

Professional and Continuing Education



Health Careers
Online Learning
Language/Culture
Computer Skills

Lifelong Learner Program
Personal Enrichment
Business and Professional Development
Workplace Skills

DAY, EVENING AND ONLINE CLASSES AVAILABLE!

www.bhc.edu/pace

PaCE Information Night

Thursday, January 15, 2015
4:00 – 6:00 p.m.

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

or

Tuesday, February 10, 2015
5:00 – 6:00 p.m.

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

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

Learn about the following PaCE opportunities:

- Health Career Programs
- Online Learning Classes
- Business/ Professional Development Programs
- Computer Classes
- Community Education Classes



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

Scrubs and More: Free Informational Session

Tuesday, April 28, 2015
6:30 – 8:00 p.m.

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

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

Programs that will be represented are:

- EKG
- Medical Receptionist
- Dental Receptionist
- Pharmacy Technician
- Medical Scribe
- Medical Terminology
- Dialysis Technician
- Phlebotomy Technician
- Personal Trainer
- Physical Therapy Aide



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



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

FlexReg for PaCE

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

FlexReg for PaCE facts:

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

Logging in:

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

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

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Earn CPDU credits

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Health and Wellness

Community Health

Classes for your emotional and physical health.



NAMI Family-to-Family

New

Instructor: Staff

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

12 Wednesdays Mar. 11 - May 27 6:30 - 8:00 p.m.
CRN 11553 Outreach - Rm. 204 Fee FREE

Human Trafficking: An Introduction

New

Instructor: C. O’Keeffe

This class will cover definitions of labor and sex trafficking, risk factors and vulnerabilities, red flags and indicators of sex trafficking, federal and state human trafficking laws, and resources for help. Through viewing Braking Traffik’s documentary film, “Any Kid Anywhere: Sex Trafficking Survivor Stories,” participants will learn ways children and young adults fall victim to sex trafficking, various forms of control, and why no community is immune to this horrific crime.

2 Tuesdays Feb. 3 - Feb. 10 6:00 - 7:30 p.m.
CRN 11554 Outreach - Rm. 204 Fee \$26



Unraveling the Mystery of Weight Loss

Instructor: Dr. P. Newhouse

Are you tired of the diet yo-yo? Can’t understand why you can’t lose weight? Learn what hormone is keeping you from burning fat and how one simple nutritional change can help you shed pounds fast. This revolutionary nutritional program will help you decrease body fat, reduce cravings and have more energy than ever before.

1 Tuesday Jan. 27 7:00 - 8:30 p.m.
CRN 11549 Outreach - Rm. 406 Fee \$29

1 Tuesday Mar. 3 7:00 - 8:30 p.m.
CRN 11550 Outreach - Rm. 406 Fee \$29

Unlocking the Secrets of Nutrition

New

Instructor: Dr. P. Newhouse

Confused about what is nutritious and healthy? Are you suffering from high blood pressure, high cholesterol, diabetes, chronic pain, digestive problems or any other chronic physical condition? Let us help you take the guess work out of shopping, cooking and eating. Learn the essentials of nutrition to find “The New You.”

1 Tuesday Feb. 3 7:00 - 8:30 p.m.
CRN 11551 Outreach - Rm. 406 Fee \$29

1 Tuesday Mar. 10 7:00 - 8:30 p.m.
CRN 11552 Outreach - Rm. 406 Fee \$29





Yoga

Instructor: L. Miotto

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

6 Tuesdays Jan. 27 - Mar. 3 6:15 - 7:15 p.m.
CRN 11760 Outreach - Rm. 407 Fee \$42

Therapeutic Yoga

New

Instructor: J. Welzenbach-Hilliard

Yoga is a valuable way to promote wellness for emotional and mental health. Learn how to use specific yoga postures, sequences and breath awareness to help with chronic pain or limited physical mobility brought on by injury and/or chronic illness. Designed for the beginner. *Bring a yoga mat or a large towel and dress in comfortable, loose-fitting clothing.*

6 Thursdays Apr. 2 - May 7 1:00 - 2:00 p.m.
CRN 11761 Outreach - Rm. 407 Fee \$42

How to Customize Your Massage (for Massage Therapists)

New

Instructor: J. Atkinson

Calling all massage therapists! Learn tips and tools to make each massage session exactly what your client needs from intake to table. We will use a multi-modality approach to discuss several types of clients in order to be able to quickly and effectively create a customized massage each time for each client. Eight (8) continuing education credits will be awarded. Class will break for one hour lunch (on your own). **Bring sheets and product for the hands-on portion of the class.**

1 Saturday Feb. 7 9:00 a.m. - 6:00 p.m.
CRN 11570 Bldg. 2 - Rm. 208/209 Tuition Fee \$75

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

Instructor: B. Smith

The American Heart Association designed the BLS for Healthcare



Learn and Live

Providers Course to prepare

a wide variety of healthcare professionals to recognize several life-threatening emergencies and to provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. The course includes adult, child, and infant skills in both the out-of-hospital and in-hospital settings. Massage Therapists can earn 4 continuing education credits. *Fee includes manual and HCP-CPR card.*

1 Friday Jan. 16 Noon - 4:00 p.m.
CRN 11571 Outreach - Rm. 407 Fee \$50

1 Friday Jan. 30 Noon - 4:00 p.m.
CRN 11572 Outreach - Rm. 407 Fee \$50

1 Friday Feb. 20 Noon - 4:00 p.m.
CRN 11573 Outreach - Rm. 408 Fee \$50

1 Friday Mar. 6 Noon - 4:00 p.m.
CRN 11574 Outreach - Rm. 408 Fee \$50

1 Friday Apr. 24 Noon - 4:00 p.m.
CRN 11575 Outreach - Rm. 407 Fee \$50

1 Friday May 1 Noon - 4:00 p.m.
CRN 11576 Outreach - Rm. 407 Fee \$50

Online Courses

More Health and Wellness courses available online.

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

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

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

Courses available at our online instruction center.

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

Short-Term Careers

Health Careers

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

Scrubs and More: Free Informational Session

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

Date: Tuesday, April 28

Time: 6:30 - 8:00 p.m.

Location: Black Hawk College - Outreach Center
301 Avenue of the Cities
East Moline, IL
Room 204

Additional Information

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

Medical Scribe

Instructor: I. Earl

Prerequisite: Age 18 and GED or high school diploma.

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

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

Employment possibilities after course completion:

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

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

8 Saturdays Mar. 21 - May 9 Noon - 2:00 p.m.
CRN 11555 Bldg. 1 - Rm. 301 Tuition Fee \$225

BHC Hawk's Hub (bookstore) information



For a list of PaCE books, visit

www.bhc.edu/hawkshub

Click on "Order/View Textbooks"

Select Term (Spring 15), Select

Department (Adult Ed)

Books may be purchased

online or at the bookstore.

Pharmacy Technician

Instructor: J. Jefferson

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

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

Topics will include:

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

Required textbook must be purchased at the Hawk's Hub (the college bookstore) prior to first class. Please bring a calculator to the first night of class.

15 Wednesdays Jan. 28 - May 6 5:30 - 9:30 p.m.
CRN 11557 STB - Rm. 110 Tuition Fee \$685

Pharmacy Technician

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

P. Holland

Pharmacy Technician Certification Preparation

Instructor: J. Jefferson

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

Prepare for the National Pharmacy Technician Certification Exam with this fast paced, advanced course. Learn basic pharmacology, advanced pharmaceutical calculations and medical terminology.

Studies focus on the exam's three aspects of competency:

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

This course does not replace the national exam.

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

Required textbook must be purchased at the Hawk's Hub (the college bookstore) prior to first class. Please bring a calculator to the first night of class.

15 Tuesdays Jan. 27 - May 5 5:30 - 9:30 p.m.
CRN 11558 STB - Rm. 110 Tuition Fee \$685



EKG Technician

Instructor: I. Earl

Prerequisite: Age 18 and GED or high school diploma.

Learn to function as an EKG Technician.

Topics will include:

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

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

7 Fridays Feb. 6 - Mar. 20 10:00 a.m. - 1:00 p.m.
CRN 11559 Outreach - Rm. 407 Tuition Fee \$395

Dialysis Technician

Instructor: B. Teel-Lash/A. Mealman /D. Vanderploeg
In partnership with the Quad Cities Kidney Center

Prerequisite: Age 18 and GED or high school diploma.

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

Gain the knowledge and skills needed to pursue a career in the field of hemodialysis. Learn to operate kidney dialysis machines, which filter normal waste products and excess fluids from the blood of patients whose kidneys can no longer perform this function. You will provide direct patient care working in collaboration with nurses, physicians and other allied health professionals, caring for patients needing renal dialysis due to renal diseases.

Mon./Wed Jan. 28 - May 6

Theory: Mondays, 6:00 - 8:00 p.m.

Lab: Wednesdays, 6:00 - 9:00 p.m.

CRN 11560 QC Kidney Center, Moline Tuition Fee \$689

*Classes and labs will be at the Quad Cities Kidney Center, 400 John Deere Road, Moline, IL. *Students please note: Class will meet for CPR training on Monday, Feb. 9 at the Outreach Center 301 - Avenue of the Cities, East Moline.*

Phlebotomy Technician

In partnership with Genesis.

Prerequisite: Age 18 and GED or high school diploma. Current statement of good health from your physician and documented negative TB testing performed within three months prior to the start of the class must be presented to the instructor the first night of class. Hepatitis B vaccinations are not required but strongly recommended. You are required to perform and to receive 25 venipunctures and 10 capillaries. Train in the basic blood-drawing procedures for venipuncture and capillary puncture techniques. You will have an understanding of the skills, knowledge and level of responsibility required to perform competently as entry-level phlebotomy/lab personnel.



Topics will include:

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

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

Instructor: S. Edlund

10 Fridays Jan. 30 - Apr. 10 3:45 - 7:45 p.m.
CRN 11561 Bldg. 1 - Rm. 313/314 Tuition Fee \$685
(No class Apr. 3)

Instructor: L. Lee

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

Instructor: J. Hines

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

Phlebotomy Technician

"The skills and knowledge learned will have great impact on my future."

Courtney Pold

BHC Hawk's Hub (bookstore) information



For a list of PaCE books, visit www.bhc.edu/hawkshub
Click on "Order/View Textbooks"
Select Term (Spring 15), Select Department (Adult Ed)
Books may be purchased online or at the bookstore.



Veterinary Assistant Certificate Program

Instructor: Dr. M. Spencer-McShane

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

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

Topics will include:

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

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

Required textbook must be purchased at the Hawk's Hub (the college bookstore) prior to first class. (10th grade reading level required.)

Required supplies: lab coat or scrubs.

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

18 Wednesdays Jan. 28 - May 27 5:45 - 9:15 p.m.
CRN 11566 STB - Rm. 113 Tuition Fee \$665

***Tentative clinical dates:** Feb. 18, Mar. 18, April 8, April 29, and May 13

*These dates are subject to change.

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



NFPT Personal Trainer Certification Course

Instructor: T. Hass

Prerequisite:

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



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

Fee includes materials and student manual.

Theory class

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

Lab class

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

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

Personal Trainer

"Tina did an amazing job providing both useful information and tips for health and fitness"

Garreck Beckes

Physical Therapy Aide

Instructor: L. Frankowski

Prerequisite: Age 18 and GED or high school diploma.

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

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

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

14 Wednesdays Jan. 28 - Apr. 29 6:00 - 9:00 p.m.
CRN 11565 Bldg. 3 - Rm. 101 Tuition Fee \$596



Back by Popular Demand

Optical Assistant

Instructor: C. Cleveland, CPO

Prerequisite: Age 18 and GED or high school diploma.

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

Topics of Study to include:

- Spectacle Lenses
- Types of frames
- Dispensing and Adjusting frames
- Common Ophthalmic distortions
- Lensometer reading
- Ophthalmic equations and formulas
- Spectacle and contact lens prescriptions
- Dispensing, insertion and removal of contacts, troubleshooting and customer service techniques

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

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

Online Courses

Explore a Career

Not sure what direction to take?

Below are online classes which will give you an insight into various career options:



- Explore a Career in Medical Coding
- Explore a Career in Medical Transcription
- Explore a Career in Nursing
- Explore a Career in Medical Writing
- Become an Optical Assistant

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

Courses available at our online instruction center.

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



Medical Receptionist

Instructor: I. Earl

Prerequisite: Age 18 and GED or high school diploma. Make every patient feel welcomed as they walk into a medical office. Learn exercises in judgment, independent action and coping graciously with interruptions.

Topics will include:

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

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

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


Basic Medical Terminology

Instructor: I. Earl

Prerequisite: Age 18 and GED or high school diploma. Learn new job skills, refresh or refine existing health care knowledge or improve performance by possessing a better understanding of medical terms. Focus is on the basic components of a medical term and how to break down a medical term by simply knowing the meaning of a prefix or suffix. By learning the individual parts of a medical term, you will not need to memorize hundreds of complex terms and their definitions. *Required textbook must be purchased at the Hawk's Hub (the college bookstore) prior to first class.*

10 Thursdays Mar. 12 - May 14 6:00 - 7:30 p.m.
 CRN 11556 Outreach - Rm. 407 Tuition Fee \$185

BHC Hawk's Hub (bookstore) information



For a list of PaCE books, visit www.bhc.edu/hawkshub
 Click on "Order/View Textbooks"
 Select Term (Spring 15), Select Department (Adult Ed)
 Books may be purchased online or at the bookstore.

Dental Receptionist

Instructor: K. Dick

Prerequisite: Age 18 and GED or high school diploma. As a dental receptionist, you are responsible for the communications and image of a dental office. Emphasis is placed on interpersonal and skill development in administrative functions.

Topics will include:

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

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

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

Spanish for the Health Care Professional

Instructor: M. Cavazos

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

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

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

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

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

See page 5 for class days and times.

Learn & Earn Careers

Learn More! Earn More!



Wastewater (Sewage) Treatment – (Class 3 and Class 4)

Instructor: L. Perry

This course will help prepare you for the Class 3 and Class 4 wastewater operators' state exam administered by the Illinois Environmental Protection Agency (IEPA). Go to www.epa.state.il.us/water/operator-cert/waste-water to view the eligibility requirements to take the exam. This course can be applied toward meeting wastewater operator certification requirements. The course follows the guidelines of Basic Wastewater Treatment Plant Operations developed by the Environmental Resources Training Center at Southern Illinois University Edwardsville. *Required textbook must be purchased at the Hawk's Hub (the college bookstore) prior to first class. The textbook is the same book used for the fall Wastewater class.*

Topics include:

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

11 Wednesdays Feb. 18 - Apr. 29 6:00 - 8:45 p.m.
CRN 11577 STB - Rm. 114 Tuition Fee \$242

Wastewater

“Very informative, clearly presented, and all together great experience.”

Shawn Smith

BHC Hawk's Hub (bookstore) information



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

Wastewater (Sewage) Treatment – (Class 1 and Class 2)

This course will help prepare you for the Class 1 and Class 2 wastewater operators' state exam.

Some of the topics that will be covered include:

- Activated Sludge
- Chemical Addition
- Digesters
- Primary Treatment
- Pumps and Pumping
- Tertiary Treatment

Next class will start fall 2015.

Beginning Drinking Water

Prepare for certification as a class C and D Public Water Supply Operator. Subjects covered include: well and distribution system operation and maintenance, basic water flow hydraulics and chemical dosage mathematics, Environmental Protection Agency laws, chlorination and fluoridation.

For those currently working in Water Departments:

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

Next class will start September 2015.

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

U.S. Department of Labor Bureau Statistics Job Outlook

Employment change

- Employment is expected to grow by 11 percent between 2012 and 2022.
- Growing population and increased demand for water and wastewater treatment services will drive employment growth.
- New and existing plants expanding will increase demand.

Job prospects

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

Earnings

- Median annual wages of water and wastewater treatment plant and system operators were \$42,760 in May 2012.

Floral Design Certificate Program

Enroll in all (5) classes below and you will receive a professional certificate for the Floral Design Program. This certificate is designed to help you achieve a career path in the field of floral design. All classes must be completed this term to obtain the Floral Design Certificate. *Classes may be taken separately.

Basic Floral Design

Instructor: P. Paulsen

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

4 Wednesdays Jan. 28 - Feb. 25 5:45 - 8:00 p.m.
CRN 11578 Intouch Adult Day Services Tuition Fee \$92

(No class Feb. 11)

Valentine Centerpiece

New

Instructor: P. Paulsen

Combine the elegance of fresh flowers in a beautiful vase arrangement to share your heart and handmade arrangement with someone special in your life. *A \$30 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.*

1 Wednesday Feb. 11 5:45 - 8:00 p.m.
CRN 11579 Intouch Adult Day Services Fee \$21

Easter Centerpiece

New

Instructor: P. Paulsen

Hop into spring with this festive Easter arrangement combining the elegance of fresh flowers in a unique vase. Your home will celebrate spring and welcome the Easter Bunny. *A \$30 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.*

1 Wednesday Apr. 1 5:45 - 8:00 p.m.
CRN 11580 Intouch Adult Day Services Fee \$21

Advanced Floral Design

Instructor: P. Paulsen

Class emphasis is on applying the elements and principles learned in the Basic Floral Design class. This interactive, hands-on class will offer you practical application using line, form, proportion and color. Included will be high styled designs for a wedding or any special event, bridal work including bride's bouquet, boutonnieres and corsages. *A \$100 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.*

4 Wednesdays Apr. 8 - Apr. 29 5:45 - 8:00 p.m.
CRN 11581 Intouch Adult Day Services Tuition Fee \$92

Garden Planter

New

Instructor: P. Paulsen

Happy Mother's Day! Create a beautiful spring planter combining live plants in a clay container. Guaranteed to put a smile on mom's face! *A \$35 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.*

1 Wednesday May 6 5:45 - 8:00 p.m.
CRN 11582 Intouch Adult Day Services Fee \$21

Travel, Tourism and Hospitality Program

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

Production MIG Welding

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

Stick/TIG Welding

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

Monday - Friday, Jan. 12 - Feb. 18 (No refunds after Jan. 5)
(2 Saturday classes on Jan. 31 & Feb. 7)

MIG Day class: 8:00 a.m. - 1:00 p.m.

Stick/TIG Night class: 4:00 - 9:00 p.m.

Monday - Friday, Mar. 2 - Apr. 8 (No refunds after Feb. 17)
(1 Saturday class on Mar. 21)

Stick/TIG Day class: 8:00 a.m. - 1:00 p.m.

MIG Night class: 4:00 - 9:00 p.m.

Monday - Friday, Apr. 20 - May 27 (No refunds after Jan. 5)
(1 Saturday class on May 16)

MIG Day class: 8:00 a.m. - 1:00 p.m.

Stick/TIG Night class: 4:00 - 9:00 p.m.

*You must be in attendance and participate 95% of the time in order to receive a certificate from Black Hawk College.

The \$1,860 tuition fee includes the cost of the book but not equipment needed for the class, which can run from \$200 to \$250. These classes do not qualify for financial aid. Class location: ITLEC & RIA

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

Intouch Adult Day Services - Lutheran Social Services of Illinois (LSSI)

4011 Avenue of the Cities, Suite 102, Moline, IL

Workforce Skills

Business & Professional Development

Enhance your personal and professional potential!

Human Resources

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

Certificate in Human Resource Management

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

Offered in partnership with the Great River Human Resource Association



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

Topics covered include:

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

Receive 3.3 CEU.

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

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

SHRM® Essentials of Human Resource Management

Instructor: L. Bassow, SPHR

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

Receive 1.5 CEU and the SHRM Certificate

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

Payroll

The IRS and Department of Labor change the requirements affecting payroll processing every year.

Are you in compliance?

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

PayTrain C/U Fundamentals

Instructor: B. Curtis, CPP, PHR

Learn the fundamental payroll calculations and applications that provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. This course is ideal for new payroll professionals as well as those who support the payroll industry, those who are preparing for FPC certification and those who wish to take the Mastery course. You will receive classroom instruction and access to interactive online quizzes, games and application exercises that reinforce the topics of:

- Payroll concepts
- Calculations
- Fringe benefits
- Payroll reporting and employment taxes
- Recordkeeping and payroll practices
- Payroll accounting
- Professional administration



Participants who successfully complete the course can expect to function as entry-level payroll administrators. The learning materials are included in the cost of the class. 3.0 CEU

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

This class is a prerequisite to the PayTrain Mastery.

PayTrain C/U Mastery

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

Course offered Fall 2015.

Management

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



Certified Manager (CM®)

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

For more information and questions on eligibility requirements, visit www.icpm.biz or contact behma@bhc.edu.

Management Skills I – Foundations of Management

Instructor: D. Davis

Provides fundamental leadership and management skills and knowledge.

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

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

8 Tuesdays Apr. 7 - May 26 6:00 - 9:00 p.m.
CRN 11583 Outreach - Rm. 404 Tuition Fee \$600

Management Skills II – Planning and Organizing

To be offered Summer or Fall 2015.

Management Skills III – Leading and Controlling

To be offered Fall 2015



Certificate in Foundations of Management

New

Instructor: D. Davis

The Foundations of Management program is a certificate program providing essential tools for supervising in today's workplace for first level managers and supervisors. Beginning with the basic managerial functions—planning, organizing, leading and controlling the program explores the role of supervisory managers and establishes a firm foundation for sound decision making, problem solving, communicating, and more. In addition, it introduces basic business concepts to establish a foundation for advancement in the management profession. Participants that complete the program and successfully pass the online assessment exam receive an ICPM Certificate of Completion.

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

8 Thursdays Apr. 9 - May 28 6:00 - 9:00 p.m.
CRN 11584 Outreach - Rm. 404 Tuition Fee \$650



Quality

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

Certified Quality Engineer

- CQE Exam Prep

Instructor: D. Schultz, CQA, CQE

This class is designed for professionals working in a quality-focused environment who want to gain comprehensive knowledge in quality engineering principles and practices. It is a course for Quality Engineers who need to ensure quality compliance of systems, products and services and professionals who want to prepare for the ASQ CQE Certification Examination. The course materials are from the Indiana Quality Council and are included in the cost of the class.

Note: Completion of a course on statistics prior to this class would be beneficial to the student, but is not required.

3.6 CEU.

12 Mondays Mar. 2 - May 18 6:00 - 9:00 p.m.
CRN 11586 Outreach - Rm. 404 Tuition Fee \$750

Certified Quality Auditor

- CQA Exam Prep

Instructor: D. Schultz, CQA, CQE

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

10 Tuesdays Mar. 17 - May 19 6:00 - 9:00 p.m.
CRN 11587 Outreach - Rm. TBD Tuition Fee \$675

Quality 101

- CQIA Exam Prep

Instructor: D. Schultz, CQA, CQE

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

Topics will include:

- Quality benefits
- The evolution of quality
- Total quality management
- Process management
- Quality tools
- Quality deployment

The learning materials from the Indiana Quality Council are included in the cost of the class.

Note: the last class will meet from 6:00 - 7:30 p.m.

1.5 CEU.

6 Wednesdays Apr. 15 - May 20 6:00 - 9:00 p.m.
CRN 11591 Outreach - Rm. 404 Tuition Fee \$395

Meet the Instructor

Darren Schultz CQA, CQE

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

Online Courses

More Quality courses available online.

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



- **Total Quality Fundamentals**
- **Six Sigma: Total Quality Applications**
- **Introduction to Statistics**

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

Courses available at our online instruction center.

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

Workplace Skills

Improve your workplace skills!



Career Services

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

Resume and Cover Letter Writing

Instructors: M. Duhm/B. Storey

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

1 Thursday Feb. 12 2:00 - 4:00 p.m.
CRN 11592 Outreach - Rm. 401 Fee FREE

Interviewing Skills

Instructors: M. Duhm/B. Storey

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

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

Prepare for the Fair!

Instructors: M. Duhm/B. Storey

With upcoming job fairs approaching, learn what it takes to stand out from the crowd when visiting with potential employers. From what to wear to what to take, you will walk in the door confident and ready to tackle this critical face time with a powerful first impression.

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

New

SHRM® Essentials of Human Resource Management

Instructor: L. Bassow, SPHR

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

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

SHRM Essentials of HR Management
"This class was great! The open discussion and real world applications were very helpful."
M. Lantz

Spanish for the Health Care Professional

Instructor: M. Cavazos

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

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

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

Basic Medical Terminology

Instructor: I. Earl

Prerequisite: Age 18 and GED or high school diploma.

Learn new job skills, refresh or refine existing health care knowledge or improve performance by possessing a better understanding of medical terms. Focus is on the basic components of a medical term and how to break down a medical term by simply knowing the meaning of a prefix or suffix. By learning the individual parts of a medical term, you will not need to memorize hundreds of complex terms and their definitions. *Required textbook must be purchased at the Hawk's Hub (the college bookstore) prior to first class.*

10 Thursdays Mar. 12 - May 14 6:00 - 7:30 p.m.
CRN 11556 Outreach - Rm. 407 Tuition Fee \$185

Midwest Paralegal Studies Program

Instructor: Z. Perovanovich

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

Certificate Program Requirements

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

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

Thursday, Feb. 5 - Mar. 19

Thursday, Apr. 2 - May 14

- **Paralegal Opportunities: "Free" Information Session**
 - **Paralegal Research** 7 wks *Tuition Fee \$195
 - **Paralegal Jurisprudence** 7 wks *Tuition Fee \$195
 - **Paralegal Litigation** 7 wks *Tuition Fee \$195
 - **Paralegal Management** 7 wks *Tuition Fee \$195
 - **Paralegal Career** 7 wks *Tuition Fee \$195
- (You may take individual classes without a certificate.)

Bank Teller Training - Online

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

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



Pre-Licensing Home Inspection Training - Online

Our on-line program is designed for those who have a solid knowledge in the building trades and are looking for a convenient and affordable way to meet the mandatory requirements of the State of Illinois. Our on-line program contains the classroom only requirements, but you will also need to attend the field training portion of this class in order to be allowed to sit for the state exam. You will have the option of attending one of our live field training classes at no additional cost, or you can participate in five one-on-one inspections to receive private coaching for an additional fee. The private coaching fee is \$250 (usually \$50 per inspection).

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

You will have 200 days to complete this class.

Once you complete all the requirements for this program, you will be allowed to challenge the State of Illinois Home Inspector Exam. After successful completion of the state exam, and after you mail in your application and fees, you will be a Licensed Home Inspector in the State of Illinois.

Course Textbook:

Essentials of Home Inspection: Home Reference Book

For more information call Amy at 309-796-8248 or email behma@bhc.edu or go to www.bhc.edu/homeinspection

Fee: \$450 80 hours

Online Courses

More Workforce Skills courses available online.

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive.



Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Complete any course entirely from your home or office, any time of the day or night.

- Accounting Fundamentals
- Accounting Fundamentals II
- Introduction to QuickBooks
- Intermediate QuickBooks
- QuickBooks for Contractors
- Performing Payroll in QuickBooks

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

Courses available at our online instruction center.

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

Food Service Sanitation Manager Course

Instructor: H. McKibbon

This class meets Illinois and Iowa state requirements and is designed to prepare students for the FSSMC exam. Students will be given the option of purchasing the ServSafe Food Handler book for \$5 **OR** the ServSafe Manager Book 6th Edition for \$51. **Books may be purchased before class begins. Books may not be returned for a refund. All book sales are final.** Separate payment (checks payable to Black Hawk College – no cash please) for optional book if the book is purchased the morning of the first class. The certification examination will be given at the end of the last class and will take approximately two hours. Please read all of the information regarding a class to know whether you will be taking an online exam or paper exam. Class will break for a 30-minute lunch each day (on your own). **Please bring a current photo ID to class.**

2 Mondays Jan. 26 & Feb. 2 8:30 a.m. - 2:30 p.m.
CRN 11595 Outreach - Rm. 407 Tuition Fee \$130
Paper exam

1 Tues./1 Thurs. Feb. 24 & Feb. 26 8:30 a.m. - 2:30 p.m.
CRN 11596 Outreach - Rm. 407 Tuition Fee \$130
Paper exam

2 Tuesdays Mar. 10 & Mar. 17 8:30 a.m. - 2:30 p.m.
CRN 11597 Outreach - Rm. 407 Tuition Fee \$130
Online exam

1 Tues./1 Thurs. Mar. 24 & Mar. 26 8:30 a.m. - 2:30 p.m.
CRN 11598 Outreach - Rm. 407 Tuition Fee \$130
Paper exam

2 Tuesdays Apr. 7 & Apr. 14 8:30 a.m. - 2:30 p.m.
CRN 11599 Outreach - Rm. 407 Tuition Fee \$130
Paper exam

2 Mondays Apr. 20 & Apr. 27 8:30 a.m. - 2:30 p.m.
CRN 11600 Outreach - Rm. 407 Tuition Fee \$130
Paper exam

2 Thursdays May 7 & May 14 8:30 a.m. - 2:30 p.m.
CRN 11601 Outreach - Rm. 204 Tuition Fee \$130
Paper exam

1 Tues./1 Thurs. May 19 & May 21 8:30 a.m. - 2:30 p.m.
CRN 11603 Outreach - Rm. 204 Tuition Fee \$130
Paper exam

Group Training

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

Questions about your license?

For questions about your FSSMC license, call the Illinois Department of Public Health (Division of Food, Drugs and Dairies) at (217) 785-2439.



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 Tuesday Mar. 10 3:00 - 5:30 p.m.
CRN 11605 Outreach - Rm. 407 Fee \$28

1 Tuesday May 19 3:00 - 5:30 p.m.
CRN 11606 Outreach - Rm. 204 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 Wednesday Feb. 11 1:30 - 3:30 p.m.
CRN 11607 Outreach - Rm. 402 Fee \$20

1 Thursday Apr. 23 1:30 - 3:30 p.m.
CRN 11608 Outreach - Rm. 401 Fee \$20

OSHA Classes

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

Accident Investigation (4 HR)	\$85
CRN 11609 Mon. Apr. 6 8 a.m. - Noon	MIPL
Aerial Lift (2 HR)	\$40
CRN 11610 Wed. Jan. 28 10 a.m. - Noon	MIPL
Confined Space Awareness (2 HR)	\$40
CRN 11611 Wed. Jan. 28 3 - 5 p.m.	MIPL
Confined Space E & R (4 HR)	\$85
CRN 11612 Wed. Apr. 8 1 - 5 p.m.	CSRT
Developing Safety & Health Program (4 HR)	\$85
CRN 11613 Mon. Apr. 6 1 - 5 p.m.	MIPL
DOT Hazardous Materials (8 HR)	\$135*
CRN 11614 Fri. Jan. 23 8 a.m. - 5 p.m.	MIPL
CRN 11615 Wed. Apr. 29 8 a.m. - 5 p.m.	MIPL
Drug and Alcohol Awareness (2 HR)	\$40
CRN 11616 Tues. Mar. 24 8 - 10 a.m.	MIPL
Drug and Alcohol Refresher (1 HR)	\$30
CRN 11617 Tues. Mar. 24 10 - 11 a.m.	MIPL
Electrical Safety (4 HR)	\$85
CRN 11618 Wed. Apr. 8 8 a.m. - Noon	CSRT
Forklift Operators Training (Driving) (4 HR)	\$85
CRN 11619 Tues. Mar. 31 Noon - 4 p.m.	BTC
CRN 11620 Tues. Mar. 31 5 - 9 p.m.	BTC
CRN 11621 Mon. Apr. 27 8 a.m. - Noon	BTC
Forklift Safety (2 HR)	\$40
CRN 11622 Thurs. Jan. 22 8 - 10 a.m.	MIPL
CRN 11623 Mon. Apr. 27 2 - 4 p.m.	BTC
Forklift Supervisor (1 HR)	\$30
CRN 11625 Thurs. Jan. 22 10 - 11 a.m.	MIPL
CRN 11626 Mon. Apr. 27 1 - 2 p.m.	BTC
HAZWOPER (40 HR)	\$595*
CRN 11627 M-F Apr. 20-24 8 a.m. - 5 p.m.	CSRT
HAZWOPER Refresher (8 HR)	\$135*
CRN 11628 Tues. Jan. 20 8 a.m. - 5 p.m.	MIPL
CRN 11629 Mon. Feb. 9 8 a.m. - 5 p.m.	MIPL
CRN 11630 Fri. Mar. 6 8 a.m. - 5 p.m.	MIPL
CRN 11631 Thurs. Apr. 9 8 a.m. - 5 p.m.	MIPL
Industrial Chemical Spill Response (24 HR)	\$350*
CRN 11632 W-F Mar. 25-27 8 a.m. - 5 p.m.	CSRT
Industrial Chemical Spill Refresher (8 HR)	\$135*
CRN 11634 Wed. Jan. 21 8 a.m. - 5 p.m.	MIPL
CRN 11635 Fri. Apr. 10 8 a.m. - 5 p.m.	MIPL

*Tuition fee classes.

Machine Guarding Safety (2 HR)	\$40
CRN 11636 Thurs. Feb. 5 2 - 4 p.m.	MIPL
OSHA 10-HR Construction Industry Training	\$170*
CRN 11637 Mon. Mar. 2 8 a.m. - 4:30 p.m.	MIPL
Tues. Mar. 3 8 - 10:30 a.m.	MIPL
CRN 11638 M-W Apr. 6-8 5:30 - 9 p.m.	MIPL
OSHA 10-HR General Industry Training	\$170*
CRN 11639 Mon. May 4 8 a.m. - 4:30 p.m.	MIPL
Tues. May 5 8 - 10:30 a.m.	MIPL
OSHA 30-HR Construction Industry Training	\$530*
CRN 11640 M-Thr. Mar. 2-5 8 a.m. - 4:30 p.m.	MIPL
OSHA 30-HR General Industry Training	\$530*
CRN 11641 M-Thr. May 4-7 8 a.m. - 4:30 p.m.	MIPL
OSHA Control of Hazardous Energy (2 HR)	\$40
CRN 11642 Thurs. Feb. 5 Noon - 2 p.m.	MIPL
OSHA Fall Protection (2 HR)	\$40
CRN 11643 Wed. Jan. 28 8 - 10 a.m.	MIPL
OSHA Hazard Communication Standard (3 HR)	\$75
CRN 11644 Wed. Feb. 11 1 - 4 p.m.	MIPL
CRN 11645 Tues. Apr. 28 1 - 4 p.m.	MIPL
OSHA Recordkeeping Requirements (3 HR)	\$75
CRN 11646 Mon. Mar. 23 1 - 4 p.m.	MIPL
Personal Protective Equipment (3 HR)	\$75
CRN 11647 Fri. May 8 1 - 4 p.m.	MIPL
Planning for Workplace Emergencies (2 HR)	\$40
CRN 11648 Mon. Mar. 23 8 - 10 a.m.	MIPL
Principles of Ergonomics (4 HR)	\$85
CRN 11649 Fri. May 8 8 a.m. - Noon	MIPL
RCRA Awareness (3 HR)	\$75
CRN 11650 Wed. Feb. 11 9 a.m. - Noon	MIPL
Walking & Working Surfaces (2 HR)	\$40
CRN 11651 Wed. Jan. 28 1 - 3 p.m.	MIPL
When OSHA Calls (2 HR)	\$40
CRN 11652 Mon. Mar. 23 10 a.m. - Noon	MIPL
Locations:	
Mississippi Plaza Building Environmental & Energy Center (MIPL)	
201 North Harrison St., Suite 101, Davenport, IA (Parking 2 blocks south on street or parking garage.)	
Scott Community College - Blong Technology Center (BTC)	
8500 Hillandale Rd., Davenport, IA	
Center for Safety and Rescue Training (CSRT)	
8228 N. Fairmont, Davenport, IA (The old Wacky Waters location.)	

Computer Skills

Day Computer Classes

Increase your computer skill level!

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

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

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

Getting Started with Your Computer

Instructor: N. VanSpeybroeck

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

Windows 8.1

2 Mondays Mar. 23 - Mar. 30 1:00 - 3:00 p.m.
CRN 11654 Outreach - Rm. 405 Fee \$30

Windows 7

2 Mondays Feb. 2 - Feb. 9 8:30 - 10:30 a.m.
CRN 11655 BHC ALC - Rm. 112 Fee \$30

2 Mondays Mar. 23 - Mar. 30 10:00 a.m. - Noon
CRN 11653 Outreach - Rm. 402 Fee \$30

Getting Started with Windows

Instructor: N. VanSpeybroeck

Prerequisite: Getting Started with Your Computer or equivalent experience

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

Windows 8.1

2 Mondays Apr. 20 - Apr. 27 1:00 - 3:00 p.m.
CRN 11656 Outreach - Rm. 405 Fee \$30

Windows 7

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

Cleaning Up Your Computer

Instructor: N. VanSpeybroeck

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

1 Monday Feb. 9 10:45 a.m. - 12:45 p.m.
CRN 11661 BHC ALC - Rm. 112 Fee \$21

Organizing Your Files & Folders

Instructor: N. VanSpeybroeck

Prerequisite: Basic Windows 7 skills

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

1 Monday Mar. 9 8:30 - 10:30 a.m.
CRN 11662 BHC ALC - Rm. 112 Fee \$21

Learning How to Use Word Processing

Instructor: N. VanSpeybroeck

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

3 Mondays Feb. 23 - Mar. 9 10:45 a.m. - 12:45 p.m.
CRN 11663 BHC ALC - Rm. 112 Fee \$42

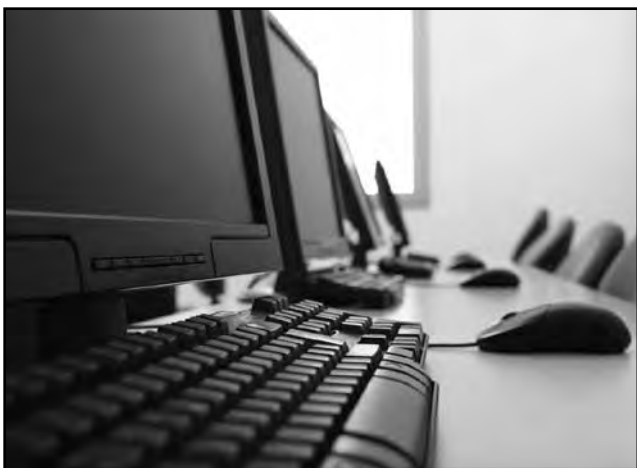
Please Register Early!

Thinking about taking a PaCE class? Nothing cancels a class quicker than waiting until the last minute to register. Classes have a minimum number of participants required in order for them to run. Please register early to help us avoid disappointing class cancellations.



Lifelong Learner Program Classes

Designed for anyone 55 years or better, but all learners are welcome.



Emailing Basics

Instructor: N. VanSpeybroeck

Level 1 – Whether you would just like to learn what email is or if you are interested in exploring the idea for your home computer, this class is a basic session on emailing. We will cover understanding email addresses, how to send, save and forward messages and more. **If you have an email account, please bring to class your email address and password to access your web mail.**

1 Monday Apr. 13 8:30 - 10:30 a.m.
CRN 11664 Outreach - Rm. 402 Fee \$21

Emailing with Attachments

Instructor: N. VanSpeybroeck

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

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

1 Monday Apr. 13 10:45 a.m. - 12:45 p.m.
CRN 11665 Outreach - Rm. 402 Fee \$21

How to Keep Your Personal Accounts

Instructor: N. VanSpeybroeck

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

2 Mondays May 4 - May 11 8:30 - 10:30 a.m.
CRN 11666 Outreach - Rm. 402 Fee \$30

Sharing Photos Online

Instructor: N. VanSpeybroeck

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

1 Monday Apr. 20 10:00 a.m. - Noon
CRN 11667 Outreach - Rm. 402 Fee \$21

Creating a Photobook with Digital Pictures

Instructor: N. VanSpeybroeck

Prerequisite: Sharing Photos Online

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

1 Monday Apr. 27 10:00 a.m. - Noon
CRN 11668 Outreach - Rm. 402 Fee \$21

Facebook

Instructor: N. VanSpeybroeck

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

3 Mondays May 4 - May 18 10:45 a.m. - 12:45 p.m.
CRN 11669 Outreach - Rm. 402 Fee \$42

Pinterest

Instructor: N. VanSpeybroeck

Level 1 – What’s all the talk about Pinterest? This class will show you why there are more than 50 million users. Pinterest is a tool for collecting and organizing the things that interest and inspire you. You can easily organize information and photos of ideas for events, crafts, home decorating, fashion, hobbies, travel, recipes and more. Learn how to “pin” items to the “boards” you create. Join us and spark your creativity!

1 Monday Feb. 2 10:45 a.m. - 12:45 p.m.
CRN 11670 BHC ALC - Rm. 112 Fee \$21

1 Monday May 18 8:30 - 10:30 a.m.
CRN 11671 Outreach - Rm. 402 Fee \$21



Instructor Nora VanSpeybroeck

Windows

Instructor: N. VanSpeybroeck

Level 1 - This class is for the beginning user who wants to quickly learn the basics of working with a personal computer using Microsoft Windows.

Learn how to:

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

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

Windows 7

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

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

Windows 8.1

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

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

Business Group Discounts

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

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

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

4610 Blackhawk Commons Drive (9th St.) Rock Island, IL

PowerPoint 2010

Instructor: N. VanSpeybroeck

Prerequisite: Word skills.

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

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

Publisher 2010

Instructor: N. VanSpeybroeck

Prerequisite: Windows skills.

Level 1 - Use Publisher's templates and design elements to create professional looking marketing materials such as fliers, newsletters, brochures, business cards, letterhead and more! A reference guide is included in the fee.

1 Tuesday Mar. 31 8:30 a.m. - 3:00 p.m.
CRN 11694 Outreach - Rm. 402 Fee \$75

Online Surveys

Instructor: N. VanSpeybroeck

Level 2 - Create free online surveys to poll, collect data or feedback from your customers, employees, or members of school, club, non-profit, or other groups. Customize survey questions, analyze, and share the results. Promote the survey with a link on your Facebook page or website. Simply design surveys in minutes to collect valuable information!

1 Thursday Mar. 12 8:30 - 11:00 a.m.
CRN 11672 Outreach - Rm. 402 Fee \$28

Word Level 1

Instructor: N. VanSpeybroeck

Prerequisite: Windows skills.

Level 1 - You will learn how to create professional-looking documents with Microsoft Word 2010, the most popular and widely used word processing program.

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

1 Friday Feb. 20 8:30 a.m. - 3:00 p.m.
CRN 11675 BHC ALC - Rm. 112 Fee \$90

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



**Teachers! Earn CPDU
Credits in the classroom or
Online
Go to page 28 for more information.**

Word Level 2

Instructor: N. VanSpeybroeck

Prerequisite: Word Level 1 or Introduction to Word 2010.

Level 2 - Create impressive documents using:

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

1 Friday Feb. 27 8:30 a.m. - 3:00 p.m.
CRN 11676 BHC ALC - Rm. 112 Fee \$90

1 Thursday Apr. 23 8:30 a.m. - 3:00 p.m.
CRN 11677 Outreach - Rm. 402 Fee \$90

Word Level 3

Instructor: N. VanSpeybroeck

Prerequisite: Word Level 2 skills.

Level 2

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

1 Friday Mar. 6 8:30 a.m. - 3:00 p.m.
CRN 11678 BHC ALC - Rm. 112 Fee \$90

1 Thursday Apr. 30 8:30 a.m. - 3:00 p.m.
CRN 11679 Outreach - Rm. 402 Fee \$90

Excel Level 1

Instructor: N. VanSpeybroeck

Prerequisite: Windows skills.

Level 1 - Learn how to use Microsoft Excel 2010, a popular spreadsheet, database and graphing program.

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

1 Thursday Feb. 12 8:30 a.m. - 4:30 p.m.
CRN 11785 BHC ALC - Rm. 112 Tuition Fee \$97

1 Tuesday Apr. 14 8:30 a.m. - 4:30 p.m.
CRN 11786 Outreach - Rm. 402 Tuition Fee \$97

Computer Lab Rental

Labs are available with Microsoft Office 2010, Windows 7, Windows 8.1, and Internet.

Call Barb at 309-796-8244 or email courvilleb@bhc.edu for more details.



Excel Level 2

Instructor: N. VanSpeybroeck

Prerequisite: Excel Level 1 or Introduction to Excel.

Level 2 - Enhance and develop your spreadsheet skills.

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

1 Thursday Feb. 19 8:30 a.m. - 4:30 p.m.
CRN 11787 BHC ALC - Rm. 112 Tuition Fee \$97

1 Tuesday Apr. 21 8:30 a.m. - 4:30 p.m.
CRN 11788 Outreach - Rm. 402 Tuition Fee \$97

Excel Level 3

Instructor: N. VanSpeybroeck

Prerequisite: Excel Level 2 skills.

Level 2 - Further develop your Excel expertise by learning how to:

- Create and revise Pivot Tables
- Record macros and create shortcut buttons
- Use advanced chart features
- Export and import data
- Outline and subtotal data
- Work with tables
- Make and track comments
- Create conditional formatting
- Use advanced functions including LOOKUP and nested IF formulas
- Password protect worksheets or cells and more!

1 Thursday Feb. 26 8:30 a.m. - 4:30 p.m.
CRN 11789 BHC ALC - Rm. 112 Tuition Fee \$97

1 Tuesday Apr. 28 8:30 a.m. - 4:30 p.m.
CRN 11790 Outreach - Rm. 402 Tuition Fee \$97

Access 2010

Instructor: E. Duffy

This series will teach what you need to know to work with an existing database or create one of your own. By the end of the series, you will know how to create and work with tables, queries, forms and reports. Part 1 is offered during the day and the evening. Parts 2 and 3 are offered during the day only.

Part 1

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

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

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

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

Part 2

Prerequisite: Access Part 1 skills

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

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

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

Part 3

Prerequisite: Access Part 2 skills

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

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

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

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

Adobe Photoshop Elements

Basics

Instructor: E. Duffy

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

4 Saturdays Mar. 7 - Mar. 28 9:30 a.m. - 12:30 p.m.
CRN 11695 Outreach - Rm. 405 Tuition Fee \$96

Adobe Photoshop Elements Basics

This class provided me the skills I've been hoping to achieve on my own to be much more proficient with Photoshop Elements.

Much appreciated!"

Eve Kinney

Beyond Photoshop Elements

Basics

Instructor: E. Duffy

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

Level 2 - Turn your photos into wall art, magazine covers, mandalas (kaleidoscope images), comics, line drawings, scrapbook pages and more. Learn to combine adjustments, filters, processing and layering to bring your photos to the next level. Bring your own photos and take home the art project, plus the knowledge needed to make more. Different projects created each week. **Bring a flash drive to class.** *Required textbook is the same book used for the Adobe Photoshop Elements Basics course.*

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

Business Group Discounts

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

BHC Hawk's Hub (bookstore) information



For a list of PaCE books, visit

www.bhc.edu/hawkshub

Click on "Order/View Textbooks"

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

Books may be purchased online or at the bookstore.

Evening Computer Classes

Learn new computer skills for your home or office!



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

Keyboarding

Instructor: D. Jecks

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

A workbook is included in the fee.

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

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

Computer Basics

Instructor: M. DeGrauwe

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

“Great instructor, very helpful. Things are more clear.”
Beverly Baker

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

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

Moving to Windows 8.1

Instructor: E. Duffy

Prerequisite: Experience with Windows XP OR Windows Vista OR Windows 7

Level 1 - Are you already familiar with a previous version of Windows but need help with Windows 8.1? Learn to work your way through this operating system. This session will demonstrate the features making it easy to follow and understand. A Windows 8.1 reference guide is included in the fee.

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

Introduction to Word 2010

Instructor: D. Jecks

Prerequisite: Basic Windows skills

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

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

Intermediate Word 2010

Instructor: D. Jecks

Prerequisite: Word Level 1 or Introduction to Word 2010

Level 2 - Continue to improve your Word skills with this class. Learn how to use styles and themes, tabs, headers and footers, tables, graphics with pictures, clipart and SmartArt, columns and watermarks. A workbook is included in the fee.

4 Tuesdays Mar. 17 - Apr. 14 5:30 - 7:30 p.m.
CRN 11703 Outreach - Rm. 402 Tuition Fee \$65
(No class Mar. 24)

Introduction to Excel 2010

Instructor: E. Duffy

Prerequisite: Basic Windows skills

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

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

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

Teachers!
Earn CPDU Credits in
the classroom or Online
Go to page 28 for more information.

Intermediate Excel 2010

Instructor: E. Duffy

Prerequisite: Excel Level 1 or Introduction to Excel Level 2 - Continue to enhance your spreadsheet skills with this class. Learn how to use advanced formulas, sort and filter data, customize the Ribbon, name ranges, create charts, insert graphics and more. A workbook is included in the fee.

4 Wednesdays Apr. 1 - Apr. 22 5:30 - 7:30 p.m.
CRN 11706 BHC ALC - Rm. 112 Tuition Fee \$65

Access 2010

This series will teach what you need to know to work with an existing database or create one of your own. By the end of the series, you will know how to create and work with tables, queries, forms, and reports. Part 1 is offered in the day and the evening. Parts 2 and 3 are offered in the day only.

Part 1

Instructor: E. Duffy

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

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

3 Tuesdays Feb. 17 - Mar. 3 5:30 - 7:30 p.m.
CRN 11707 BHC ALC - Rm. 112 Fee \$90

3 Tuesdays Apr. 21 - May 5 5:45 - 7:45 p.m.
CRN 11708 Outreach - Rm. 405 Fee \$90

QuickBooks classes available online:

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

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

iPad: Getting Started

Instructor: M. DeGrauwe

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

A reference guide is included in the fee.

4 Mondays Apr. 27 - May 18 5:30 - 7:00 p.m.
CRN 11709 Outreach - Rm. 402 Fee \$40

iPad: Beginner

Instructor: E. Duffy

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

1 Tuesday Feb. 10 5:30 - 7:30 p.m.
CRN 11710 BHC ALC - Rm. 112 Fee \$20

iPad: Intermediate

Instructor: E. Duffy

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

1 Wednesday Feb. 11 5:30 - 7:30 p.m.
CRN 11711 BHC ALC - Rm. 112 Fee \$20

Buying on eBay

Instructor: E. Duffy

Prerequisite: Basic computer skills and an existing email account are required.

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

2 Tuesdays May 12 - May 19 5:45 - 7:15 p.m.
CRN 11712 Outreach - Rm. 405 Fee \$30

Selling on eBay

Instructor: E. Duffy

Prerequisite: Basic computer skills and an existing email account are required.

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

3 Tuesdays Mar. 31 - Apr. 14 5:30 - 7:30 p.m.
CRN 11713 BHC ALC - Rm. 112 Fee \$35

Selling on eBay

"Erin was extremely knowledgeable on this topic. Excellent class."

Doug McCollum

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



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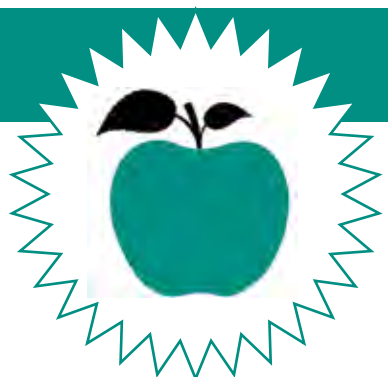
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Attention Teachers!

Earn CPDU Credits in the Classroom or Online

Teachers

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

Black Hawk College's Professional & Continuing Education (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 reasonably priced classes designed for teachers and earn CPDU credits through the RIROE! You will find classes in the areas of computing/technology, tools for teachers, subject area content, languages, and other topics.

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



Classroom:

Page

Day Computer Classes 22
Windows, Word, Excel, Access, PowerPoint, Publisher, and Adobe Photoshop

Evening Computer Classes 25
Keyboarding, Computer Basics, Moving to Windows 8.1, Word, Excel, Access, and iPad

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

Online Classes:

Classes begin the 3rd Wednesday of each month and take just 6 short weeks to complete. Here is a list of just some of the over 60 outstanding Teacher Professional Development Online Courses offered:

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

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

Community Education

Global Language/Culture

Increase your language skills or understand another culture!



Languages

French I - Conversational 🍏

Instructor: M. Friedrichsen

In this fun and interactive class taught by a native speaker, you will receive clear and simple instruction for speaking and understanding the French language. Learn easy key words, correct pronunciation, listening and comprehension skills, the culture, and the social dos and don'ts. *Please bring to the first class a three-ring binder, 15 tabbed divider sheets for the binder and a French-English/English-French dictionary.*

4 Mon./4 Wed. Feb. 9 - Mar. 9 6:00 - 8:00 p.m.
 CRN 11714 Bldg. 1 - Rm. 301 Tuition Fee \$120
 (No class Feb. 16)

French II - Conversational (Part 1) 🍏

Instructor: M. Friedrichsen

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

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

Returning students, please bring to the first class your French I binder and your French-English/English-French dictionary. New students please bring 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. 11 - Mar. 30 6:00 - 8:00 p.m.
 CRN 11715 Bldg. 1 - Rm. 301 Tuition Fee \$96

French II - Conversational (Part 1)

"The best foreign language course I've taken."

Carolyn Burke

French II - Conversational (Part 2) 🍏

Instructor: M. Friedrichsen

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

This is the perfect class if you are familiar with the French language but need to brush up. You will review, practice and perfect pronunciation, key phrases, vocabulary, sentence construction and essential listening skills. **Returning students, please bring your French I and II binder and your French-English/English-French dictionary. New students, please bring a French-English/English-French dictionary, a 3-hole binder and 15 tabbed divider sheets for the binder.**

4 Wednesdays Apr. 1 - Apr. 22 6:00 - 8:00 p.m.
 CRN 11716 Bldg. 1 - Rm. 301 Tuition Fee \$64

Italian I 🍏

Instructor: M. McCandless

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

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

Spanish I 🍏

Instructor: M. Cavazos

Learn Spanish as you are introduced to vocabulary and expressions for everyday situations. Practice how to correctly pronounce the language while gaining knowledge of the Hispanic culture. It would also serve as a great refresher course. *eBook is downloadable at a cost of \$9.99. Go to www.workplacespanish.com. Click on Downloads Prices & Orders. Look for the Travelers & Tourists title. Place your order for eBook. Material can be printed or transferred to a SmartPhone, iPad, Tablet or e-Reader.*

8 Tuesdays Feb. 24 - Apr. 14 6:00 - 8:00 p.m.
 CRN 11717 Bldg. 1 - Rm. 406 Tuition Fee \$120

Chinese (Mandarin) - I 🍏

Instructor: H. Chen

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

4 Tues./4 Thurs. Mar. 3 - Mar. 26 6:00 - 8:00 p.m.
 CRN 11718 Bldg. 1 - Rm. 305 Tuition Fee \$120

Travel — Italy

Instructor: M. McCandless

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

3 Mondays Apr. 13 - Apr. 27 2:30 - 4:30 p.m.
CRN 11781 Outreach - Rm. 204 Fee \$40

Travel — France

Instructor: M. Friedrichsen

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

3 Wednesdays Mar. 4 - Mar. 18 2:30 - 4:30 p.m.
CRN 11777 Outreach - Rm. 204 Fee \$40

Travel — Spanish

Instructor: M. Cavazos

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

4 Wednesdays Apr. 22 - May 13 10:00 a.m. - Noon
CRN 11793 Outreach - Rm. 407 Tuition Fee \$65


Travel - Spanish
"The class was the best conversational Spanish class ever. I learned a great deal."
 Winston McWilliam

Travel — Chinese

Instructor: H. Chen

Whether you are interested in getting the basics of the Chinese language for a trip or you want to learn the language for fun, this class will help you gain knowledge of basic Chinese conversation. You will also become acquainted with Chinese life and customs from a native speaker.

3 Wednesdays Apr. 1 - Apr. 15 10:00 a.m. - Noon
CRN 11782 Outreach - Rm. 204 Fee \$40



Teachers!
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Go to page 28 for more information.

Spanish for the Health Care Professional

Instructor: M. Cavazos

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

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

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

Sign Language


Beginning Sign Language (ASL)

Instructor: H. Jackson

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

8 Tuesdays Mar. 3 - Apr. 21 6:00 - 8:00 p.m.
CRN 11780 Bldg. 1 - Rm. 401 Tuition Fee \$120

BHC Hawk's Hub (bookstore) information



For a list of PaCE books, visit www.bhc.edu/hawkshub
 Click on "Order/View Textbooks"
 Select Term (Spring 15), Select Department (Adult Ed)
 Books may be purchased online or at the bookstore.

Adult Education

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

GED Preparation (Call 309-796-8216)
 Prepare for the Math, Language Arts, Science, Social Studies and Constitution tests.

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

English as a Second Language (Call 309-796-8245)
 If English is not your first language, improve your English speaking, listening and writing skills.

Literacy Tutor Training (Call 309-796-5702)
 Are you interested in tutoring an adult with limited reading skills or one whose first language is not English? Free training will prepare you for this rewarding volunteer work!

Personal Enrichment

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



Writing

Beginning Writer's Workshop

Instructor: C. Warner

Have you always wanted to write but just don't know where to start? In this three-week course you will be introduced to the various genres of writing, explore different writing styles, and experience a workshop approach to learning.

Bring your favorite pen or pencil, a clean notebook, and get ready to discover your creative side.

3 Tuesdays Mar. 3 - Mar. 17 6:00 - 8:00 p.m.
CRN 11719 Outreach - Rm. 104 Fee \$38

Arts & Crafts

Creations with Clay

Instructor: D. McMullen

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

6 Wednesdays Feb. 18 - Mar. 25 6:00 - 8:00 p.m.
CRN 11720 Bldg. 3 - Rm. 102 Fee \$99

Stained Glass – Beginning, Copper Foil

Instructor: J. Rocker

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

6 Wednesdays Mar. 25 - Apr. 29 6:00 - 8:00 p.m.
CRN 11721 Bldg. 2 - Rm. 219 Fee \$65

Fused Glass Jewelry Making

Instructor: L. Steffen

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

3 Tuesdays Jan. 27 - Feb. 10 6:00 - 8:00 p.m.
CRN 11722 Outreach - Rm. 106 Fee \$38

3 Tuesdays Apr. 14 - Apr. 28 6:00 - 8:00 p.m.
CRN 11723 Outreach - Rm. 106 Fee \$38

Advanced Glass Fusing

Instructor: L. Steffen

Prerequisite: Fused Glass Jewelry Making

Take your fusing skills to the next level. Learn new ways to use glass for larger projects. Topics include: using frit, decals, painting on glass, making part sheets and puddle glass, using molds and slumping to shape. Tools and some materials provided. Bring your imagination! *A \$100 materials fee is payable to the instructor the first night of class.*

6 Wednesdays Apr. 1 - May 6 6:00 - 8:00 p.m.
CRN 11724 Outreach - Rm. 105 Fee \$65



Earring Extravaganza

Instructor: M. Andich

Need just the right pair of earrings to complete your look? Make them yourself! Learn the basics of beading in this two-week beginner level class. Create fun earrings and charms for yourself or a gift. *You will need jewelry-making round-nosed pliers, chain nose pliers and diagonal cutters. (A tool kit can be purchased from instructor for \$15 on the first night of class.) A \$5 materials fee is payable to the instructor the first night of class. Additional materials may be purchased if desired.*

2 Wednesdays Mar. 18 - Mar. 25 6:00 - 8:00 p.m.
CRN 11725 Outreach - Rm. 105 Fee \$28

Please Register Early!

Thinking about taking a PaCE class? Nothing cancels a class quicker than waiting until the last minute to register. Classes have a minimum number of participants required in order for them to run. Please register early to help us avoid disappointing class cancellations.



Beginning Knitting

Instructor: C. Krueger

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

4 Wednesdays Jan. 21 - Feb. 11 6:00 - 8:00 p.m.
CRN 11726 Outreach - Rm. 103 Fee \$44

Intermediate Knitting - Hats

Instructor: C. Krueger

Learn to knit hats on circular needles. We'll be knitting, purling, reducing and more to make beautiful and functional hats. Learn to read a pattern and design your own! *Bring to class: two skeins (any colors), worsted weight yarn, two sets of circular needles (size US8, 16 inch), plus one yarn needle. Optional supplies: cable needles, scissors, patterns to try.*

4 Wednesdays Mar. 4 - Mar. 25 6:00 - 8:00 p.m.
CRN 11727 Outreach - Rm. 103 Fee \$44

Beginning Crocheting

Instructor: C. Bright-Haronik

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

3 Tuesdays Feb. 17 - Mar. 3 5:30 - 7:30 p.m.
CRN 11728 Outreach - Rm. 103 Fee \$38

Pattern Reading for Crocheting

Instructor: C. Bright-Haronik

Learn the basics of pattern reading for crocheting in this one-night workshop, including terminology, symbols and how to interpret instructions. *Bring yarn and a hook (any size) to class as we take a hands-on approach to learning.*

1 Tuesday Mar. 17 5:30 - 7:30 p.m.
CRN 11729 Outreach - Rm. 103 Fee \$18

Intermediate Crocheting

Instructor: C. Bright-Haronik

Prerequisite: completion of the Beginning Crocheting class or mastery of the chain stitch, single and double crochet stitches.

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

1 Tuesday Mar. 24 5:30 - 7:30 p.m.
CRN 11730 Outreach - Rm. 103 Fee \$18

Advanced Crocheting

Instructor: C. Bright-Haronik

Prerequisite: completion of the Beginning Crocheting class or mastery of the chain stitch, single and double crochet stitches.

Continue your mastery of crocheting and prepare for cooler weather at the same time! In this two-week course, you will receive instruction and guidance on completing your very own afghan. *Please bring to class a size J crochet hook and two skeins each of five different (coordinating) colors of any medium weight (4) yarn.*

2 Tuesdays Apr. 7 - Apr. 14 5:30 - 7:30 p.m.
CRN 11731 Outreach - Rm. 103 Fee \$28

Please Register Early!

Thinking about taking a PaCE class? Nothing cancels a class quicker than waiting until the last minute to register. Classes have a minimum number of participants required in order for them to run. Please register early to help us avoid disappointing class cancellations.

Advanced Oil Painting

Instructor: C. Fiedler

Prerequisite: Oil Painting Made Easy

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

6 Mondays Mar. 2 - Apr. 6 6:00 - 8:00 p.m.
CRN 11732 Outreach - Rm. 106 Fee \$50

Beginning Watercolor Techniques

Instructor: P. Gromm

Watercolor is about the fluidity of paint, the texture of brushstrokes, and amount of water. Every technique produces its own unique result. Learn basic watercolor techniques and you'll be hooked on creating watercolor paintings. *Bring a tablet of 140 lb. watercolor paper (about 9" x 12" or greater), a #2 school pencil, a kneaded eraser and a #8 round watercolor paintbrush.* A basic paint supply list of six colors will be provided at the first class.

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

Intro to Colored Pencil

Instructor: P. Gromm

Among the many advantages to drawing with colored pencil is their portability, and capability of creating small detailed drawings. This class will explore the different techniques used with colored pencils. Bring a tablet of drawing paper and a school pencil. A minimal list of prisma color pencils will be provided at the first class.

4 Tuesdays Feb. 3 - Feb. 24 9:00 - 11:00 a.m.
CRN 11734 Outreach - Rm. 204 Fee \$38

Watercolor Painting Snow Scenes

Instructor: P. Gromm

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

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



Colored Pencil Portraits from Photos

Instructor: P. Gromm

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

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

Step-by-Step Animal Sketching

Instructor: P. Gromm

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

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

Drawing Still Life with Graphite Pencils

Instructor: P. Gromm

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

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



Lifelong Learner Program Classes

Designed for anyone 55 years or better, but all learners are welcome.

Photography

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

Instructor: L. Maxwell

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

1 Saturday	Jan. 31	9:00 a.m. - 3:00 p.m.
CRN 11745	Outreach - Rm. 408	Fee \$48

1 Saturday	Feb. 21	9:00 a.m. - 3:00 p.m.
CRN 11746	Outreach - Rm. 408	Fee \$48

How to Take Better Photos

Instructor: L. Maxwell

Prerequisite: Looking to Get More Out of Your Digital SLR Camera

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

1 Saturday	Mar. 7	9:00 a.m. - 3:00 p.m.
CRN 11747	Outreach - Rm. 408	Fee \$48

Beginning Lightroom for the Digital Photographer

Instructor: L. Maxwell

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

1 Thursday	Mar. 19	6:00 - 9:00 p.m.
CRN 11748	Outreach - Rm. 401	Fee \$34

On the Web

Social Media for Beginners

Instructor: K. Woodward

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

1 Thursday	Mar. 5	6:30 - 8:30 p.m.
CRN 11752	Outreach - Rm. 406	Fee \$18

1 Wednesday	Apr. 22	9:30 - 11:30 a.m.
CRN 11774	Outreach - Rm. 204	Fee \$18



Blogging for Beginners

Instructor: K. Woodward

Do you have passion or expertise? A blog can help you share it while staying connected with friends and family members, meeting like-minded people, and providing you with a creative outlet. Learn the basics of blogging and set up your own blog with the help of an experienced lifestyle blogger. This class is for true beginners without a blog.

Topics include setting up a blog and customizing it, developing a blog plan, generating content ideas and increasing readership. At the end of the two-week session, you will walk away with a plan and a functioning blog to share your passion with the world.

2 Thursdays	Mar. 19 - Mar. 26	6:30 - 8:30 p.m.
CRN 11673	Outreach - Rm. 406	Fee \$28

2 Wednesdays	May 6 - May 13	9:30 - 11:30 a.m.
CRN 11753	Outreach - Rm. 204	Fee \$28



Facebook



Instructor: N. VanSpeybroeck

Level 1 – Find friends and relatives, join interest groups, send messages, and write on your friends' "timelines." Set up a Facebook account in class and learn how to secure it with the proper privacy settings. **If you have an email account, please bring to class your email address and password.**

3 Mondays	May 4 - May 18	10:45 a.m. - 12:45 p.m.
CRN 11669	Outreach - Rm. 402	Fee \$42

Pinterest



Instructor: N. VanSpeybroeck

Level 1 – With Pinterest you can easily organize information and photos for events, crafts, home decorating, fashion, hobbies, travel, recipes and more. Learn how to "pin" items to the "boards" you create.

1 Monday	Feb. 2	10:45 a.m. - 12:45 p.m.
CRN 11670	BHC ALC - Rm. 112	Fee \$21

1 Monday	May 18	8:30 - 10:30 a.m.
CRN 11671	Outreach - Rm. 402	Fee \$21



Lifelong Learner Program Classes

Designed for anyone 55 years or better, but all learners are welcome.

At Home

Cashing in on Coupons

Instructor: C. Warner

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

2 Tuesdays Feb. 3 - Feb. 10 6:00 - 8:00 p.m.
CRN 11749 Outreach - Rm. 104 Fee \$20

Home Wiring

Instructor: I. Jordan

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

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

6 Tuesdays Jan. 27 - Mar. 3 6:30 - 8:00 p.m.
CRN 11750 Outreach - Rm. 105 Tuition Fee \$72

6 Tuesdays Mar. 24 - Apr. 28 6:30 - 8:00 p.m.
CRN 11751 Outreach - Rm. 105 Tuition Fee \$72

Food and Drink

Soups and Stews

New

Instructor: S. Godke

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

1 Tuesday Feb. 17 6:30 - 8:30 p.m.
CRN 11739 Deere-Wiman House Fee \$32

Know Your Knives

New

Instructor: S. Godke

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

1 Thursday Mar. 12 6:30 - 8:30 p.m.
CRN 11740 Deere-Wiman House Fee \$32

Spring Menu

New

Instructor: S. Godke

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

1 Thursday April 16 6:30 - 8:30 p.m.
CRN 11741 Deere-Wiman House Fee \$32

NEW BUS TRIPS FOR FOODIES!

BUS TRIPS FOR FOODIES!

New

Instructor: S. Godke

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



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.

Gourmet Goodie Shopping Trip

1 Wednesday Feb. 25 7:00 a.m. - 8:00 p.m.
CRN 11742 BHC Outreach Center Fee \$90

1 Thursday Mar. 26 7:00 a.m. - 8:00 p.m.
CRN 11743 BHC Outreach Center Fee \$90

Chicago Farmers' and Ethnic Markets Shopping Trip


1 Tuesday Apr. 21 7:00 a.m. - 8:00 p.m.
CRN 11744 BHC Outreach Center Fee \$90

Genealogy

Memories Past: Discovering Your Ancestors on the Internet

Instructor: P. Chase

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


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

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

Memories Past: Digging Up Your Ancestor's Past

Instructor: P. Chase

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

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

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



Dance & Fitness

Beginning Ballroom Dancing

Instructor: J. Hall

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

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

Social Dancing

Instructor: D. Elgatian

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

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

Social / Ballroom Dance Level 2

Instructor: J. Hall

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

6 Tuesdays	Mar. 31 - May 5	7:00 - 8:30 p.m.
CRN 11759	Bldg. 3 - Lower Gym	Couple Fee/\$52

Directions to Bldg. 3 - Lower Gym

Enter the Northwest door to Bldg. 3. Take an immediate left down the stairs to the bottom floor. At the bottom floor turn left and enter through the 2nd set of doors on the right. The lower gym is located in the middle of the track (second door on the right—next to the weight room.)



Lifelong Learner Program Classes

Designed for anyone 55 years or better, but all learners are welcome.



Yoga

Instructor: L. Miotto

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

6 Tuesdays Jan. 27 - Mar. 3 6:15 - 7:15 p.m.
 CRN 11760 Outreach - Rm. 407 Fee \$42

Therapeutic Yoga

New

Instructor: J. Welzenbach-Hilliard

Yoga is a valuable way to promote wellness for emotional and mental health. Learn how to use specific yoga postures, sequences and breath awareness to help with chronic pain or limited physical mobility brought on by injury and/or chronic illness. Designed for the beginner. *Bring a yoga mat or a large towel and dress in comfortable, loose-fitting clothing.*

6 Thursdays Apr. 2 - May 7 1:00 - 2:00 p.m.
 CRN 11761 Outreach - Rm. 407 Fee \$42

Belly Dancing

Instructor: B. Lancial

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

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

Zumba Burst

New

Instructor: T. Gomez

Take your Zumba workout to the next level with Zumba Burst, a high-intensity interval training method offering massive calorie-burn packed into a short workout. Increase your results through calorie-burning cardio bursts incorporated right into the workouts you already love.

6 Thursdays Mar. 19 - Apr. 23 7:00 - 8:00 p.m.
 CRN 11764 Bldg. 3 - Lower Gym Fee \$36

Hoop Fit

New

Instructor: J. Plumb, Quad City Hoop Dance

Ready for an exciting high-energy but low-impact workout? Have fun getting fit with a new class designed to give you the tools to bring your fitness to a whole new level! Hoopers ages 14 and older of all fitness and ability levels will learn how to use professional adult fitness hoops to get a total body workout. You'll learn hoop dance moves and variations to keep your blood pumping and your body moving no matter what your fitness level. Hoop Fit combines cutting-edge fitness concepts with the hula hoop's undeniable playfulness to provide you with workouts that are easy, fun and effective. No prior hula hooping experience is necessary. Beginners are welcome. *A \$15 materials fee (for hoop) is due to instructor the first night of class.*

6 Wednesdays Mar. 25 - Apr. 29 6:00 - 7:00 p.m.
 CRN 11765 Bldg. 3 - Lower Gym Fee \$42

Unraveling the Mystery of Weight Loss

Instructor: Dr. P. Newhouse

Are you tired of the diet yo-yo? Can't understand why you can't lose weight? Learn what hormone is keeping you from burning fat and how one simple nutritional change can help you shed pounds fast. This revolutionary nutritional program will help you decrease body fat, reduce cravings and have more energy than ever before.

1 Tuesday Jan. 27 7:00 - 8:30 p.m.
 CRN 11549 Outreach - Rm. 406 Fee \$29

1 Tuesday Mar. 3 7:00 - 8:30 p.m.
 CRN 11550 Outreach - Rm. 406 Fee \$29

Unlocking the Secrets of Nutrition

New

Instructor: Dr. P. Newhouse

Confused about what is nutritious and healthy? Are you suffering from high blood pressure, high cholesterol, diabetes, chronic pain, digestive problems or any other chronic physical condition? Let us help you take the guess work out of shopping, cooking and eating. Learn the essentials of nutrition to find "The New You."

1 Tuesday Feb. 3 7:00 - 8:30 p.m.
 CRN 11551 Outreach - Rm. 406 Fee \$29

1 Tuesday Mar. 10 7:00 - 8:30 p.m.
 CRN 11552 Outreach - Rm. 406 Fee \$29

Please Register Early!

Thinking about taking a PaCE class? Nothing cancels a class quicker than waiting until the last minute to register. Classes have a minimum number of participants required in order for them to run. Please register early to help us avoid disappointing class cancellations.



Floral Design

Floral Design Certificate Program

Enroll in all (5) classes below and you will receive a professional certificate for the Floral Design Program. This certificate is designed to help you achieve a career path in the field of floral design. All classes must be completed this term to obtain the Floral Design Certificate. *Classes may be taken separately.

Basic Floral Design

Instructor: P. Paulsen

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

4 Wednesdays Jan. 28 - Feb. 25 5:45 - 8:00 p.m.
CRN 11578 Intouch Adult Day Services Tuition Fee \$92
(No class Feb. 11)

Valentine Centerpiece

New

Instructor: P. Paulsen

Combine the elegance of fresh flowers in a beautiful vase arrangement to share your heart and handmade arrangement with someone special in your life. *A \$30 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.*

1 Wednesday Feb. 11 5:45 - 8:00 p.m.
CRN 11579 Intouch Adult Day Services Fee \$21

Easter Centerpiece

New

Instructor: P. Paulsen

Hop into spring with this festive Easter arrangement combining the elegance of fresh flowers in a unique vase. Your home will celebrate spring and welcome the Easter Bunny. *A \$30 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.*

1 Wednesday Apr. 1 5:45 - 8:00 p.m.
CRN 11580 Intouch Adult Day Services Fee \$21

Advanced Floral Design

Instructor: P. Paulsen

Class emphasis is on applying the elements and principles learned in the Basic Floral Design class. This interactive, hands-on class will offer you practical application using line, form, proportion and color. Included will be high styled designs for a wedding or any special event, bridal work including bride's bouquet, boutonnieres and corsages. *A \$100 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.*

4 Wednesdays Apr. 8 - Apr. 29 5:45 - 8:00 p.m.
CRN 11581 Intouch Adult Day Services Tuition Fee \$92

Garden Planter

New

Instructor: P. Paulsen

Happy Mother's Day! Create a beautiful spring planter combining live plants in a clay container. Guaranteed to put a smile on mom's face! *A \$35 materials fee is payable to the instructor the first night of class. Bring flower clippers to class.*

1 Wednesday May 6 5:45 - 8:00 p.m.
CRN 11582 Intouch Adult Day Services Fee \$21

Music

Black Hawk College Community String Orchestra

Instructor: R. Croegaert

The BHC Community String Orchestra is a non-auditioned group of men and women who enjoy playing an orchestral stringed instrument. Community members from all walks of life and with advancing ability are invited to participate alongside high school students and the BHC credit-seeking students in this fun, learning environment. Orchestra members will rehearse and perform a wide range of accessible string orchestra literature each term. For more information, contact Roxanne Croegaert, director, at 309-787-4025 or rcroegaert@gmail.com.

Mondays Jan. 26 - May 18 6:30 - 8:20 p.m.
CRN 11766 Bldg. 4 - Rm. 115 Fee \$20
(No class Feb. 16 and Mar. 16)

Black Hawk College Community Band

Instructor: J. Crowder

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

Tuesdays Jan. 20 - May 19 6:30 - 8:20 p.m.
CRN 11767 Bldg. 4 - Rm. 115 Fee \$20
(No class Mar. 17)



Black Hawk College Community Chorale

Instructor: M. Renaud

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

Thursdays	Jan. 22 - May 21	6:30 - 8:20 p.m.
CRN 11768	Bldg. 4 - Rm. 115	Fee \$20

(No class Mar. 19)

Career Services

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

Resume and Cover Letter Writing

Instructors: M. Duhm/B. Storey

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

1 Thursday	Feb. 12	2:00 - 4:00 p.m.
CRN 11592	Outreach - Rm. 401	Fee FREE

Interviewing Skills

Instructors: M. Duhm/B. Storey

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

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

Prepare for the Fair!

New

Instructors: M. Duhm/B. Storey

With upcoming job fairs approaching, learn what it takes to stand out from the crowd when visiting with potential employers. From what to wear to what to take, you will walk in the door confident and ready to tackle this critical face time with a powerful first impression.

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

Black Hawk College 2015 Job Fair

Wednesday, March 26, 2015
10:00 a.m. - 2:00 p.m.

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

Visit more than 75 employers from 10:00 a.m. to 2:00 p.m. Wednesday, March 25 at the Quad-Cities Campus.

The 2015 Job Fair will be in the gym in Building 3. Job seekers should park in Lot 4 north of 34th Avenue. There will be a shuttle from Lot 4 to Building 3.

Dress professionally and bring plenty of résumés!

The Job Fair is free and open to the public.

For more information, contact Marceia Duhm at 309-796-5191 or duhmm@bhc.edu.





Youth Programs/ACT Exam Prep

ACT Exam Preparation

ACT Exam Preparation

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

You must register for the exam separately.

Instructor: L. Carey

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

Instructor: M. Fleming

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

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 at other options to preparing for the ACT Exam or need some additional help in a particular class? Below are six week classes offered online:

- SAT/ACT Preparation – Part 1
- SAT/ACT Preparation – Part 2
- Math Refresher
- Grammar Refresher
- Introduction to Biology
- Introduction to Chemistry
- Human Anatomy and Physiology
- Introduction to Statistics
- Introduction to Algebra

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

Courses available at our online instruction center.

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

FYI Night

Wednesday, February 18
 and Thursday, March 12
 6:00 - 8:00 p.m.

FYI Night will be in Building 4 in the Hawk's Nest (second floor).

If you're thinking about college but don't know where to start, FYI Night is for you. Learn about college vocabulary, paying for college, registering for classes, and career options.

Latino Youth Summit

Saturday, February 28
 9:00 a.m. - 3:00 p.m.

The event is open to all 7th-12th grade students and their parents.

Open House

Saturday, April 25
 9:00 a.m. - 3:00 p.m.

New and prospective students can take the COMPASS placement test, register for classes, meet faculty members and learn about BHC programs and student support resources. Representatives from Advising, Financial Aid, Career Services and academic programs will be available to answer questions and get you started (or finished!) on the enrollment process.

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



Lifelong Learner Lunches

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

In cooperation with the QC Times Plus 60 Club.

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

Passing On Your Family Treasures

Presenter: Terri Applegate, LeClaire Antiques

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



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

Lunch with President and Mrs. Lincoln

Presenters: Max and Donna Daniels, aka "Abe and the Babe"

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



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

Lunch at Lavender Crest Winery

Presenter: Martha Rittmueller

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



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

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

Register Now!

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

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

Online - Go to www.bhc.edu/pace. Click on Continuing Ed Registration and then select a PaCE schedule.

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

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

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

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

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

Fees

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

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

For more information go to www.bhc.edu/hawkshub

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

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

Equal Opportunity Notification

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

Services for Students with Disabilities

The information contained in this publication is available in alternative formats upon request. A one-week advance notice of accommodation needs is recommended.

If you will need accommodations due to a disability (e.g. Sign Language Interpreter, special seating) to participate in any BHC activity or program, please contact: Phone: (309) 796-5903 (CAPTEL) or General Office: (309) 796-5900.

Student Class Eligibility - Who Can Enroll

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

Refund Policy

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

Cancellation Policy

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

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

In case of severe weather:

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

Holidays

January 19 - Martin Luther King's Birthday

February 16 - Presidents' Day

Spring Break: PaCE classes will meet as scheduled during Spring Break Week, March 16-20. The BHC Hawk's Hub (bookstore) and Outreach Center offices will be closed on March 16.

April 3 - Good Friday

Facilities Locations

- **Black Hawk College - Outreach Center (Outreach)**
301 Avenue of the Cities, East Moline, IL
309-796-8223 Email: demontl@bhc.edu
Telecommunications Device For the Deaf 309-755-9855
- **Black Hawk College (Bldg.) (STB)**, 6600 34th Avenue, Moline, IL
- **Black Hawk College Adult Learning Center (BHC ALC)**, 4610 Blackhawk Commons Drive (9th St.), Rock Island, IL
- **Deere-Wiman House**
817 11th Avenue, Moline, Illinois 61265
- **Intouch Adult Day Services - Lutheran Social Services of Illinois (LSSI) -**, 4011 Avenue of the Cities, Suite 102, Moline, IL
- **Quad City Animal Welfare Center**, 724 West 2nd Ave., Milan, IL
- **Quad Cities Kidney Center**, 400 John Deere Road, Moline, IL



PaCE
 BHC - Outreach Center
 301 Avenue of the Cities
 East Moline, IL 61244
309-796-8223

Method of Payment--Check One

Check/Money Order
 VISA
 MasterCard
 Discover

Credit Card

Exp. Date Security Code Cardholder Zip Code

Month Year

Credit Card Signature _____

Social Security Number: _____ Birth Date: ____/____/____

Name: _____ Male ___ Female ___
 (Last) (First) (Middle Initial)

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Cell Phone: _____ Email: _____

CRN	Course Name	Amount Due

Date: _____ Rec'd By: _____ Cash: ___ Check# _____ Charge: _____

Total Due

Hispanic or Latino Ethnicity: ___ Yes ___ No

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

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

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

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

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

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

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



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

NON-PROFIT ORGANIZATION

U.S. POSTAGE
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PERMIT NO. 261
ROCK ISLAND, ILLINOIS

ECR - WSS

POSTAL CUSTOMER

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



PaCE Information Night

Thursday, January 15, 2015
4:00 – 6:00 p.m.

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

Tuesday, February 10, 2015
5:00 - 6:00 p.m.

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

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

Learn about the following PaCE opportunities:

- Health Career Programs
- Business/Professional Development Programs
- Computer Classes
- Community Education Classes

Scrubs and More: Free Informational Session

Tuesday, April 28, 2015
6:30 – 8:00 p.m.

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

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

Programs that will be represented are:

- EKG
- Medical Receptionist
- Dental Receptionist
- Pharmacy Technician
- Medical Scribe
- Medical Terminology
- Dialysis Technician
- Phlebotomy Technician
- Personal Trainer
- Physical Therapy Aide