COMMUNITY & CONTINUING EDUCATION
Spring 2022 Schedule

GET CONNECTED
at Blackhawk

A sampling includes:
Acrylic Painting • American Sign Language (ASL) – Beginner
Cybersecurity • Beekeeping • Wine Essentials • Wilderness Survival 101
and many leadership development online workshops!

blackhawk.edu
REGISTRATION INFORMATION

Registration is open! Use one of the Following Options

REGISTRATION ONLINE
Go to: blackhawk.edu
(1) Hover Over: Programs & Classes
(2) Choose: Take a Class
(3) Click on: Browse Non-Credit Classes
(4) Choose: Course Title
(5) Click on: Register for Class

ONLINE COURSES
Go to: blackhawk.edu
(1) Hover Over: Programs & Classes
(2) Choose: Take a Class
(3) Click on: Browse Non-Credit Classes
(4) Click on: ED2GO (in left navigation bar)

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 the Spring Semester during the hours listed below:
Monday-Thursday  7:30 AM-6:00 PM
Friday            7:30 AM-4:30 PM
First Saturday   8:00 AM-1:00 PM
of each month

IN-PERSON REGISTRATION
ON MONROE CAMPUS*
You can register in person for the Spring Semester during the hours listed below:
Monday-Thursday  8:00 AM-8:30 PM
Friday            8:00 AM-4:00 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 note that some courses require students to sign the ACKNOWLEDGMENT OF RISKS/ACCEPTANCE OF RESPONSIBILITY AGREEMENT AND RELEASE FORM PRIOR TO engaging in course activities.

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

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

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. Students will need to bring a ruler, small sharp scissors and pencil to class. A $5.00 project kit is available at the class for materials to create four cards.

202-651-0M9        (39374)  5T  6/10/5  7: 6:30-7:30 PM
1 Session         9:19.50  $19.50 Sr.  10: .2 CEU

Site: Monroe Campus   Instructor: Debra Miller

1 Title
Course titles are listed under the subheading.

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

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

4 Course Reference Number (CRN)
The unique 5-digit class numbers (CRNs) are assigned to class sections, to register for classes.

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

6 Start Date
Beginning dates of the class.

7 Times
Represents the start and end times for classes.

8 Sessions
This lists the number of sessions per class.

9 Fees/Senior Fees**
Class fees are based on the 2021-22 academic year tuition rates. The second fee is the amount for senior citizens (Sr.) **Senior fees= 62 years of age or older may qualify for this reduced fee.

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

11 Site/Instructor
Name of the site/instructor are listed for each section. “Staff” may be indicated if the instructor has not been determined.
BTC Locations

Central Campus & PSTC*
6004 S County Rd G • Janesville, WI 53546-9458

Hours: 7:00 AM-10:00 PM (Monday-Thursday)
7:00 AM-5:00 PM (Friday)
7:30 AM-4:00 PM (Saturday)
Phone: (608) 758-6900

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

Hours: 8:00 AM-9:00 PM (Monday-Thursday)
8:00 AM-4:30 PM (Friday)
Closed (Saturday)
Phone: (608) 328-1660

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

Hours: 7:00 AM-9:00 PM (Monday-Thursday)
7:00 AM-5:00 PM (Friday)
Closed (Saturday)
Phone: (608) 757-7628

Community & Continuing Education Outreach
Monroe High School
1600-26th St • Monroe, WI 53566

Northleaf Winery
232 S Janesville St • Milton, WI 53563

Additional Assistance-Central Campus
Admissions: (608) 757-7710
Bookstore: (608) 757-7672
Advising: (608) 757-7668
Registration: (608) 757-7660
Financial Aid: (608) 757-7664
Switchboard: (608) 758-6900

Toll free (in 608 area code only) 1 (800) 498-1282
Access and Accommodations Lab (608) 743-4422
TDD/TTY - 711

Email us at: info@blackhawk.edu

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

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

FEATURED ONLINE OPPORTUNITIES

Prepare for a new career or a recognized certification

These expert-developed courses offer a flexible way to learn. Open enrollments let you start any time. And with up to 18 months access, you can learn when it’s convenient to you. Each course also comes with a dedicated Student Advisor, so you’re supported throughout your learning journey.

You can complete any course entirely from your home or office, any time of the day or night. Some of these courses include:

- Certified Professional Life Coach
- Pharmacy Technician
- Optician Certification
- Veterinary Assistant
- Legal Transcriptionist
- Digital Court Reporter
- Certified Residential Interior Designer
- Certified Wedding Planner

To register, go to:
careertraining.ed2go.com/blackhawk
To call, go to:
(608) 757-6329

Gain new personal skills!

Two ways to learn! In our instructor-led courses, you study and interact with a cohort over a six-week schedule. For the independent learner, our self-paced courses provide access to all lessons immediately for three months. Check out these Digital Photography classes:

- Discover Digital Photography
- Mastering your Digital SLR Camera
- Photographing Nature
- Photographing People
- Travel Photography

To register, go to:
ed2go.com/blackhawk

Hundreds more titles to choose from!
Basic Motorcycle Rider Training

Starts in Spring

You will learn defensive riding tactics from veteran riders trained and certified by the Motorcycle Safety Foundation and approved by the Wisconsin Department of Transportation.

This course requires six hours of classroom instruction and ten hours of actual range riding. A student is not required to have a motorcycle instruction permit to take our basic motorcycle course.

For more information:
rphillips13@blackhawk.edu
(608) 757-7630
blackhawk.edu

Spring 2022 Community & Continuing Education Schedule

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Non-Credit Registration Form

**PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>BTC Student ID Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
<th>Previous Name</th>
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<table>
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<tr>
<th>County of Residence</th>
<th>Circle one: City / Village / Township of</th>
<th>E-Mail</th>
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<th>Date of Birth (MM/DD/YYYY)</th>
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<th>Asian Origin (check all that apply)</th>
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<td></td>
<td>Asian Indian or Alaskan Native</td>
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<td></td>
<td>Black or African American</td>
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<td></td>
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<tr>
<td></td>
<td>Native Hawaiian or Other Pacific</td>
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<tr>
<th>Gender Identity</th>
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<th>Male</th>
<th>Transgender</th>
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<th>HIGH SCHOOL INFORMATION</th>
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<th>City and State of High School</th>
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<th>School District where you attend</th>
<th>Highest Grade Completed (K-12)</th>
<th>Years of Attendance</th>
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<tr>
<td></td>
<td>High School Graduate</td>
<td>Start:</td>
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<td>GED</td>
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<th>Highest Credential</th>
<th>Completed at</th>
<th>Associate degree plus additional credential</th>
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<tbody>
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<td>No prior college</td>
<td>Bachelor degree</td>
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<td></td>
<td>Some college (post-secondary credit)</td>
<td>More than baccalaureate</td>
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<td></td>
<td>Short-term diploma</td>
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<td></td>
<td>One-year diploma</td>
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<tr>
<td></td>
<td>Two-year diploma</td>
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<tr>
<td></td>
<td>Associate degree</td>
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<th>COURSE TITLE</th>
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<tr>
<th>MOTORCYCLE / TRAFFIC SAFETY REGISTRATION</th>
<th>Driver’s License Number</th>
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**YOUTH CAMP REGISTRATION** — Please ensure this section is complete if registering your student for a youth camp.

<table>
<thead>
<tr>
<th>1st Camp Choice</th>
<th>Camp Name</th>
<th>Camp Dates</th>
<th>2nd Camp Choice (if 1st choice full):</th>
<th>Camp Name</th>
<th>Camp Dates</th>
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Signature of Parent / Legal Guardian

Signature Date

**CPR / AEMT REFRESHER REGISTRATION**

The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association.

For refresher courses, please indicate your License #:  
Sponsoring Agency (list name below)  
None  
In Wisconsin  
Out of State

Note: If you are sponsored by an agency, your tuition will be billed to the State of Wisconsin (unless you do not successfully complete the course). We are not able to bill the State of Wisconsin for an out-of-state agency. This information is needed for billing purposes. If no agency is listed, we will bill the student directly. PLEASE NOTE: Students employed by eligible fire departments will be responsible for tuition and fees should this course not be completed successfully.

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

Student Signature ___________________________ Date ________________

[ ] 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 education/employer.

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 four campus locations in Monroe, 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.
THE ACCOUNTABLE WORKPLACE
Holding employees accountable starts with setting clear expectations and goals. When everyone understands what is expected it is easier to get work done. There are times when leaders have to facilitate difficult conversations for employee behavior that has missed the accountability mark. This workshop provides a practical way for leaders of all levels to improve accountability in the workplace by applying methods that really work…and start with establishing relationships based on trust. Several models of workplace accountability are explored, including Patrick Lencioni’s research in The Five Dysfunctions of a Team.

196-414-30 (65458) 1/4 Session(s) $109 $94.90 Sr.
Site: Online/Blackboard Instructor: Cindy Leverenz

BE A PROFESSIONAL SUPERVISOR
Participants as first-time (or fairly new) supervisors, team-leads, or line-leads will gain valuable information and self-confidence in this workshop to become truly effective professionals. Consider this workshop a “Survival Guide” for many key areas supervisors encounter on a weekly basis including planning, delegation, feedback, and inspiring your team to excel.

196-455-30 (65459) 1/11 Session(s) $109 $94.90 Sr.
Site: Online/Blackboard Instructor: Cindy Leverenz

BUILD TEAMS WITH ENGAGEMENT
Participants will learn how to take a team from good to great by effectively engaging them in their work on a daily basis. This workshop encourages the heart of every employee to feel belonging in the work community through friendly interaction, constructive conflict, and creative problem solving. Employee engagement leads to long-term retention, so this workshop is critical if turn-over is a problem in the workplace.

196-424-30 (65460) 1/18 Session(s) $109 $94.90 Sr.
Site: Online/Blackboard Instructor: Cindy Leverenz

COMMUNICATION STRATEGIES
Participants will learn how to improve relationships and increase productivity through mindful communication. We will explore how our efforts to speak and listen in a respectful and authentic manner will boost cooperation and retention in the workplace. Techniques for asking probing questions, listening for the real message, and delivering messages that are impactful will be discussed.

196-457-30 (65461) 1/25 Session(s) $109 $94.90 Sr.
Site: Online/Blackboard Instructor: Cindy Leverenz

CUSTOMER SERVICE MANAGEMENT
Participants will explore how positive human relations and ethical behavior affect the overall health and success of the organization. We will learn how a positive and respectful workplace culture enhances the relationships with customers, and the overall success of an organization. A variety of human resources topics and issues will also be explored that will help leaders be more mindful of managing with legal and ethical behavior.

196-457-31 (65462) 2/1 Session(s) $109 $94.90 Sr.
Site: Online/Blackboard Instructor: Cindy Leverenz

CYBERSECURITY
Small businesses are at an increasing risk for ransomware, hackers, and identity thieves. You do not have to be a big company to fall victim to any of these business-crippling threats. During this workshop you will learn about the seven layers of security every small business should have to protect against these threats. This class requires a book that can be purchased for $19.95 at time of class.

102-421-30 (65457) R 2/24 2:00-3:30 PM 1 Session $39 $31.95 Sr.
Site: Central Campus Instructor: James Pearson

For additional information about truck driver training, contact:
(608) 757-7714
truckdrivingschool@blackhawk.edu
DEALING WITH DIFFICULT PEOPLE
Difficult people seem to be everywhere you go! This workshop will provide several activities and insights on how to interact with people in a much less emotional way. Participants will review the anatomy of a conflict and complete a self-test to determine their conflict management style. Learn how emotions escalate a conflict situation and how to manage emotions to prevent further conflicts. Activities include examining if people are truly difficult, or if it is how we perceive the world around us. The concepts of personality differences will be reviewed in this module as we learn how to work through difficult situations.

196-414-31 (65463) 2/8 Session(s) $109 $94.90 Sr.
Site: Online/Blackboard Instructor: Cindy Leverenz

EMOTIONAL INTELLIGENCE SUCCESS
Emotional intelligence (EI) is one of the most sought-after soft skills of hiring managers. One’s ability to understand his/her emotions and manage those emotions is critical in succeeding in a fast-paced workplace with a diverse workforce. The ability to empathize with others, collaborate, and succeed despite emotions in the workplace means the organization succeeds as well. Emotionally intelligent people are prized for their ability to work well with others, accept feedback graciously, and behave calmly no matter the situation. People with high EI often become effective leaders. Learn how you can become a highly valued employee with emotional intelligence by participating in this workshop.

196-457-32 (65464) 2/15 Session(s) $109 $94.90 Sr.
Site: Online/Blackboard Instructor: Cindy Leverenz

EMPLOYEE ENGAGEMENT
Learn how an inviting, kind, and encouraging workplace culture can engage and retain employees. We will explore how teams can practice “everyday engagement” through four steps suggested by Gallup. You will enjoy various resources on the topic of employee engagement to help you determine how to be the best leader and team player. Essentially, the focus is on individual strengths, meeting individual needs for success, and team focus on goals and expectations. It is as simple and as difficult as creating solid working relationships with each individual on your team.

196-424-31 (65465) 2/22 Session(s) $109 $94.90 Sr.
Site: Online/Blackboard Instructor: Cindy Leverenz

IMPROVING DAILY EFFECTIVENESS
We try to accomplish a great deal at work each day, right? We juggle a wide range of tasks and need to provide attention to our people with the deadlines looming. Learn how to better use your time, get lots done, and still make those important connections with your people. This workshop will help you improve your time management skills, hold more effective meetings, and conduct presentations so that your message is received well. Increase your confidence as a leader by improving your daily effectiveness.

196-422-30 (65466) 3/1 Session(s) $109 $94.90 Sr.
Site: Online/Blackboard Instructor: Cindy Leverenz

MANAGING CONFLICT
Participants will learn how to define a conflict and use a 3-step conflict resolution model. The Three F’s are used to get to the heart of the problem as quickly as possible. Learn why people don’t do what they are supposed to do and ways to deal with problems leading to conflict. Lastly, participants will learn how to deal with the stress that inevitably appears when managing conflict situations.

196-414-32 (65471) 3/29 Session(s) $109 $94.90 Sr.
Site: Online/Blackboard Instructor: Cindy Leverenz

MANAGING GENERATIONS AT WORK
Participants will learn about the four generations in our workplaces and how the generational similarities and differences can be viewed as an asset. Learn how to avoid frustration by gaining an understanding of the individuals from the generations who have skills, talents, and knowledge to be appreciated and shared. Learn how to make this happen to gain a competitive advantage with your specific workforce.

196-423-31 (65472) 4/5 Session(s) $109 $94.90 Sr.
Site: Online/Blackboard Instructor: Cindy Leverenz
PROBLEM SOLVING AT WORK
Participants will learn basic problem-solving techniques and the concept of Six Sigma. Problem-solving tools such as 5 Whys and Fishbone Diagraming are learned and practiced. Personal accountability for problem-solving is emphasized.

196-427-30 (65473) 4/12
Session(s) $109 $94.90 Sr.
Site: Online/Blackboard  Instructor: Cindy Leverenz

BEGINNING EXCEL
If you're not sure what to do with Excel, this is a good place to start. Learn how to create an Excel workbook, select and move around in a worksheet, format worksheets, work with simple formulas, and how to set up pages to print. Become familiar with what Excel can do with this introductory course.

103-468-30 (65476) 4/5 9:00 AM-Noon
1 Session $84 $69.90 Sr.
Site: Central Campus  Instructor: Sue Dunphy

INTERMEDIATE EXCEL
If you are familiar with creating simple formulas and functions, and are ready to learn how to organize, summarize, and analyze your data in a variety of ways, Excel Intermediate is the next step. Explore working with multiple worksheets and workbooks, naming ranges, using logical functions, and the VLookUp function. Learn how to organize and manipulate data with charts, tables, pivot tables and conditional formatting in Intermediate Excel.

103-469-30 (65477) 3/22 9:00 AM-Noon
1 Session $84 $69.90 Sr.
Site: Central Campus  Instructor: Tina Aldrich

BEGINNING WORD
This course is intended to help all novice computer users get up to speed with Word quickly. We will cover different features of the interface, show users how to create a basic document, and introduce users to Word’s most important tools. By the end of this course, students should be comfortable with creating, saving, and sharing a new document. Students will also become familiar with using and customizing the Microsoft Word interface.

103-464-30 (65478) 3/2 1:00-4:00 PM
1 Session $84 $69.90 Sr.
Site: Central Campus  Instructor: Tina Aldrich

OUTLOOK
This course is intended to help all novice computer users to quickly get up to speed with Outlook 365 Online. By the end of this course, students should be comfortable using Outlook 365 Online in their day-to-day workflow. Key learning areas will include creating and sending messages, managing contacts, using the calendar, and managing tasks.

103-475-30 (65479) 4/12 9:00 AM-Noon
1 Session $84 $69.90 Sr.
Site: Central Campus  Instructor: Sue Dunphy

BASIC ELECTRICITY
This beginner electrical course introduces and familiarizes students with the basics of electricity and electrical theory. This course will provide a solid foundation for those who hope to pursue advanced electrical training and for those who have a general interest in electricity. Learn basic electrical definitions, circuit calculations for AC and DC power for series and parallel circuits, and AC and DC motors and electrical control devices. No electrical training or experience is required. *Students may be eligible for up to 24 continuing education hours for the following credentials: Master Electrician, Beginning Electrician, Residential Master Electrician, Commercial Electrical Inspector, Journeyman Electrician, Industrial Journeyman Electrician, Residential Journeyman Electrician, UDC-Electrical Inspector. *Please note that this course requires students to sign the ACKNOWLEDGEMENT OF RISKS/ACCEPTANCE OF RESPONSIBILITY AGREEMENT AND RELEASE form prior to engaging in course activities.

414-449-30 (65452) 2/1 5:30-8:30 PM
10 Sessions $159 $53.25 Sr.
Site: AMTC  Instructor: John Bittner

Connect with Blackhawk
• Events
• Programs
• Updates
• Videos
• Photos & more!
### Electricity

**ELECTRICITY SCHEMATICS/MOTOR CONTROLS**

This electrical course offers a hands-on approach to motor control circuit wiring and electrical schematic reading. Students will learn how and why an electrical motor works using hands-on training methods. This course is recommended for tradesmen, maintenance personnel, equipment operators, and those with a more advanced interest in electrical equipment and distribution systems. *Textbook is optional.*

*Students may be eligible for up to 24 continuing education hours for the following credentials: Master Electrician, Beginning Electrician, Residential Master Electrician, Commercial Electrical Inspector, Journeyman Electrician, Industrial Journeyman Electrician, Residential Journeyman Electrician, UDC-Electrical Inspector.* *Please note that this course requires students to sign the ACKNOWLEDGEMENT OF RISKS/ACCEPTANCE OF RESPONSIBILITY AGREEMENT AND RELEASE form prior to engaging in course activities.*

<table>
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<th>Course Code</th>
<th>Days</th>
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<th>Time</th>
<th>Fee</th>
<th>Fee</th>
<th>Instructors</th>
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<tbody>
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<td>T,R</td>
<td>3/15</td>
<td>5:30-8:30 PM</td>
<td>$75</td>
<td>$53.25 Sr.</td>
<td>John Bittner</td>
</tr>
</tbody>
</table>

**2017 NEC UPDATE CLASS**

This class will focus on the 2014 and 2017 NEC Code changes as well as the State of Wisconsin Electrical Code (SPS 316) amendments. This class will allow participants time to ask questions on Code changes as well as other topics of interest within the NEC and SPS 316. The class will offer 12 hours of credit for all State of Wisconsin Electrical Licenses. *The 2017 National Electrical Code book will be required. The IAEI Analysis of Changes NEC - 2017 book is optional but highly suggested for the class.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Fee</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>413-481-30 (65454)</td>
<td>4/13</td>
<td>5:30-8:30 PM</td>
<td>$89</td>
<td>$66.70 Sr.</td>
<td>Bob Fahey</td>
</tr>
</tbody>
</table>

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### Real Estate

**COURSE 1 - WI LISTING CONTRACTS**

Course 1: Wisconsin Listing Contracts provides licensees mandatory instruction on protected buyers, exclusions and extension of the listing contract. Explore marketing topics such as open houses, advertising and seller cooperation with marketing efforts. Review agency in various contexts and consider how those relationships dictate responsibilities in a transaction.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Fee</th>
<th>Instructors</th>
</tr>
</thead>
</table>

**COURSE 2-WI OFFERS TO PURCHASE**

Course 2: Wisconsin Offers to Purchase provides licensees mandatory instruction in the financing commitment and appraisal contingencies. Navigate through situations involving multiple buyers and analyze the situation when working with a buyer or seller. Review the most common drafting mistakes and learn how to avoid them when drafting contracts.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Fee</th>
<th>Instructors</th>
</tr>
</thead>
</table>

**COURSE 3 - WI NEW DEVELOPMENTS**

Course 3: Wisconsin New Developments provides licensees mandatory instruction on technology tools for your Wisconsin transactions. Come see what is new in the Wisconsin statutes and administrative code. Take a deep dive into Wisconsin case law and see its effect on real estate related law.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Fee</th>
<th>Instructors</th>
</tr>
</thead>
</table>

**COURSE 4 - WI RISK REDUCTION**

Course 4: Wisconsin Risk Reduction Through Professionalism provides licensees mandatory instruction on fair housing. Explore your disclosure obligations to avoid liability related to disclosure. Consider minimum competent practice requirements and to be better than just competent.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Fee</th>
<th>Instructors</th>
</tr>
</thead>
</table>
Real Estate

COURSE 5 - WI REAL ESTATE LAW
Course 5: Wisconsin Real Estate Law and Practice provides instruction on financing sources including seller financing and when it may be permitted or prohibited. Review the mandatory seller disclosure obligations including when a seller could be liable for misrepresentation to a buyer. Consider how to best prepare a seller when listing a condominium and helping the seller prepare for an offer to purchase.

1 Session  $45  $30.90 Sr.
Site: Central Campus  Instructor: Robert Blakley

COURSE 6 - REAL ESTATE TRANSACTIONS
Course 6: Wisconsin Real Estate Transactions provides instruction on options and rights of first refusal and how these are used in a transaction. Review buyer agency and how it can be used to serve a buyer-client’s needs in a transaction. Consider various environmental matters and how they might affect your transaction.

194-417-35 (65485)  W  5/4  6:15-9:45 PM
1 Session  $45  $30.90 Sr.
Site: Central Campus  Instructor: Robert Blakley

Safety

FORKLIFT OPERATOR SAFETY
This 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. * Please note that this course requires students to sign the ACKNOWLEDGEMENT OF RISKS/ACCEPTANCE OF RESPONSIBILITY AGREEMENT AND RELEASE form prior to engaging in course activities.

449-407-30 (65456)  W  5/4  8:00 AM-2:30 PM
1 Session  $140  $118.85 Sr.
Site: Central Campus-Parking Lot  Instructor: Steve O’Dell

I would like to thank you for reaching out to Blackhawk Technical College in search of your personal enrichment, professional development and/or continuing education needs. BTC is here to provide opportunities in a variety of areas whether you want to explore, grow or enhance your skills and abilities. We want to be part of the solution. We are always open to new ideas, suggestions and possible classes. Feel free to reach out to me if you would like to engage with us on an employee training solution.

Mark Borowicz,
Director – Workforce & Community Development
(608) 757-7623  mborowicz@blackhawk.edu

For the most current course listing, visit blackhawk.edu
Arts & Crafts

CUSTOM CARDS - THEME 1 & 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. Each course will be a different theme for card making.**

306-643-030 (65487) T 3/8 9:30-11:30 AM
1 Session $14.50 $14.50 Sr.
Site: Monroe Campus  Instructor: Debra Miller

CUSTOM CARDS - THEME 2
306-643-031 (65488) T 4/12 9:30-11:30 AM
1 Session $14.50 $14.50 Sr.
Site: Monroe Campus  Instructor: Debra Miller

ACRYLIC PAINTING
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. **No class Wednesday, March 9**

815-644-32 (65498) W 2/2 6:00-8:30 PM
10 Sessions $149 $149 Sr.
Site: AMTC  Instructor: John Bittner

Special Interest

BEEKEEPING
Learn how to be a beekeeper in this hands-on course that teaches you how to start, maintain, and care for a honey bee colony. This course introduces you to the biology of the honey bee, apiary start-up, seasonal hive management, identification of and treatment options for honey bee diseases, fun facts about beekeeping and why to keep honey bees, and honey and wax harvesting.

091-647- (65580) R 3/17 6:00-8:00 PM
2 Sessions $50 $35.90 Sr.
Site: Central Campus  Instructor: James Windsor

AN ESSENTIAL GUIDE TO WINE
In this course you will learn about many areas of wine, including history, genealogy, terminology, math, geography, label reading, chemistry, aging, ratings. Plus learn the art of uncorking a bottle and basic wine tasting. A $10 fee is payable to the instructor at the time of class for demonstrations which will include wine. **Must be 21 or over to register. A photo ID is required to present at class.**

303-602-30 (65495) U 3/27 1:00-4:00 PM
1 Session $19.50 $19.50 Sr.
Site: Northleaf Winery  Instructor: Gail Nordlof

ESSENTIAL WINE TASTING
In this course you will learn how to utilize each of your senses when tasting wine, in order to develop your overall skills. Full of innovative demonstrations, you will have all the knowledge and groundwork you need to apply to real life wine tasting. A $10 fee is payable to the instructor at the time of class for demonstrations which will include sensory materials and wine. **Must be 21 or over to register. A photo ID is required to present at class.**

303-602-31 (65496) U 4/10 1:00-4:00 PM
1 Session $19.50 $19.50 Sr.
Site: Northleaf Winery  Instructor: Gail Nordlof

GUIDE TO PAIRING WINE W/FOOD
Cut through the complicated, arbitrary, conflicting rules about pairing wine with food! Certain elements in both wine and food react differently to each other. This course will help you find the right combination of these elements to make your entire dining experience more enjoyable. A $10 fee is payable to the instructor at the time of class for demonstrations which will include small plates & wine. **Must be 21 or over to register. A photo ID is required to present at class.**

303-602-32 (65497) U 4/24 1:00-4:00 PM
1 Session $19.50 $19.50 Sr.
Site: Northleaf Winery  Instructor: Gail Nordlof
QUIET YOUR MIND THROUGH CREATIVITY
In this class you will learn how to more easily tap into happiness, peace and forgiveness as you adventure through life using lighthearted art. Learn how to nurture your unique creative spirit and use it as an inspirational tool to quiet distracting subconscious chatter and cultivate a peaceful heart full of love. *Art supplies provided: 9X12 Art Book and an assortment of paint brushes. Please bring four of your favorite colors in either Acrylic, Watercolor paints or Water Soluble Oil Pastels to the first class.
815-644-30 (65493) S 2/5 9:00-11:00 AM
5 Sessions $95 $95 Sr.
Site: Central Campus Instructor: Elizabeth Menz
815-644-31 (65494) T 2/1 6:00-8:00 PM
5 Sessions $95 $95 Sr.
Site: Central Campus Instructor: Elizabeth Menz

INTRODUCTION TO SIGN LANGUAGE
Do you want to learn how to communicate with someone who utilizes sign language or a family member who has a hearing loss? This class will help you to learn basic sign language, have the ability to communicate in basic sign language situations, and will help you initiate conversations.
533-600-30 (65499) M 2/7 6:00-7:30 PM
8 Sessions $139 $96.70 Sr.
Site: Central Campus Instructor: Billy Mauldin

EPA Test
EPA 608 TEST
The EPA 608 Test satisfies Section 608 of the Federal Clean Air Act requiring all persons who maintain, service, repair or dispose of appliances that contain regulated refrigerants be certified in proper refrigerant handling techniques. Based on space available, testing dates are flexible. For more information on these tests and to schedule a time/date to take the test please contact (608) 757-7635.
601-999-30 (65474) Session(s) $50 $50 Sr.
Site: AMTC Instructor: Tony Jordan

NATE Test
NATE TEST
NATE certification tests represent real world working knowledge of HVACR systems. Developed by a committee of industry experts nationwide, our NATE exams represent HVACR topics pertinent to contractors, educators, manufacturers and utilities alike. All of the NATE tests are rigorous, multiple-choice, knowledge-based tests and validate a technician’s knowledge. NATE candidates may earn Installation and/or Service certification in one or more Specialty areas. Based on space available, testing dates are flexible. For more information on these tests and to schedule a time/date to take the test please contact (608) 757-7635.
601-999-31 (65475) Session(s) $150 $150 Sr.
Site: AMTC Instructor: Tony Jordan

Welding
WELDING - OPEN
Upgrade your skills with individualized instruction in the principles of welding techniques and processes related to various materials. Welding safety is emphasized. Please note that this course requires students to sign the ACKNOWLEDGEMENT OF RISKS/ACCEPTANCE OF RESPONSIBILITY AGREEMENT AND RELEASE form prior to engaging in course activities.
442-412-030 (65486) R 1/6 6:30-9:00 PM
10 Sessions $125.78 $34.13 Sr.
Site: Monroe High School Instructor: Dan Saunders
Fundamental Courses

ACCOUNTING FUNDAMENTALS - $115
In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities.

Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances, or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

6 Weeks Access/ 24 Course Hours
Prerequisites: There are no prerequisites to take this course.

GROWING PLANTS FOR FUN AND PROFIT - $99
Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars’ worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product.

6 Weeks Access/24 Course Hours
Instructor led with start dates January 12 or February 9, 2022
Self-Paced option with 3 Months of Access

To register for BTC/Ed2Go courses – or search for other courses, visit us at: www.ed2go.com/blackhawktech/ or call BTC at (608) 757-6329.

ANIMAL LOVER SUITE - $299

Photographing Nature with Your Digital Camera
Jump into the world of nature photography! In this course, you’ll master taking beautiful outdoor photos of everything from landscapes to specific nature items such as water, flowers, trees, animals, and more. Along the way, you’ll learn all about digital camera equipment, telephoto photography, and even macro photography. With plenty of examples and opportunities to share your work, you’ll be shooting breathtaking photos in no time!

Start a Pet Sitting Business
If you’re an animal lover, find out how to translate your passion into a profitable career! In this course, you’ll master the essentials of starting a pet sitting business. You’ll begin with dog and cat care, including nutrition, exercise, first aid, and identification of common diseases. You’ll also find out how to handle home visits and impress potential clients. In addition, you’ll delve into finances and explore start-up costs, accounting, fee-setting, business plans, and low-cost marketing. By the end of this course, you’ll have all the knowledge you need to be a successful pet sitter.

Become a Veterinary Assistant
Do you like animals? Would you like to prepare for a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to counsel veterinary clients on pet nutrition, vaccinations, worms, fleas, first aid, euthanasia, and alternative medicine. You will also get a taste of how a veterinary hospital ticks as a small business by focusing on billing, workplace safety, and marketing through client education programs.

Suite bundles are not eligible for partial drops or refunds. Transfers to other open sessions of the same course are available. Please refer to your school for additional details regarding drops, transfers, and refunds on Suite bundles.

72 Course Hours
Instructor led with start dates January 12 and February 9, 2022
**Fundamental Courses**

**EXPLORE FICTION WRITING GENRES SUITE - $375**

Fiction spans several genres and touches millions of readers. Some of the most enduring works of fiction have come from genres like fantasy, romance, and mystery. And today, many genre pieces have gone on to become multimedia franchises. If you want to become a writer, there’s no better time to learn genre fiction and screenwriting.

Explore Fiction Writing will teach you how to write works of fantasy, romance, and mystery. You will also learn screenwriting, since film as a medium can further expand your story ideas. You will learn how characterization, plotting, narrative, and other techniques of fiction translate to genre writing. And through targeted writing assignments, you will put what you learn into practice. Whether you’re a new or experienced writer, this course bundle will help you broaden your skills and understand what makes readers engage with your work.

Writing the first draft is only the first step though. You will also learn how to revise and proofread like an editor. As you craft your work from first to final draft, you will also learn what happens after “The End.” Marketing your work and submitting for publication is an important part of a writer’s work, and you will learn how to navigate this process. With the tools you will gain in this course, you will be ready to write, edit, and submit your story, novel, or screenplay.

Suite bundles are not eligible for partial drops or refunds. Transfers to other open sessions of the same course are available. Please refer to your school for additional details regarding drops, transfers, and refunds on Suite bundles.

96 Course Hours
Instructor led with January 12 and February 9, 2022 start dates

**Advanced Courses**

**NASM CERTIFIED PERSONAL TRAINER + AFAA GROUP FITNESS INSTRUCTOR (VOUCHERS INCLUDED) - $1,990**

Becoming a certified fitness professional proves that you have the knowledge and expertise to lead fitness instruction safely. This online course will prepare you for two of the most in-demand certifications in the fitness industry: NASM Certified Personal Trainer and AFAA Group Fitness Instructor. You will gain key skills from videos, presentations, and other hands-on learning activities to master health and fitness topics, including nutrition, human movement science, and fitness assessments.

This course includes exam preparation, as well as the certification exam fees. The NCCA accredited NASM CPT Personal Trainer Exam and AFAA-GFI credentialing exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the course and eligibility requirements.

The course itself is available to all candidates interested in furthering their education in the field of personal training and group fitness. In order to take the NASM-CPT and AFAA-GFI credentialing exam, candidates must be 18 years or older and meet one of the following eligibility requirements:
- Must have a high school diploma or equivalent.
- Must have current Emergency Cardiac Care (CPR) and Automated External Defibrillator (AED) Certification before sitting for the exam. All CPR/AED courses must have a hands-on training component. AFAA will not accept a CPR/AED certification card from an online provider.

140 Course Hours

**PRESTON BAILEY’S FUNDAMENTALS OF FLORAL DESIGN - $1,695**

Floral design is an integral part of every Preston Bailey event. The Preston Bailey Fundamentals of Floral Design course, Part 1 in the Floral Design series, is an opportunity for you to learn the fundamentals of floral design from Preston Bailey, the industry’s most highly regarded floral design expert. The course is designed for beginners who have no experience with flowers, flower arranging, or floral design. You will learn the tricks that every good professional floral designer depends on. The course will also help you gain a strong foundation in the basics, which prepares you for learning the more complex techniques of Preston’s unique floral designs. Upon completion of this course, you will also have the unique opportunity to apply for internships in your local area. You can also receive notices of internship opportunities and industry conferences and events. **Disclaimer:** An externship with any organization is not guaranteed. All students must apply to the program and complete the prerequisite criteria before being accepted. Positions in the externship program are contingent on availability at each location. Students may also set up their own externship at any other retail or hospital facility. Additional hours will be required. Prerequisites: It is recommended that you take Certified Wedding Planner and Preston Bailey’s Signature Wedding & Event Design prior to enrolling in this course.

240 Course Hours

To register for BTC/Ed2Go courses – or search for other courses, visit us at: www.ed2go.com/blackhawktech/ or call BTC at (608) 757-6329.
### EMS Courses

**CPR BLS PROVIDER**
For any medical staff personnel, medical type students, EMTs, nursing students, and nursing personnel. The course consists of airway obstruction and CPR, two person CPR, using adjunct equipment for infants, children, and adults based on the newest AHA techniques *(OSHA approved)*.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>531-434 (65338)</td>
<td>MW</td>
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<td>6:00-9:00 PM</td>
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<td>531-434 (65339)</td>
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<td>$51.15</td>
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<tr>
<td>531-434 (65340)</td>
<td>S</td>
<td>3/5</td>
<td>8:00-2:00 PM</td>
<td>$51.15</td>
</tr>
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</table>

**CPR BLS RENEWAL**
Biennial update for those already certified in CPR.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>442-412-030 (65486)</td>
<td>R</td>
<td>1/6</td>
<td>6:30-9:00 PM</td>
<td>$125.78</td>
</tr>
<tr>
<td>531-436 (65335)</td>
<td>T</td>
<td>2/8</td>
<td>6:00-9:00 PM</td>
<td>$23.39</td>
</tr>
<tr>
<td>531-436 (65336)</td>
<td>M</td>
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<td>6:00-9:00 PM</td>
<td>$23.39</td>
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<tr>
<td>531-436 (65337)</td>
<td>M</td>
<td>4/25</td>
<td>6:00-9:00 PM</td>
<td>$23.39</td>
</tr>
</tbody>
</table>

**CPR HEARTSAVER FIRST AID & AED**
Basic First Aid and Adult CPR with Automated Enhanced Defibrillation for the general public, business and industrial personnel. The course consists of the principles and techniques for aiding a victim until more qualified help arrives.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
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<td>531-426 (65344)</td>
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<td>531-426 (65345)</td>
<td>TR</td>
<td>4/12</td>
<td>5:00-9:00 PM</td>
<td>$54.70</td>
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</table>

**ACLS**
ACLS is geared towards healthcare professionals who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies or personnel in emergency response. Upon successful completion of the course, students receive a course completion card, valid for two years. **Please purchase the current provider manual at the BTC bookstore. complete the pretest and bring it to class.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Fees</th>
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<td>531-470 (65378)</td>
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**PALS Initial**

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<th>Times</th>
<th>Fees</th>
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<td>531-471 (65383)</td>
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**ACLS Renewal**

<table>
<thead>
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<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Fees</th>
</tr>
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<tbody>
<tr>
<td>531-535 (65379)</td>
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<td>531-535 (65080)</td>
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<tr>
<td>531-535 (65081)</td>
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<td>8:00-4:00 PM</td>
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**PALS Renewal**

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<th>Dates</th>
<th>Times</th>
<th>Fees</th>
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<td>531-536 (65384)</td>
<td>F</td>
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<td>531-536 (65385)</td>
<td>W</td>
<td>4/27</td>
<td>8:00-4:00 PM</td>
<td>$50.70</td>
</tr>
</tbody>
</table>
From Computers to Sign Language...

Opportunities Await at Blackhawk

We have something to fit your needs!

• Arts & crafts
• Computer programs
• Investing
• CPR & more!

NEW Classes Start in January

Call us today!
(608) 757-7623 • WI Relay: 711