**Fall 2010 Community Education Classes in Freeport, Cedarville, Elizabeth and Monroe**

**Business and Professional Development**

**BLUEPRINT READING WORKSHOP**
Do you need hands-on training in reading blueprints on the job? Here’s your chance to learn how to read, interpret and communicate using prints. Learn to work with the components common to Mechanical Engineering Prints. Topics include title blocks, dimensioning, tolerances, linetypes, symbols, terminology, measurement, orthographic projection, sectioning, detail and pictorial views. Class size is 20.

SPTP 150 ACC 3861
Date: September 18 and 25
Day: Saturday
Time: 8:00 a.m.-12:00 p.m.
Instructor: Dieter Ammann

**STATISTICAL PROCESS CONTROL (SPC) OVERVIEW**
Learn how SPC works, and what it can and cannot do. Basic principles of the six types of control charts will be explained including strengths and applications of each. How to make an existing SPC program more effective is also discussed. Those considering implementing SPC or those maintaining, or performing SPC will benefit from this class.

WFD 048 FCC 3866
Date: October 22
Day: Friday
Time: 8:00 a.m.-12:00 p.m.
Location: Student/Conference Ctr., room 210
Cost: $ 120
Instructor: Al Sofity

**SIX SIGMA / LEAN OVERVIEW**
What is Six Sigma? What is Lean? How are they different? This course will explain what the most successful improvement methodology in history, Six Sigma, and Lean are all about. The tools and deliverables of each of the five phases of a Six Sigma project are shown through examples from real projects. Implementation issues are also discussed. Participants will learn if Six Sigma and Lean are right for their organization and if so, where to begin.

Prerequisite: Students should have a working knowledge Microsoft Word and Excel and have access to computers at work (but they are not required in class).

WFD 048 GCC 3867
Date: October 15
Day: Friday
Time: 8:00 a.m.-12:00 p.m.
Location: Student/Conference Ctr., room 210
Cost: $ 120
Instructor: Al Sofity

**FAST-TRACK: INTRODUCTION & INTERMEDIATE MICROSOFT WORD 2007**
The first session will include how to embed pictures, create columns, charts and graphs, build tables, and copy and paste materials from one document to another. Class two will cover how to embed an Excel spreadsheet into Word, create tables of content and foot and end notes, as well as specialty tricks. Hit the ground running with this fast-paced Microsoft Word class!

WFD 011 ACC 3870
Date: October 6 and 13
Day: Wednesday
Time: 3:00 p.m.-4:30 p.m.
Location: Technology Ctr., room 159
Cost: $ 65
Instructor: Rudy Nielsen

**INTRODUCTION OF POWERPOINT MS OFFICE 2007**
Students learn to create an effective slide show presentation on PowerPoint. Students will choose a design, and revise and modify text. Topics include inserting text and graphics, such as shapes, clip art, and pictures. Other topics may include headers and footers, tables, charts, options for printing, sound and animation.

WFD 011 ECC 3871
Date: October 28 and November 4
Day: Thursday
Time: 6:30 p.m.-9:30 p.m.
Location: Technology Ctr., room 160
Cost: $ 65
Instructor: John Harris

**FAST-TRACK: INTRODUCTION & INTERMEDIATE MICROSOFT WORD 2007**
The first session will include how to embed pictures, create columns, charts and graphs, build tables, and copy and paste materials from one document to another. Class two will cover how to embed an Excel spreadsheet into Word, create tables of content, and foot and end notes, as well as specialty tricks. Hit the ground running with this fast-paced Microsoft Word class!

WFD 011 ACC 3888
Date: September 21 and 29
Day: Tuesday
Time: 6:30 p.m.-9:00 p.m.
Location: Technology Ctr., room 180
Cost: $ 65
Instructor: John Harris

**FAST-TRACK: INTRODUCTION & INTERMEDIATE MICROSOFT WORD 2007**
The first session will include how to embed pictures, create columns, charts and graphs, build tables, and copy and paste materials from one document to another. Class two will cover how to embed an Excel spreadsheet into Word, create tables of content, and foot and end notes, as well as specialty tricks. Hit the ground running with this fast-paced Microsoft Word class!

WFD 011 BCC 3889
Date: September 22 and 29
Day: Wednesday
Time: 6:00 p.m.-9:30 p.m.
Location: HCC West, Elizabeth, room 123
Cost: $ 65
Instructor: John Harris

**OSHA 10 HOUR**
The 10-hour General Industry OSHA course will include the OSHA required introduction to OSHA, walking and working surfaces, exit routes and emergency plans, electrical safety, personal protective equipment, and hazard communication topics. The course will also include optional topics in the areas of record keeping, hazardous materials and machine guarding. Students who pass the final test will receive a 10-hour card.

SPTP 150 FCC 3887
Date: September 13 and 14
Day: Monday and Tuesday
Time: 8:00 a.m.-2:00 p.m.
Location: Student/Conference Ctr., room 210
Cost: $ 293
Instructor: John Vaughan

**EPA REQUIRED: LEAD SAFETY FOR RENOVATION, REPAIR & PAINTING**
Learn to comply with the EPA Renovation, Repair and Painting Rule and HUD Lead Safe Housing Rule. This training is required for all contractors (general, HVAC/Biller/AC, Electricians and Plumbers) that work on pre-1978 housing and child-occupied facilities. Participants will become certified in lead-safe work practices. Topics include: Lead-based paint, regulations and the Rule, EPA-recognized test kits, dust containment, prohibited practices, protective equipment, clean-up, recordkeeping, and training non-certified workers. Occupational Training & Supply, Inc. is an approved EPA-certified training firm.

SPTP 150 ECC 3875
Date: September 20
Day: Monday
Time: 8:00 a.m.-4:30 p.m.
Location: Student/Conference Ctr., room 210
Cost: $ 225 Box Lunch Provided
Instructor: Occupational Training & Supply, Inc.

**Food Sanitation**

**CLASSES HELD AT HIGHLAND COMMUNITY COLLEGE AND JDANNIES/CARROLL A/V**

This work is pre-1978 housing and represents of food service establishments who require certification. A certificate of completion will be awarded to students who meet all course requirements, including the completion of the state examination. Pre-registration for this class is required. Textbook is required for this class. Successful students will earn 1 credit hour.

HMEE109BCC (3456)
Date: August 19 – October 7
Day: Thursday
Time: 7:00 p.m. – 9:15 p.m.
Location: HCC Student Conference Center, Room H117
Cost: $103.00, 1 credit
Instructor: Georgia Balsamo

HMEE109BCC (3415)
Date: October 14 – December 9
Day: Thursday
Time: 7:00 p.m. – 9:15 p.m.
Location: HCC Student Conference Center, Room H117
Cost: $103.00, 1 credit
Instructor: Georgia Balsamo

HMEE109BCC (3766)
Date: August 23 – October 4
Day: Monday
Time: 12:30 p.m. – 3:30 p.m.
Location: JoDavies/Carroll Area Vocational Center, Elizabeth, Il.
Cost: $103.00, 1 credit
Instructor: Sharon Zigmont

**Air-conditioning, Heating and Refrigeration Training**

This work is pre-1978 housing and represents of food service establishments who require certification. A certificate of completion will be awarded to students who meet all course requirements, including the completion of the state examination. Pre-registration for this class is required. Textbook is required for this class. Successful students will earn 1 credit hour.

HMEE109BCC (3456)
Date: August 19 – October 7
Day: Thursday
Time: 7:00 p.m. – 9:15 p.m.
Location: HCC Student Conference Center, Room H117
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815.599.3612 | Highland Community College | I www.highland.edu
WARRIOR SPIRIT
Every country and culture has stories of famous warriors who underwent physical training to find their warrior spirit. Both men and women are invited to work together in the class to find that spirit themselves. The class will involve learning martial arts moves both with empty hands and with a weapon, as well as physical conditioning exercises. Participants should wear comfortable clothing and bring a three foot dowel rod, ½ in each in diameter. Enrollment is limited to 20.

PERS 024 ACC (3785)
Date: September 7 – November 23, 2010
Day: Tuesday and Thursday
Time: 9:00 a.m. – 11:30 a.m.
Location: HCC Technology Center, Room T160
Cost: $69.00
Instructor: Joel Boger

ARCHITECTURAL DESIGN
Architectural Design is the art of making creative and personal cards for many occasions. In week 1, students will make simple fold cards, learn to use embellishments and layered paper and also try embossing. Much more will follow in succeeding weeks including seasonal fun paper projects. Enrollment is limited to 10 people. Students should bring a pencil, a notebook, a ruler and a favorite general adhesive. A supply kit (costing $12-$16) will be available to purchase at the first class session.

ED020 ACC (3784)
Date: September 8 and 22, October 6 and 20, 2010
Day: Wednesday
Time: 6:00 p.m. – 8:00 p.m.
Location: HCC Fine Arts Building, Room FA62
Cost: $20
Instructor: Debbie Miller

BASIC COMPUTER TECHNOLOGY
This non-threatening, hands-on class will help you ease into computer age technology and become familiar with the jargon, concepts and basic operators of computers.

DATP 110 ACC (3786)
Date: September 7, 9 and 14, 16 and 20, 2010
Day: Tuesday and Thursday
Time: 9:00 a.m. – 11:30 a.m.
Location: HCC Technology Center, Room T160
Cost: $61.50 (1/2 credit)
Instructor: Bob Baker

INFORMATION TECHNOLOGY
Evaluate the fascinating world of the Internet. Learn how to send and receive messages and attachments via e-mail, search various websites for information and uncover the basics of the World Wide Web.

DATP 110 BCC (3786)
Date: September 7, 9 and 14, 16 and 20, 2010
Day: Tuesday and Thursday
Time: 1:00 p.m. – 3:30 p.m.
Location: HCC Technology Center, Room T160
Cost: $61.50 (1/2 credit)
Instructor: Bob Baker

INTERNET AND EMAIL FOR SENIORS
Examine the fascinating world of the Internet. Learn how to send and receive messages and attachments via e-mail, search various websites for information and uncover the basics of the World Wide Wide Web.

DATP 110 CCC (3787)
Date: September 21, 23, 28 and 30, 2010
Day: Tuesday and Thursday
Time: 9:00 a.m. – 11:30 a.m.
Location: HCC Technology Center, Room T160
Cost: $61.50 (1/2 credit)
Instructor: Bob Baker

Instructor: John Hunkle

Register for community education classes by completing and mailing the form, visiting the admissions office, dropping off your registration at HCC West, or calling 815-599-3612 for more information.

DISABILITY 411
Creating a future plan for your child with a disability or adult dependent with a disability can be challenging. Parents, siblings and other care givers will learn about legal issues (trusts and guardianship), benefits (social security and other funding opportunities), community resources and transition planning. All classes are interactive and structured to meet the specifics of the group.

PERS 055 ACC (3289)
Date: September 14, 21, and 28, 2010
Day: Tuesday
Time: 7:00 p.m. – 9:00 p.m.
Location: HCC Student Conference Center, Room H210
Cost: $20.00
Instructor: Carl M. Mock, Advocate

DANCE CLASS IN CARVEDVILLE
Learn the rhythms and moves of the American Style Cha Cha. Grab a partner and join the fun at the Jane Addams Community Center. You must have a dance partner to participate in this class.

PERS 085 ACC (3808)
Date: October 18 – November 22
Day: Monday
Time: 6:30 p.m. – 8:00 p.m.
Location: Jane Addams Community Center, Carvedville, IL
Cost: $30.00 per person
Instructor: Kelly Myers

BASIC DRAWING TECHNIQUES
Learn the basics of pencil drawing, taught with much personal guidance by an experienced professional artist. Express yourself and learn about line, shape, texture, shading and more as you discover your own artistic talent. Students should bring an 11x14 sketch pad, a kneaded eraser, a table easel if possible, soft charcoal, assorted pencils – HB, B3, B6, 8 or 10 – tracing paper, a ruler, a 45 degree triangle and white paper (chalk). Class size is limited to 8.

PERS 056 CCC (3789)
Date: September 15 – October 20, 2010
Day: Wednesday
Time: 6:00 p.m. – 9:00 p.m.
Location: HCC West, Elizabeth, IL, Room 127
Cost: $69.00
Instructor: Janet Checker

BEGINNING OIL PAINTING
This class is for the person interested in developing or gaining additional knowledge of the art of oil painting. Coloring, composition and different techniques used in painting oil will be covered, as well as drawing techniques needed to create a finished oil painting. The student will need to provide a table, 6x8 canvass boards (12x16 are also OK but nothing larger). Viva paper towels, mineral spirits or turpoid with no odor, 3 filbert brushes in assorted sizes, 2 bright brushes in assorted sizes, a palette (a white plastic plate works well), and paints in the following colors – Alizaran, Phthalo blue, cad yellow light, white, and black. Participants choosing pastels should bring 10 sheets of 600 grade rough household sandpaper, assorted soft pastels (Rembrandt brand recommended), vine or willow charcoal, a kneaded eraser, a table easel, an old toothbrush, a plastic plate, waxed paper, Viva paper towels, a container for water and a 1/4” wide flat bristle brush. Most materials are available at hobby and art supply stores or the HCC bookstore in Freeport. Class size is limited to 8.

PERS 056 FCC (3790)
Date: October 27 – November 17, 2010
Day: Wednesday
Time: 6:00 p.m. – 9:00 p.m.
Location: HCC West, Elizabeth, IL, Room 127
Cost: $69.00
Instructor: Janet Checker

TRAVEL SPANISH
This class is designed to teach basic Spanish skills to people who plan on traveling to a Spanish speaking country for business or for pleasure. Topics will include greetings, basic grammar and pronunciation, asking for directions, shopping, eating at a restaurant, weather, sports and recreation, and travel vocabulary. Students will purchase a workbook (available in the HCC West bookstore for approximately $25) and should also bring a notebook and pen or pencil. Enrollment is limited to 20.

CED 016 ACC (3793)
Date: September 7 – October 12, 2010
Day: Tuesday
Time: 6:00 p.m. – 8:00 p.m.
Location: HCC West, Elizabeth, IL, Room 126
Cost: $39.00
Instructor: Gina Shelley

BUSINESS SPANISH
This course is ideal for businesses with Spanish speaking customers. The class will be a continuation of the Travel Spanish course but it is not necessary to have attended Travel Spanish to take Business Spanish. Students will delve deeper into basic grammar and pronunciation and will also cover the topics of talking on the phone, shopping and telling time. Students will purchase a workbook (available in the HCC West bookstore for approximately $25) and should also bring a notebook and pen or pencil. Enrollment is limited to 20.

CED 016 ACC (3794)
Date: October 19 - November 23, 2010
Day: Tuesday
Time: 6:00 p.m. – 8:00 p.m.
Location: HCC West, Elizabeth, IL, Room 126
Cost: $39.00
Instructor: Gina Shelley

Equine Weekend Clinics
These two afternoons will give you a glimpse of your possibilities to communicate with a horse. The first Saturday afternoon you will practice communication and also learn methods to improve your skills until we meet for the second Saturday afternoon a month later. Class size is 10.
WFD 048 ACC 3853
Date: October 16 and November 13
Day: Saturday
Time: 1:00 p.m. - 4:00 p.m.
Location: Country View Equestrian Center
2192 Clarno Rd, Monroe, WI
Cost: $ 115
Instructor: Anki Fockstedt

HORSE HANDLING AND RIDING
Here is your chance to try out horse handling and riding with an experienced school horse and fun at the same time. You will learn some basics and experience how to groom, handle, mount and ride a horse. No previous experience is required. Class size is 6.

WFD 048 BCC 3854
Date: September 19
Day: Sunday
Time: 1:00 p.m. - 4:00 p.m.
Location: Country View Equestrian Center
2192 Clarno Rd, Monroe, WI
Cost: $ 50
Instructor: Anki Fockstedt

HORSE SAFETY
Have you ever wondered what you have to consider for you and the horse to be as safe as possible?
Here is a way for you to be informed in secure handling methods and also to get an idea of an environment that is as safe as possible for a horse and its handler. Class size is 10.

WFD 048 CCC 3855
Date: November 14
Day: Sunday
Time: 1:00 p.m. - 4:00 p.m.
Location: Country View Equestrian Center
2192 Clarno Rd, Monroe, WI
Cost: $ 50
Instructor: Anki Fockstedt

A BIT OF HORSE MASSAGE
Come on – take a step into the world of Horse Massage! Perfect opportunity if you are curious and interested to know more what horse massage is all about. These hours will give you an idea of how, when and why to massage. You will also practice an easy, short massage. Class size is 10.

WFD 048 ECC 3856
Date: October 17
Day: Sunday
Time: 1:00 p.m. - 4:00 p.m.
Location: Country View Equestrian Center
2192 Clarno Rd, Monroe, WI
Cost: $ 50
Instructor: Anki Fockstedt

TOURS DU JOUR
In conjunction with the Highland Community College Community Education Department
MADISON QUILT EXPO
Friday, September 10, 2010
8:00 a.m. – 6:00 p.m.
$40.00 per person
Madison, WI

Seven Brides for Seven Brothers
Saturday, October 23, 2010
1:00 p.m. – 10:00 p.m.
$80.00 per person
Oakbrook, IL

Highland Community College                 Community Education Registration Form                 www.highland.edu