Black Hawk College

Professional and Continuing Education

Spring 2016

Health Careers
Online Learning
Community Education
Technology

Languages
Lifelong Learner Program
Professional Development/Continuing Education

DAY, EVENING AND ONLINE CLASSES AVAILABLE!

www.bhc.edu/pace
PaCE Information Nights

Tuesday, January 19
4:30-6:00 p.m.
Geneseo Public Library
805 N. Chicago St., Geneseo

Wednesday, January 20
4:30-6:00 p.m.
Black Hawk College
Outreach Center - 4th floor
301 Avenue of the Cities, East Moline

Thursday, January 21
4:30-6:00 p.m.
Black Hawk College - Adult Learning Center
4610 Blackhawk Commons Drive, Rock Island

Learn about the following PaCE opportunities:
• Professional Development/Continuing Education
• Technology
• Community Education
• Online Learning

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

Registration for Spring classes will be open during this event.

Health Care Career Programs: An Overview

Wednesday, January 20
4:30-6:00 p.m.
Black Hawk College
Health Science Center (south of Building 3)
6600 34th Ave., Moline
Rooms 204 and 212

Health Care Career Programs: An Overview

Wednesday, January 20
4:30-6:00 p.m.
Black Hawk College
Health Science Center (south of Building 3)
6600 34th Ave., Moline
Rooms 204 and 212

Want to prepare for a challenging and rewarding career in the health care field but not certain which PaCE health course is right for you?

This informational session will give prospective students information on PaCE health care programs such as:
• Medical Receptionist
• Medical Scribe
• Medical Terminology
• EKG Technician
• Home Health Care
• Phlebotomy
• Physical Therapy Aide
• Pharmacy Technician
• Dialysis Technician

Instructors will be available for a brief overview of the various programs.
FREE to prospective students, however registration is required. Call 309-796-8223.

Registration for Spring classes will be open during this event.
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Health and Wellness

Introduction to Aromatherapy — Using Essential Oils
Instructor: S. Adamson
The use of Aromatherapy dates back to ancient times where they were used for therapeutic, spiritual, medicinal, hygienic and ritualistic purposes in many cultures. This blending workshop will recognize fifteen essential oils and their individual properties and will consist of customizing aromatherapy blends and how to use them in your everyday life.

1 Tuesday  Feb. 16  5:30 - 7:30 p.m.
CRN 11807  Geneseo Public Library  Fee $15

Aromatherapy — Using Essential Oils for Relaxation and Sleep
Instructor: S. Adamson
Do you suffer from stress, insomnia, anxiety, restlessness and fatigue? Do you have trouble unplugging, winding down or sleeping? Specific essential oils and blends of those oils known for their soothing and calming properties have been used for thousands of years to help people relax and sleep better. Enjoy an evening learning how to improve your sleep and ultimately your mood!

1 Tuesday  Feb. 23  5:30 - 7:30 p.m.
CRN 11808  Geneseo Public Library  Fee $15

Aromatherapy — Using Essential Oils to Energize Your Life
Instructor: S. Adamson
Feeling drained? Not ready to face the day? Learn how aromatherapy using specific essential oils alone or blends of essential oils can help to energize and revitalize you! Specific essential oils can help stimulate thinking, decrease headaches and irritability as well as increase focus.

1 Tuesday  Mar. 29  5:30 - 7:30 p.m.
CRN 11809  Geneseo Public Library  Fee $15

Health Benefits of Aromatherapy
Instructor: S. Adamson
Want to find a possible alternative to traditional medicine? Utilizing essential oils for medicinal purposes has been around for thousands of years. Joint pain, common cold, influenza, nausea, chronic pain, neck pain, sore feet and tension headaches are just a few health issues that can be improved through aromatherapy.

1 Tuesday  Apr. 19  5:30 - 7:30 p.m.
CRN 11810  Geneseo Public Library  Fee $15

Essential oils used in the above classes are not brand specific nor does the instructor endorse a specific brand.
Adult Mental Health First Aid  
USA – Training  

**Instructors:** Staff  

This course is designed to teach the community and professionals how to respond when a person is developing a mental health problem or experiencing a mental health crisis.  

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

Participants will:  
- Understand the prevalence of mental illness in the United States.  
- Understand the importance of stigma reduction.  
- Learn risk factors and warning signs of specific illnesses such as anxiety, depression, self-injury, eating disorders, psychosis and addiction.  
- Engage in experiential activities that build understanding of the impact of illness.  
- Learn a five-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with the appropriate professional care.  

*Books and lunch will be provided.*  

**Registration deadline: Mar. 18**  

1 Wednesday  
Mar. 23  
8:30 a.m. - 5:00 p.m.  
CRN 11607  
Bldg. 4 - Conf. Rm.  
Fee FREE

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Youth Mental Health First Aid  
USA – Training  

**Instructors:** A. Anderson/T. Easley, Certified MHFA  

Youth Mental Health First Aid is designed to teach the community and professionals how to respond when a youth is experiencing a mental health problem or a mental health crisis. Youth Mental Health First Aid is primarily designed for adults who regularly interact with youth ages 12-18. They will gain knowledge of the potential risk factors and warning signs for a range of mental health problems, including depression, anxiety, psychosis, substance abuse disorders, self-injury, disruptive disorders (including ADHD) and eating disorders. The class will include a five-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with 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: Apr. 15**  

1 Wednesday  
Apr. 20  
8:30 a.m. - 5:00 p.m.  
CRN 11608  
Bldg. 4 - Conf. Rm.  
Fee FREE

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For the above classes:  

**Professional Credit Approved:** (8) hours CEs 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.

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

**Instructor:** B. Smith, M.S.  

The American Heart Association designed the BLS for Health Care Providers Course to prepare a wide variety of health care professionals to recognize several life-threatening emergencies and to provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. The course includes adult, child, and infant skills in both the out-of-hospital and in-hospital settings. Massage Therapists can earn 4 continuing education credits. *Fee includes manual and HCP-CPR card.*  

1 Friday  
Jan. 15  
Noon - 4:00 p.m.  
CRN 11600  
Outreach - Rm. 407  
Fee $50

1 Friday  
Jan. 29  
Noon - 4:00 p.m.  
CRN 11601  
Outreach - Rm. 407  
Fee $50

1 Friday  
Feb. 19  
Noon - 4:00 p.m.  
CRN 11602  
Outreach - Rm. 407  
Fee $50

1 Friday  
Mar. 4  
Noon - 4:00 p.m.  
CRN 11603  
Outreach - Rm. 407  
Fee $50

1 Friday  
Apr. 22  
Noon - 4:00 p.m.  
CRN 11604  
Outreach - Rm. 407  
Fee $50

1 Friday  
May 6  
Noon - 4:00 p.m.  
CRN 11605  
Outreach - Rm. 407  
Fee $50

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Family & Friends® CPR  

**Instructor:** J. Grice  

Learn the lifesaving skills of adult Hands-Only™ CPR, child CPR with breaths, adult and child AED use, infant CPR and relief of choking in an adult, child or infant. Skills are taught in a dynamic group environment by using the AHA’s research-proven practice-while-watching technique, which provides students with the most hands-on CPR practice time possible.  

Family & Friends CPR is for individuals (16 and over) who want to learn CPR but do not need a course completion card in CPR for their job. This course is ideal for schools and students, new parents, grandparents, babysitters and others interested in learning how to save a life.  

1 Thursday  
Mar. 31  
6:00 - 9:00 p.m.  
CRN 11599  
Outreach - Rm. 407  
Fee $50

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For the above classes:  

**Professional Credit Approved:** (4) hours CEs 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.
Health and Wellness

Health Care Career Programs: An Overview

This informational session will give prospective students information on PaCE health care programs. FREE to prospective students; however, registration is required.

Health Careers

Family Home Health Care Provider

*This occupation is projected to rise by 69.4% - 70.59% over the next seven years according to the U.S. Bureau of Labor Statistics (BLS)

Prerequisite: Age 18 and GED or high school diploma.
Participants should have the ability to lift and transfer minimum of 50 pounds, climb stairs, and pass a fingerprint and background check when seeking employment after course completion.

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

Instructor: C. Davies

6 Wednesdays
Feb. 3 - Mar. 9
9:30 - 11:00 a.m.
CRN 11610 Outreach - Rm. 407 Tuition Fee $130

Instructor: C. Davies

6 Fridays
Apr. 1 - May 6
9:30 - 11:00 a.m.
CRN 11611 HSC - Rm. 212 Tuition Fee $130

Instructor: J. Grice

6 Thursdays
Apr. 7 - May 12
6:00 - 7:30 p.m.
CRN 11613 Outreach - Rm. 407 Tuition Fee $130

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 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
Mar. 18 - May 13
10:00 a.m. - Noon
CRN 11621 Outreach - Rm. 204 Tuition Fee $225
(No class Mar. 25)

NAMI Family-to-Family

Instructor: J. Kreuger/M. Held

This is a FREE 12-week evidence-based course specifically for family members and friends of individuals diagnosed with mental illness and is sponsored by the National Alliance on Mental Illness (NAMI). Although the course is not diagnosis-specific, it covers information about Schizophrenia, major depression, bipolar disorder, panic disorder, borderline personality disorder, obsessive compulsive disorder, and post-traumatic stress disorder. The curriculum includes: symptoms and treatments of mental illness, brain biology, medications, communication skills, problem solving workshop, coping skills, self-care, recovery and rehabilitation and advocacy strategies. Classes are taught by trained family members in a supportive non-judgmental environment. Join other families just like yours who have gained insight, understanding, and empowerment from this program. After registering for the program, one of the two co-teachers will contact each registrant before the course begins.

Registration deadline: Mar. 4

12 Tuesdays
Mar. 8 - May 24
6:00 - 8:30 p.m.
CRN 11606 Outreach - Rm. 408 Fee FREE
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.

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

Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class. Please bring a calculator to the first night of class. Exam certification available. Instructor will advise.

15 Wednesdays Jan. 27 - May 4 5:30 - 9:30 p.m.
CRN 11614 STB - Rm. 110 Tuition Fee $695

I love teaching students to become Pharmacy Technicians as there are always new and exciting things to learn about in this ever changing field. Whether it is a new medication to share or side effects of drugs, or the history and practice of Pharmacy, I love teaching. Black Hawk College is a great institution and the PaCE department is a great step to take toward investing in a new health career.

~ Joni Jefferson, Pharmacy Technician Instructor

Dialysis Technician

Instructor: A. DeClerck, CHT; A. Mealman, RN; B. Teel-Lash, CHT

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, 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 Jan. 27 - May 4
Theory: Mondays, 6:00 - 8:00 p.m.
Lab: Wednesdays, 6:00 - 9:00 p.m.
CRN 11615 QC Kidney Center, Moline Tuition Fee $689

Classes and labs will be at the Quad Cities Kidney Center, 400 John Deere Road, Moline, IL.

*Students please note: Class will meet for CPR training on Monday, Feb. 8 at the Outreach Center 301 – Avenue of the Cities, East Moline.

Pharmacy Technician

“Great Course! Highly needed and in demand job! Excellent experience!”

A. DeLaRosa

BHC Hawk’s Hub (bookstore) information

For a list of PaCE books, visit www.bhc.edu/hawkshub
Click on “Order/View Textbooks”
Select Term (Spring 16), Select Department (Adult Ed)
Books may be purchased online or at the bookstore.

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 as necessary.

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.
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 Feb. 10 - Apr. 13 5:30 - 9:30 p.m.
CRN 11617 HSC - Rm. 212 Tuition Fee $725

Instructor: S. Edlund
10 Fridays Jan. 29 - Apr. 8 3:45 - 7:45 p.m.
CRN 11618 HSC - Rm. 212 Tuition Fee $725
(No class on Mar. 25)

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

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 Jan. 29 - Mar. 11 10:00 a.m. - 1:00 p.m.
CRN 11619 HSC - Rm. 212 Tuition Fee $395

I enjoy teaching my students in all aspects of health care. I currently teach three health classes for the PaCE Department. The students in my EKG Technician course learn the anatomy of the heart, as well as how to perform a 12-lead EKG. I also teach Medical Scribe, and Medical Terminology.
The field of health care is exciting and I enjoy sharing my knowledge with future health care professionals! Black Hawk College and the PaCE Department have given the community a great opportunity by providing these health classes!
~ Ivey Earl, Allied Health Instructor for PaCE
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 Jan. 27 - Apr. 27 6:00 - 9:00 p.m.
CRN 11616 HSC - Rm. 119 Tuition Fee $625

Medical Receptionist
Instructor: K. Lyord
Prerequisite: Age 18 and GED or high school diploma.
Make every patient feel welcomed as they walk into a medical office. Learn exercises in judgment, independent action and coping graciously with interruptions.
Topics will include:
• Business and work ethics
• Patient/physician relations
• Scheduling and records management
• Role-playing
• Humor/stress
• Professionalism
• Generational attitudes
• Career path
• Customer service skills
Required: Complete a résumé through the BHC Career Services Center during the class.
7 Wednesdays Feb. 3 - Mar. 16 6:00 - 7:30 p.m.
CRN 11622 Outreach - Rm. 407 Tuition Fee $195

Medical Terminology Basics
Instructor: I. Earl, NCMA, AHI, CPI
Prerequisite: Age 18 and GED or high school diploma.
Gain the confidence to pursue a job in the health care field or learn a new skill to increase your chances of job advancement. Focus is on the basic components and how to break down a medical term by knowing the meaning of a prefix or suffix. By learning the individual parts of a medical term, you will not need to memorize hundreds of complex terms and their definitions. Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.
10 Wednesdays Mar. 16 - May 18 6:00 - 7:30 p.m.
CRN 11620 Outreach - Rm. 406 Tuition Fee $195

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

BHC Hawk’s Hub (bookstore) information
For a list of PaCE books, visit www.bhc.edu/hawkshub
Click on “Order/View Textbooks”
Select Term (Spring 16), Select Department (Adult Ed)
Books may be purchased online or at the bookstore.
Veterinary Assistant

**Veterinary Assistant Certificate Program**

**Instructor:** Dr. M. Spencer-McShane  
**Prerequisite:** Must be age 18 and have a GED or high school diploma. Ability to bend, 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, laboratory procedures, parasites, and prescriptions
- Surgery preparation and monitoring of vital signs
- Safely restraining an animal for blood draws, x-rays and injections
- Routine examination, medication and euthanasia
- Client communications and front office procedures for a veterinary clinic/hospital

**Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class. Required supplies:** lab coat or scrubs.

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

- **18 Wednesdays Jan. 27 - May 25**
  - 5:45 - 9:15 p.m.
  - CRN 11651
  - STB - Rm. 113
  - Tuition Fee $725

*Tentative clinical dates: 2/17, 3/16, 4/6, 4/27 and 5/11

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

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**Human Resources**

Some of the reasons why people choose a career in HR are the opportunities to influence aspects of the organization, to assist in the development of its employees, and to play a part in influencing strategic business decisions. A business is only as good as its employees, and an organization’s employees are only as good as their HR team.

**Human Resource Certification Preparation Program**

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

This class serves as a preparation tool for the PHR or SPHR certification examination. Go to www.hrci.org to verify eligibility requirements.

While utilizing the curriculum from HRCP, you’ll learn from printed workbooks, online tools and current HR practitioners as well as network with other human resource personnel. Topics covered include:
- Business management and strategy
- Workforce planning and employment
- Human resource development
- Compensation and benefits
- Employee and labor relations
- Risk management

**CEUs:** 3.3

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

- **11 Thursdays Feb. 18 - Apr. 28**
  - 6:00 - 9:00 p.m.
  - CRN 11623
  - Outreach - Rm. 204
  - Tuition Fee $875

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**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.

**CEUs:** 1.5 and the SHRM Certificate

- **5 Tuesdays Apr. 5 - May 3**
  - 6:00 - 9:00 p.m.
  - CRN 11624
  - Outreach - Rm. 406
  - Tuition Fee $465
Payroll
Are you a new payroll employee? Are you an experienced payroll employee who is assuming greater responsibilities? Do you want to take charge of your career and become FPC or CPP certified? Go to www.americanpayroll.org to verify eligibility requirements to take the FPC or CPP exam.

APA’s PayTrain C/U Fundamentals
Instructor: G. Haut, CPP
Learn the fundamental payroll calculations and applications that provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. This course is ideal for new payroll professionals as well as those who support the payroll industry, those who are preparing for FPC certification and those who wish to take the Mastery course. You will receive classroom instruction and access to interactive online quizzes, games and application exercises that reinforce the topics of:
• Payroll concepts
• Calculations
• Fringe benefits
• Payroll reporting and employment taxes
• Record keeping and payroll practices
• Payroll accounting
• Professional administration
Participants who successfully complete the course can expect to function as entry-level payroll administrators. The learning materials are included in the cost of the class.
CEUs: 3.0
10 Wednesdays Jan. 27 - Mar. 30 6:00 - 9:00 p.m.
CRN 11625 Outreach - Rm. 402 Tuition Fee $750

APA’s PayTrain C/U Mastery
Prerequisite: APA’s PayTrain C/U Fundamentals
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 June 2016.

Payroll Tax Accounting
Instructor: G. Haut, CPP
This class provides a fundamental introduction to the practical applications of payroll tax laws and requirements. It includes understanding and preparation of payroll records FICA, unemployment taxes, payroll registers, tax forms and deposit coupons. Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.
4 Thursdays May 5 - May 26 6:00 - 8:30 p.m.
CRN 11626 BHC ALC - Rm. 112 Tuition Fee $120

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 – Foundations of Management
Instructor: D. Davis
Provides fundamental leadership and management skills and knowledge.
• Management Fundamentals
• Manager vs. Leader
• Ethics and Social Responsibility
• The Global Environment
• Managing for Sustainability
• Effective Communication
• Decision Making
• Using Information Technology
• The Legal Environment and Risk Management
• Economics and Business
Certification exam will be administered during the final week. Application fee, materials, and exam fee are included in cost.
8 Thursdays Apr. 7 - May 26 6:00 - 9:00 p.m.
CRN 11627 Outreach - Rm. 404 Tuition Fee $600

Management Skills – Planning and Organizing
Some of the topics include Building Teams and Work Groups, Workforce Diversity, and Coaching and Feedback. Course offered Summer 2016.

Management Skills – Leading and Controlling
Some of the topics include: Motivation, Time and Stress Management, Managing Change, and Leadership. Course offered Fall 2016.
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 Apr. 7 - May 26 3:00 - 6:00 p.m.
CRN 11628 Outreach - Rm. 404 Tuition Fee $650

Quality Certifications

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<tr>
<th>Certification</th>
<th>Description</th>
<th>Education/Experience*</th>
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<tbody>
<tr>
<td>Quality Improvement Associate (CQA)</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>
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<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>
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</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.

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. CEUs: 1.5

Note: The last class will meet from 6:00 - 7:30 p.m.
6 Wednesdays Apr. 20 - May 25 6:00 - 9:00 p.m.
CRN 11629 Outreach - Rm. 404 Tuition Fee $395

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.

CEUs: 3.6
12 Mondays Mar. 7 - May 23 6:00 - 9:00 p.m.
CRN 11630 Outreach - Rm. 404 Tuition Fee $750

Certified Quality Auditor (CQA)

Instructor: D. Schultz, CQA, CQE

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

10 Tuesdays Mar. 22 - May 24 6:00 - 9:00 p.m.
CRN 11631 Outreach - Rm. 404 Tuition Fee $675
Teacher

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

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

Enroll in any of the classes designed for teachers and earn PD Hours through the RIROE. You will find classes in a variety of topics.

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

PD Hours processing fee is $25 payable to RIROE.

Attention Teachers!

Earn PD Hours in the Classroom or Online

Classroom:

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<th>Technology Day Classes</th>
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<th>Technology Evening Classes</th>
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<td>French, Italian, Spanish, Chinese, and American Sign Language (ASL)</td>
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Online Classes:

Classes begin the 3rd Wednesday of each month and take six weeks to complete. Here is a list of some of the over 60 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
• Teaching Math: Grades 4-6
• Guided Reading and Writing: Strategies for the 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.

Go to: www.bhc.edu/teachers for more information.
Food Service

Food Handler Training
Per the Illinois Food Handling Regulation Enforcement Act (410 ILCS 625), amended per SB1495, all food handlers – other than someone holding a FSSMC license – must receive basic safe food handling principles training within 30 days after employment. All food handlers are divided into the categories of restaurant and non-restaurant. All food handlers working in an establishment where food is intended for immediate or on-site consumption are considered restaurant food handlers. The training certificate for this category is valid for three years. All food handlers working in non-restaurants (a kitchen in a nursing home, licensed day care home or facility, hospital, school, long-term care facility or a retail food store) are not required to take another food handler training unless they go to work for another employer.

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

1 Monday Feb. 22
CRN 11632 Geneseo Public Library 4:00 - 6:30 p.m. Fee $28

1 Tuesday Mar. 8
CRN 11633 Outreach - Rm. 407 3:00 - 5:30 p.m. Fee $28

1 Tuesday May 10
CRN 11634 Outreach - Rm. 204 3:00 - 5:30 p.m. Fee $28

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

1 Tuesday Jan. 19
CRN 11635 Outreach - Rm. 402 1:00 - 3:30 p.m. Fee $20

1 Tuesday Feb. 9
CRN 11636 Outreach - Rm. 402 1:00 - 3:30 p.m. Fee $20

1 Tuesday Apr. 12
CRN 11637 Outreach - Rm. 402 1:00 - 3:30 p.m. Fee $20

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

2 Tuesdays Jan. 19 - Jan. 26 8:30 a.m. - 2:30 p.m.
CRN 11636 Outreach - Rm. 204 Tuition Fee $137
Paper exam

1 Tues./Thurs. Feb. 9 - Feb. 11 8:30 a.m. - 2:30 p.m.
CRN 11639 Outreach - Rm. 407 Tuition Fee $137
Paper exam

2 Mondays Feb. 22 - Feb. 29 9:30 a.m. - 3:30 p.m.
CRN 11640 Geneseo Public Library Tuition Fee $137
Paper exam

2 Tuesdays Mar. 8 - Mar. 15 8:30 a.m. - 2:30 p.m.
CRN 11641 Outreach - Rm. 407 Tuition Fee $137
Online exam

1 Tues./Thurs. Mar. 22 - Mar. 24 8:30 a.m. - 2:30 p.m.
CRN 11642 Outreach - Rm. 407 Tuition Fee $137
Paper exam

2 Mondays Apr. 4 - Apr. 11 8:30 a.m. - 2:30 p.m.
CRN 11643 Outreach - Rm. 407 Tuition Fee $137
Paper exam

2 Tuesdays Apr. 19 - Apr. 26 8:30 a.m. - 2:30 p.m.
CRN 11644 Outreach - Rm. 407 Tuition Fee $137
Online exam

1 Tues./Thurs. May 10 - May 12 8:30 a.m. - 2:30 p.m.
CRN 11645 Outreach - Rm. 204 Tuition Fee $137
Paper exam

2 Mondays May 16 - May 23 9:30 a.m. - 3:30 p.m.
CRN 11646 Geneseo Public Library Tuition Fee $137
Paper exam

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

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.

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

Floral Design Certificate Program
Enroll in the Basic and Advanced Floral Design 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. Both classes must be completed this term to obtain the certificate.

Basic Floral Design
Instructor: P. Paulsen
Learn to design and arrange flowers and become your own floral designer or prepare for entry level floral designing. You will experience hands-on-training while learning the basics of floral design to include flower choices, different arrangements, and tools needed for the profession. A $100 materials fee is payable to the instructor the first night of class. Fresh flowers will be used. Please bring flower clippers to class.
4 Wednesdays Jan. 27 - Feb. 17 5:45 - 8:00 p.m.
CRN 11647 Intouch Adult Day Services Tuition Fee $100

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 the Basic Floral Design class. This interactive, hands-on class will offer you practical application using line, form, proportion and color. Included will be high-styled designs for a wedding or any special event as well as bridal work including bride’s bouquet, boutonnières and corsages. A $100 materials fee is payable to the instructor the first night of class. Please bring flower clippers to class.
4 Wednesdays Apr. 6 - Apr. 27 5:45 - 8:00 p.m.
CRN 11649 Intouch Adult Day Services Tuition Fee $100

Easter Centerpiece
Instructor: P. Paulsen
Hop into spring with this festive Easter arrangement combining the elegance of fresh flowers in a unique vase. Your home will celebrate spring and welcome the Easter Bunny. A $30 materials fee is payable to the instructor the first night of class. Please bring flower clippers to class.
1 Wednesday Mar. 23 5:45 - 8:00 p.m.
CRN 11648 Intouch Adult Day Services Fee $35

Garden Planter
Instructor: P. Paulsen
Create a beautiful spring planter combining live plants in a clay container. Your creation will look wonderful outside your house or it will make a fantastic Mother’s Day or housewarming gift. A $35 materials fee is payable to the instructor the first night of class. Please bring flower clippers to class.
1 Wednesday May 4 5:45 - 8:00 p.m.
CRN 11650 Intouch Adult Day Services Fee $35

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.

Spanish for the Legal Professional

Spanish for the Legal Professional
Instructor: M. Cavazos
This class will help individuals in the legal profession communicate simply and effectively in Spanish to plaintiffs and defendants. Learn Spanish pronunciation and basic vocabulary such as numbers, days, months, dates and time. Gather personal information and discuss crimes/violations, fines/payments and sentences/punishment with a client with confidence. Course includes learning kit with manual and audio CD. In order to receive the learning kit for the first class, you must register by April 4.
7 Mondays Apr. 11 - May 23 6:00 - 8:00 p.m.
CRN 11780 Bldg. 1 - Rm. 301 Tuition Fee $140

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 17 or visit www.ed2go.com/blackhawk for more information.
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.

Résumé and Cover Letter Writing
Instructors: M. Duhm/B. Storey
Résumés and cover letters are often the first impression made to a potential employer. In this hands-on workshop, you will learn the key components to a well-written résumé and cover letter and what it takes to make yours stand out among the competition. You also will learn the importance of customizing these documents to specific job prospects as well as regularly updating your information. Bring a USB flash drive to class.
1 Thursday Feb. 25 2:00 - 4:00 p.m.
CRN 11652 Outreach - Rm. 406 Fee FREE

How to Shine at a Job Fair
Instructors: M. Duhm/B. Storey
Are you still looking for a job? Have you tried checking out the job fairs in the Quad Cities? If you think people don’t get hired from those events, you should talk to the many folks who were hired after meeting a recruiter at a job fair. This workshop covers the essentials of what employers expect from job seekers and will not only help you prepare for the annual Black Hawk College Job Fair on Wednesday, March 30, but also for any other hiring events.
1 Thursday Mar. 3 2:00 - 4:00 p.m.
CRN 11653 Outreach - Rm. 406 Fee FREE

Interviewing Skills
Instructors: M. Duhm/B. Storey
Interviewing is a vital aspect of the job search as it is a key opportunity to sell your skills to potential employers. Learn about the different types of interviews, how to respond to some of the most frequently asked and difficult questions, proper etiquette and appearance, and appropriate follow-up after the interview.
1 Thursday Mar. 10 2:00 - 4:00 p.m.
CRN 11654 Outreach - Rm. 406 Fee FREE

Pre-Licensing Home Inspection

Pre-Licensing Home Inspection Training - Online (80 Hours)
This 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. This program meets the classroom 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 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 and take a proctored test. Once you complete all the requirements for this program and pass the test, 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.
For more information call Barb at 309-796-8244 or email courvilleb@bhc.edu or go to www.bhc.edu/homeinspection
Fee $450

Online Courses

More 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.
• Accounting Fundamentals
• Introduction to QuickBooks
• Intermediate QuickBooks
• QuickBooks for Contractors
• Performing Payroll in QuickBooks
See page 17 or visit www.ed2go.com/blackhawk for more information.
Online Courses

Go Online to Get Ahead This Spring!

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.

3. 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.

4. 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.

Featured Courses:

- Project Management Fundamentals
- Introduction to SQL
- Accounting Fundamentals
- Introduction to Stock Options
- Introduction to QuickBooks 2015
- Achieving Success with Difficult People
- Keys to Effective Communication
- A to Z Grant Writing
- Creating Web Pages
- Grammar Refresher
- Math Refresher
- Explore a Career in Medical Coding
- PMP Certification Prep 1 & 2
- Using Social Media in Business
- Beginners Guide to Getting Published

More courses available at our online instruction center.
www.ed2go.com/blackhawk
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 10
2 Mondays Mar. 14 - Mar. 21 10:45 a.m. - 12:45 p.m.
CRN 11655 Outreach - Rm. 405 Fee $32

Windows 7
2 Mondays Feb. 1 - Feb. 8 8:30 - 10:30 a.m.
CRN 11656 BHC ALC - Rm. 112 Fee $32

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 7
2 Mondays Feb. 22 - Feb. 29 10:45 a.m. - 12:45 p.m.
CRN 11658 BHC ALC - Rm. 112 Fee $32

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

Office 2010/Windows 7
1 Monday Mar. 7 10:45 a.m. - 12:45 p.m.
CRN 11659 BHC ALC - Rm. 112 Fee $15

Office 2013/Windows 10
1 Monday Apr. 25 10:45 a.m.-12:45 p.m.
CRN 11660 Outreach - Rm. 405 Fee $15

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

1 Monday May 2 8:30 a.m. - Noon
CRN 11661 Outreach - Rm. 402 Fee $48

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

1 Monday May 9 8:30 a.m. - Noon
CRN 11662 Outreach - Rm. 402 Fee $48

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

1 Monday Feb. 1 10:45 a.m. - 12:45 p.m.
CRN 11663 BHC ALC - Rm. 112 Fee $22
Organizing Your Files & Folders
Instructor: N. VanSpeybroeck
Prerequisite: Basic Windows 7 skills
Level 1 – If you know the basics of Windows 7 and are eager to learn more, this session will expand your Windows 7 knowledge. Organize your computer files by creating folders, moving and copying files into folders and creating shortcuts.
1 Monday Mar. 14 8:30 - 10:30 a.m.
CRN 11664 Outreach - Rm. 402 Fee $22

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 Mar. 21 8:30 - 10:30 a.m.
CRN 11665 Outreach - Rm. 402 Fee $22

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 Feb. 22 - Mar. 7 8:30 - 10:30 a.m.
CRN 11666 BHC ALC - Rm. 112 Fee $42

How to Use Pinterest for Gift Ideas
Instructor: N. VanSpeybroeck
Level 1 – Do you have a graduation or birthday for someone special coming up? Maybe you need an idea for a housewarming gift. If you love making your own gifts, but need help being creative, this class is for you. We will show you how to use Pinterest to discover that special gift for you to make. Learn how to create boards and pin the many ideas you will find to those boards. Finding the time to make all of the ideas is up to you.
1 Monday Feb. 8 10:45 a.m. - 12:45 p.m.
CRN 11667 BHC ALC - Rm. 112 Fee $22

How to Use Pinterest for the Holidays
Instructor: N. VanSpeybroeck
Level 1 – It may seem like an odd time for this class, but if you plan on making your Christmas gifts or decorating for the holidays, you need this class now. If you need help being creative, explore how to use Pinterest to discover that special idea. Learn how to create boards and pin the many ideas you will find to those boards. Plan now so you will be ready for the holidays.
1 Monday Apr. 18 10:45 a.m. - 12:45 p.m.
CRN 11668 Outreach - Rm. 402 Fee $22

Digital Photos Workshop
Instructor: N. VanSpeybroeck
Level 2 – Do you have a lot of pictures stored on your digital camera or memory card and don’t know how to get them onto your computer? Learn how to create folders, save pictures on your PC, and back them up. Discover how to use a free online photo editing software to touch up your photos – remove red eye, touch up blemishes and more. Please bring a USB flash drive to class. If you have a digital camera, please bring your memory card or digital camera and USB cord.
1 Monday Apr. 4 8:30 a.m. - Noon
CRN 11669 Outreach - Rm. 402 Fee $48

Windows Movie Maker Workshop
Instructor: N. VanSpeybroeck
Level 2 – Create your own movie using the Windows Live Movie Maker (a program you can download at home for free). Learn how to import your digital photos and videos. Bring your movie to life with a soundtrack that you can edit yourself. Trim it, split it, fade it and add transition effects. End your movie with rolling credits. Save and share with family and friends. Please bring a USB flash drive to class loaded with your own digital photos, videos or songs. If your materials are on your phone, also bring your USB cord.
1 Monday Apr. 11 8:30 a.m. - Noon
CRN 11670 Outreach - Rm. 405 Fee $48

"Very good class. Nice classroom. Excellent well-knowledgeable instructor.”
Bill Pearson
Shutterfly/Photobook Workshop

Instructor: N. VanSpeybroeck
Level 2 – Learn how to share your photos by using Shutterfly, a free online photo service. Your family and friends will receive an e-mail invitation to view your photos on a slideshow without having to download each individual picture. Learn how to rotate, crop, add borders, fix red-eye, and more. You will also learn how to create a photobook using Shutterfly. Select 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. **Please bring a USB flash drive or CD loaded with your digital photos.**

1 Monday May 16 8:30 a.m. - Noon
CRN 11672 Outreach - Rm. 402 Fee $48

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OneDrive

Instructor: N. VanSpeybroeck
Level 2 – If you use Windows 8.1 or 10, you most likely have encountered the term OneDrive. The same is true if you’re using Microsoft Office 2013 or Office 365. OneDrive is Microsoft’s service for hosting files in the cloud that’s available for free. OneDrive offers users an easy way to store, sync and share files with other people and devices on the web. One of the greatest features offered is that it allows you to collaborate on documents (Word, Excel and PowerPoint) with others. Learn how this class can help you at work and at home.

1 Tuesday Mar. 8 8:30 - 11:00 a.m.
CRN 11674 Outreach - Rm. 405 Fee $40

1 Tuesday May 17 8:30 - 11:00 a.m.
CRN 11675 Outreach - Rm. 405 Fee $40

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Windows

Instructor: N. VanSpeybroeck
Level 0 – This class is for the beginning user who wants to quickly learn the basics of working with a personal computer using Microsoft Windows. Learn how to:
• Create new folders and save files
• Save to a CD & flash drive
• Create shortcuts and more
• Plus see a preview of Microsoft Word (word processing) and Excel (spreadsheet)

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

Windows 10
1 Tuesday Apr. 5 8:30 a.m. - Noon
CRN 11676 Outreach - Rm. 405 Fee $52

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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.

MS Office 2013
1 Tuesday Mar. 22 8:30 a.m. - 3:00 p.m.
CRN 11677 Outreach - Rm. 405 Fee $75

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

Microsoft Office 2010 Classes:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Class</th>
<th>Dates</th>
<th>Times</th>
<th>Sessions</th>
<th>Location</th>
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<tr>
<td>11680</td>
<td>Word Level 1</td>
<td>Apr. 7</td>
<td>8:30 a.m. - 3:00 p.m.</td>
<td>1 Thursday</td>
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<td>8:30 a.m. - 3:00 p.m.</td>
<td>1 Thursday</td>
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<tr>
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<td>Excel Level 1</td>
<td>Apr. 12</td>
<td>8:30 a.m. - 4:30 p.m.</td>
<td>1 Tuesday</td>
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<tr>
<td>11691</td>
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<td>Apr. 19</td>
<td>8:30 a.m. - 4:30 p.m.</td>
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<td>11693</td>
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<td>Apr. 26</td>
<td>8:30 a.m. - 4:30 p.m.</td>
<td>1 Tuesday</td>
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<tr>
<td>11694</td>
<td>Access Part 1</td>
<td>Mar. 9</td>
<td>8:30 a.m. - 3:00 p.m.</td>
<td>1 Wednesday</td>
<td>BHC ALC</td>
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<tr>
<td>11696</td>
<td>Access Part 2</td>
<td>Mar. 16</td>
<td>8:30 a.m. - 3:00 p.m.</td>
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<td>Mar. 23</td>
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<tr>
<td>11710</td>
<td>Introduction to Excel</td>
<td>Feb. 10 - Mar. 2</td>
<td>5:30 - 7:30 p.m.</td>
<td>4 Wednesdays</td>
<td>BHC ALC</td>
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<td>11712</td>
<td>Intermediate Excel</td>
<td>Mar. 30 - Apr. 20</td>
<td>5:30 - 7:30 p.m.</td>
<td>4 Wednesdays</td>
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<td>11708</td>
<td>Introduction to Word</td>
<td>Mar. 14 - Apr. 4</td>
<td>5:30 - 7:30 p.m.</td>
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<td>11709</td>
<td>Intermediate Word</td>
<td>Apr. 18 - May 9</td>
<td>5:30 - 7:30 p.m.</td>
<td>4 Mondays</td>
<td>Outreach</td>
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<td>11713</td>
<td>Access Part 1</td>
<td>Feb. 23 - Mar. 8</td>
<td>5:30 - 7:30 p.m.</td>
<td>3 Tuesdays</td>
<td>BHC ALC</td>
</tr>
</tbody>
</table>
### 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  
A workbook is included in the fee.  
**MS Office 2013**  
1 Tuesday Feb. 16 8:30 a.m. - 3:00 p.m.  
CRN 11679 BHC ALC - Rm. 111 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  
A workbook is included in the fee.  
**MS Office 2013**  
1 Tuesday Mar. 1 8:30 a.m. - 3:00 p.m.  
CRN 11683 BHC ALC - Rm. 111 Fee $90  

### Word Level 3
**Instructor:** N. VanSpeybroeck  
**Prerequisite:** Word Level 2 or Intermediate Word.  
Level 2 – Produce form letters, envelopes, or labels for mass mailings with the Mail Merge feature.  
- Sort lists of information alphabetically or by other fields  
- Customize bullets  
- Create forms  
- Record macros  
- Generate a table of contents and index and more  
A workbook is included in the fee.  
**MS Office 2013**  
1 Tuesday Mar. 1 8:30 a.m. - 3:00 p.m.  
CRN 11683 BHC ALC - Rm. 111 Fee $90  

### Microsoft Office 2013 Classes:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Class</th>
<th>Dates</th>
<th>Times</th>
<th>Sessions</th>
<th>Location</th>
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<td>1 Tuesday</td>
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<td>1 Tuesday</td>
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<td>1 Tuesday</td>
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<td>11688</td>
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<td>Feb. 11</td>
<td>8:30 a.m. - 4:30 p.m.</td>
<td>1 Thursday</td>
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<td>May 18</td>
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<td>1 Wednesday</td>
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<td>PowerPoint</td>
<td>Mar. 22</td>
<td>8:30 a.m. - 3:00 p.m.</td>
<td>1 Tuesday</td>
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<td>8:30 a.m. - 3:00 p.m.</td>
<td>1 Tuesday</td>
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<tr>
<td>11711</td>
<td>Introduction to Excel</td>
<td>May 4 - May 25</td>
<td>5:30 - 7:30 p.m.</td>
<td>4 Wednesdays</td>
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<td>11714</td>
<td>Access Part 1</td>
<td>May 3 - May 17</td>
<td>5:45 - 7:45 p.m.</td>
<td>3 Tuesdays</td>
<td>Outreach</td>
</tr>
</tbody>
</table>
Excel Level 1
Instructor: N. VanSpeybroeck
Prerequisite: Windows skills.
Level 1 – Learn how to use Microsoft Excel, a popular spreadsheet, database and graphing program.
• Learn how to use the Excel Ribbon
• Create and save new workbooks
• Learn data entry shortcuts
• Use and create formulas
• Cut, copy and paste
• Format numbers and text
• Adjust rows and columns
• Develop and save templates
• Print
A workbook is included in the fee.

MS Office 2013
1 Thursday Feb. 11 8:30 a.m. - 4:30 p.m.
CRN 11688 BHC ALC - Rm. 111 Tuition Fee $97

MS Office 2010
1 Tuesday Apr. 12 8:30 a.m. - 4:30 p.m.
CRN 11689 Outreach - Rm. 402 Tuition Fee $97

Excel Level 2
Instructor: N. VanSpeybroeck
Prerequisite: Excel Level 1 or Introduction to Excel.
Level 2 – Enhance and develop your spreadsheet skills.
• Customize the Ribbon
• Use advanced formulas
• Create 3-D formulas across multiple worksheets
• Move, copy and color code worksheet tabs
• Sort and filter data
• Name ranges
• Create charts
• Insert graphics and more
A workbook is included in the fee.

MS Office 2013
1 Thursday Feb. 18 8:30 a.m. - 4:30 p.m.
CRN 11690 BHC ALC - Rm. 111 Tuition Fee $97

MS Office 2010
1 Tuesday Apr. 19 8:30 a.m. - 4:30 p.m.
CRN 11691 Outreach - Rm. 402 Tuition Fee $97

Excel Level 3
Instructor: N. VanSpeybroeck
Prerequisite: Excel Level 2 skills or Intermediate Excel.
Level 2 – Further develop your Excel expertise by learning how to:
• Create and revise Pivot Tables
• Record macros and create shortcut buttons
• Use advanced chart features
• Export and import data
• Outline and subtotal data
• Work with tables
• Make and track comments
• Create conditional formatting
• Use advanced functions including LOOKUP and nested IF formulas
• Password protect worksheets or cells and more!
A workbook is included in the fee.

MS Office 2013
1 Thursday Feb. 25 8:30 a.m. - 4:30 p.m.
CRN 11692 BHC ALC - Rm. 111 Tuition Fee $97

MS Office 2010
1 Tuesday Apr. 26 8:30 a.m. - 4:30 p.m.
CRN 11693 Outreach - Rm. 402 Tuition Fee $97

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

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 17 or visit www.ed2go.com/blackhawk
Access

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

Access Part 1
Prerequisite: Windows, Microsoft Office Word and Excel, and an understanding of a database.
You will learn to create and work with tables, the foundation of your database. Specific skills to be covered include: creating tables, editing and modifying tables, setting field properties, finding and filtering data, creating relationships, using simple queries, and printing data. A workbook is included in the fee.

MS Office 2010
1 Wednesday Mar. 9 8:30 a.m. - 3:00 p.m.
CRN 11694 BHC ALC - Rm. 112 Fee $90

MS Office 2013
1 Wednesday May 18 8:30 a.m. - 3:00 p.m.
CRN 11695 Outreach - Rm. 405 Fee $90

Access Part 2
Prerequisite: Access Part 1 skills
Learn to make your data work for you. Take this class to learn to make more sophisticated queries, forms and reports. Specific skills to be covered include: creating action queries; manipulating controls; using design view, editing tools and sub-forms; and creating a PivotTable. A workbook is included in the fee.

MS Office 2010
1 Wednesday Mar. 16 8:30 a.m. - 3:00 p.m.
CRN 11696 BHC ALC - Rm. 112 Fee $90

Access Part 3
Prerequisite: Access Part 2 skills
Don’t miss this class that pulls everything together. You have made the tables, queries, forms and reports, now automate them and learn tricks to make them work better. This class shows all the things 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. A workbook is included in the fee.

MS Office 2010
1 Wednesday Mar. 23 8:30 a.m. - 3:00 p.m.
CRN 11697 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 Feb. 27 - Mar. 19 9:30 a.m. - 12:30 p.m.
CRN 11698 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 Apr. 9 - Apr. 30 9:30 a.m. - 12:30 p.m.
CRN 11699 Outreach - Rm. 405 Tuition Fee $108

Computer Lab Rental
Labs are available with Microsoft Office 2010 & 2013, Windows 7, Windows 10, and Internet.
Call Barb at 309-796-8244 or email courvilleb@bhc.edu for more details.

BHC Hawk’s Hub (bookstore) information
For a list of PaCE books, visit www.bhc.edu/hawkshub
Click on “Order/View Textbooks”
Select Term (Spring 16), Select Department (Adult Ed)
Books may be purchased online or at the bookstore.
Photography

Looking to Get More Out of Your Digital SLR or Advanced Digital Camera?
Instructor: L. Maxwell
Level 0 – Learn to take the step beyond the green automatic setting and take control of the creative process. If you want to learn to use more of the features of your digital camera, this is the class for you! You’ll learn the functions that your digital camera can perform, as well as great information about resolution, file formats and useful tips on maximizing your photography experience. Bring your camera, owner’s manual and charged batteries to class. Class will break for one-hour lunch (on your own).
1 Saturday Jan. 23 9:00 a.m. - 3:00 p.m.
CRN 11746 Outreach - Rm. 408 Fee $48

How to Take Better Photos
Instructor: L. Maxwell
Prerequisite: Looking to Get More Out of Your Digital SLR or Advanced Digital Camera?
Level 1 – What makes a good photograph? Whether you shoot digital or film, you will learn how to improve your photos through the composition of the photo, the color tone, foreground/background, lighting, time of day, mood and the message you are trying to capture. Learn how to photograph beautiful sunsets, landscapes, portraits, action, dusk and night, sunny days and the use depth of field. Bring your camera, owner’s manual and charged batteries to class. Class will break for one-hour lunch (on your own).
1 Saturday Mar. 12 9:00 a.m. - 3:00 p.m.
CRN 11747 Outreach - Rm. 408 Fee $48

Lightroom for the Digital Photographer
Instructor: L. Maxwell
Level 1 – 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 Apr. 9 9:00 a.m. - 3:00 p.m.
CRN 11748 Outreach - Rm. 401 Fee $48

Evening Classes

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

Computer Basics 🍀
Instructor: D. Jecks
Level 0 – Start at the very beginning. Learn how to log into 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 reference guide is included in the fee.
Windows 10
4 Thursdays Jan. 28 - Feb. 18 5:30 - 7:30 p.m.
CRN 11702 Outreach - Rm. 405 Tuition Fee $73
Windows 7
4 Thursdays Mar. 31 - Apr. 21 5:30 - 7:30 p.m.
CRN 11703 Outreach - Rm. 402 Tuition Fee $73

Continuation of Computer Basics 🍀
Instructor: D. Jecks
Prerequisite: Computer Basics skills
Level 0 – Continue to learn the basics of using a computer. Learn how to use Explorer to locate files/folders, plug in/properly unplug a USB flash drive, create new folders, move/copy folders, use Internet Explorer to browse the web, and perform a basic search using Google. A Windows reference guide is included in the fee.
Windows 10
4 Thursdays Mar. 3 - Mar. 24 5:30 - 7:30 p.m.
CRN 11704 Outreach - Rm. 405 Tuition Fee $73
Windows 7
4 Thursdays Apr. 28 - May 19 5:30 - 7:30 p.m.
CRN 11705 Outreach - Rm. 402 Tuition Fee $73

Moving to Windows 10 🍀
Instructor: E. Duffy
Prerequisite: Experience with Windows XP OR Windows 7 OR Windows 8/8.1
Level 1 – Are you already familiar with a previous version of Windows but need help with Windows 10? Learn to work your way through this operating system. This session will demonstrate the features making it easy to follow and understand. A Windows 10 reference guide is included in the fee.
1 Tuesday Mar. 15 5:45 - 8:45 p.m.
CRN 11706 Outreach - Rm. 405 Fee $40
1 Wednesday Apr. 27 5:45 - 8:45 p.m.
CRN 11707 Outreach - Rm. 405 Fee $40
Introduction to Word
Instructor: M. DeGrauwe
Prerequisite: Windows skills
Level 1 – Learn about creating a basic document, margins, editing, find and replace, using numbers and bullets, spell checking, saving, paragraph and character formatting, printing and much more. A workbook is included in the fee.
MS Office 2010
4 Mondays Mar. 14 - Apr. 4 5:30 - 7:30 p.m.
CRN 11708 Outreach - Rm. 402 Tuition Fee $73

Intermediate Word
Instructor: M. DeGrauwe
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.
MS Office 2010
4 Mondays Apr. 18 - May 9 5:30 - 7:30 p.m.
CRN 11709 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.
MS Office 2010
4 Wednesdays Feb. 10 - Mar. 2 5:30 - 7:30 p.m.
CRN 11710 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.
MS Office 2010
4 Wednesdays Mar. 30 - Apr. 20 5:30 - 7:30 p.m.
CRN 11712 BHC ALC - Rm. 112 Tuition Fee $73

Access
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. A workbook is included in the fee.
MS Office 2010
3 Tuesdays Feb. 23 - Mar. 8 5:30 - 7:30 p.m.
CRN 11713 BHC ALC - Rm. 112 Fee $90

MS Office 2013
3 Tuesdays May 3 - May 17 5:45 - 7:45 p.m.
CRN 11714 Outreach - Rm. 405 Fee $90

iPad: Getting Started
Instructor: M. DeGrauwe
Level 0 – Do you have an iPad and don’t know where to start? 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. You should also have created your Apple ID.
4 Mondays Jan. 25 - Feb. 22 5:30 - 7:00 p.m.
CRN 11716 Outreach - Rm. 402 Fee $45
(No class Feb. 15)
iPad: Beginner
Instructor: M. DeGrauwe
Level 1 – Are you unsure how to use your iPad? Learn the basics of using your device from settings to apps. Understand your Home Screen. Learn how to use the Internet, how to add contacts, how to set up an e-mail account, what is the app store and iTunes, and much more. Bring your iPad with you to class. You should have your iPad charged and activated. You should also have created your Apple ID.
1 Monday Feb. 29 5:30 - 7:30 p.m.
CRN 11717 Outreach - Rm. 402 Fee $20
1 Monday May 16 5:30 - 7:30 p.m.
CRN 11718 Outreach - Rm. 402 Fee $20

iPad: Intermediate
Instructor: M. DeGrauwe
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 Mar. 7 5:30 - 7:30 p.m.
CRN 11719 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 Mar. 29 - Apr. 5 5:30 - 7:00 p.m.
CRN 11720 BHC ALC - Rm. 112 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 Apr. 12 - Apr. 26 5:30 - 7:30 p.m.
CRN 11721 BHC ALC - Rm. 112 Fee $35

LinkedIn
Instructor: D. Jecks
Level 1 – Do you have a LinkedIn account but aren’t sure how to use it? Have you thought about creating an account, but aren’t sure where to start? This class will help you build your professional identity online. LinkedIn is a social networking site designed specifically for the business community. You will learn how to create a profile that shows your professional achievements and gain techniques for expanding your business contacts. You will also learn how to incorporate LinkedIn into your overall job search and career development. If you have a résumé, bring it with you to class.
1 Thursday Feb. 25 5:30 - 7:30 p.m.
CRN 11722 Outreach - Rm. 406 Fee $20

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 Tuesday Feb. 16 5:30 - 7:30 p.m.
CRN 11715 BHC ALC - Rm. 112 Fee $20

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 Wednesday Mar. 30 5:30 - 7:30 p.m.
CRN 11700 Outreach - Rm. 204 Fee $20

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 Wednesdays Apr. 20 - Apr. 27 5:30 - 7:30 p.m.
CRN 11701 Outreach - Rm. 204 Fee $35
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  Feb. 17 - Mar. 23  6:00 - 8:00 p.m.
CRN 11723  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  Feb. 16 - Mar. 15  6:00 - 8:00 p.m.
CRN 11724  Bldg. 2 - Rm. 219  Fee $65

Stained Glass – Intermediate, Copper Foil & Lead
Instructor: J. Rocker
Prerequisite: Stained Glass – Beginning, Copper Foil or equivalent.
You will earn to use lead came and advance your glass cutting skills. We will be working on small panel projects and free form window hangings throughout this class. Some materials may contain lead. Women who are pregnant or breastfeeding should refrain from using these materials.

5 Wednesdays  Mar. 23 - Apr. 20  6:00 - 8:00 p.m.
CRN 11725  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  Mar. 23 - Apr. 20  6:00 - 8:00 p.m.
CRN 11725  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 will finish pieces off with bails to use as pendants. Color combinations and mosaic techniques will also be included. Please bring a notebook to class. All tools and equipment will be provided. A $50 materials fee is payable to the instructor the first night of class.

3 Wednesdays  Jan. 27 - Feb. 10  6:00 - 8:00 p.m.
CRN 11727  Outreach - Rm. 106  Fee $38

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  Feb. 16 - Apr. 5  6:00 - 8:00 p.m.
CRN 11728  Outreach - Rm. 106  Fee $83
**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 as a gift. **You will need jewelry-making round-nosed pliers, chain nose pliers and diagonal cutters.** (A tool kit can be purchased from instructor for $15 on the first night of class.) A $5 materials fee is payable to the instructor the first night of class. Additional materials may be purchased if desired.  
2 Wednesdays Mar. 9 - Mar. 16  
6:00 - 8:00 p.m.  
CRN 11729 Outreach - Rm. 105 Fee $28

**Beginning Knitting**  
**Instructor:** C. Krueger  
“Click” your way to knitting those projects that can make wonderful gifts. Learn to 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 Apr. 4 - Apr. 25  
6:00 - 8:00 p.m.  
CRN 11730 Outreach - Rm. 103 Fee $48  
4 Wednesdays Apr. 6 - Apr. 27  
6:00 - 8:00 p.m.  
CRN 11731 Outreach - Rm. 103 Fee $48

**Intermediate Knitting - Hats**  
**Instructor:** C. Krueger  
Learn to knit hats using circular needles. You will 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 needled, scissors, patterns to try.  
4 Wednesdays May 4 - May 25  
6:00 - 8:00 p.m.  
CRN 11732 Outreach - Rm. 103 Fee $48

**Beginning Crocheting**  
**Instructor:** M. Blomquist  
Crocheting is fast, fun and increasingly popular. In this three-evening class, learn the basic stitches and make a dischloth. 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 Thursdays Mar. 3 - Mar. 17  
5:30 - 7:30 p.m.  
CRN 11733 Outreach - Rm. 103 Fee $38

**Refresher Crocheting**  
**Instructor:** M. Blomquist  
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 Mar. 24 - Mar. 31  
3:00 - 5:00 p.m.  
CRN 11734 Outreach - Rm. 103 Fee $28

**Pattern Reading for Crocheting**  
**Instructor:** M. Blomquist  
**New**  
Prerequisite: You need to have taken Beginning Crocheting or know crocheting basics. Learn the basics of pattern reading for crocheting in this one-night workshop, including terminology, symbols and how to interpret instructions. **Bring yarn and a hook (any size) to class as we take a hands-on approach to learning.**  
1 Thursday Apr. 7  
3:00 - 5:00 p.m.  
CRN 11735 Outreach - Rm. 406 Fee $18

**Crochet Pick-a-Project**  
**Instructor:** M. Blomquist  
**Prerequisite:** You need to have taken Beginning Crocheting, Refresher Crocheting or know crocheting basics.  
Come to class with one skein of a worsted weight yarn, preferably a “soft” yarn, and one H hook and leave with a handmade product. The instructor will provide patterns for a friendship shawl, fingerless gloves, slippers and a scarf. Handmade items have become quite the accessory in recent fashion trends. Now is the time to make one for yourself or as a gift!  
4 Thursdays Apr. 14 - May 5  
5:30 - 7:30 p.m.  
CRN 11736 Outreach - Rm. 103 Fee $48
Anyone Can Learn to Draw, Part 2
Instructor: P. Gromm
You are welcome even if you did not take Part 1 of this class. We will review the seven basic rules of drawing while drawing a still life, landscape and self-portrait. Emphasis will be on learning the value of shading and shadows. Bring to the first class a sketchpad, a 2B drawing pencil, a 4B drawing pencil and any eraser.
4 Mondays  Feb. 1 - Feb. 29  9:00 - 11:00 a.m.
CRN 11737 Outreach - Rm. 204  Fee $38
(No class Feb. 15)

Colored Pencil Winter Landscapes
Instructor: P. Gromm
Winter grays can be full of warm and cool, dark and light colors without the use of a black pencil. Come and explore reflected colors of light on snow. Landscape drawings will be kept as simple as possible. Bring to the first class a sketchpad and school pencil. If you have Prismacolor pencils bring them along too. A minimal list of supplies will be given at the first class.
4 Tuesdays  Feb. 2 - Feb. 23  9:00 - 11:00 a.m.
CRN 11738 Outreach - Rm. 204  Fee $38

Water-soluble Crayon Landscape Sketching
Instructor: P. Gromm
Emphasis will be on shapes, values and the use of water soluble crayons. These are great tools for doing “plein air” sketching; however, we will be working from photos. Bring a standard set of 10, any brand, water-soluble crayons will be sufficient. Brands such as Caran D’Ache Neocolor II Water-soluble Artists’ Crayons, Derwent Artbar Set or Staedtler Karat Aquarell Crayons are good. You also will need a synthetic watercolor brush, a tablet of 140 lb water-color paper and a school pencil.
4 Tuesdays  Feb. 2 - Feb. 23  Noon - 2:00 p.m.
CRN 11739 Outreach - Rm. 204  Fee $38

Anyone Can Draw a Still Life
Instructor: P. Gromm
We will take the seven rules of 3-D drawing and incorporate them into the still life. We will discuss composition of both the positive and negative space, construction of each object, and the laying down of correct tonal values. Bring to the first class a set of graphite drawing pencils that includes the 2H, HB, 2B and 4B, a Pink Pearl eraser, a kneaded eraser and a sketchbook at least 8” x 10”.
4 Mondays  Mar. 7 - Mar. 28  9:00 - 11:00 a.m.
CRN 11740 Outreach - Rm. 204  Fee $38

Beginning Watercolor Techniques
Instructor: P. Gromm
Watercolor is about the fluidity of paint, the texture of brush-strokes, and amount of water. Every technique produces its own unique result. Learn basic watercolor techniques and you’ll be hooked on creating watercolor paintings. Bring to class a #2 pencil, a kneaded eraser and a 140 lb. cold press watercolor sketchbook. On the first night you will receive a list of six basic watercolors needed for this class.
4 Tuesdays  Mar. 8 - Mar. 29  9:00 - 11:00 a.m.
CRN 11741 Outreach - Rm. 204  Fee $38

Watercolor Painting Winter Landscapes
Instructor: P. Gromm
If you think winter is simply gray and brown, we have a color palette for you! Come work with washes that establish the warm glow of light against the cold winter snow. Explore mixing earth tones to create intense vibrant colors for your impact area and muting the same mix to make value changes for depth in your landscapes. Bring a tablet of 140 lb. watercolor paper (9” x 12” or larger), a school pencil, a kneaded eraser and a #8 round watercolor brush. A paint list will be given the first class (same colors as used in Watercolor Technique classes by same instructor).
4 Tuesdays  Mar. 8 - Mar. 29  Noon - 2:00 p.m.
CRN 11742 Outreach - Rm. 204  Fee $38

Watercolor Painting Reflections in Water
Instructor: P. Gromm
This class will be helpful for both beginning and advanced students. We will be painting the 10 rules for showing reflections in water. These paintings will be not much more than thumbnail studies. Bring a tablet of 140 lb. watercolor paper (about 9” x 12”), a school pencil, a kneaded eraser and a #8 round watercolor paintbrush. A limited paint list will be given at the first class.
4 Mondays  Apr. 4 - Apr. 25  9:00 - 11:00 a.m.
CRN 11743 Outreach - Rm. 204  Fee $38

Lifelong Learner Program Classes
Designed for anyone 55 years or better, but all learners are welcome.
Flower Drawing Using Colored Pencils
Instructor: P. Gromm
Springtime is when the world comes awake with color. We may work part of the time from photos and part of the time with actual flowers. Learn simple techniques for blending the vibrant colors and adding highlights and shadows to flowers and leaves. Bring to class a sketchpad (about 9”x12”), a school pencil and eraser. A supply list will be given at the first class.
4 Tuesdays Apr. 5 - Apr. 26 9:00 - 11:00 a.m.
CRN 11744 Outreach - Rm. 204 Fee $38

Drawing Your Pet in Colored Pencil
Instructor: P. Gromm
With the use of a grid, you can draw a good likeness of your pet. Then it will be only a matter of seeing values and colors and what to do with the background. Bring to the first class a photo(s) no larger than 8”x10” of your pet, a #2 school pencil, an eraser and a sketchbook. A list of colored pencils will be given at the first class.
4 Tuesdays Apr. 5 - Apr. 26 Noon - 2:00 p.m.
CRN 11745 Outreach - Rm. 204 Fee $38

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" X 20" canvases. Wear old clothing to class and bring odorless paint thinner and paper towels.
6 Mondays Mar. 21 - Apr. 25 6:00 - 8:00 p.m.
CRN 11804 Outreach - Rm. 106 Fee $50

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 Mar. 12 9:00 a.m. - 3:00 p.m.
CRN 11747 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 Apr. 9 9:00 a.m. - 3:00 p.m.
CRN 11748 Outreach - Rm. 401 Fee $48

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 Wednesday Mar. 30 5:30 - 7:30 p.m.
CRN 11700 Outreach - Rm. 204 Fee $20

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 Wednesdays Apr. 20 - Apr. 27 5:30 - 7:30 p.m.
CRN 11701 Outreach - Rm. 204 Fee $35
At Home

Cashing in on Coupons
Instructor: TBA
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 | Mar. 22 - Mar. 29
6:00 - 8:00 p.m.
CRN 11749 | Outreach - Rm. 204 | Fee $20

Home Wiring
Instructor: I. Jordan
This class is for anyone who wants to learn about home wiring as well as how to save money by doing repairs on their own. Learn practical house wiring including switch and receptacle circuits, breaker panels and thermostat controls. Telephone wiring and cable systems will also be covered. Get hands-on experience using meters and tools to safely troubleshoot, maintain or make minor revisions. Optional textbook may be purchased at the Hawk’s Hub (the college bookstore) prior to first class.
6 Tuesdays | Mar. 1 - Apr. 5
6:30 - 8:00 p.m.
CRN 11750 | Outreach - Rm. 105 | Tuition Fee $82

CRN 11751 | Outreach - Rm. 105 | Tuition Fee $82

Food and Drink

Cooking with Wine and Spirits New
Instructor: S. Godke
Cooking the same things over and over? Learn basic sauces and marinades that take your everyday meals up several levels. We will make delicious meats, saucy pasta dishes and mouth-watering desserts using recipes you can recreate at home. Fee includes materials.
1 Wednesday | Feb. 17
6:30 - 8:15 p.m.
CRN 11752 | Two Rivers YMCA | Fee $35

Inexpensive but Fancy Main Dishes New
Instructor: S. Godke
Learn what inexpensive cuts of meat and poultry to buy and how they can be made elegant with the proper cooking methods. In this one night class you will learn how to bring out the best in ingredients that are easy on the budget…..but good enough for entertaining! Fee includes materials.
1 Thursday | Mar. 10
6:30 - 8:15 p.m.
CRN 11753 | Two Rivers YMCA | Fee $35

Spring Entertaining New
Instructor: S. Godke
Learn how to use seasonal ingredients to make that perfect spring brunch or holiday dinner. You will be taught how to prep ahead and other amazing tricks used by caterers. Maybe this year you can entertain with NO stress! Fee includes materials.
1 Tuesday | Apr. 12
6:30 - 8:15 p.m.
CRN 11754 | Two Rivers YMCA | Fee $35

Two Rivers YMCA – Spirit Mind and Body Center
1811 53rd St, Moline, IL 61265

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.

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 Feb. 18 - Mar. 17 1:30 - 3:30 p.m.
CRN 11759 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 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 beginning to advanced family researchers. If you have a family research project, bring it with you to class.
4 Thursdays Mar. 24 - Apr. 14 1:30 - 3:30 p.m.
CRN 11760 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 Apr. 21 - May 19 1:30 - 3:30 p.m.
CRN 11761 Outreach - Rm. 405 Fee $50

Writing

Beginning Writer’s Workshop
Instructor: TBA
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 Apr. 12 - Apr. 26 6:00 - 8:00 p.m.
CRN 11762 Outreach - Rm. 204 Fee $38

Writing Your Story, Part I
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 Feb. 11 - Feb. 25 5:45 - 7:45 p.m.
CRN 11763 Geneseo Public Library Fee $38

Writing Your Story, Part II
Prerequisite: Writing Your Story Part I
Write Your Story Part II is for those writers-students who have completed the draft of their autobiography written in Part I. Part II will focus on the revision and editing process of YOUR story.
3 Thursdays Mar. 10 - Mar. 24 5:45 - 7:45 p.m.
CRN 11764 Geneseo Public Library Fee $38

Creative Writing
Instructor: S. Eberhardt
Express your creativity through writing. This course will help you discover and unlock the imagination and creativity you possess. A variety of writing techniques and exercises will hone your talent. Sharpen your pencils and be ready to have some fun!
3 Thursdays Apr. 14 - Apr. 28 5:45 - 7:45 p.m.
CRN 11765 Geneseo Public Library Fee $38

Genealogy

“This class gave me a multitude of resources to help with my genealogical studies – actually the instructors were the best resources of all!”
Katherine Healy
Dance & Fitness

Beginning Ballroom Dancing
Instructor: J. Hall
Learn (or review) the basics in traditional smooth dances – Foxtrot and Waltz as well as Swing and Rumba. You’ve seen the dances on TV – now it’s your turn! Be prepared to step out onto the dance floor at weddings, parties and other social events. Instruction includes lead/follow, music identification and styling. Intermediate dancers are welcome.
6 Tuesdays Jan. 19 - Feb. 23 7:00 - 8:30 p.m.
CRN 11766 Bldg. 3 - Lower Gym Couple Fee/$52

Social Dancing
Instructor: D. Elgatian
Easy and fun to do! Prepare for upcoming “weddings, vacations and night clubs!” Basics in five dances from “dips and turns” to “shake your body.” Slow Dance, Merengue, Swing, West Coast Swing, and Salsa.
6 Mondays Jan. 25 - Mar. 14 6:30 - 8:00 p.m.
CRN 11792 CASI Couple Fee/$52
(No class Feb. 1 and Feb. 15)
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.
6 Tuesdays Mar. 8 - Apr. 12 7:00 - 8:30 p.m.
CRN 11767 Bldg. 3 - Lower Gym Couple Fee/$52

Zumba - Find Your Way to Fun and Fitness
Instructor: T. Gomez
Combine motivating music and high energy with unique moves and combinations that allow you to dance away your worries. It is fun, easy and can be done at your own level. The music will move from today’s songs to Latin and international. Routines will feature aerobic/fitness with a combination of fast and slow rhythms that tone and sculpt the body.
6 Thursdays Jan. 21 - Feb. 25 7:00 - 8:00 p.m.
CRN 11769 Bldg. 3 - Lower Gym Fee $36

Beginning Hoop Dance
Instructor: C. Bishop
Are you looking to burn more than 400 calories an hour with an amazing no-impact to low-impact workout? With hoop dance, you can! Laugh and have fun while strengthening your core, toning your body and improving balance and coordination! All genders, shapes and sizes ages 16 and up, are welcome. No prior hula hooping experience is necessary as lessons begin with the very basics – keeping the hoop up! A $15 materials fee (for hoop) is due to instructor the first night of class.
6 Wednesdays Apr. 6 - May 11 7:00 - 8:00 p.m.
CRN 11771 Bldg. 3 - Lower Gym Fee $42

Belly Dancing
Instructor: B. Lancial
For centuries, this dance has been used to maintain good health for the mind, body and spirit. You will be introduced to the basic principles of belly dance, as well as some more advanced movements, giving the knowledge to create your own routines whether for performance or a fun workout at home. This class is welcoming to all shapes and sizes. Wear comfortable clothing that allows ease of movement.
6 Wednesdays Feb. 17 - Mar. 23 7:00 - 8:00 p.m.
CRN 11768 Bldg. 3 - Lower Gym Fee $36

Yoga
Instructor: L. Miotto
Bring your body and mind together into one harmonious experience. Improve your breathing capacity and increase your flexibility and strength through a focus on traditional yoga poses, breathwork, balance and relaxation. All levels are welcome. Bring a yoga mat or a large towel and dress in comfortable, loose-fitting clothing.
6 Tuesdays Jan. 19 - Feb. 23 6:30 - 7:30 p.m.
CRN 11772 Outreach - Rm. 407 Fee $42

Previous experience for the above classes is not necessary. Bring soft-soled shoes to preserve our dance floor. Registration information is needed for both parties.

Directions to Bldg. 3 - Lower Gym
Enter the northwest door to Bldg. 3. Take a left down the stairs to 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.)
Community Education

Floral Design

Floral Design Certificate Program
Enroll in the basic and advanced floral design 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. Both classes must be completed this term to obtain the certificate.

Basic Floral Design
Instructor: P. Paulsen
Learn to design and arrange flowers and become your own floral designer or prepare for entry-level floral designing. You will experience hands-on training while learning the basics of floral design to include flower choices, different arrangements, and tools needed for the profession. A $100 materials fee is payable to the instructor the first night of class. Fresh flowers will be used. Please bring flower clippers to class.
4 Wednesdays Jan. 27 - Feb. 17 5:45 - 8:00 p.m.
CRN 11647 Intouch Adult Day Services Tuition Fee $100

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 the Basic Floral Design class. This interactive, hands-on class will offer you practical application using line, form, proportion and color. Included will be high-styled designs for a wedding or any special event as well as bridal work including bride’s bouquet, boutonnieres and corsages. A $100 materials fee is payable to the instructor the first night of class. Please bring flower clippers to class.
4 Wednesdays Apr. 6 - Apr. 27 5:45 - 8:00 p.m.
CRN 11649 Intouch Adult Day Services Tuition Fee $100

Easter Centerpiece
Instructor: P. Paulsen
Hop into spring with this festive Easter arrangement combining the elegance of fresh flowers in a unique vase. Your home will celebrate spring and welcome the Easter Bunny. A $30 materials fee is payable to the instructor the first night of class. Please bring flower clippers to class.
1 Wednesday Mar. 23 5:45 - 8:00 p.m.
CRN 11648 Intouch Adult Day Services Fee $35

Garden Planter
Instructor: P. Paulsen
Create a beautiful spring planter combining live plants in a clay container. Your creation will look wonderful outside your house or it will make a fantastic Mother’s Day or housewarming gift. A $35 materials fee is payable to the instructor the first night of class. Please bring flower clippers to class.
1 Wednesday May 4 5:45 - 8:00 p.m.
CRN 11650 Intouch Adult Day Services Fee $35

Music

Black Hawk College Community String Orchestra
Instructor: R. Croegaert
The BHC Community String Orchestra consists of non-auditioned 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.
Mondays Jan. 25 - May 16 6:30 - 8:20 p.m.
CRN 11793 Bldg. 4 - Rm. 115 Fee $20
(No class Feb. 15 and Mar. 14)

Black Hawk College Community Band
Instructor: S. Talbot
The community band is offered to musicians within the Quad Cities community. It is a combination of college band students and community band performers. The band plays a variety of band music from all periods of music composition. On May 19 the band will perform at the BHC graduation ceremony.
Tuesdays Jan. 19 - May 17 6:30 - 8:20 p.m.
CRN 11794 Bldg. 4 - Rm. 115 Fee $20
(No class Mar. 15)

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.
On May 19 the chorale will perform at the BHC graduation ceremony.
Thursdays Jan. 21 - May 12 6:30 - 8:20 p.m.
CRN 11795 Bldg. 4 - Rm. 115 Fee $20
(No class Mar. 17)
Youth

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

3rd - 7th graders
2 Tuesdays Feb. 2 - Feb. 9
5:30 - 7:30 p.m.
CRN 11796 Geneseo Fee $35

8th - 12th graders
2 Tuesdays Apr. 5 - Apr. 12
5:30 - 7:30 p.m.
CRN 11797 Geneseo Fee $35

Etiquette – Manners Still Matter class locations:
• Geneseo Public Library, 805 N. Chicago Street, Geneseo
• The Cellar Restaurant, 137 S. State St., Geneseo

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

You must register for the ACT exam separately.

Instructor: L. Carey
4 Saturdays Feb. 6 - Feb. 27
1:00 - 5:00 p.m.
CRN 11773 Outreach - Rm. 204 Fee $135

Instructor: M. Fleming
4 Saturdays Feb. 20 - Mar. 12
9:15 a.m. - 1:15 p.m.
CRN 11774 Geneseo Public Library Fee $135

ACT class locations:
• Black Hawk College - Outreach Center, 301 Avenue of the Cities, East Moline
• Geneseo Public Library, 805 N. Chicago Street, Geneseo

Online Courses

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 17 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.
**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.  
Feb. 8 - Mar. 7  
6:00 - 8:00 p.m.  
CRN 11775  
Bldg. 1 - Rm. 302  
Tuition Fee $135

(No class Feb. 15)

**French II - Conversational (Part 1)**  🍂

**Instructor:** M. Friedrichsen  
Prerequisite: French I-Conversational or instructor’s permission.
This continuation of French I will emphasize pronunciation and refine your listening and comprehension skills. You will learn how to construct your very own short sentences. We will discuss food, travel, French culture and other useful tips. Class will be more individualized than French I.

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

3 Mon./3 Wed.  
Mar. 9 - Mar. 28  
6:00 - 8:00 p.m.  
CRN 11776  
Bldg. 1 - Rm. 302  
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.*

3 Mon./3 Wed.  
Mar. 30 - Apr. 18  
6:00 - 8:00 p.m.  
CRN 11777  
Bldg. 1 - Rm. 302  
Tuition Fee $110

**Italian I**  🍂

**Instructor:** M. McCandless  
Learn the basic Italian language and the most commonly used expressions from a true native of Italy. This interactive class will offer you the opportunity to practice correct pronunciation of the Italian language. Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.

8 Thursdays  
Mar. 3 - Apr. 27  
2:30 - 4:30 p.m.  
CRN 11798  
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  
Feb. 23 - Apr. 12  
6:00 - 8:00 p.m.  
CRN 11778  
Bldg. 1 - Rm. 304  
Tuition Fee $135

**Basic Chinese**  🍂

**Instructor:** H. Chen  
You will learn the basics of Chinese in this fun and interactive introductory course taught by a native speaker and former instructor at the high school and university level in China. You will learn Chinese phrases, greetings, numbers, everyday expressions, Chinese characters and the Chinese phonetic scheme.

4 Tues./4 Thurs.  
Mar. 8 - Mar. 31  
6:00 - 8:00 p.m.  
CRN 11799  
Bldg. 1 - Rm. 405  
Tuition Fee $135

**Travel — Italy**

**Instructor:** M. McCandless  
Planning a trip to Italy? Wanting to learn a new language? Why not explore the Italian language and culture? In this class, you will learn basic Italian words and phrases as well as the culture from a native Italian. *Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.*

3 Wednesdays  
Apr. 13 - Apr. 27  
2:30 - 4:30 p.m.  
CRN 11800  
CASI  
Fee $40

Center for Active Seniors, 1035 West Kimberly Rd., Davenport, IA
Travel — France  
Instructor: M. Friedrichsen
No grammar! No homework! This fun interactive class will touch on the French culture, food and travel and social dos and don’ts. You will also learn and practice proper pronunciation of simple French words and phrases. Please bring a folder to class.
3 Wednesdays Mar. 2 - Mar. 16  2:30 - 4:30 p.m.
CRN 11801  CASI  Fee $40
Center for Active Seniors, 1035 West Kimberly Rd., Davenport, IA

Travel — Spanish  
Instructor: M. Cavazos
Whether you are planning a trip or just want to learn the language, use this course as a way to quickly learn pronunciation, numbers, how to say currency, colors, months and days and everyday words and conversational phrases. You’ll also learn some travel-related vocabulary in this course taught by a native speaker.
4 Wednesdays Apr. 20 - May 11  5:30 - 7:30 p.m.
CRN 11779  Outreach - Rm. 407  Tuition Fee $68

Chinese Culture  
Instructor: H. Chen
Are you a business traveler, planning a vacation or simply interested in the Chinese culture? You will explore Chinese culture from a native speaking instructor with invaluable insightfulness. You will learn basic Chinese phrases and expressions as well as cultural do’s and don’ts. This class will give you unique perception of the Chinese life, customs and social etiquettes.
2 Wednesdays Apr. 6 - Apr. 13  10:00 a.m. - Noon
CRN 11802  Outreach - Rm. 204  Fee $28

Spanish for the Legal Professional  
Instructor: M. Cavazos
This class will help individuals in the legal profession communicate simply and effectively in Spanish to plaintiffs and defendants. Learn Spanish pronunciation and basic vocabulary such as numbers, days, months, dates and time. Gather personal information and discuss crimes/ violations, fines/ payments and sentences/punishment with a client with confidence. Course includes learning kit with manual and audio CD. In order to receive the learning kit for the first class, you must register by April 4.
7 Mondays Apr. 11 - May 23  6:00 - 8:00 p.m.
CRN 11780  Bldg. 1 - Rm. 301  Tuition Fee $140

Sign Language

American Sign Language (ASL) - Beginning
Instructor: H. Jackson
Learn the basic signs, finger spelling and sign language syntax to be able to express and understand simple concepts in American Sign Language (ASL). You will be able to sign a simple conversation/dialog with others. Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class.
8 Tuesdays Jan. 26 - Mar. 22  6:00 - 8:00 p.m.
CRN 11781  Bldg. 1 - Rm. 401  Tuition Fee $135
(No class Feb. 16)

American Sign Language (ASL) - Intermediate
Instructor: H. Jackson
Prerequisite: American Sign Language (ASL) – Beginning. This class is a continuation of American Sign Language (ASL) – Beginning. Expand your sign language vocabulary, improve your communication skills and develop fluency in American Sign Language. Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class. Same textbook as used in the Beginning class.
6 Tuesdays Mar. 29 - May 3  6:00 - 8:00 p.m.
CRN 11782  Bldg. 1 - Rm. 303  Tuition Fee $110

Teachers! Earn PD Hours in the classroom or Online
Go to page 13 for more information.

Adult Education
Classes are available without cost to qualifying residents of the Black Hawk College district.
• GED Preparation  309-796-8216
  Prepare for the Math, Language Arts, Science, Social Studies and Constitution tests.

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

• English Language Acquisition  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!
**Lifelong Learner Lunches**

Especially designed for anyone celebrating years of 55 or better, but all learners are welcome!
In cooperation with the QC Times Plus 60 Club.

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

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**Understanding Judaism: Traditions and Beliefs**

**Presenter:** Rabbi Jeffre Lipschultz

We return to the Tri-City Jewish Center to enjoy a delicious kosher lunch and learn about Jewish traditions and Jewish practice from Rabbi Jeffre Lipschultz. We will move from the dining area into the sanctuary to learn about the significance of keeping kosher, putting on Tefillin (Prayer Boxes), wrapping the Tallit (Prayer Shawl), covering the head, studying Torah and much more. The biblical and historical background of each practice and insight into its contemporary use and significance will be discussed.

**Date:** Tuesday, Feb. 9

**Location:** Tri-City Jewish Center  
2715 30th Street, Rock Island, IL

**Lunch:** 11:30 a.m.

**Presentation:** 12:15 p.m

**Fee:** $23

**Last day to register or to receive a refund:** Feb. 2

**CRN:** 11783

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**Irish Traditions We Celebrate and the History Behind Them**

**Presenter:** Art Pitz and Ryan Dye

Did you know the world’s first St. Patrick’s Day parade occurred on March 17, 1762 in New York City and consisted of Irish soldiers serving in the English military? Who was St. Patrick? Why do we celebrate St. Patrick’s Day with green shamrocks and corned beef and cabbage? Do you know what the Celtic Heritage Trail is? With almost 35 million Americans claiming Irish heritage, the culture and history of the Irish have played a pivotal role in shaping our country.

**Date:** Wednesday, March 16

**Location:** St. Ambrose University - Rogalski Center  
518 West Locust Street, Davenport, IA

**Lunch:** 11:30 a.m.

**Presentation:** 12:15 p.m

**Fee:** $23

**Last day to register or to receive a refund:** March 9

**CRN:** 11784

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**The Life and Crimes of John Looney, Notorious Early 20th Century Quad City Gangster**

**Presenter:** Roger Ruthhart

The co-author of *Citadel of Sin: The John Looney Story* will discuss the notorious history of one of the nation’s biggest crime bosses, John Looney. Looney’s crime organization ruled Rock Island, the Quad-Cities and much of the rest of the country in the era of the teens and early 1920s. Looney controlled protection, gambling, illegal liquor, prostitution, stolen cars and more through a crime organization that the Feds said would become the prototype for others that would follow. Come learn about an interesting piece of QC history!

**Date:** Tuesday, April 19

**Location:** Hilton Garden Inn  
959 Middle Road, Bettendorf, IA

**Lunch:** 11:30 a.m.

**Presentation:** 12:15 p.m

**Fee:** $23

**Last day to register or to receive a refund:** April 12

**CRN:** 11785

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**The German American Heritage Experience**

**Presenter:** German American Heritage Center Staff

Explore the German American heritage that runs deep in the Quad Cities starting with the German-speaking immigrants who arrived in the QC area over two centuries ago. There will be a brief historical overview of The German American Heritage Center and then you will be given access to the temporary galleries and the interactive, audio-visual permanent exhibit, “The German Immigrant Experience.” This exhibit takes visitors on an exploration of what it was like to be an immigrant in this area in the 1800’s.

**Date:** Wednesday, May 18

**Location:** German American Heritage Center  
712 W 2nd Street, Davenport, IA

**Lunch:** 11:30 a.m.

**Presentation:** 12:15 p.m

**Fee:** $23

**Last day to register or to receive a refund:** May 11

**CRN:** 11786

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For directions and parking information for each event, go to [www.bhc.edu/lifelong](http://www.bhc.edu/lifelong).
Business Training Center (BTC) 309-796-5718

Black Hawk College - Business Training Center (BTC)
Illinois WorkNet Center, 4703 16th St., Suite G, Moline, IL (across from SouthPark Mall).
www.bhc.edu/btc

Are you keeping up with your workforce training? Whether you are seeking new skills or expanding on current employee skill inventory, the Business Training Center at Black Hawk College is your community resource for effective, well designed training delivered conveniently at your place of business or at a college location.

Our instructors are primarily from industry and work closely with the college and the client to deliver and prioritize the most comprehensive and value-added programs.

Contact Susan Llewellyn 309-796-5716, llewellyns@bhc.edu or Julie Gelaude 306-796-5715, gelaudej@bhc.edu to schedule a meeting to review your needs. You can find more information on our website: www.bhc.edu/btc.

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

Industrial and Quality
- Basic Welding
- Blue Print Reading
- ISO Internal Auditing
- MIG Production Welding
- Mistake Proofing
- Root Cause Analysis
- CNC
- GD&T
- Skill assessment on the shop floor
- Understanding and Implementing Lean Manufacturing

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

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

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

Monday - Friday, Jan. 11 - Feb. 17 (No refunds after Jan. 4)
   (2 Saturday classes on Jan. 30 and Feb. 6)
   MIG Day class: 8:00 a.m. - 1:00 p.m.
   Stick/TIG Night class: 4:00 - 9:00 p.m.

Monday - Friday, Feb. 29 - Apr. 6 (No refunds after Feb. 16)
   (1 Saturday class on March 12)
   Stick/TIG Day class: 8:00 a.m. - 1:00 p.m.
   MIG Night class: 4:00 - 9:00 p.m.

Monday - Friday, Apr. 18 - May 25 (No refunds after Apr. 4)
   MIG Day class: 8:00 a.m. - 1:00 p.m.
   Stick/TIG Night class: 4:00 - 9:00 p.m.

*CNC Production

CNC Production Machine Operator
Instructor: F. Paul Smith
This is a challenging 64-hour classroom and hands-on training program for individuals with shop floor experience desiring entry to the world of CNC operation. Upon successful completion of curriculum, participants will be ready for on the job (OJT) as entry level Production CNC Machine Operators. Shop safety and quality principles are given special emphasis throughout the curriculum. The focus on the program is on practical application – all examples and exercises are based on operations typically encountered on the job.

Topics include:
- Production Math
- Print Reading
- Production Measurement Tools
- CNC Tooling
- CNC Machine Operation

Attendees: Motivated individuals with shop floor experience seeking to gain knowledge of CNC operations.

Mon./Wed. Jan. 25 - Mar. 21, 5:00 - 9:00 p.m.
CRN TBA  Bldg. 2 - Rm. 108  Tuition Fee $800
Class fee includes materials.

Mon./Wed. Mar. 28 - May 18, 5:00 - 9:00 p.m.
CRN TBA  Bldg. 2 - Rm. 108  Tuition Fee $800
Class fee includes materials.

Water Programs

Wastewater (Sewage) Treatment
Instructor: Lisa Perry
This course will help prepare you for the Class 3 and Class 4 wastewater operators’ state exam and IL EPA certification. Applicants must meet specific experience, education, and examination requirements in order to qualify for certification. This course follows the guidelines of Basic Wastewater Treatment Plant Operations.

Participants will earn 3.1 CEUs.

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

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

11 Thursdays  Feb. 18 - Apr. 28  6:00 - 9:00 p.m.
CRN 11812  Bldg 2 - Rm 202  Tuition Fee $395

To register call 309-796-5718 or go to www.bhc.edu/welding

Refund Policy:
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.
Intermediate and Advanced Drinking Water Operations
Instructor: Brianna Huber
This course covers a majority of the significant procedures and concepts related to the operation and maintenance of Illinois Class B and Class A public water supply operations, and will prepare students for the Class B and Class A water operators’ IL EPA exam and certification. Students must meet specific experience, education, and examination requirements in order to qualify for certification.
Topics include:
• Disinfection
• Fluoridation
• Distribution
• Clarification
• Lime-Soda Softening
• Ion Exchange Softening
• Filtration
• Iron & Manganese Control
13 Tuesdays Feb. 16 - May 10 6:00 - 9:00 p.m. CRN 11811 Bldg. 2 - Rm. 202 Tuition Fee $465

OSHA & Safety
OSHA 10-HR Construction Industry
Training Provider: Jeff Clark
This course, taught by an OSHA-authorized instructor, meets the requirements of the OSHA Standard 29 CFR Part 1926. Each successful participant will receive a card from OSHA verifying their completion of the course. Primary topics include: introduction to OSHA, the inspection and citation process, working and walking surfaces, fall protection, scaffolds, excavations, cranes, material handling, tools – hand and power. (1 hr lunch on your own.)
CRN 11806 Thurs. Jan. 28 8 a.m. – 3 p.m. $275 Jan. 29 8 a.m. – Noon

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 11815 Mon. Feb. 29 8 a.m. – 5 p.m. $225

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 11816 Thurs. Mar. 3 9 a.m. – Noon $125

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 11817 Thurs. Mar. 3 1 – 4 p.m. $125

Developing a Safety Program
Training Provider: Jeff Clark
This course will give guidance in developing an effective safety program. Topics will include: developing company safety policies, required training, tips on delivering effective training, establishing a safety committee, managing your Safety Data Sheets, and much more. Students should bring a flash drive for downloading material.
CRN 11814 Wed. Feb. 24 8:30 a.m. – Noon $125

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 11805 Thurs. Jan. 28 Noon – 4 p.m. $99
CRN 11813 Tues. Feb. 23 8 a.m. – Noon $99
CRN 11818 Tues. Mar. 22 Noon – 4 p.m. $99
CRN 11819 Wed. Apr. 27 8 a.m. – Noon $99
CRN 11820 Thurs. May 17 8 a.m. – Noon $99

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CRN 11820 Thurs. May 17 8 a.m. – Noon $99

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

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

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 as necessary.

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

Holidays
January 18 - Martin Luther King’s Birthday
February 15 - Presidents’ Day
March 14-18 Spring Break: PaCE classes will meet as scheduled. The BHC Hawk’s Hub (bookstore) and Outreach Center offices will be closed on March 18.
March 25 - Good Friday

Facilities Locations
• Black Hawk College - Outreach Center (Outreach)
301 Avenue of the Cities, East Moline, IL
309-796-8223 Email: demontl@bhc.edu
Telecommunications Device For the Deaf 309-755-9855
• Black Hawk College (Bldg. 1, 2, 3, 4, STB, and HSC)
6600 34th Avenue, Moline, IL
• Black Hawk College Adult Learning Center (BHC ALC),
4610 Blackhawk Commons Drive, Rock Island, IL
• CASI - Center for Active Seniors, 1035 West Kimberly Road, Davenport, IA
• 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
• Two Rivers YMCA – Spirit Mind and Body Center, 1811 53rd St., Moline, IL

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. 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.
Method of Payment:  
Cash  
Check/Money Order  
Credit Card:  
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Stop by one of these free events to learn about the numerous programs/classes offered. Talk with PaCE Coordinators to determine if a class or program is right for you. Enjoy a mini-session of one of our technology or community education classes at the Outreach Center and the Adult Learning Center. Registration will be open during this event.

Learn about the following PaCE opportunities:
- Professional Development/Continuing Education
- Technology
- Community Education
- Online Learning

**Health Care Career Programs: An Overview**
*Wednesday, January 20, 2016*  
(Health Sciences Center, 6600 34th Avenue, Moline, IL)

Want to prepare for a challenging and rewarding career in the health care field but not certain which PaCE health course is right for you. This informational session will give prospective students information on PaCE health care programs such as, Medical Receptionist, Medical Scribe, Medical Terminology, EKG Technician, Home Health Care, Phlebotomy, Physical Therapy Aide, Pharmacy Technician, and Dialysis Technician. Instructors will be available for a brief overview of the various programs.*  
*Registration will be open during this event.*

**PaCE Information Night**

- **Tuesday, Jan. 19, 2016**  
  4:30-6:00 p.m.  
  Geneseo Public Library  
  805 N. Chicago St.  
  Geneseo, IL 61254

- **Wednesday, Jan. 20, 2016**  
  4:30-6:00 p.m.  
  Outreach Center-4th floor  
  301 Avenue of the Cities  
  East Moline, IL 61244

- **Thursday, Jan. 21, 2016**  
  4:30-6:00 p.m.  
  Adult Learning Center  
  4610 Blackhawk Commons Drive  
  Rock Island, IL 61201

Visit our website: www.bhc.edu/pace