns again to kick off the season. Join us at the beautifully decorated Abbey Station to hear an engaging live performance of holiday music by the Davenport Central High School carolers. With two dates to choose from, don’t miss the opportunity to continue this popular tradition. Seasonal door prizes will also be given away.
Date: Tuesday, Dec. 1 \ OR \ Friday, Dec. 4
Location: The Abbey Station
3031 5th Ave., Rock Island
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $22
Refunds: Available until Nov. 24
CRN: 81993 (Tuesday, December 1)
81994 (Friday, December 4)
The Business Training Center (BTC) offers a wide variety of practical, value-added business solutions drawn from subject matter practitioners who provide consulting or training that fits your employee needs and skill requirements. Our clients recognize the BTC as a valued community resource they can count on for effective, well-designed training delivered conveniently at their place of business or at a college facility. Below are some of our most frequently requested topics.

Schedule a consultation visit to help you determine the best solution for your business by contacting Susan Llewellyn 309-796-5716, llewellyns@bhc.edu or Julie Gelaude 309-796-5715, gelaudej@bhc.edu. Visit our website for details on each of these trainings at www.bhc.edu/btc.

**Professional Development**
- Accountability: Flying Above the Clouds
- Business Writing
- Coaching
- Communication Skills
- Decision Making/Problem Solving
- Delegation
- Dimensions of Leadership Series
- DiSC Personal Profile
- Emotional Intelligence
- Exceptional Customer Service
- Leadership Development
- Organizational Skills
- Project Management
- Situational Leadership
- Skills for New Supervisors
- Strategic Planning
- Team Building

**Computer Skills**
- Access Levels 1 – 3
- Basic Computer Skills
- Excel Levels 1 – 3
- Outlook
- PowerPoint
- Publisher
- MS Project
- Word Levels 1 – 3
  (Individual or small group training available)

**Safety and Health**
- Asbestos Awareness
- Confined Space
- DOT Hazmat
- Chemical Spill Response Refresher
- Creating a Safety Manual
- 24 HR or 40 HR Emergency Response to Hazardous Material
- Forklift Safety
- Forktruck Safety and Driving
- Lockout-Tagout
- OSHA 10 HR or 30 HR for General or Construction Industry
- Quarterly Compliance Program
- Safety Audits
- Other topics as needed

Employee development is one of the most important investments your organization makes.
Welding

Production MIG Welding
This is a 140-hour Production MIG Welding class designed to train individuals on how to work as a welder in a production setting. The 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 are dedicated to hands-on and demonstration of proper use of materials.

Monday - Friday, Sept. 14 - Oct. 21 (No refunds after Aug. 31)
(1 Saturday class on Oct. 3)
Stick/TIG Day class: 8:00 a.m. - 1:00 p.m.
MIG Night class: 4:00 - 9:00 p.m.

Monday - Friday, Nov. 2 - Dec. 14 (No refunds after Oct. 19)
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 $2,000 tuition fee includes the cost of the book. These classes do not qualify for financial aid.

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

Water Programs
Water classes are held at the BHC Main Campus.

Wastewater Treatment Class 1 and Class 2
Instructor: Lisa Perry
This course will help prepare you for the Class 1 and Class 2 Wastewater Operator state exam. Topics that will be covered include:
• Activated Sludge
• Chemical Addition
• Digesters
• Primary Treatment
• Pumps and Pumping
• Tertiary Treatment
11 Wednesdays Sept. 2 – Nov. 18 6:00 - 9:00 p.m.
CRN 81801 STB – Rm 114 Tuition Fee $395
Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.

Drinking Water Class
Instructor: Brianna Huber
This class prepares individuals for state certification as a Class C and Class D Public Water Supply Operator and also meets continuing education requirements for A and B certificate holders. Subjects include:
• Well and distribution system operation and maintenance
• Basic water flow hydraulics
• Chemical dosage mathematics
• Environmental Protection Agency laws
• Chlorination and fluoridation

Students are responsible for scheduling their exam for the Drinking Water Operator Certificate through the IL EPA.
11 Wednesdays Aug. 26 - Nov. 4 6:00 - 9:00 p.m.
CRN 81802 Bldg. 2 - Rm. 202 Tuition Fee $395

OSHA & Safety
Starting this fall, Black Hawk College will be offering OSHA classes at our convenient BHC locations. We are proud to have Jeff Clark as our OSHA authorized instructor.

OSHA classes location: Illinois WorkNet Center, 4703 16 St., Suite G, Moline, Il (across from SouthPark Mall).

OSHA 10-HR General Industry
Training Provider: Jeff Clark
Participants will learn the major provisions of the Occupational Safety and Health Act with an emphasis on hazard identification, avoidance, control and prevention. Participants will learn how to utilize the 29 CFR 1910 OSHA Regulations Manual for the workplace and gain an in-depth understanding of the inspection and citation process. Broader topics of discussion include: working and walking surfaces, emergency plans and exit routes, safety data sheets and labeling program, electrical safety, personal protective equipment, hazard communication, lockout/tagout, machine guarding, record keeping, and other topics as required. Upon completion, the OSHA 10-Hour General Industry card will be issued. (1 hr lunch on your own.)
CRN 81788 Thurs. Oct. 29 8 a.m. – 3 p.m. $225
CRN 81788 Fri. Oct. 30 8 a.m. – Noon $225

Call 309-796-5718 or go to www.bhc.edu/btc for more information or to register for BTC classes.
24 HR Chemical Spill Response
Training Provider: Jeff Clark
This three-day course provides training for industrial hazmat teams, spill response teams and industrial emergency response personnel. It follows procedures outlined in the OSHA regulations 29 CFR 1910.120. Participants will learn the concepts for response plan preparation and use the Incident Command System to enhance their skills through a simulated spill followed by a review and feedback. This instructor-led training with hands-on application and spill exercise will prepare participants to respond effectively to a chemical spill. A Response Card will be issued at the completion of class. (1 hr lunch on your own.)
CRN 81789  M–W Oct. 5-7  8 a.m. – 5 p.m. $395

Industrial Chemical Spill Refresher
Training Provider: Jeff Clark
This course meets the requirements to maintain an individual’s 29 CFR 1910.120 certificate. This course provides an annual refresher of the 24-hour Emergency Response Course, required under 29 CFR 1910.120 (q) and 8 CCR 5192. Course topics include coverage of new equipment, regulations, and reporting requirements. Emphasis is on problem-solving, field operations, safety decision-making, and incident logistics. A Refresher Card will be issued at the completion of the class. (1 hr lunch on your own.)
CRN 81790  Thurs. Oct. 8  8 a.m. – 5 p.m. $195

DOT Hazmat
Training Provider: Jeff Clark
The Department of Transportation requires training for employees receiving or shipping hazardous materials. This training includes new changes to the 49 CFR Part 100-185 hazardous materials table, packaging of materials, shipping papers and other documentation and recognizing potential hazardous conditions when receiving packages. Participants are encouraged to bring a list of products they ship or receive and samples of shipping papers. Review of the Emergency Response Guidebook and Homeland Security training is included in the course.
CRN 81791  Thurs. Sept. 24  1 p.m. – 5 p.m. $120

Train the Trainer - Forklift Safety
Training Provider: Jeff Clark
This class will cover the classroom safety requirements of the Powered Industrial Truck Standard (no driving involved). OSHA defines a powered industrial truck as a “mobile, power propelled truck used to carry, push, lift, stack, or tier material”. Participants will leave the class with the information, resources and materials to deliver a full in-house training program.
CRN 81792  Thurs. Sept. 24  9 a.m. – Noon $99

Bridge Crane Safety
Training Provider: Jeff Clark
Many types of cranes, hoists and rigging devices are used for lifting and moving materials. It is the employer’s responsibility to maintain a safe workplace for its employees; therefore, it cannot be overemphasized that only qualified individuals shall operate these devices. This class is designed to give guidance to all operations that involve the use of cranes and hoists. Topics include: responsibilities, safe operating requirements, general safety rules, hand signals and rigging.
CRN 81793  Thurs. Nov. 5  1 – 4 p.m. $99

Safe Electrical Work Practices
Training Provider: Jeff Clark
This course is directed to qualified and unqualified persons, working on or near electrical energized equipment and who risk the possibility of electrical shock. This training will include the topics of: understanding the OSHA Subpart S electrical standard and NFPA’s 70E Arc Flash, new 2015 requirements including mandatory personal protective equipment, developing energy control procedures (Lock Out 29 CFR 1910.147) and the required annual inspections.
CRN 81794  Thurs. Nov. 5  9 a.m. – Noon $99

Forklift Operator Safety and Driving Training
Training Provider: Michael (Red) Johnson
This course meets the training requirements for OSHA standard 29 CFR 1910.178. The training consists of classroom instruction that covers the content of the OSHA standard, types and characteristics of forklifts, pre-operation inspections, basic driving, stability and load handling, fuels, batteries, and attachments. Driving practice and performance evaluation follows classroom instruction. A Certificate of Completion is issued at completion of the class.
CRN 81795  Thurs. Sept. 10  8 a.m. – Noon $99
CRN 81796  Thurs. Sept. 29  1 – 5 p.m. $99
CRN 81797  Fri. Oct. 23  8 a.m. – Noon $99
CRN 81798  Tues. Nov. 10  Noon – 4 p.m. $99
CRN 81799  Wed. Dec. 9  Noon – 4 p.m. $99

Refund Policy for Water and OSHA Classes:
Full refund will be granted when a student withdraws at least four business days prior to class start date by calling 309-796-5718.
Register Now For PaCE Classes

Address: Professional and Continuing Education (PaCE) 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 Stacey Cary, Director of HR. Located in Building 1, Room B7, 309-796-5225.

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

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

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

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

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

Holidays
September 7 - Labor Day
October 12 - Columbus Day
November 11 - Veterans Day
November 26 & 27 - Thanksgiving Recess
December 24 through January 1 - Christmas Recess

Facilities Locations
• Black Hawk College - Outreach Center (Outreach) 301 Avenue of the Cities, East Moline, IL 309-796-8223 Email: demontl@bhc.edu
• Black Hawk College (Bldg. 1, 2, 3, 4, STB, and HSC) 6600 34th Avenue, Moline, IL
• Black Hawk College Adult Learning Center (BHC ALC), 4610 Blackhawk Commons Drive (9th St.), Rock Island, IL
• CASI - Center for Active Seniors, 1035 West Kimberly Road, Davenport, IA
• Deere-Wiman House, 817 11th Avenue, Moline, IL
• Geneseo Public Library, Foundation Rooms A & B 805 N. Chicago Street, Geneseo, IL
• 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
### Social Security Number: ____________________________ Birth Date: / / 

### Name: ____________________________  Male ___  Female ___

### Home Address: ____________________________

### City: ______________________________________  State: ________  Zip: ____________

### Home Phone: ____________________________  Business Phone: ____________________________

### Cell Phone: ____________________________  Email: ____________________________

### CRN | Course Name | Amount Due
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### Date: ________  Rec’d By: ________  Cash: ________  Check#: ________  Charge: ________

### Total Due

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### Race: (choose one or more):
- [ ] (20) American Indian/Alaskan Native
- [ ] (10) Asian
- [ ] (30) Black or African American
- [ ] (70) Native Hawaiian/Pacific Islander
- [ ] (50) White
- [ ] (60) Choose Not to Respond

### Primary Race/Ethnicity: (select one):
- [ ] (20) American Indian/Alaskan Native
- [ ] (10) Asian
- [ ] (30) Black or African American
- [ ] (40) Hispanic or Latino
- [ ] (70) Native Hawaiian/Pacific Islander
- [ ] (50) White
- [ ] (60) Choose Not to Respond

Are you a United States Citizen?  Yes ___  No ___
Are you a permanent resident of the United States?  Yes ___  No ___
Are you here on a Visa?  Yes ___  No ___
If Yes, what is your home country of origin?

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

### Highest Degree Previously Earned:
- [ ] (30) GED
- [ ] (39) Some college (No degree)
- [ ] (40) Certificate
- [ ] (45) Associate Degree
- [ ] (50) Bachelor's Degree
- [ ] (60) Master's Degree
- [ ] (70) First Professional Degree
- [ ] (80) Doctorate Degree
- [ ] (85) Other
- [ ] (90) None

### Employment Status:
- [ ] (01) Full Time—40 hrs. or more
- [ ] (02) Part Time—over 15 hrs/week
- [ ] (03) Part Time—15 hrs or less/week
- [ ] (04) Homemaker
- [ ] (05) Unemployed
- [ ] (06) Retired/Other

### Highest Degree Currently Pursued:
- [ ] (10) GED
- [ ] (30) Bachelor’s Degree
- [ ] (40) Master’s Degree
- [ ] (50) Doctorate Degree
- [ ] (60) Other

### Hispanic or Latino Ethnicity:  Yes ___  No ___

### Race: (choose one or more):
- [ ] (20) American Indian/Alaskan Native
- [ ] (10) Asian
- [ ] (30) Black or African American
- [ ] (40) Hispanic or Latino
- [ ] (70) Native Hawaiian/Pacific Islander
- [ ] (50) White
- [ ] (60) Choose Not to Respond

### Student Intent: (check one)
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- [ ] (04) Homemaker
- [ ] (05) Unemployed
- [ ] (06) Retired/Other

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### Credit Card Information
- [ ] Check/Money Order
- [ ] VISA
- [ ] MasterCard
- [ ] Discover

### Credit Card Signature: ____________________________

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### Payment Method
- [ ] Check/Money Order
- [ ] VISA
- [ ] MasterCard
- [ ] Discover

### Credit Card Information
- [ ] Exp. Date: Month ___ Year ___
- [ ] Security Code: ________
- [ ] Cardholder Zip Code: ________

### Social Security Number: ____________________________

### Name: ____________________________  Male ___  Female ___

### Home Address: ____________________________

### City: ______________________________________  State: ________  Zip: ____________

### Home Phone: ____________________________  Business Phone: ____________________________

### Cell Phone: ____________________________  Email: ____________________________

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### Total Due

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### Credit Card Information
- [ ] Exp. Date: Month ___ Year ___
- [ ] Security Code: ________
- [ ] Cardholder Zip Code: ________

### Payment Method
- [ ] Check/Money Order
- [ ] VISA
- [ ] MasterCard
- [ ] Discover

### Credit Card Information
- [ ] Exp. Date: Month ___ Year ___
- [ ] Security Code: ________
- [ ] Cardholder Zip Code: ________

### Social Security Number: ____________________________

### Name: ____________________________  Male ___  Female ___

### Home Address: ____________________________

### City: ______________________________________  State: ________  Zip: ____________

### Home Phone: ____________________________  Business Phone: ____________________________

### Cell Phone: ____________________________  Email: ____________________________

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### Date: ________  Rec’d By: ________  Cash: ________  Check#: ________  Charge: ________

### Total Due
POSTAL CUSTOMER

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

Don’t miss the 7th Annual PaCE Open House

Thursday, August 6, 2015
4:30 - 6:00 p.m.

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

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

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

Your gift...their future!
Make a difference in the life of a student.
For more information, go to www.foundation.bhc.edu