In this Issue...

- Acrylic Painting
- Spanish for Travelers
- Paranormal Investigation
- Freezer Meals Made Easy
- Safety Courses
- Basic Electricity
- CBRF Certification Courses
- Grant Writing

blackhawk.edu
When you take a moment to study the spring edition of the Blackhawk Technical College Community Education program guide, allow yourself some time to think selfishly because this is about you.

Normally, we wouldn’t encourage you to be selfish. However, these pages contain a wide variety of courses aimed at making you a better, more informed and more talented individual who is not only serving a personal need but perhaps even a community one.

A place to start is where you see NEW! in the course heading. These are the classes we at Blackhawk have learned you are interested in and want to pursue. That is one of our Community Education goals – to find those type of courses you want to see offered.

In fact, if you have a suggestion on a future course, we want to hear it. Just let us know at (608) 757-7701. We listen to you.

We heard from those who were looking to develop their artistic side and added two new painting courses to the Arts/Crafts program. What makes these offerings so attractive is you needn’t be a Van Gogh or Rembrandt to participate.

One thing many of us have learned over the years is that the world is getting smaller. It’s not unusual to pack a bag and head off to a foreign country for a vacation that offers a taste of a different world.

Yet, one drawback to this travel is often a lack of language skills. That is why BTC is offering a Spanish for Travelers class that will provide you the basics in Spanish that will help you on your trip.

That is personally enriching, but imagine how much warmer your welcome may be when natives recognize you have made that extra effort to learn how to communicate in their country’s language.

Our Professional Development section is offering five new courses that will provide insights on how to improve your personal standing at work or gain that extra edge when it comes to getting your business recognized.

One of those courses may appeal to us all – Generation Gaps in the Workplace. We likely know someone at work who is from a younger or older generation and may sometimes wonder what makes that person tick the way he or she does. Well, here’s the perfect opportunity to get some answers in a classroom discussion format that will highlight the differences – and similarities – in our generations.

You also may have noticed that this guide is coming to you earlier than in years past. That’s because we want you to take the time you need to decide on what course or courses may be best for you.

That’s because, if you didn’t already know, the BTC Community Education program is about you becoming a better, more informed and more talented you.
John Bittner’s introduction to the world of art and all its intricacies came early.

“I was born into it,” Bittner said, recalling how his father was one of the most renowned hand engravers in the world with a legacy that continues to this day with engravings that remain on musical instruments around the world.

Bittner learned the skill from his father and expanded his creative instincts by delving into other forms of art, especially painting. “By the time I was 4 ½, I could draw anything I could see,” he said.

Yet Bittner also earned another valuable lesson from his father, one that was only tangentially related to art.

“Dad was an extremely talented artist,” he explained, “but in our world, he was either rich or broke. I didn’t like that part of it. I decided I needed something else to rely on.”

So after four years of service in the U.S. Air Force as a jet mechanic, Bittner dived into a career in local industries that brought him into the creative world of electricity.

The skills and expertise he developed over the years – in addition to a steady income -- eventually led him to Blackhawk Technical College, where this spring he will teach classes in Basic Electricity, and Motor Control Circuits and Electrical Schematic Reading for his 16th year in BTC’s Community Education program.

“I spent a lot of time teaching on the job, so it was very natural for me to do it,” said Bittner, who has been a state certified electrician for 29 years.

Bittner, though, never let his interest in art wane. He has displayed his work in a variety of shows over the years, including a recent exhibition at the Janesville Performing Art Center. His paintings hang at Marling Lumber and HomeWorks’ design center on Humes Road in Janesville.

And now, for the first time at BTC, Bittner also will teach an art class entitled Acrylic Painting: A Study of Composition and Movement Using Contrast and Color.

For Bittner, the connection between electricity, electrical motors and art is simple. “The one thing they have in common is visualizing, using your imagination,” he said.

“I hope I can inspire the art students and bring out their imagination and creativity. There are a lot of techniques that can be taught like using light and shadow or how you can use acrylics to create different effects.

“If they are beginners, it should be easy to teach them. We’ll just go right into the basics. If they have some experience, good, because that means we can get right down to it.”

Bittner is familiar with teaching both beginning or experienced electricians. His basic class is aimed at the novice interested in electricity, whether or not the student is looking to consider advanced training.

“I want to get them interested in electricity, to get their hands on it, which will get them excited about it,” he said.

“I hope I can inspire the art students and bring out their imagination and creativity.”

- John Bittner
Classes Start the Week of January 11, 2016

Use one of the Following Options

ONLINE NONCREDIT REGISTRATION SUBMISSION

To register online, go to the Community Education Courses box and click Non-Credit Registration, or go to the link: https://forms.blackhawk.edu/contedu/

ONLINE COURSES
Go to: blackhawk.edu
(1) Choose: Explore Programs
(2) Choose: Business and Community Development
(3) Choose: Community Education
(4) Click on: Ed2go or Gatlin Education

REGISTRATION BY MAIL
Complete the registration form in this publication. Send in the form with your credit card information or a check made payable to Blackhawk Technical College for the exact amount of fees listed in this schedule.

Send to:
Express Services
Blackhawk Technical College
6004 S County Rd G, P.O. Box 5009
Janesville WI 53547-5009

IN-PERSON REGISTRATION
ON CENTRAL CAMPUS*
You can register in person for Spring Semester during the hours listed below:
Monday-Tuesday 8:00 AM-6:30 PM
Wednesday-Friday 8:00 AM-5:00 PM

IN-PERSON REGISTRATION
ON MONROE CAMPUS*
You can register in person for Spring Semester during the hours listed below:
Monday-Thursday 8:00 AM-8:30 PM
Friday 8:00 AM-4:30 PM

REGISTRATION BY FAX
Dial (608) 743-4407 for Central Campus or (608) 329-8215 for Monroe Campus to fax your completed registration form and MasterCard, Visa or Discover information. In order for BTC to bill your employer, a letter of authorization for billing must be faxed with your registration form.

*Please call for specific office hours and campus holidays prior to visiting each location.

KEY TO SCHEDULE

SAMPLE LISTING

Arts and Crafts
Custom Cards
Learn the beautiful and practical art of making custom cards by hand. Students will learn a variety of card making techniques, including simple fold cards, embellishments, layered paper and embossing. Each class will feature all new cards, including seasonal and/or special event themes. Students will need to bring a ruler, small sharp scissors, pencil, notebook, and double-sided adhesive tape to class. A $5.00 project kit is available at the class for materials to create four cards.

202-651-0M9 (39374) S 2/5 9:30 AM-NOON
1 Session $10.90 $9.18 Sr.
Site: Monroe Campus Instructor: Debra Miller

Title
Course titles are listed under the subheading.

Description
The description is listed after the title explaining the specific class.

Course Number
The 9-digit number identifies what course you are enrolling in.

Course Reference Number (CRN)
The unique 5-digit class numbers (CRNs) are assigned to class sections.

Day
M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

Start Date
Beginning dates of the class.

Times
Represents the start and end times for classes.

Sessions
This lists the number of sessions per class.

Fees/Senior Fees**
Class fees are based on the current academic year tuition rates. The second fee is the amount for senior citizens.

Community Education Credits (CEUs)
The number of CEUs granted for satisfactory completion of the class.

Site/Instructor
Name of the site and instructor are listed for each class section. “Staff” may be indicated if the instructor has not been determined.
**Senior fees= 62 years of age or older may qualify for this reduced fee.

Please register early. The decision to run or cancel a class is made 7-10 days prior to the start date.
# REGISTRATION FORM

**BLACKHAWK TECHNICAL COLLEGE**

6004 S COUNTY ROAD G  
P.O. BOX 5009  
JANESVILLE WI  53547-5009

**PLEASE PRINT**

<table>
<thead>
<tr>
<th>BTC Student Identification Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
<th>Previous Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County of Residence</th>
<th>☐ City of</th>
<th>☐ Village of</th>
<th>☐ Township of</th>
<th>E-Mail Address</th>
<th>Home Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>☐ Month</th>
<th>☐ Day</th>
<th>☐ Year</th>
<th>☐ Marital Status</th>
<th>☐ Legally Separated</th>
<th>☐ Divorced</th>
<th>☐ Separated</th>
<th>☐ Widowed</th>
<th>☐ Highest Credential Received</th>
<th>☐ No (credential no GED or higher)</th>
<th>☐ Currently in High School</th>
<th>☐ GED</th>
<th>☐ HSED</th>
<th>☐ 1-Year Diploma</th>
<th>☐ 2-Year Diploma (including Apprenticeship)</th>
<th>☐ Associate Degree</th>
<th>☐ Baccalaureate</th>
<th>☐ 12 More than Baccalaureate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender Identity</th>
<th>☐ Female</th>
<th>☐ Male</th>
<th>☐ Transgender</th>
<th>☐ Other</th>
<th>☐ High School Graduate</th>
<th>☐ Year</th>
<th>☐ Name of High School</th>
<th>☐ City and State of High School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>☐ High School Graduate</th>
<th>☐ GED</th>
<th>☐ HSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

Has either of your parents attended a two-year college? ☐ Yes ☐ No  
Has either of your parents graduated from college? ☐ Yes ☐ No  

Select your highest credential received:  
☐ No prior college  ☐ Some college (postsecondary credit)  ☐ Associate degree  ☐ Associate degree plus additional credential  ☐ Short-term diploma  ☐ Bachelor degree  ☐ 1-year diploma  ☐ 2-year diploma  ☐ More than a baccalaureate

<table>
<thead>
<tr>
<th>Hispanic/Latino</th>
<th>Race (check all that apply)</th>
<th>Asian Origin</th>
<th>Economically disadvantaged</th>
<th>Citizenship Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ American Indian or Alaskan Native</td>
<td>☐ Vietnam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ No</td>
<td>☐ Black or African American</td>
<td>☐ Laos</td>
<td>☐ Yes</td>
<td>☐ U. S. Citizen</td>
</tr>
<tr>
<td></td>
<td>☐ Asian</td>
<td>☐ Cambodia</td>
<td>☐ No</td>
<td>☐ Foreign Student</td>
</tr>
<tr>
<td></td>
<td>☐ Native Hawaiian or Other Pacific Islander</td>
<td>☐ Other</td>
<td>☐ Are you a single parent?</td>
<td>☐ Immigrant/Refugee</td>
</tr>
<tr>
<td></td>
<td>☐ White</td>
<td></td>
<td>☐ Yes</td>
<td>☐ Eligible Legalized Alien</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ No</td>
<td>☐ Other</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Work status</th>
<th>Displaced homemaker status</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Employed, full time</td>
<td>☐ No work outside home/no gainful employment</td>
</tr>
<tr>
<td>☐ Employed, part time</td>
<td>☐ Not eligible for public assistance</td>
</tr>
<tr>
<td>☐ Not in labor market</td>
<td>☐ Lost income due to death, divorce or separation</td>
</tr>
<tr>
<td>☐ Underemployed (over qualified for current job)</td>
<td>☐ Within 2 yrs. of losing support for minor child(ren)</td>
</tr>
<tr>
<td>☐ Unemployed, seeking job</td>
<td>☐ Dislocated Worker</td>
</tr>
</tbody>
</table>

I certify that the information on this form is true and complete to the best of my knowledge.  
Signature _______ Date _______

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE NUMBERS (?)</th>
<th>COURSE TITLES</th>
<th>Type of Override</th>
<th>Dean’s Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ MasterCard  ☐ Visa  ☐ Discover Card  
Amount ___________  
Credit Card Number ___________

Include 3 Digit Code in Signature Block _______  
Expiration Date _______  
Cardholder’s Signature _______

---

Blackhawk Technical College is an equal opportunity/equal access educator/employer.  
Revised 8/28/14
TABLE OF CONTENTS

Acrylic Painting: A Study Of Comp. & Movement Using Contrast & Color 8
Advanced Grant Writing Workshop 12
Applying Leadership Skills: Techniques For Effective Leadership 12
AutoCAD 15
Basic Electricity 10
Becoming Assertive 12
Better Business Writing 12
CBRF Fire Safety 15
CBRF Medication Administration 15
Chair Caning 10
COLLEGE/OUTREACH FACILITY HOURS & ADDRESSES 7
Custom Cards - Theme 1, 2 3 8
Digital And Studio Photography For The Photo Enthusiast 9
Digital Photography - Taking Better Photos For Beginners 9
ED2GO 23
Effective Email Strategies For Businesses 13
Explore Painting 8
Forklift Operator Safety 20
Forklift Operator Train-The-Trainer 20
Freezer Meals Made Easy 9
Furniture Refinishing 11
Genealogy (Family History) & Internet 11
Generation Gaps In The Workplace 13
Get Ready To Celebrate! Decorating Cakes, Cupcakes, & Cookies 9
Grant Writing 101 13
GREEN COUNTY SITES 21
How To Deliver Exceptional Customer Service 14
INSTRUCTOR HIGHLIGHT 3
Insurance 18-19
Insurance 18-19
Insurance 18-19
Insurance 18-19
Insurance 18-19
Insurance 18-19
Insurance 18-19
Insurance 18-19
Insurance 18-19
Insurance 18-19
Insurance 18-19
PROFESSIONAL DEVELOPMENT 12-21
Real Colors®: A Workplace Communication Tool 14
REGISTRATION INFO./FORM 4-5
Responsible Beverage Service 20
Retirement Planning Mistakes & How To Avoid Them 10
Reupholstery 11
ROCK COUNTY SITES 22
Solidworks 15
Sous From Around The World 9
Spanish For The Absolute Beginner 11
Spanish For Travelers 11
Stop Wasting Time & Start Getting Things Done: Practical Tech. Managing Time 14
Successful Inbound Marketing Strategies 14
Train The Trainer 14
Transition To Trainer 21
Very Vegetarian Meals 9
Welding - Open 11
Real Estate 19-20
Course 1: WI State-Approved Listing Contracts 19
Course 2: WI State-Approved Offers To Purchase 19
Course 3: WI New Developments 19
Course 4: WI Ethics & Fair Housing 19
Elective A: Disclosures In A WI Trans 19
Elective C: Inspections/Testing In WI 20
Woodworking 8
Work Cooperatively In Teams 14
Write Your Business Plan In Eight Easy Steps 15

For the most current course listing, visit blackhawk.edu
**Central Campus Hours**
6004 S County Rd G • Janesville, WI 53546-9458

Hours:  7:30 AM-10:00 PM (M-Th)
       7:30 AM-5:00 PM (FRI)
       7:30 AM-2:00 PM (SAT)

Phone: (608) 758-6900

**Monroe Campus Hours**
210 4th Ave • Monroe, WI 53566-1033

Hours:  8:00 AM-9:00 PM (M-Th)
       8:00 AM-4:30 PM (FRI)

Phone: (608) 328-1660

**Center for Transportation Studies (CTS) Hours**
1740 W US Highway 14 • Janesville, WI 53545-8810

Hours:  7:00 AM-5:00 PM (M-F)

Phone: (608) 743-4502

**Beloit Learning Center Hours**
50 Eclipse Center • Beloit, WI 53511-3550

When classes are in session:
Hours:  7:45 AM-9:00 PM (M-THU)
       7:45 AM-4:15 PM (FRI)

Phone: (608) 757-7669 or (608) 757-7741

**Advanced Manufacturing Training Center**
15 Plumb Street • Milton, WI 53563

Hours:  7:00 AM-9:00 PM (M-F)

Phone: (608) 758-6900

Community & Continuing Education Outreach Locations

- **Dooley Photography Studio**
  1612 E Racine St • Janesville, WI 53545

- **Milton High School**
  430 E High St • Milton, WI 53563

- **Monroe High School**
  1600 - 26th St • Monroe, WI 53566

- **The Gathering Place**
  715 Campus St • Milton, WI 53563

Additional Assistance-Central Campus

- **Admissions**: (608) 757-7665
- **Bookstore**: (608) 757-7672
- **Express Services**: (608) 757-7661
- **Financial Aid**: (608) 757-7664
- **Information**: (608) 757-7710
- **Multicultural Services**: (608) 757-7719
- **Switchboard**: (608) 758-6900

Toll free (in 608 area code only) 1 (800) 498-1282

TDD/TTY-Special Services Lab (608) 743-4422

**ANY QUESTIONS?**

Email us at: info@blackhawk.edu

*Please call for specific office hours and campus holidays prior to visiting.

---

**2016 ADMISSION EVENTS**

BTC offers studies in more than 50 associate degrees, technical diplomas and certificate programs. To learn more about your future opportunities, join us for one of the admissions events below.

**SPRING EVENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/13</td>
<td>Preview Day, Central Campus</td>
</tr>
<tr>
<td>2/16-18</td>
<td>Tech Exploration Days</td>
</tr>
<tr>
<td>2/20</td>
<td>Monroe Tech Showcase, Monroe Campus</td>
</tr>
<tr>
<td>2/23-25</td>
<td>Tech Exploration Days</td>
</tr>
<tr>
<td>3/12</td>
<td>One Stop Admissions Event</td>
</tr>
<tr>
<td>3/22-24</td>
<td>VIP Career Showcase</td>
</tr>
<tr>
<td>4/5</td>
<td>Manufacturing Career Fair</td>
</tr>
<tr>
<td>4/6</td>
<td>Business Career Fair</td>
</tr>
<tr>
<td>4/7</td>
<td>Public Safety Career Fair</td>
</tr>
<tr>
<td>4/8</td>
<td>Health Career Fair</td>
</tr>
<tr>
<td>4/16</td>
<td>Latino Open House</td>
</tr>
<tr>
<td>4/23</td>
<td>One Stop Admissions Event</td>
</tr>
</tbody>
</table>

All dates and events are subject to change. For the most up to date information, contact the admissions office at (608) 743-4463.
NEW! ACRYLIC PAINTING: A STUDY OF COMPOSITION & MOVEMENT USING CONTRAST & COLOR
Painting with acrylics is exciting, versatile, and easy as you learn to use the basic supplies and techniques in this course. Acrylics can be used in an oil medium, through thick applications with a pallet knife for a heavy textured effect, or by mixing with water to create a watercolor effect. Students will provide their own supplies, which will be discussed at the first class session.

815-644-001 (62018) W 2/3 6:00-8:30 PM
10 Sessions $98.30 $60.80 Sr.
Site: Milton High School Instructor: John Bittner
This class will not meet on 3/23/2016.

NEW! EXPLORING PAINTING
This class is designed to encourage and help students discover color, color mixing, texture, design, as well as to explore the expressive aspects of watercolor, acrylic, and oil painting. Each class will offer fun projects to explore and compare each medium. Some drawing experience is preferred for this class. A supply list is available.

815-644-0M1 (62025) M 3/28 6:00-8:30 PM
6 Sessions $60.75 $38.25 Sr.
Site: Monroe Campus Instructor: Tina Duemler

CUSTOM CARDS - THEME 2
Learn the beautiful and practical art of making custom cards by hand. Students will learn a variety of card making techniques, including simple fold cards, embellishments, layered paper and embossing. Each class will feature all new cards, including seasonal and/or special event themes. Students will need to bring a ruler, small sharp scissors, pencil, notebook, double-sided adhesive tape, and Fiskar cutter with orange blade (if you have one) to class. A project kit fee of $5.00 is available at the class for materials to make 4 cards during the one session.

202-651-OM2 (61950) T 3/8 9:00 AM-NOON
1 Session $15.75 $11.25 Sr.
Site: Monroe Campus Instructor: Debra Miller

CUSTOM CARDS - THEME 3
Learn the beautiful and practical art of making custom cards by hand. Students will learn a variety of card making techniques, including simple fold cards, embellishments, layered paper and embossing. Each class will feature all new cards, including seasonal and/or special event themes. Students will need to bring a ruler, small sharp scissors, pencil, notebook, double-sided adhesive tape, and Fiskar cutter with orange blade (if you have one) to class. A project kit fee of $5.00 is available at the class for materials to make 4 cards during the one session.

202-651-OM1 (61949) T 4/26 9:00 AM-NOON
1 Session $15.75 $11.25 Sr.
Site: Monroe Campus Instructor: Debra Miller

WOODWORKING
Create heirlooms that can be handed down through the generations. Combine solid hardwood and your choice of plan to construct a unique piece that all generations will cherish. Open to all skill levels from novices to experienced woodworkers. Students must supply their own safety glasses (required) and building materials; materials will be discussed at the first session.

409-604-005 (61952) TR 1/26 6:30-9:00 PM
10 Sessions $98.30 $60.80 Sr.
Site: Monroe High School Instructor: Kim Cairy

This class will not meet 3/22/2016.

Please register early. The decision to run or cancel a class is made 7-10 days prior to the start date.
NEW! FREEZER MEALS MADE EASY
Want to make mealtime easier? Your freezer can help you!
Learn how to stock your freezer with meals that make meal
time simple, delicious, and nutritious. During the first session,
you will learn how to plan, shop, and prep to stock your freezer
with a variety of meals. A grocery list will be given to bring with
you on the second class to prepare three freezer meals.

303-610-001 (62024)  R  2/18   6:00-8:00 PM
2 Sessions $19.55 $13.55 Sr.
Site: Monroe High School  Instructor: Melody Loeffelholz

GET READY TO CELEBRATE! DECORATING CAKES, CUP-CAKES, AND COOKIES
Don’t just let them eat cake, let them try a special creation
made for that special occasion. Marge Harris will show you
how to add that special touch to cakes, cookies and cupcakes
so that you can create borders, scrolls, flowers and other
decorations to personalize your dessert. Recommended
supplies to purchase will be discussed at the first class.

303-621-081 (61967)  R  3/3    6:30-8:30 PM
5 Sessions $48.88 $33.88 Sr.
Site: Beloit Center  Instructor: Marge Harris
This class will not meet 3/24/2016.

SOUPS FROM AROUND THE WORLD
The British like soup. The French, of course, have that onion
variety. Every land has its favorite soup. Well make a few for
you to taste. One thing you won’t hear said, “No soup for you!”

303-631-002 (61983)  M  2/8    6:00-9:00 PM
1 Session $15.80 $11.30 Sr.
Site: The Gathering Place (Milton)  Instructor: Jaleh Dabiri

VERY VEGETARIAN MEALS
If you’re looking for some great alternatives to the same old,
same old -- try a vegetarian cooking class. Vegetables are
more than a side dish; they can be a scrumptious meal that
even the fussiest can enjoy if they are prepared well. We will
do that and show you some secrets. Let’s add some health
and zest to that weekly menu.

303-631-003 (61984)  M  2/22  6:00-9:00 PM
1 Session $15.80 $11.30 Sr.
Site: The Gathering Place (Milton)  Instructor: Jaleh Dabiri

DIGITAL PHOTOGRAPHY - TAKING BETTER PHOTOS FOR BEGINNERS
Are you looking for a class that will help you learn all about
your digital camera and how to take quality pictures? Then this
is the class for you! Discover the joy and fulfillment of picture
taking. During this class you will pick up tips and tricks to taking
better photos, decipher your lengthy manual, and even learn
what to look for when buying a camera. Digital Camera is
required after first class.

203-401-0C2 (61974)  W  2/10  6:00-8:30 PM
4 Sessions $36.60 $4.50 Sr.  1.0 CEU
Site: Central Campus  Instructor: Erik Wasilewski

203-401-004 (61982)  M  3/7   6:00-8:30 PM
4 Sessions $36.60 $4.50 Sr.  1.0 CEU
Site: The Gathering Place (Milton)  Instructor: Erik Wasilewski

DIGITAL AND STUDIO PHOTOGRAPHY
FOR THE PHOTO ENTHUSIAST
Here is an opportunity for you to enter a professional
photography studio and learn the elements of digital
photography from a professional. Lighting, angle, settings and
design elements will be discussed but shooting will happen
each session. Studio time will be maximized as you learn the
secrets of getting the photo that you want.

203-401-003 (61981)  W  3/30  6:30-8:30 PM
5 Sessions $36.60 $4.50 Sr.  1.0 CEU
Site: Dooley Photography Studio  Instructor: Dennis Dooley

PHOTOSHOP ELEMENTS 12 - BEGINNING
Uncover the secrets of graphic design by enhancing your
digital and scanned photos. Photoshop elements, which is
the companion program to the powerful design oriented
Adobe Photoshop, is a professional yet inexpensive program
that allows you to artistically adjust photos. This class
provides a basic knowledge of the tools used in the program
and much more! Learn how to apply filters and special
effects, make color adjustments, improve the contrast and
sharpness, clone stamp items, repair old damaged photos
and much more. Participants will get time to use Photoshop
Elements 12 to work on their personal photos. Get ready to
impress and to take your pictures to a new level!! Prerequisite:
Familiar with using a computer keyboard.

103-411-0C4 (61972)  W  3/30  6:00-8:30 PM
5 Sessions $49.44 $4.50 Sr.  1.3 CEU
Site: Central Campus  Instructor: Erik Wasilewski
PERSONAL ENRICHMENT COURSES

Digital Photography

PHOTOSHOP ELEMENTS 12 - BEYOND THE BASICS
Now that you know the basics of Photoshop Elements let's really explore the program and create wonderful picture masterpieces. You will learn step-by-step instructions with sample images of topics covered. Learn how to create logos, posters, and artistic collages. Visualize how to make subject matter jump out off the page while we work on layering an image to give you a 3-D effect. Bring a flash drive that has some photos to use on class projects. Prerequisite: Basic Knowledge of Photoshop Elements needed.

103-411-0C5 (61973)  W  5/4  6:00-8:30 PM
2 Sessions  $23.76  $4.50 Sr.  .5 CEU

Site: Central Campus  Instructor: Erik Wasilewski

Family Finance

RETIREMENT PLANNING MISTAKES AND HOW TO AVOID THEM
This class will help with the challenges you face during the accumulation and distribution phase of retirement planning. The accumulation of your retirement nest egg begins when you begin your work career, and can continue for your lifetime. We will talk about Estate Planning, proper beneficiaries, probate and much more such as trusts and long term care concerns and when to start taking your Social Security. This class is for anyone planning retirement or already retired who wants to maintain their present lifestyle. This class is taught by David Miser, a Certified Financial Planner Professional.

308-610-0C2 (61975)  T  3/1  6:00-8:00 PM
2 Sessions  $19.50  $13.50 Sr.

Site: Central Campus  Instructor: David Miser

Health and Wellness

INTRODUCTION TO THE PRACTICE OF MEDITATION
In this experiential course students will be introduced to, learn about, and practice meditation. Meditation has many benefits including increased physiological and psychological well-being and better concentration. Students will have the opportunity to reflect on how it is influencing their lives and fostering the development of compassion, equanimity and peacefulness. This is a wonderful opportunity to learn how this ancient practice can help us cope with the challenges and stress of our modern day lives.

560-600-0M2 (62019)  T  3/1  NOON-1:00 PM
3 Sessions  $15.75  $11.25 Sr.

Site: Monroe Campus  Instructor: Christine Wellington

Chair Caning

This class will not meet 3/22/2016.

CHAIR CANING
Experience the satisfaction of caning your own chairs. You will study the type of cane used, the selection and preparation, and the techniques of application in the completion of an appropriate class project. Students provide their own project and supplies.

304-663-0B4 (61971)  M  2/8  9:00-11:30 AM
6 Sessions  $60.75  $38.25 Sr.

Site: Beloit Center  Instructor: Dorothy Laskowski

304-663-0B6 (61968)  M  3/28  9:00-11:30 AM
7 Sessions  $72.00  $45.00 Sr.

Site: Beloit Center  Instructor: Dorothy Laskowski

This class will not meet 3/3/2016.

For the most current course listing, visit blackhawk.edu
**FURNITURE REFINISHING**

Don’t throw out your furniture just because it needs a little TLC. Refinishing your furniture will give it a fresh, new look; it will help alleviate the strain on our natural resources; and it will cost you much less than a new piece of furniture! Students will learn how to strip the existing finish from the furniture, disassemble and glue (if necessary), and prepare the surface for refinishing. *Bring your small piece of furniture, old paint brush, scraper, rubber gloves, roll of paper towels, #1 grade steel wool and you'll be ready to get started!* Additional supplies will be discussed at first class.

**304-603-002 (61985) M 2/1 6:30-9:00 PM**

10 Sessions $98.25 $60.75 Sr.

*Site: Milton High School*

*Instructor: Tim Davila*

**FURNITURE REFINISHING**

This class will not meet 3/21/2016.

**REUPHOLSTERY**

Save money by reupholstering your own furniture (whether it is a prize heirloom or a more modern, valued seating for your home). Learn the history and techniques known to crafters for 500 years. With the direction and guidance of the instructor, acquire the skills of frame reconstruction, selecting a fabric, cutting, sewing, tacking, and filling. We provide the larger tools necessary along with the enthusiasm to get the job done. *Students will need to supply their own small reupholstery project, cloth measuring tape, empty soup-size tin can, old sheet or plastic drop cloth, 30 gallon size trash bag, pliers and small screwdriver. Additional supplies will be discussed at the first class.*

**304-663-0B3 (61970) M 1/25 5:30-8:30 PM**

7 Sessions $83.25 $51.75 Sr.

*Site: Beloit Center*

*Instructor: Jim Polarski*

**304-663-0B2 (61969) M 3/28 5:30-8:30 PM**

7 Sessions $83.25 $51.75 Sr.

*Site: Beloit Center*

*Instructor: Curt Biele*

---

**PERSONAL ENRICHMENT COURSES**

**SPANISH FOR THE ABSOLUTE BEGINNER**

Would you like to learn Spanish but haven't had any past experience? Through speaking, conversations, and oral stories, you will learn Spanish interactively. Textbook required and available at the Central Campus bookstore.

**802-661-02 (61979) W 2/10 5:30-8:00 PM**

6 Sessions $60.75 $38.25 Sr.

*Site: Central Campus*

*Instructor: Tim Davila*

**GENEALOgy (FAMILY HISTORY) AND THE INTERNET**

Learn how to explore the Internet to find resources and locate documents pertaining to your ancestors and related (collateral) lines. Previous Internet experience is helpful but not necessary. This class is suitable for both beginning and experienced researchers.

**803-626-01 (61980) S 3/12 9:00 AM-NOON**

6 Sessions $72.00 $45.00 Sr.

*Site: Central Campus*

*Instructor: Deborah Gosa*

*This class will not meet 3/26/2016 or 4/2/2016.*

**NEW! PARANORMAL INVESTIGATION**

This informative course will cover the basic tools of paranormal investigation as well as the process of investigation from the initial phone call through the investigation to the resolution. The class is informative and fun! Expect an open discussion, instruction, and experience sharing.

**504-600-0C1 (61978) T 4/5 5:30-8:30 PM**

2 Sessions $27.00 $18.00 Sr.

*Site: Central Campus*

*Instructor: Laura Baker*

**WELDING - OPEN**

Upgrade your skills with individualized instruction in the principles of welding techniques and processes related to various materials. Welding safety is emphasized.

**442-412-002 (61953) R 1/28 6:30-9:00 PM**

10 Sessions $122.14 $38.68 Sr. 2.5 CEU

*Site: Monroe High School*

*Instructor: Dan Saunders*

*This class will not meet 3/24/2016.*

---

**NEW! SPANISH FOR TRAVELERS**

Learn basic Spanish to enhance your next trip to Mexico or beyond. Participants will learn basic phrases for ordering at restaurants, finding hotel rooms and getting from place to place. Come prepared to learn about culture and practice speaking together.

**802-402-0M1 (62020) M 2/1 6:30-8:00 PM**

6 Sessions $36.60 $4.50 Sr. .9 CEU

*Site: Monroe Campus*

*Instructor: Jesse Wellington*
**NEW! BECOMING ASSERTIVE**
Welcome to the Assertiveness and Self-Confidence workshop. Assertiveness and self-confidence are comprised of important interpersonal communications skills and traits that can be learned and practiced. This workshop will provide you with many tips, techniques, and opportunities to try out your own skills.

196-421-OC5 (62013)  
T 3/15 8:00 AM-NOON  
1 Session  $69.00  $56.16 Sr.  .4 CEU  
Site: Central Campus  Instructor: Tina Aldrich

**BEETR BUSINESS WRITING**
Grammar mistakes aren’t simply embarrassing – they can impact how people perceive your intelligence and credibility. Poorly written memos, emails, or reports can not only cause misunderstandings or project delays, they can even create career-derailing mistakes that can haunt you for years! Attendees will learn to overcome the most common problems in writing, including grammar, punctuation, sentence construction and paragraph construction. Transform your written communications from so-so to sensational with this one day seminar! Participants are encouraged to bring in documents that they would like help with grammatically.

801-418-0C2 (61917)  
F 2/12 9:00 AM-1:00 PM  
1 Session  $69.00  $56.16 Sr.  .4 CEU  
Site: Central Campus  Instructor: John Norland
EFFECTIVE EMAIL STRATEGIES FOR BUSINESSES
Let’s face it, people aren’t very excited to read the tons of email they get daily—much less sign up for any more. Yet, email marketing still has an average return on investment (ROI) of $40 per dollar spent! This email marketing course takes you beyond the basics and ensures your emails are timely, engaging, and line up with your objectives. Drive greater response rates using behavioral-marketing and psychology-based tactics which you’ll learn in this hands-on approach that also guides you into developing an email marketing plan that increases your revenue. Learn key performance indicators (KPIs) relevant to your email marketing, as well as how to calculate and use this information for decision-making. This course will help you set up and design your email plan and first email template to get you on the right track to engaging your customers. If your business isn’t using email as a marketing tool already, or isn’t using it with a strategy, this class will teach you what you need to know now to get started.

104-453-OC2 (61925)  R  4/7  5:00-8:00 PM
1 Session  $69.00  $56.16 Sr.  .3 CEU
Site: Central Campus  Instructor: Laura Baker

NEW!  FREE ESSENTIAL MARKETING TOOLS FOR NEW BUSINESSES
Grow your business with this ultimate resource and training course introducing you to FREE marketing tools that will help you juggle important daily marketing tasks. Whether you are starting a new business or you’re just thirsty, you will likely benefit from the free online productivity tools that will engage your customers and change the way you do marketing forever. In this class you will learn: using simple website host, design tools, and shopping cart that doesn’t cost you a penny, build and manage relationships with your customers and re-target them using an easy Customer Relationship Management (CRM) program, create and send effective email marketing campaigns to meet your business goals and engage your customers-and learn how to get your website visitors to give you their email addresses so you can re-target them with the information they want, monitor your website visits and make effective marketing decisions that increase your conversions from website visitors-to-leads and leads-to-customer, improve your customer’s purchase experience and make changes based on business intelligence that you collect.

104-453-OC3 (61930)  R  4/21  4:30-8:30 PM
1 Session  $69.00  $56.16 Sr.  .4 CEU
Site: Central Campus  Instructor: Laura Baker

NEW!  GENERATION GAPS IN THE WORKPLACE
The Generation Gaps workshop will help participants understand the various generations present at work, and understand what motivates them and dealing with them on a daily basis. Both the young and older worker will have many ideas to offer, which will help the organization thrive in the marketplace. Learning how to deal with the Generation Gaps at work will help you become a better manager or co-worker.

185-403-OC1 (62015)  R  4/14  1:00-5:00 PM
1 Session  $69.00  $56.16 Sr.  .4 CEU
Site: Central Campus  Instructor: Tina Aldrich

GRANT WRITING 101
What do non-profit and publicly funded organizations need to do to successfully secure grant funding? The key steps include grant planning and collaboration, identifying potential funding sources, and coordinating the components of a thorough grant application. In this three-hour overview, participants from organizations of all sizes will gain a better understanding of the grant application process, including needs assessments, project narratives, evaluation plans, budgets, and sustainability plans. There will be time for discussion, and a list of resources to get you started in your search for grant funding.

105-409-OC2 (61916)  R  2/4  8:30-11:30 AM
1 Session  $69.00  $56.16 Sr.  .3 CEU
Site: Central Campus  Instructor: Kristin Hesselbacher

105-409-OC3 (61918)  W  2/17  1:00-4:00 PM
1 Session  $69.00  $56.16 Sr.  .3 CEU
Site: Central Campus  Instructor: Kristin Hesselbacher

BTC TRAINING AND CONSULTING SERVICES
BTC provides customized training for businesses in a wide variety of areas including Leadership, Organizational Development, Communications, Computer Applications, Safety, Advanced Manufacturing, Quality, CPR and much more. Our Business and Community Development trainers and consultants are skilled at helping your organization identify its training needs and developing a tailored training plan for maximum impact and outstanding value. For a free consultation and analysis, contact:

Doug Holmes  •  (608) 743-4597
dholmes9@blackhawk.edu  •  blackhawk.edu/bcd
PROFESSIONAL DEVELOPMENT
Business/Leadership

**NEW! SUCCESSFUL INBOUND MARKETING STRATEGIES**
If you’ve been looking for a trusty primer on engaging your customers online, this is the best place to start. This class gives you the latest insights into nurturing your customers through the sales funnel and giving them what they want to attract, engage, and delight while increasing your sales. This class gives you the necessary and fundamental tools you can take back to your office and use to transform your online marketing. You’ll learn how to attract website visitors, how to convert those visitors to leads, and how to nurture leads into sales and delighted customers. You’ll leave this class with the essential resources to help you build an effective and engaging marketing strategy that will surely grow your sales.

**185-402-OC1 (62014)**
T 3/29 1:00-5:00 PM
1 Session $69.00 $56.16 Sr. .4 CEU
Site: Central Campus Instructor: Tina Aldrich

**NEW COLORS®: A WORKPLACE COMMUNICATION TOOL**
Are you amazed how some people can work in total clutter and disorganization while you need lists for everything? This seminar will introduce a simple personality tool using four basic colors to help you identify your unique personality style (color). This easy-to-use system, developed from the complex Myers Briggs Type Indicator, is an effective way to see ourselves and to better understand other people’s styles. You will be surprised how easily you will identify why some relationships work easily and others are more difficult. With this fundamental knowledge, teamwork is easier as communication and expectations are adjusted.

**196-421-OC2 (61914)**
F 1/29 1:00-5:00 PM
1 Session $69.00 $56.16 Sr. .4 CEU
Site: Central Campus Instructor: Cindy Leverenz

**STOP WASTING TIME AND START GETTING THINGS DONE: PRACTICAL TECH. FOR MANAGING YOUR TIME**
Imagine a day where you complete everything on your to-do list. Seem like a dream? If so, this seminar is for you. This workshop will provide practical techniques for controlling time and making it a manageable resource. You will learn to clarify objectives and plan for results; conquer procrastination; delegate effectively; set group goals and priorities; eliminate time wasters; and handle interruptions.

**196-402-OC1 (62016)**
R 4/28 8:00 AM-NOON
1 Session $69.00 $56.16 Sr. .4 CEU
Site: Central Campus Instructor: Tina Aldrich

Please register early. The decision to run or cancel a class is made 7-10 days prior to the start date.
WRITE YOUR BUSINESS PLAN IN EIGHT EASY STEPS
Ever wanted to start your own business but just didn’t know what you needed to do? Ever feel like you know your product but you just don’t know what to do from here to build your business and increase revenues? These feelings often lead to confusion, and starting the business becomes an overwhelming task. A business plan is an essential road map for your development. If you ever want funding, lenders and investors require a written business plan. If you’re ready to start your business, this class will give you the step-by-step guide to write a detailed and powerful business plan document that you can take to request funding and use to grow your idea. This hands-on class will teach you the simple steps to research, analyze, and design your strategy. It takes your business idea from concept to success in eight easy steps.

102-407-0C1 (61926)  S  4/9  9:00 AM-NOON
2 Sessions  $99.00  $35.74 Sr.  .6 CEU
Site: Central Campus  Instructor: Laura Baker

CBRF FIRE SAFETY
Chapter DHS83.20 requires that all CBRF employees successfully complete this training course within 90 days of their hire date. Learning points include fire hazard recognition, understanding the use of fire extinguishers, evacuation needs of residents, and following emergency and disaster plans.

503-406-0C3 (61999)  R  2/18  8:00 AM-12:30 PM
1 Session  $55.00  $35.74 Sr.  .5 CEU
Site: Central Campus  Instructor: Ed Armstrong

CBRF MEDICATION ADMINISTRATION
This 2-day (11 hour) course covers training topics including residents’ rights, medication management, medical terms and abbreviations, medication packaging, labeling and storage, types of medications and medication administration. Class times: Friday, 8:00 AM - 2:30 PM; and Saturday, 8:00 AM - 1:30 PM.

575-413-0C2 (62001)  FS  4/8  8:00 AM-2:30 PM
2 Sessions  $115.00  $76.48 Sr.  1.1 CEU
Site: Central Campus  Instructor: Susan Anema

CBRF Certification Courses

CBRF FIRE SAFETY
Chapter DHS83.20 requires that all CBRF employees successfully complete this training course within 90 days of their hire date. Learning points include fire hazard recognition, understanding the use of fire extinguishers, evacuation needs of residents, and following emergency and disaster plans.

503-406-0C3 (61999)  R  2/18  8:00 AM-12:30 PM
1 Session  $55.00  $35.74 Sr.  .5 CEU
Site: Central Campus  Instructor: Ed Armstrong

CBRF MEDICATION ADMINISTRATION
This 2-day (11 hour) course covers training topics including residents’ rights, medication management, medical terms and abbreviations, medication packaging, labeling and storage, types of medications and medication administration. Class times: Friday, 8:00 AM - 2:30 PM; and Saturday, 8:00 AM - 1:30 PM.

575-413-0C2 (62001)  FS  4/8  8:00 AM-2:30 PM
2 Sessions  $115.00  $76.48 Sr.  1.1 CEU
Site: Central Campus  Instructor: Susan Anema

NEW! SOLIDWORKS
Expand your AutoCAD knowledge by learning another 3-D CAD program that runs on Microsoft Windows. SolidWorks is used by over 1.3 million engineers and designers at more than 130,000 companies worldwide. This program will enhance your design skill and expand your design options. This course will also cover sweeping, lofting and shaping capabilities. Participants will learn how to maximize the use of assembly modeling capabilities of SolidWorks. Prerequisite: An introductory AutoCAD course.

421-406-OT2 (61915)  T  2/2  6:00-9:00 PM
4 Sessions  $249.00  $210.48 Sr.  1.2 CEU
Site: AM&T - Milton  Instructor: Steve Vinz

MICROSOFT EXCEL 2013: BASIC “TIPS AND TRICKS”
Ever have the feeling that you should be using MS Excel to make your job easier but don’t have time to spend several hours in training to learn the essentials? Then, this seminar is for you. This short 4-hour class will focus on showing new MS Excel users tips and tricks for using and navigating through the software. Participants will learn software essentials like entering data and changing the format, using autofill, performing simple calculations, and managing worksheet/workbook information. Some familiarity with MS Excel is recommended.

103-468-0M1 (61905)  F  2/26  1:00-4:00 PM
1 Session  $69.00  $56.16 Sr.  .3 CEU
Site: Monroe Campus  Instructor: Sue Dunphy
MICROSOFT OFFICE SERIES:
BASIC ‘TIPS AND TRICKS’ FOR MS EXCEL 2010
Ever have the feeling that you should be using MS Excel to make your job easier but don’t have time to spend several hours in training to learn the essentials? Then, this seminar is for you. This short 4-hour class will focus on showing new MS Excel users tips and tricks for using and navigating through the software. Participants will learn software essentials like entering data and changing the format, using autofill, performing simple calculations, and managing worksheet/workbook information. Some familiarity with MS Excel is recommended.

103-468-OC5 (61904) T 3/15 1:00-4:00 PM
1 Session  $69.00  $56.16 Sr. .3 CEU
Site: Central Campus  Instructor: Sue Dunphy

MICROSOFT OFFICE SERIES:
BASIC ‘TIPS AND TRICKS’ FOR MS EXCEL 2013
Ever have the feeling that you should be using MS Excel to make your job easier but don’t have time to spend several hours in training to learn the essentials? Then, this seminar is for you. This short 4-hour class will focus on showing new MS Excel users tips and tricks for using and navigating through the software. Participants will learn software essentials like entering data and changing the format, using autofill, performing simple calculations, and managing worksheet/workbook information. Some familiarity with MS Excel is recommended.

103-468-OC7 (61906) T 3/15 9:00 AM-NOON
1 Session  $69.00  $56.16 Sr. .3 CEU
Site: Central Campus  Instructor: Sue Dunphy

BASIC EXCEL 2013:
SPECIAL FEATURES FOR BUSINESS APPLICATION
In this Introduction to Microsoft Excel training class, students will create and edit basic worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets.

103-468-OC6 (61927) TR 3/29 6:00-9:00 PM
2 Sessions  $99.00  $79.74 Sr. .6 CEU
Site: Central Campus  Instructor: Kathleen Coehoorn

MICROSOFT OFFICE SERIES:
INTERMEDIATE ‘TIPS AND TRICKS’ FOR MS EXCEL 2013
Are you ready to take your basic MS Excel skills to the next level? Join us for this short 4-hour class focusing on MS Excel tips and tricks for those who already have basic Excel knowledge. Participants will learn software capabilities like working with charts, linking information from different worksheets/workbooks, naming cells and ranges, creating drop down lists, combining text from two columns, and using advanced logic functions. This class is not intended for beginners.

103-469-OM1 (61908) F 4/1 9:00 AM-NOON
1 Session  $69.00  $56.16 Sr. .3 CEU
Site: Monroe Campus  Instructor: Sue Dunphy

103-469-OC7 (61909) T 4/14 9:00 AM-NOON
1 Session  $69.00  $56.16 Sr. .3 CEU
Site: Central Campus  Instructor: Sue Dunphy

INTERMEDIATE EXCEL 2013:
SPECIAL FEATURES FOR BUSINESS APPLICATIONS
In this 6-hour Intermediate Microsoft Excel training seminar students will learn how to work with illustrations and charts, setting up a page and printing, validating, protecting and auditing forms and templates, working with advanced formatting, styles and outlining; working with multiple worksheets and workbooks, using advanced functions. This hands-on seminar will allow students to discuss and practice through hands-on exercises. This course is applicable for any version of Microsoft Excel.

103-469-OC6 (61924) TR 4/12 6:00-9:00 PM
2 Sessions  $99.00  $79.74 Sr. .6 CEU
Site: Central Campus  Instructor: Kathleen Coehoorn

Please register early. The decision to run or cancel a class is made 7-10 days prior to the start date.
ADVANCED EXCEL:
SPECIAL FEATURES FOR BUSINESS APPLICATIONS
Join us for this informative and hands-on workshop to gain knowledge of advanced level skills using Microsoft Excel. Through discussion, practice and hands-on exercises, this seminar will get you on track for developing the following skills: working with tables, autofilter, advanced filters, database functions, Vlookup function, creating pivot tables, calculations and charts; analyzing data using features, What If Tables, using workgroup features including an overview of sharing workbooks, automating routine tasks with macros, integrating with other applications. This course is applicable for any version of Microsoft Excel.

103-470-OC3 (61932) TR 4/26 6:00-9:00 PM
2 Sessions $99.00 $79.74 Sr. .6 CEU
Site: Central Campus Instructor: Kathleen Coehoorn

MICROSOFT OFFICE 365/SHAREPOINT ORIENTATION FOR SMALL BUSINESS
What exactly is Microsoft Office 365? How would my business benefit from implementing Microsoft Office 365? What is SharePoint and what does it have to do with Microsoft Office 365? What is cloud computing and what role does Microsoft Office 365 play? These are just a few of the questions that will be answered during this Microsoft Office 365 Orientation session. This half day session will introduce you to the powerful tools and integrated services that make up Microsoft Office 365 solution platform and how it can benefit your organization. We will discuss how this new platform has leveled the playing field for small and medium sized businesses. You will leave with a solid strategic overview of how and where this powerful suite of software and services can benefit your organization.

103-460-OC1 (61922) W 5/25 8:00 AM-NOON
1 Session $69.00 $56.16 Sr. .4 CEU
Site: Central Campus Instructor: Marshall Heller

MS OFFICE WORKSHOP SERIES:
INTERMEDIATE ‘TIPS & TRICKS’ FOR MS EXCEL 2010
Are you ready to take your basic MS Excel skills to the next level? Join us for this short 3-hour class focusing on MS Excel tips and tricks for those who already have basic Excel knowledge. Participants will learn software capabilities like working with charts, linking information from different worksheets/workbooks, naming cells and ranges, creating drop down lists, combining text from two columns, and using advanced logic functions. This class is not intended for beginners.

103-464-OC2 (61910) R 3/3 9:00 AM-NOON
1 Session $69.00 $56.16 Sr. .3 CEU
Site: Central Campus Instructor: Sue Dunphy

103-464-OM4 (61911) F 3/11 9:00 AM-NOON
1 Session $69.00 $56.16 Sr. .3 CEU
Site: Monroe Campus Instructor: Sue Dunphy
ETHICS: A PRACTICAL GUIDE

We'll examine the concept of ethics and how it relates to the insurance producer. Information includes rationale for a personal code of business ethics and how it will guide the producer's activities beyond that which are required (or prohibited) by law toward a higher level of service and success.

162-424-OC3 (61960)  F  2/5  8:00-11:00 AM
1 Session  $33.00  $20.16 Sr.  .3 CEU
Site: Central Campus  Instructor: Matthew Molitor

ANTIMONEY LAUNDERING FOR THE FINANCIAL & INSURANCE PROFESSIONAL

This course will seek to provide a review of the anti-money laundering rules and guidelines as they pertain to insurance companies and insurance producers. Using real-life examples, we will explore how would-be launderers use insurance product to accomplish this.

162-424-OC4 (61994)  F  2/5  11:30 AM-2:30 PM
1 Session  $33.00  $20.16 Sr.  .3 CEU
Site: Central Campus  Instructor: Matthew Molitor

WISCONSIN ANNUITY TRAINING, REQUIRED FOR ANNUITY SALES

This course will cover annuities and their uses for today's consumer. We will look at both the asset accumulation phase and the distribution phase to annuities. You will learn about fixed, variable, and immediate annuities and what the benefits and drawbacks of each are.

162-422-OC2 (61993)  F  2/19  8:00 AM-NOON
1 Session  $44.00  $31.16 Sr.  .4 CEU
Site: Central Campus  Instructor: Matthew Molitor

MUTUAL FUNDS FOR TODAY’S INVESTOR

This course seeks to give a basic understanding of mutual funds and their characteristics, benefits, and limitations. This short course will cover the basic purchase options (share classes) that are available to today's consumers as well as general knowledge of the different asset class options.

162-413-OC2 (61992)  F  2/19  12:30-2:30 PM
1 Session  $22.00  $15.58 Sr.  .2 CEU
Site: Central Campus  Instructor: Matthew Molitor

LIFE INSURANCE - THE MANY AND VARIED FORMS OF TODAY’S POLICIES

This course will give you a short overview of the many common life insurance policies being sold in the market today. Both term and permanent insurance types will be discussed as well as the common uses of the various forms. This will not be a boring class -- the instructor promises you will learn a lot!

162-407-OC4 (61991)  F  3/11  8:00-11:00 AM
1 Session  $33.00  $20.16 Sr.  .3 CEU
Site: Central Campus  Instructor: Matthew Molitor

PERSONAL LIFE INSURANCE PLANNING

This class will build off of the morning session. Through case studies and class participation, we will discuss the application of life insurance in our daily lives. We will, through case studies, determine and recommend the type and amount of insurance our example families should consider to meet their needs.

162-407-OC3 (61990)  F  3/11  11:30 AM-2:30 PM
1 Session  $33.00  $20.16 Sr.  .3 CEU
Site: Central Campus  Instructor: Matthew Molitor

FINANCIAL PLANNING IN THE 21ST CENTURY

You will learn the steps necessary for an advisor to analyze a client's financial and nonfinancial assets and goals as well as how insurance products can be used to address the risks your clients face meeting college, retirement, and estate planning needs.

162-404-OC4 (61989)  F  3/18  8:00 AM-3:00 PM
1 Session  $66.00  $46.74 Sr.  .6 CEU
Site: Central Campus  Instructor: Matthew Molitor

LONG TERM INSURANCE AND THE WISCONSIN PARTNERSHIP PROGRAM

In this course, you will build a working overview of long term care insurance and examine the benefits provided by the Wisconsin Partnership Program for those with LTC coverage.

162-443-OC2 (61961)  F  4/1  8:00 AM-3:00 PM
1 Session  $66.00  $46.74 Sr.  .6 CEU
Site: Central Campus  Instructor: Matthew Molitor

Please register early. The decision to run or cancel a class is made 7-10 days prior to the start date.
Spring Classes begin the week of January 11th

**REAL ESTATE**

**NEW! COURSE 1: WISCONSIN STATE-APPROVED LISTING CONTRACTS**
This course examines details surrounding real estate listing contracts (e.g., nuances between a client and a customer, cooperation with agents, providing access to a property, limited service listings, etc.). Agency relationships, subagency and agency disclosure also are covered in this course; and we will also look at the delivery of documents and notices, email delivery and electronic consent.

194-417-OC2 (61963)  R  3/10  6:15-9:45 PM
1 Session  $40.00  $27.16 Sr. .4 CEU
Site: Central Campus  Instructor: Robert Blakely

**NEW! COURSE 2: WISCONSIN STATE-APPROVED OFFERS TO PURCHASE**
This course reviews various scenarios and details related to the state-approved offer to purchase form. Specifically, the financing and appraisal contingencies, presenting the offer, countering the offer and other modifications, and withdrawal of the offer will be discussed. Other course topics include title and methods of transfer, property condition representations, “as-is” transactions, and property damage between acceptance and closing.

194-417-OC3 (61964)  R  3/17  6:15-9:45 PM
1 Session  $40.00  $27.16 Sr. .4 CEU
Site: Central Campus  Instructor: Robert Blakely

**NEW! COURSE 3: WISCONSIN NEW DEVELOPMENTS**
This course provides an update on the new and emerging changes and developments in real estate law, practices and procedures. This course will explore Wisconsin law and code provisions, Attorney General opinions, and Wisconsin court cases. Agents will also learn about the proposed changes to Wisconsin rules, statutes and forms.

1 Session  $40.00  $27.16 Sr. .4 CEU
Site: Central Campus  Instructor: Robert Blakely

**NEW! COURSE 4: ETHICS & FAIR HOUSING IN WI**
This course outlines Wisconsin licensee obligations with respect to the REALTOR® Code of Ethics and Fair Housing Law. Topics in this course will highlight arbitration disputes, professional standards enforcement, providing equal services to all clients, etc. We will also delve into the Department of Safety and Professional Services’ complaint process, fair housing, and specific articles and sections within the REALTOR® Code of Ethics.

194-417-OC6 (61996)  R  4/7  6:15-9:45 PM
1 Session  $40.00  $27.16 Sr. .4 CEU
Site: Central Campus  Instructor: Robert Blakely

**NEW! ELECTIVE A: DISCLOSURES IN A WISCONSIN TRANSACTION**
This course helps real estate professionals understand what disclosure obligations licensees have as well as what disclosure obligations sellers have. We will review the more common disclosure issues in Wisconsin transactions such as waterfront property, use-value assessments, and environmental issues. The course explains the difference between nonconforming use and non-conforming structure; and discusses particular potential disclosure issues such as underground storage tanks, asbestos, renovations without permits and easements.

194-417-OC5 (61995)  R  4/14  6:15-9:45 PM
1 Session  $40.00  $27.16 Sr. .4 CEU
Site: Central Campus  Instructor: Robert Blakely

Please register early. The decision to run or cancel a class is made 7-10 days prior to the start date.
### Professional Development

#### Real Estate

**NEW! ELECTIVE C: INSPECTIONS AND TESTING IN WI**

This course provides a thorough review of inspections and testing in a Wisconsin transaction using Wisconsin-approved forms; reviews the boundaries for an inspection including who can inspect, what can be inspected, the boundaries for a test and who can test, and the result on the offer depending on testing and inspection results. Explores the negotiation process between a seller and a buyer depending on the results of the inspections and tests including using amendments and notices and how the right to cure process works. This course also explains the difference between a defect and a material adverse fact and how parties respond to the discovery of that information.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Credits</th>
<th>Site</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>194-417-0C1 (61962)</td>
<td>R 4/21</td>
<td>6:15-9:45 PM</td>
<td>$40.00</td>
<td>.4 CEU</td>
<td>Central Campus</td>
<td>Robert Blakely</td>
</tr>
</tbody>
</table>

**New! Elective C: Inspections and Testing in WI**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Credits</th>
<th>Site</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>311-401-0C2 (61934)</td>
<td>S 5/7</td>
<td>8:30 AM-12:30 PM</td>
<td>$25.00</td>
<td>.4 CEU</td>
<td>Central Campus</td>
<td>Ray Hadley</td>
</tr>
</tbody>
</table>

**Responsible Beverage**

Increase your knowledge of alcoholic beverage service techniques, signs of intoxication, methods of intervention, local and state laws, preventing negative or unsafe situations, and the potential for increasing profits through responsible management practices. Required for all new applicants/bartenders/operators; fulfills Wisconsin’s requirements for certification relating to the selling or serving of alcoholic products. Participants are required to pre-register. Registration for the Saturday classes ends at noon the day before class is scheduled to be held.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Credits</th>
<th>Site</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>311-401-0C2 (61934)</td>
<td>S 5/7</td>
<td>8:30 AM-12:30 PM</td>
<td>$25.00</td>
<td>.4 CEU</td>
<td>Central Campus</td>
<td>Ray Hadley</td>
</tr>
</tbody>
</table>

### Safety

**Forklift Operator Safety**

This 4 hour course is designed to provide present or future powered industrial truck operators the instruction and knowledge they need to get into compliance with OSHA standard 29CFR1910.178. The training includes forklift capacity, stability, center of gravity, vehicle inspections, refueling, pedestrian traffic and hands on driving exercise for competency in safe driving practices. To pass the safety training, participants must demonstrate driving proficiencies. Passing participants receive a workplace hazard and equipment checklist for those interested in becoming fully certified by their present or future employer. Pre-registration required one week prior to the start of the course. Materials provided.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Credits</th>
<th>Site</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>449-407-0C4 (61928)</td>
<td>T 4/19</td>
<td>1:00-5:00 PM</td>
<td>$125.00</td>
<td>.4 CEU</td>
<td>Central Campus</td>
<td>Terri Corwith</td>
</tr>
</tbody>
</table>

**Forklift Operator Train-the-Trainer**

OSHA 1919.178 states “all operator training and evaluation shall be conducted by persons who have knowledge, training and experience to train truck operators and evaluate their competencies”. This 4 hour workshop will introduce you to adult learning styles, the OSHA regulations for Powered Industrial Trucks, sample training programs, sample forms as well as other effective trainer insight. Materials provided.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Credits</th>
<th>Site</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>449-407-0C5 (61929)</td>
<td>R 4/21</td>
<td>5:00-9:00 PM</td>
<td>$125.00</td>
<td>.4 CEU</td>
<td>Central Campus</td>
<td>Terri Corwith</td>
</tr>
</tbody>
</table>

**MSHA 8 Hour Annual Refresher**

This 8-hour training workshop is designed to meet the training requirements of the Federal MSHA Part 46 Standard for employees of mining operations that are required to have a written safety plan. Six hours of safety and health training and two hours of first aid refresher training will be provided. For more information, call (608) 328-1660. Please note that class participants will need to bring a copy of their company’s training plan as these will be discussed in class.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Credits</th>
<th>Site</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>449-401-0M2 (61955)</td>
<td>W 2/17</td>
<td>8:00 AM-5:00 PM</td>
<td>$85.00</td>
<td>.8 CEU</td>
<td>Monroe Campus</td>
<td>Staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Credits</th>
<th>Site</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>449-401-0M1 (61954)</td>
<td>R 2/18</td>
<td>8:00 AM-5:00 PM</td>
<td>$85.00</td>
<td>.8 CEU</td>
<td>Monroe Campus</td>
<td>Staff</td>
</tr>
</tbody>
</table>
OSHA 10 HOUR VOLUNTARY COMPLIANCE FOR GENERAL INDUSTRY

This OSHA Certification seminar is designed for managers or other personnel responsible for on-the-job safety and implementing workplace practices that comply with OSHA standards. Learn what safety training is required, who needs it, and how often it must be done. This course will provide an introduction to the OSHA Act and General Duty Clause and will cover such topics as walking and working surfaces, machine safeguarding, means of egress/fire protection, materials handling and storage, industrial hygiene, hazardous materials/communications, personal protective equipment, confined spaces, record-keeping, and blood-borne pathogens. Join us for this informative workshop.

449-420-OC1 (61913) TR 1/12 6:00-9:00 PM
4 Sessions $249.00 $210.48 Sr. 1.2 CEU
Site: Central Campus Instructor: Terri Corwith

TRANSITION TO TRAINEER

This class is for final year apprentices who will, as journey workers, soon be responsible for passing on their skills to new apprentices. Developed by the Bureau of Apprenticeship Standards, this 8-hour course teaches soon-to-be journey workers how to serve as a mentor and job coach, how to provide hands-on skill training, how to give positive and effective performance feedback, and explores the characteristics of a positive and diverse work environment.

455-455-OC2 (61998) W 2/10 5:00-9:00 PM
2 Sessions $35.00 $9.32 Sr. .8 CEU
Site: Central Campus Instructor: Jim Davis

BTC TRAINING AND CONSULTING SERVICES FOR BUSINESS

BTC provides customized training for businesses in a wide variety of areas including Leadership, Organizational Development, Communications, Computer Applications, Safety, Advanced Manufacturing, Quality, CPR and much more. Our Business and Community Development trainers and consultants are skilled at helping your organization identify its training needs and developing a tailored training plan for maximum impact and outstanding value. For a free consultation and analysis, contact:

Doug Holmes • (608) 743-4597
dholmes9@blackhawk.edu • blackhawk.edu/bcd

Blackhawk Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person (or office) has been designated to handle inquiries regarding the nondiscrimination policies:

Student Judicial Officer, 6004 S. County Road G, Janesville, WI 53547
Phone: 608-757-7702 • Fax: 608-757-7740
Website: www.blackhawk.edu • Deaf HH/Relay 711

Blackhawk Technical College is part of the Wisconsin Technical College System. BTC has five campus locations in Monroe, Beloit, Milton and Janesville. WI offering more than 50 programs including two-year associate degrees, one- and two-year technical diplomas and short-term technical diplomas. In addition, BTC is a major provider of customized training and technical assistance for the Rock and Green County business community. More than half of all adults living in Wisconsin have accessed the technical colleges for education and training during the last decade.
**ADV. MFG. TRAINING CENTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AutoCAD</td>
<td>15</td>
</tr>
<tr>
<td>SolidWorks</td>
<td>15</td>
</tr>
</tbody>
</table>

**BELOIT CENTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair Caning</td>
<td>10</td>
</tr>
<tr>
<td>Get Ready to Celebrate! Decorating Cakes, Cupcakes, &amp; Cookies</td>
<td>9</td>
</tr>
<tr>
<td>Reupholstery</td>
<td>11</td>
</tr>
</tbody>
</table>

**CENTRAL CAMPUS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Grant Writing Workshop</td>
<td>12</td>
</tr>
<tr>
<td>Applying Leadership Skills:</td>
<td></td>
</tr>
<tr>
<td>Techniques for Effective Leadership</td>
<td>12</td>
</tr>
<tr>
<td>Basic Electricity</td>
<td>10</td>
</tr>
<tr>
<td>Becoming Assertive</td>
<td>12</td>
</tr>
<tr>
<td>Better Business Writing</td>
<td>12</td>
</tr>
<tr>
<td>CBRF Fire Safety</td>
<td>15</td>
</tr>
<tr>
<td>CBRF Medication Administration</td>
<td>15</td>
</tr>
<tr>
<td>Digital Photography - Taking Better Photos, Beginners</td>
<td>9</td>
</tr>
<tr>
<td>Effective Email Strategies for Businesses</td>
<td>13</td>
</tr>
<tr>
<td>Forklift Operator Safety</td>
<td>20</td>
</tr>
<tr>
<td>Forklift Operator Train-The-Trainer</td>
<td>20</td>
</tr>
<tr>
<td>Free Essential Marketing Tools for New Businesses</td>
<td>13</td>
</tr>
<tr>
<td>Genealogy (Family History) and the Internet</td>
<td>11</td>
</tr>
<tr>
<td>Generation Gaps in the Workplace</td>
<td>13</td>
</tr>
<tr>
<td>Grant Writing 101</td>
<td>13</td>
</tr>
<tr>
<td>How to Deliver Exceptional Customer Service</td>
<td>14</td>
</tr>
<tr>
<td>Insurance Continuing Education Courses</td>
<td>18-19</td>
</tr>
<tr>
<td>Microsoft Office Series:</td>
<td></td>
</tr>
<tr>
<td>Basic Special Features Bus. Apps.-MS Excel 2013</td>
<td>16</td>
</tr>
<tr>
<td>Basic ‘Tips and Tricks’-MS Excel 2013</td>
<td>16</td>
</tr>
<tr>
<td>Basic ‘Tips and Tricks’-MS Excel 2010</td>
<td>16</td>
</tr>
<tr>
<td>Intermediate ‘Tips and Tricks’-MS Excel 2013</td>
<td>16</td>
</tr>
<tr>
<td>Intermediate ‘Tips and Tricks’-MS Excel 2010</td>
<td>17</td>
</tr>
<tr>
<td>AdvancedExcel: Special Features for Bus. Apps.</td>
<td>17</td>
</tr>
<tr>
<td>PowerPoint 2013 ‘Tips &amp; Tricks’</td>
<td>17</td>
</tr>
<tr>
<td>SharePoint Small Business/Microsoft Office 365</td>
<td>17</td>
</tr>
<tr>
<td>Word 2013 ‘Tips &amp; Tricks’</td>
<td>17</td>
</tr>
<tr>
<td>Motor Control Circuits and Electrical Schematic Reading</td>
<td>10</td>
</tr>
<tr>
<td>OSHA 10 Hour Voluntary Compliance</td>
<td>21</td>
</tr>
<tr>
<td>Paranormal Investigation</td>
<td>11</td>
</tr>
<tr>
<td>Photoshop Elements 12 - Beginning &amp; Beyond Basics</td>
<td>9-10</td>
</tr>
<tr>
<td>Real Colors®: A Workplace Communication Tool</td>
<td>14</td>
</tr>
<tr>
<td>Real Estate Continuing Education Courses</td>
<td>19-20</td>
</tr>
<tr>
<td>Responsible Beverage Service</td>
<td>20</td>
</tr>
<tr>
<td>Retirement Planning Mistakes &amp; How to Avoid Them</td>
<td>10</td>
</tr>
<tr>
<td>Spanish for the Absolute Beginner</td>
<td>11</td>
</tr>
<tr>
<td>Stop Wasting Time and Start Getting Things Done: Practical Techniques-Managing Time</td>
<td>14</td>
</tr>
<tr>
<td>Successful Inbound Marketing Strategies</td>
<td>14</td>
</tr>
<tr>
<td>Train the Trainer</td>
<td>14</td>
</tr>
<tr>
<td>Transition to Trainer</td>
<td>21</td>
</tr>
<tr>
<td>Work Cooperatively in Teams</td>
<td>14</td>
</tr>
<tr>
<td>Write Your Business Plan in Eight Easy Steps</td>
<td>15</td>
</tr>
</tbody>
</table>

**DOOLEY PHOTOGRAPHY STUDIO**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital and Studio Photography for the Photo Enthusiast</td>
<td>9</td>
</tr>
</tbody>
</table>

**GATHERING PLACE-MILTON**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Photography - Taking Better Photos for Beginners</td>
<td>9</td>
</tr>
<tr>
<td>Soups From Around the World</td>
<td>9</td>
</tr>
<tr>
<td>Very Vegetarian Meals</td>
<td>9</td>
</tr>
</tbody>
</table>

**MILTON HIGH SCHOOL**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acrylic Painting: A Study of Composition &amp; Movement Using Contrast &amp; Color</td>
<td>8</td>
</tr>
<tr>
<td>Furniture Refinishing</td>
<td>11</td>
</tr>
<tr>
<td>Woodworking</td>
<td>8</td>
</tr>
</tbody>
</table>
NEW YEAR. NEW GOALS.

Make this YOUR year for SUCCESS!

It’s YOUR Time

Completing your GED or HSED is an opportunity to advance your life. Our top 3 reasons for finishing the GED or HSED:

1. BTC offers individualized and classroom instruction at no cost to eligible students
2. Flexible schedules & three convenient locations (Monroe, Janesville, Beloit)
3. Education = greater income potential

For more information call:
Beloit (608) 757-7741 · Janesville (608) 741-3566 · Monroe (608) 328-8204

blackhawk.edu

BTC is an EO/AA educator/employer. For more information, go to blackhawk.edu
Earn your bachelor’s degree close to home at BTC and UIU

START HERE...

The Blackhawk Technical College (BTC) and Upper Iowa University (UIU) partnership allows for smooth transfer of credits and easy transition to complete your bachelor’s degree on your schedule.

FINISH HERE...

UPPER IOWA UNIVERSITY
Established in 1857®

- Courses that fit your busy lifestyle – evening face-to-face classes, online and self-paced
- Regionally accredited, non-profit university
- Easy transfer of up to 78 credits from BTC
- Located on BTC Central Campus in Janesville for over 20 years
- Personalized academic and financial aid advising to help you reach your goals

Apply now – classes start soon!

UPPER IOWA UNIVERSITY - BLACKHAWK CENTER
6004 South Cty. Road G, Janesville, WI
608-754-7490 • uiu.edu/blackhawk