In-person vs. virtual classroom vs. online?

- An in-person class provides the traditional on-site instruction.
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Health and Wellness

Community Health

Family–to–Family Program
Presented by NAMI – National Alliance on Mental Illness of the Greater Mississippi Valley
Thanks to the Rock Island County Mental Health 708 Board, this 8-week education program is offered at no cost to participants and is nationally developed and federal agency approved. NAMI Family-to-Family not only provides information and strategies for taking care of the person you love, but you’ll also find out that you’re not alone. Recovery is a journey, and there is hope.

Who should attend: Family members and/or caregivers of an individual living with a mental health condition. Participants in the program must be over the age of 18. The group setting provides mutual support and shared positive impact—experience compassion and reinforcement from other family members who have been trained to become instructors as a result of taking this course themselves. Sharing your own experience may help others in your class. In the program, you’ll learn about:
• Introduction to NAMI Family to Family
• Understanding Mental Health Conditions and Preparing for a Crisis
• Getting a Mental Health Diagnosis and Sharing our Stories
• Overview of Mental Health Conditions
• Treatment Options
• Communication Skills and Problem Solving
• Empathy and Recovery
• Moving Forward
Many describe this program as life changing. Join the thousands of families who have gained information, insight, understanding and empowerment from attending this signature program.

After registration, one of the instructors will contact you by phone about a week or two before the program begins. Materials included.
8 Tuesdays Mar. 30 – May 18 6:00 – 8:30 p.m.
Bldg. 3 – Rm. 311 Fee FREE
In-person CRN 10836
The session is FREE; however, registration is required.

For additional information, please contact NAMI of the Greater Mississippi Valley at 563-386-7477.

Becoming a Foster Parent
Presented by Foster Care Alliance
Have you ever considered becoming a foster parent but weren’t sure where to start? Do you have questions regarding qualifications or if this is the right fit for you? Representatives from the Foster Care Alliance will be available to help with these questions and more. The Foster Care Alliance promotes cooperation among foster care agencies in the Quad Cities. Their goal is to educate and support foster families and to nurture and protect children in the child welfare system. More than 22,000 children are in foster care in Illinois and Iowa with more children entering the system every day. Come to this free informational session to learn how you can help a foster child.
1 Saturday April 17 9:30 – 11:30 a.m.
Outreach – Rm. 406 Fee FREE
In-person CRN 10837 Virtual classroom CRN 10838
The class is FREE; however, registration is required.

Youth Mental Health First Aid USA Training
Presented by Bridgeway
Youth Mental Health First Aid is designed to teach the community and professionals how to respond when a youth is experiencing a mental health problem or a mental health crisis. Youth Mental Health First Aid is primarily designed for adults who regularly interact with youth ages 12-18. They will gain knowledge of the potential risk factors and warning signs for a range of mental health problems, including depression, anxiety, psychosis, substance abuse disorders, self-injury, disruptive disorders (including ADHD) and eating disorders. The class will include a five-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with appropriate professional care.
Please note – This course does not teach how to diagnose or counsel, but how to help a person needing early intervention or crisis assistance.

Manual included.
1 Friday April 9 8:30 a.m. – 5:00 p.m.
HSC – Rm. 205 Fee FREE
In-person CRN 10839
The class is FREE; however, registration is required.

Professional Continuing Education Credits: 8 CEs provided for social workers, nursing home administrators, dietitian/nutrition counselors, physical therapists and physical therapist assistants.
Health and Wellness | register by phone: 309-796-8223

Adult Mental Health First Aid USA Training
Presented by Bridgeway
This course is designed to teach the community and professionals how to respond when a person is developing a mental health problem or experiencing a mental health crisis.
Please note – This course does not teach how to diagnose or counsel, but how to help a person needing early intervention or crisis assistance.
Participants will:
• Understand the prevalence of mental illness in the United States.
• Understand the importance of stigma reduction.
• Learn risk factors and warning signs of specific illnesses such as anxiety, depression, self-injury, eating disorders, psychosis and addiction.
• Engage in experiential activities that build understanding of the impact of illness.
• Learn a five-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with the appropriate professional care.
Manual included.
1 Friday May 7 8:30 a.m. – 5:00 p.m.
HSC – Rm. 205 Fee FREE
In-person CRN 10840
The session is FREE; however, registration is required.
Professional Continuing Education Credits: 8 CEs provided for social workers, nursing home administrators, dietitian/nutrition counselors, physical therapists and physical therapist assistants.

Nutrition Basics
Instructor: D. Skelton
In this course you'll learn basic facts about nutrition and how various age groups have different individual needs. Learn more about what macro- and micronutrients are and how the body uses them. Gain an understanding of lifestyle habits that correlate with nutrition that affect a person's health. Explore healthy foods that are rich in nutrients and how-to meal plan and read nutrition facts labels. Learn ways to promote good nutritional health when working with clients for their overall well-being.
3 Tuesdays Feb. 2 – Feb. 16 5:00 – 7:00 p.m.
Virtual classroom CRN 10841 Fee $75
Professional Continuing Education Credits: 6 CEs provided for social workers, nursing home administrators, dietitian/nutrition counselors, physical therapists and physical therapist assistants.

Modified Diets
Instructor: D. Skelton
This class will introduce and increase your understanding of modified or therapeutic diets. The various types of modified diets will be discussed as well as the reasons dietary changes might be implemented. Learn how to ensure proper nutrition when dietary modification is necessary and discuss ways to apply this understanding to your work with patients.
3 Tuesdays Mar. 16 – Mar. 30 5:00 – 7:00 p.m.
Outreach – Rm. 406 Fee $75
In-person CRN 10842
Professional Continuing Education Credits: 6 CEs provided for social workers, nursing home administrators, dietitian/nutrition counselors, massage therapists, physical therapists and physical therapist assistants.

Nutritional Coach
Instructor: D. Skelton
Prepare to enhance your fitness and lifestyle career with an understanding of how a focus on nutrition can benefit health, ward off illness, and increase energy. Learn to support your clients with reliable nutritional guidance and recommendations that align with their goals and promote optimal health. Increase your understanding of how basic nutrition affects the health and well-being of individuals.

Before the first class, purchase the required textbook at www.bhc.edu/bookstore.
The Certified Nutritional Coach (CNC) certification exam is available upon successful completion of the class through the National Career Certification Board (NCCB).
4 Tuesdays Apr. 6 – Apr. 27 5:00 – 7:00 p.m.
Outreach – Rm. 406 Fee $99
In-person CRN 10843
Professional Continuing Education Credits: 8 CEs provided for dietitian/nutrition counselors.
Zumba
Instructor: T. Gomez
Combine motivating music and high energy with unique moves and combinations that allow you to dance away your worries. Zumba is fun, easy and can be done at your own level. The music will move from today’s songs to Latin and international. Routines will feature aerobic/fitness with a combination of fast and slow rhythms that tone and sculpt the body. Please wear comfortable clothing that allows ease of movement.
6 Thursdays      Feb. 4 – Mar. 11      7:00 – 8:00 p.m.
Virtual Classroom CRN 10844 Fee $49

6 Thursdays      Apr. 1 – May 6       7:00 – 8:00 p.m.
Virtual Classroom CRN 10845 Fee $49

Chair Yoga
Instructor: M. Wood
When you think of a yoga class, do you imagine flexible young people bent into all sorts of impossible shapes no human should be able to do? If so, then you’ll be surprised to learn that yoga can be practiced from the comfort of your own chair! Perfect for all levels and ages, chair yoga is a great way to relax from head to toe. Learn a gentle form of yoga that is practiced sitting on a chair or standing using a chair for support. Please wear comfortable clothing that allows ease of movement.
6 Tuesdays      Feb. 2 – Mar. 9      9:00 – 10:00 a.m.
Virtual Classroom CRN 10846 Fee $49

Yoga Stretch
Instructor: M. Wood
Just starting out in yoga, recovering from an injury, or interested in using yoga to help with aches and pains? Our beginner Yoga Stretch class is for you. With an emphasis on floor postures to stretch and relax the body, this calming, stress-relieving yoga class will help you to stretch and strengthen gradually. Please have a yoga mat and wear comfortable clothing that allows ease of movement.
6 Tuesdays      Mar. 30 – May 4      9:00 – 10:00 a.m.
Virtual Classroom CRN 10847 Fee $49

Belly Dancing
Instructor: B. Lancial
For centuries, this dance has been used to maintain good health for the mind, body and spirit. You will be introduced to the basic principles of belly dance, as well as some more advanced movements, giving the knowledge to create your own routines whether for performance or a fun workout at home. This class is welcoming to all shapes and sizes. Please wear comfortable clothing that allows ease of movement.
6 Wednesdays      Apr. 7 – May 12      6:00 – 7:00 p.m.
Bldg. 3 – Lower Gym Fee $49
In-person CRN 10848

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

American Heart Association
Health Care Provider Training Course (BLS–CPR)
The American Heart Association designed the BLS for Health Care Providers Course to prepare a wide variety of health care professionals to recognize several life-threatening emergencies and to provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. The course includes adult, child, and infant skills in both the out-of-hospital and in-hospital settings. Fee includes manual and BLS-CPR card.

For class dates and times go to:
www.bhc.edu/community–health

Professional Continuing Education Credits: 4 CEs provided for social workers, nursing home administrators, massage therapists, physical therapists and physical therapist assistants.

Did You Know?
Black Hawk College - PaCE Department is an approved provider of continuing education credits for:
- Massage Therapists
- Nursing Home Administrators
- Physical Therapists
- Physical Therapist Assistants
- Social Workers
- Dietitian/Nutrition Counselors

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Health and Wellness

**Pharmacy Technician**

Job growth expected to be 12% through 2026.
Instructor: J. Jefferson, CPhT

Prerequisite: Above average math skills are recommended. Please bring a calculator to class. Before the first class, purchase required textbook at www.bhc.edu/bookstore.

The Pharmacy Technician Certification exam (PTCB) is available upon successful completion of the class.

**8 Tues./7 Wed.**
Mar. 2 – Apr. 20
5:30 – 9:30 p.m.
Outreach – Rm. 204
Tuition Fee $735
In-person CRN 10854

**8 Tues./7 Wed.**
May 11 – June 29
5:30 – 9:30 p.m.
Outreach – Rm. 204
Tuition Fee $735
In-person CRN 50001
(Registration begins Apr. 6)

**EKG Technician**

Instructor: K. Keesecker, B.S., CMA, FEMA CERC

Prerequisite: Ability to assist peers onto a table during labs. Must be willing to participate with giving and receiving 12-lead hook ups.

Before the first class, purchase required textbook at www.bhc.edu/bookstore.

The National Certified EKG Technician (NCET) certification exam is available upon successful completion of the class through National Center for Competency Testing (NCCT).

**3 Tues./3 Thurs.**
Mar. 2 – Mar. 18
5:30 – 8:30 p.m.
Outreach – Rm. 407
Tuition Fee $395
In-person CRN 10855

**3 Tues./3 Thurs.**
Apr. 6 – Apr. 22
5:30 – 8:30 p.m.
Outreach – Rm. 407
Tuition Fee $395
In-person CRN 10856

**Telemetry & Holter Monitor for Beginners**

Instructor: K. Keesecker, B.S., CMA, FEMA CERC

Prerequisite: High school diploma or equivalent; completion of the EKG Technician course.

Textbook from the EKG Technician course required.

**2 Tues./1 Thurs.**
Mar. 23 – Mar. 30
5:30 – 8:30 p.m.
Outreach – Rm. 407
Tuition Fee $175
In-person CRN 10857

**2 Tues./1 Thurs.**
Apr. 27 – May 4
5:30 – 8:30 p.m.
Outreach – Rm. 407
Tuition Fee $175
In-person CRN 10858

**Health Care Careers**

Full class descriptions and additional class prerequisites are available at www.bhc.edu/health

**Health Care Careers General Statement of Prerequisites**

Age 18 and GED or high school diploma. Must be free of communicable diseases that pose a risk to self, instructor, or peers. Most health careers require the ability to lift, bend, stoop, twist, turn and stand on your feet or sit for extended periods of time. Must be able to follow written and oral instructions and communicate effectively in a professional manner.

**The Human Body 1**

Instructor: K. Keesecker, B.S., CMA, FEMA CERC

Before the first class, purchase required textbook at www.bhc.edu/bookstore.

**8 Saturdays**
Feb. 6 – Mar. 27
Noon – 3:00 p.m.
Virtual classroom CRN 10849
Tuition Fee $295

**The Human Body 2**

Instructor: K. Keesecker, B.S., CMA, FEMA CERC

Prerequisite: The Human Body 1

Before the first class, purchase required textbook at www.bhc.edu/bookstore. Same textbook as used in the Human Body 1 class.

**Medical Receptionist**

Instructor: I. Earl, B.S., NCMA, AHI, CPI

4 Wednesdays
Mar. 10 – Mar. 31
6:15 – 8:15 p.m.
Outreach–Rm. 405
Tuition Fee $175
In-person CRN 10852

**Introduction to Medical Terminology**

Instructor: K. Keesecker, B.S., CMA, FEMA CERC

Before the first class, purchase required textbook at www.bhc.edu/bookstore.

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Find us on Facebook and get in on the latest classes being offered by PaCE.

Black Hawk College – PaCE
Phlebotomy Technician
Prerequisite: Current statement of good health from your physician and documented proof that you are free from active tuberculosis as documented by a negative QuantiFERON®-TB Gold test. These documents must be presented to the instructor during the first class. This test may be obtained from your physician’s office or by visiting a Genesis Occupational Health Clinic. For clinic locations, go to: www.genesishealth.com/genesis-at-work/occupational-health/
Hepatitis B vaccinations are not required but strongly recommended. You are required to perform 25 venipunctures and 5 capillaries. Students will perform these skills in a phlebotomy practice lab setting, beginning with practice arms and then with real arms (students practice on one another) under instructor guidance and supervision.

Before the first class, purchase required textbook at www.bhc.edu/bookstore. *Please note – The East Campus Store is a pickup location for pre-ordered textbooks only. This store does not have textbooks in store for same day purchase. Please be prepared for class and order at least three (3) business days before you need your textbook.

The National Certified Phlebotomy Technician (NCPT) certification exam is available upon successful completion of the class through National Center for Competency Testing (NCCT).
Instructor: J. Hines
10 Wednesdays Mar. 3 – May 5 5:30 – 9:30 p.m.
Bldg. 3 – Rm. 205 Tuition Fee $735
In-person CRN 10859
10 Wednesdays May 26 – July 28 5:30 – 9:30 p.m.
Bldg. 3 – Rm. 205 Tuition Fee $735
In-person CRN 50002
(Registration for this class begins Apr. 6)

Instructor: S. Edlund
5 Mon./5 Thurs. Mar. 1 – Apr. 1 3:00 – 7:00 p.m.
Bldg. 3 – Rm. 205 Tuition Fee $735
In-person CRN 10860
5 Tues./5 Fri. Mar. 2 – Apr. 6 4:00 – 8:00 p.m.
Bldg. 3 – Rm. 205 Tuition Fee $735
In-person CRN 10861
(No class April 2)
5 Mon./5 Thurs. Apr. 8 – May 17 3:00 – 7:00 p.m.
Bldg. 3 – Rm. 205 Tuition Fee $735
In-person CRN 10862
(No class May 6 & May 10)
5 Tues./5 Fri. Apr. 9 – May 18 4:00 – 8:00 p.m.
Bldg. 3 – Rm. 205 Tuition Fee $735
In-person CRN 10863
(No class May 7 & May 11)

Instructor: M. Newman
5 Tues./5 Thurs. Mar. 30 – Apr. 29 5:30 – 9:30 p.m.
Kewanee CEC – Rm. 124 Tuition Fee $735
In-person CRN 10864

Mental/Behavioral Health Aide
Instructor: L. Logan–Thomas, MS, BSN, RN
Before the first class, purchase required textbook at www.bhc.edu/bookstore.
The Mental Health Technician Certification (CMHT) Exam is available upon successful completion of the class through the National Career Certification Board (NCCB).
8 Thursdays Feb. 4 – Mar. 25 5:00 – 7:00 p.m.
Virtual Classroom CRN 10865
Tuition Fee $245

Basic Spanish for Health Care
Instructor: J. Zamora
6 Wednesdays Mar. 10 – Apr. 14 6:00 – 8:00 p.m.
Outreach – Rm. 406 Tuition Fee $125
In-person CRN 10851
*12 CE’s for SW, NHA, PT, and PTA.

ONLINE CLASS
Medical Billing and Coding
Certified professional coders assign numeric codes to each procedure that appears in a patient’s medical record, so that payment can be rendered quickly and correctly. Aside from medical facilities, medical coding jobs are available with health insurance companies, pharmacies, medical suppliers, consulting firms, and medical billing companies. There has never been a better time to enter the field of Medical Billing and Coding. Health care workers are in high demand, as practicing physicians in the United States rely on medical billers and coders to receive payment for their services.

Go to careertraining.ed2go.com/bhc for more information.
Full class descriptions are available at www.bhc.edu/professional-development

Business Skills

Promotion for Nonprofits
Instructor: S. Wren
1 Wednesday Mar. 10 5:30 – 7:30 p.m.
Bldg. 2 – Rm. 114A Fee $19
In-person CRN 10866 Virtual classroom CRN 10867

Breaking into Freelance Writing
Instructor: S. Wren
3 Wednesdays Mar. 17 – Mar. 31 5:30 – 7:30 p.m.
Bldg. 2 – Rm. 114A Fee $39
In-person CRN 10868 Virtual classroom CRN 10869

How to Start Your Airbnb Business and Become a Superhost
Instructor: C. Sammon
Have the Airbnb app installed on your Smartphone, iPad/tablet, or laptop.
1 Wednesday Feb.10 6:00 – 7:30 p.m.
Virtual Classroom CRN 10870 Fee $19

Floral Design

Floral Design Program
Enroll in the Basic and Advanced Floral Design I and II classes to receive a certificate of completion for the Floral Design Program.

Basic Floral Design
Instructor: R. Wieland
Please bring flower clippers to class.
Last day to receive refund: Mar. 4
4 Tuesdays Mar. 9 – Mar. 30 5:45 – 8:00 p.m.
Bldg. 2 – Rm. 206 Fee $150
In-person CRN 10874

Advanced Floral Design I
Instructor: R. Wieland
Prerequisite: Must have successfully completed the Basic Floral Design class or have instructor’s permission.
Please bring flower clippers to class.
Last day to receive refund: Apr. 1
4 Tuesdays Apr. 6 – Apr. 27 5:45 – 8:00 p.m.
Bldg. 2 – Rm. 206 Fee $150
In-person CRN 10875

Advanced Floral Design II
Instructor: R. Wieland
Prerequisite: Must have successfully completed both the Basic Floral Design and Advanced Floral Design I classes or have instructor’s permission.
Please bring flower clippers to class.
Last day to receive refund: Apr. 29
4 Tuesdays May 4 – May 25 5:45 – 8:00 p.m.
Bldg. 2 – Rm. 204 Fee $150
In-person CRN 10876

State of Illinois – Becoming a Substitute Teacher or Substitute Paraprofessional
Presented by Rock Island Regional Office of Education (RIOOE)
Staff from the Regional Office of Education will explain the process and explain how the school districts manage their call lists.
1 Monday May 10 5:30 – 6:30 p.m.
Outreach – Rm. 406 Fee FREE
In-person CRN 10872 Virtual classroom CRN 10873
The class is FREE; however, registration is required.

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

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Human Resources

Advance your HR career by earning the Associate Professional in Human Resources (aPHR), Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) from HR Certification Institute® (HRCI®). These classes help you prepare for the exam. For more information about the exam, go to www.hrci.org.

Professional in Human Resources (PHR)/Senior Professional in Human Resources (SPHR)
Instructors: S. Cary, SPHR, MBA, HRM, SHRM–SCP and P. Greufe, SPHR, MBA, CM
The HRCP materials are included in the cost of the course.
Last day to register: Mar. 18
10 Thursdays Mar. 25 – May 27 6:00 – 9:00 p.m.
Bldg. 1 – Rm. 411 Tuition Fee $795
In-person CRN 10896 Virtual classroom CRN 10897

Associate Professional in Human Resources (aPHR)
Instructor: L. Bassow, SHRM–SCP
The HRCP materials are included in the cost of the course.
Last day to register: Apr. 6
9 Tuesdays Apr. 13 – June 8 6:00 – 8:00 p.m.
Bldg. 1 – Rm. 411 Tuition Fee $495
In-person CRN 10898 Virtual classroom CRN 10899

Payroll

Looking for a new career? Want to take your payroll career to the next level? Want to ensure your organization is in compliance?
The payroll industry is always changing. Each year, federal, state and local legislative changes affect how payroll is administered. PayTrain 1 is a training tool that will help keep you and your organization’s compliance up-to-date and provide excellent preparation for the FPC certification exam through the American Payroll Association (APA).
There is no payroll experience requirement to take the FPC exam. For more information, visit www.americanpayroll.org/home.

PayTrain® Level 1
Instructor: G. Haut, CPP
Last day to register: March 29
The materials are included with the cost of the class.
8 Mondays Apr. 5 – May 24 6:00 – 9:00 p.m.
BHC ALC - Rm. 112 Tuition Fee $695
In-person CRN 10891 Virtual Classroom CRN 11002

Payroll Tax Accounting
Instructor: G. Haut, CPP
4 Mondays Mar. 1 – Mar. 22 6:00 – 8:30 p.m.
Virtual Classroom CRN 10892 Tuition Fee $179

Quality

The American Society for Quality (ASQ) offers exams for individuals who are passionate about improvement and are interested in advancing their career to the next level of excellence. Go to http://asq.org/cert/control/right-for-you for more information and eligibility requirements.

Certified Quality Engineer (CQE)
Instructor: D. Schultz, CQA, CQE
The materials are included in the cost of the course.
Note: Completion of a course on statistics prior to this class would be beneficial but is not required.
Last day to register: Mar. 1
12 Mondays Mar. 8 – May 24 6:00 – 9:00 p.m.
Virtual classroom CRN 10893 Tuition Fee $695

Certified Quality Auditor (CQA)
Instructor: D. Schultz, CQA, CQE
The materials are included in the cost of the course.
Last day to register: Mar. 16
9 Tuesdays Mar. 23 – May 18 6:00 – 8:30 p.m.
Bldg. 2 – Rm. 114A Tuition Fee $595
In-person CRN 10894 Virtual Classroom CRN 10895

Voiceovers

One-on-One Introduction to Voiceovers
Prerequisite: Must be at least 18 years old
Explore the fun, rewarding possibilities of the voiceover industry! Discover current trends and how they make it easy and affordable for just about anyone to get involved.
You’ll learn about different types of voiceovers and tools you’ll need to find success. Your instructor, a professional voice actor from Voices For All, will take notes as you read a real script in this one-on-one video chat setting, and offer some coaching to improve your delivery. You’ll receive a professional voiceover evaluation later. One-time, 90-minute, introductory class.
Learn more at www.voicesforall.com/ooo.
Fee $49

ONLINE CLASSES

Veterinary Medical Terminology
To work in the veterinary field, you need to understand the medical language unique to the anatomy, physiology, and pathology of animals. This online course will teach you the definitions and uses of veterinary medical terminology. You will master veterinary medical terminology through a simplified learning process that builds on commonly used word parts. Each course lesson is designed to build on this foundation, with the material and illustrations focusing on the new word parts and definitions needed for success in the veterinary field. Go to www.ed2go.com/blackhawk for more information.

www.bhc.edu/pace
**Food Protection**

**Food Protection Manager Certification**
This class uses ServSafe (an ANSI–CFP accredited exam provider) which meets Illinois and Iowa state requirements for the Food Protection Manager Certification. Students are given the option of purchasing the ServSafe Manager Book (English or Spanish) for $51. Book may be purchased before class begins and may not be returned for a refund. All book sales are final. The certification exam will be given at the end of the last class and will take approximately two hours. **Class will break for a 30-minute lunch (on your own) unless noted otherwise. Please bring a current photo ID in order to take the exam. All classes are held in-person.**

**Instructor–Led in English**
Instructor: H. McKibbon

**Paper Exam**
1 Tues./1 Thurs. Jan. 26 & Jan. 28 8:30 a.m. – 2:30 p.m.  
CRN 10276 Outreach – Rm. 407 Tuition Fee $147
1 Tues./1 Thurs. Feb. 9 & Feb. 11 8:30 a.m. – 2:30 p.m.  
CRN 10877 Outreach – Rm. 407 Tuition Fee $147
1 Tues./1 Thurs. Feb. 16 & Feb. 18 8:30 a.m. – 2:30 p.m.  
CRN 10878 KewaneeCEC – Rm. 121 Tuition Fee $147
1 Tues./1 Thurs. Mar. 9 & Mar. 11 8:30 a.m. – 2:30 p.m.  
CRN 10879 Outreach – Rm. 407 Tuition Fee $147
1 Tues./1 Thurs. Mar. 16 & Mar. 18 8:30 a.m. – 2:30 p.m.  
CRN 10880 Outreach – Rm. 407 Tuition Fee $147
1 Tues./1 Thurs. Apr. 13 & Apr. 15 8:30 a.m. – 2:30 p.m.  
CRN 10881 Outreach – Rm. 407 Tuition Fee $147
1 Tues./1 Thurs. Apr. 20 & Apr. 22 8:30 a.m. – 2:30 p.m.  
CRN 10882 Outreach – Rm. 407 Tuition Fee $147
1 Tues./1 Thurs. May 11 & May 13 8:30 a.m. – 2:30 p.m.  
CRN 10883 Outreach – Rm. 407 Tuition Fee $147

**Instructor–Led in Spanish**
Instructor: M. Freidhof–Rodgers

No lunch time.

**Paper Exam**
3 Saturdays Apr. 10 – Apr. 24 9:00 a.m. – 1:00 p.m.  
CRN 10884 Outreach – Rm. 204 Fee $125

**Accelerated Food Protection Manager Certification**
Instructor: H. McKibbon

This class will take the food protection manager material and condense it into a shorter amount of time – one day. In addition, you will take the exam online at the end of the class so you will get your results immediately. If you are short on time and know what is required of you as a food protection manager, then this class is for you. **Class will break for a 30-minute lunch (on your own). Please bring a current photo ID in order to take the exam.**

The optional book may be purchased before the class begins for $51. All book sales are final – no refunds allowed.

1 Monday Feb. 22 8:30 a.m. – 5:30 p.m.  
CRN 10885 Outreach – Rm. 407 Tuition Fee $129
1 Monday Mar. 1 8:30 a.m. – 5:30 p.m.  
CRN 10886 Outreach – Rm. 407 Tuition Fee $129
1 Monday Mar. 29 8:30 a.m. – 5:30 p.m.  
CRN 10887 Outreach – Rm. 407 Tuition Fee $129
1 Monday Apr. 5 8:30 a.m. – 5:30 p.m.  
CRN 10888 Outreach – Rm. 407 Tuition Fee $129
1 Monday Apr. 26 8:30 a.m. – 5:30 p.m.  
CRN 10889 Outreach – Rm. 407 Tuition Fee $129
1 Monday May 3 8:30 a.m. – 5:30 p.m.  
CRN 10890 Outreach – Rm. 407 Tuition Fee $129

Looking to Improve Your Life Through Learning
Find us on Facebook and get in on the latest classes being offered by PaCE.

Black Hawk College – PaCE
Technology

Full class descriptions are available at www.bhc.edu/technology

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

All Windows and Office classes are taught using Windows 10 and Office 2019. If you are an Office 2013 or Office 2016 user, the instructor will be able to explain the slight differences between them.

Unless noted, all technology classes are held in-person.

Word Level 1
Instructor: N. VanSpeybroeck
Prerequisite: Basic Windows and keyboarding skills.
A workbook is included in the fee.
1 Tuesday  Apr. 13  8:30 a.m. – 3:00 p.m.
CRN 10900  BHC ALC – Rm. 111  Fee $85

Word Level 2
Instructor: N. VanSpeybroeck
Prerequisite: Word Level 1 or equivalent skills.
A workbook is included in the fee.
1 Tuesday  Apr. 20  8:30 a.m. – 3:00 p.m.
CRN 10901  BHC ALC – Rm. 111  Fee $85

Word Level 3
Instructor: N. VanSpeybroeck
Prerequisite: Word Level 2 or equivalent skills.
1 Tuesday  Apr. 27  8:30 a.m. – 3:00 p.m.
CRN 10902  BHC ALC – Rm. 111  Fee $85

Excel Level 1
Instructor: N. VanSpeybroeck
Prerequisite: Basic Windows skills.
1 Tuesday  Mar. 2  8:30 a.m. – 4:30 p.m.
CRN 10903  BHC ALC – Rm. 111  Tuition Fee $97

Excel Level 2
Instructor: N. VanSpeybroeck
Prerequisite: Excel Level 1 or equivalent skills.
1 Tuesday  Mar. 9  8:30 a.m. – 4:30 p.m.
CRN 10904  BHC ALC – Rm. 111  Tuition Fee $97

Excel Level 3
Instructor: N. VanSpeybroeck
Prerequisite: Excel Level 2 or equivalent skills.
1 Tuesday  Mar. 16  8:30 a.m. – 4:30 p.m.
CRN 10905  BHC ALC – Rm. 111  Tuition Fee $97

Access (Parts 1–3)
Instructor: E. Duffy
Level 2 – This series will teach what you need to know to work with an existing database or create one of your own. By the end of the series, you will know how to create and work with tables, queries, forms and reports. A workbook is included in the fee for each class.

Part 1
Prerequisite: Basic Windows, MS Word and Excel, and an understanding of a database.
1 Wednesday  May 5  8:30 a.m. – 3:00 p.m.
CRN 10906  BHC ALC – Rm. 111  Fee $89

Part 2
Prerequisite: Access Part 1 or equivalent skills.
1 Wednesday  May 12  8:30 a.m. – 3:00 p.m.
CRN 10907  BHC ALC – Rm. 111  Fee $89

Part 3
Prerequisite: Access Part 2 or equivalent skills.
1 Wednesday  May 19  8:30 a.m. – 3:00 p.m.
CRN 10908  BHC ALC – Rm. 111  Fee $89

PowerPoint
Instructor: N. VanSpeybroeck
Prerequisite: Word skills.
1 Tuesday  Mar. 30  8:30 a.m. – 3:00 p.m.
CRN 10909  BHC ALC – Rm. 111  Fee $85

iPad: Getting Started
Instructor: M. DeGrauwe
Bring your iPad to class. You should have your iPad charged and activated. You should also have created your Apple ID.
4 Mondays  Mar. 8 – Mar. 29  5:30 – 7:00 p.m.
CRN 10914  Outreach – Rm. 402  Fee $55

iPad: Beginner
Instructor: M. DeGrauwe
Bring your iPad to class. You should have your iPad charged and activated. You should also have created your Apple ID.
1 Monday  Apr. 12  5:30 – 7:30 p.m.
CRN 10915  Outreach – Rm. 402  Fee $25

Technology

Classes that meet from 8:30 a.m. – 3:00 p.m. or 8:30 a.m. – 4:30 p.m. will break for a 30-minute lunch (on your own.)

Earn PD Hours in the classroom or online.

To obtain PD Hours for a chosen class, teachers need to contact Julie at the RIROE (309-736-1111) to obtain approval. The processing fee for PD hours is $25 and is payable to the RIROE. For more information, go to: www.bhc.edu/teachers
iPad: Intermediate
Instructor: M. DeGrauwe
Bring your iPad to class.
1 Monday Apr. 26 5:30 – 7:30 p.m.
CRN 10916 Outreach – Rm. 402 Fee $25

3D Printing I
Instructor: R. Vedvik, Electrical Engineer/Acoustics Engineer
(The first two classes will meet virtually.)
6 Wednesdays Feb. 17 – Mar. 24 6:00 – 8:00 p.m.
Outreach – Rm. 407 Fee $79
In-person CRN 10917 Virtual Classroom CRN 10918

3D Printing II
Instructor: R. Vedvik, Electrical Engineer/Acoustics Engineer
Prerequisite: 3D Printing I or permission from instructor.
Level 1 – A continuation of 3D Printing I.
(The first two classes will meet virtually.)
4 Wednesdays Mar. 31 – Apr. 21 6:00 – 8:30 p.m.
Outreach – Rm. 407 Fee $65
In-person CRN 10919 Virtual Classroom CRN 10922

ONLINE CLASS

Keyboarding
Level 0 – If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you’ll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard.
With the skills you master here, you’ll become faster and more confident at the keyboard. By the end of the course, you’ll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.
Go to www.ed2go.com/blackhawk for more information.

In-person vs. virtual classroom vs. online?
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• An online class provides online instruction but not in real-time. A student is responsible for the technology needed to complete the class.

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Black Hawk College – PaCE
Arts and Crafts

Calligraphy – Beginning
Instructor: A. Nielsen
Calligraphy is an ancient writing technique that creates artistic lettering using thick and thin lines depending on the stroke of the pen. Join us as we learn to produce decorative handwriting and lettering with a calligraphy pen that you can use in creating your own art, scrapbooking, holiday cards and more! Please bring a verse, song lyric or quote, any color of paper, parchment paper (9”x12” or larger) and a calligraphy pen. Calligraphy markers, Parallel Calligraphy Pens and/or a set of Fountain Calligraphy pens are available at art supply and hobby/craft stores.
4 Mondays Apr. 5 – Apr. 26 6:00 – 7:30 p.m.
Outreach – Rm. 204  Fee $35
In-person CRN 10927

Calligraphy – Intermediate
Instructor: A. Nielsen
Take your calligraphy to a new level! You will refine your art of connecting letters, forming words, and practicing lettering variations in a relaxing and fun atmosphere. Please bring a verse, song lyric or quote, any color paper, parchment paper (9”x12” or larger) and a calligraphy pen. Calligraphy markers, Parallel Calligraphy Pens and/or a set of Fountain Calligraphy pens are available at art supply and hobby/craft stores.
4 Mondays May 3 – May 24 6:00 – 7:30 p.m.
Outreach – Rm. 204  Fee $35
In-person CRN 10928

Beginning Watercolor
Instructor: T. Hempel
Watercolor is about the fluidity of paint, the texture of brush strokes, and amount of water. Every technique produces its own unique result. Learn basic watercolor techniques, the differences in brushes and how to mix colors and you’ll be hooked on creating watercolor paintings. Required materials: a kneaded eraser, a 140 lb. cold press watercolor sketchbook, a set of 6 basic watercolors, and 3 brushes.
4 Tuesdays Mar. 9 – Mar. 30 Noon – 2:00 p.m.
Outreach – Rm. 204  Fee $39
In-person CRN 10933

Intermediate Watercolor
Instructor: T. Hempel
Prerequisite: Previous watercolor experience or Beginning Watercolor.
This fun class can be taken as a refresher course or as a follow-up to Beginning Watercolor. Differences in brushes, color composition and color mixing will be explored. While learning to fine-tune your watercolor skills, you will delve deeper into painting reflections, the sky, clouds, shadows and shading. Required materials: a kneaded eraser, a 140 lb. cold press watercolor sketchbook, a set of 6 basic watercolors, and 3 brushes.
4 Tuesdays Apr. 6 – Apr. 27 Noon – 2:00 p.m.
Outreach – Rm. 204  Fee $39
In-person CRN 10934

Watercolor Spring Scenes
Instructor: T. Hempel
Prerequisite: Previous watercolor experience
Explore mixing earth tones to create intense vibrant colors for your impact area and muting the same mix to make value changes for depth in your landscapes. Please bring to class a kneaded eraser, a 140 lb. cold press watercolor sketchbook, a set of 6 basic watercolors, and 3 brushes.
4 Tuesdays May 4 – May 25 Noon – 2:00 p.m.
Outreach – Rm. 204  Fee $39
In-person CRN 10936

Anyone Can Learn to Draw, Part I
Instructor: A. Martin
Learn to move away from flat, on-the-surface sketches to three-dimensional, into-the-surface sketches. There are seven basic rules to follow. Required materials: an 11”x 8.5” sketchpad, two #2 pencils and a white hi–polymer eraser.
4 Wednesdays Mar. 10 – Mar. 31 10:00 a.m. – Noon
Outreach – Rm. 204  Fee $39
In-person CRN 10937 Virtual classroom CRN 10938

Please Register Early!
Thinking about taking a PaCE class? Nothing cancels a class quicker than waiting until the last minute to register. Classes need a minimum number of participants required in order for them to run. Please register early to help us avoid disappointing class cancellations.
Anyone Can Learn to Draw, Part II
Instructor: A. Martin
You are welcome even if you did not take Part I. We will review the seven basic rules of drawing while drawing still life, landscapes and faces. Required materials: an 11”x8.5” sketchpad, two #2 pencils and a white hi–polymer eraser.
4 Wednesdays Apr. 7 – Apr. 28 10:00 a.m. – Noon
Outreach – Rm. 204 Fee $39
In-person CRN 10939 Virtual classroom CRN 10940

Home Wiring and Acoustics for the Home Owner
Instructor: R. Vedvik, Electrical Engineer/Acoustics Engineer
Learn about home wiring and how to save money with DIY projects and repairs as well as noise control and sound behavior to make your home have optimum acoustics. Get hands-on interactive experience needed to help you troubleshoot, maintain or make minor revisions while using meters and tools to complete a task safely. Learn practical house wiring including switch and receptacle circuits, breaker panels and thermostat controls as well as cable systems. You will learn how to control noise in your home (such as noise between rooms or spaces that echo) and understand audio-system design and layouts. Learn how to build affordable acoustical panels and how to mitigate noise transfer. Measuring sound will be demonstrated using a variety of tools, including smartphones.
Optional textbook is available at www.bhc.edu/bookstore before the first class.
6 Thursdays Mar. 11 – Apr. 15 6:00 – 8:00 p.m.
Outreach – Rm. 406 Fee $79
In-person CRN 10941

Introduction to Raising Chickens Workshop
Instructor: S. Wren
There’s more to raising chickens than buying a few online. Which ones should you buy? Layers or meat birds? What do they eat? Where should they live? Learn everything you need to know about raising your own chickens from chicks to adults, making friends with them, and how to help them lead long, healthy lives. We’ll cover feed, shelter, and avoiding predators so you’ll be ready to go when your chicks arrive.
1 Tuesday Mar. 2 5:30 – 8:00 p.m.
Outreach – Rm. 104 Fee $21
In-person CRN 10942

Beginning Backyard Beekeeping Workshop
Instructor: A. Roberts
Interested in beekeeping but unsure how to get started? Join us as we learn the ins and outs of what it takes to become a backyard beekeeper and start your own hive. Learn bee basics such as when to start your hive, space needed, equipment involved, and how to choose the right bees, and ask any questions you may have about this process.
1 Tuesday Mar. 9 5:30 – 8:00 p.m.
Outreach – Rm. 103 Fee $21
In-person CRN 10943

Ceramics
Instructor: T. Schmidt
Prerequisite: 18 and older
Black Hawk College Art Department and the Figge Art Museum are teaming up to offer a ceramics class at the Black Hawk College campus. In this class, learn techniques in hand building, wheel work, glaze mixing, firing and more.
One 50lb box of #70 Laguna clay and one pottery tool kit must be purchased from the Black Hawk College Bookstore. Also needed – 1 one-gallon bucket, 1 small water bottle sprayer and a large sponge all which can be purchased at any dollar store.
(Students must complete 16 weeks of ART 271 (two 8-week sessions) before moving on to ART 272. Entry into the Clay Guild is open to students who have completed both ART 271 and ART 272.) Figge membership will be confirmed before the first class.
7 Mon./8 Wed. Jan. 25 – Mar. 24 5:30 – 8:16 p.m.
Bldg. 3 – Rm. 102
In-person CRN 10929 Figge Member Fee $225
In-person CRN 10930 Non–Figge Member Fee $240
(No class Feb. 15, Mar. 15, and Mar. 17)
7 Mon./8 Wed. Mar. 29 – May 17 5:30 – 8:16 p.m.
Bldg. 3 – Rm. 102
In-person CRN 10931 Figge Member Fee $225
In-person CRN 10932 Non–Figge Member Fee $240

At Home

Home Wiring and Acoustics for the Home Owner
Instructor: R. Vedvik, Electrical Engineer/Acoustics Engineer
Learn about home wiring and how to save money with DIY projects and repairs as well as noise control and sound behavior to make your home have optimum acoustics. Get hands-on interactive experience needed to help you troubleshoot, maintain or make minor revisions while using meters and tools to complete a task safely. Learn practical house wiring including switch and receptacle circuits, breaker panels and thermostat controls as well as cable systems. You will learn how to control noise in your home (such as noise between rooms or spaces that echo) and understand audio-system design and layouts. Learn how to build affordable acoustical panels and how to mitigate noise transfer. Measuring sound will be demonstrated using a variety of tools, including smartphones.
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1 Tuesday Mar. 9 5:30 – 8:00 p.m.
Outreach – Rm. 103 Fee $21
In-person CRN 10943
**Genealogy**

**Growing Your Family Tree**  
**Instructor:** P. Chase  
Interested in your roots but unsure where to start, how to organize and where to look? Genealogy is one of the fastest growing hobbies today and with more information available daily, the Internet has made researching your ancestry easier than ever. Let us help you begin your genealogical research process by teaching you the tools and strategies to successfully research your family lineage. We will use popular and obscure websites as well as pedigree charts and family group sheets to help you start your family search.  
5 Wednesdays  Apr. 7 – May 5  1:30 – 3:30 p.m.  
Outreach – Rm. 402  Fee $50  
In-person CRN 10944

**Genealogy Workshop**  
**Instructor:** P. Chase  
Join us as we learn the steps involved in the genealogical research process as well as the tools and strategies you need to successfully research your family lineage. Learn the value of using the Internet in locating information to establish where your ancestors lived and help in tracing immigrant ancestors. Uncover popular and obscure websites that may unearth more clues about your family members and their lives. We will discuss filling out pedigree charts and family group sheets as part of the importance of genealogical “housekeeping.” This half-day workshop will give you a brief overview of researching your genealogy.  
1 Thursday  Mar. 11  9:00 a.m. – 12:30 p.m.  
Outreach – Rm. 204  Fee $29  
In-person CRN 10945  Virtual classroom CRN 10946

1 Thursday  Mar. 25  9:00 a.m. – 12:30 p.m.  
Outreach – Rm. 204  Fee $29  
In-person CRN 10947  Virtual classroom CRN 10948

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**Personal Enrichment**

**Beginning Astrology**  
**Instructor:** K. Metcalf  
Learn how the planets and zodiac signs align to reflect the real you! We will examine your Birth Chart in detail as an Astrology chart is like a blueprint of your life. We all have unique gifts and talents to share and lessons to learn. Join us for this insightful journey to the self as we cover the history of Astrology, review the 12 zodiac signs, the 10 planets, 12 houses and much more.  
Students will be given information to contact the instructor prior to class so a birth chart can be created. Students will need to know birth date, exact time of birth, city and state of birth.  
Last day to register/ receive refund: April 16  
6 Tuesdays  Apr. 20 – May 25  5:30 – 7:30 p.m.  
Outreach – Rm. 104  Fee $55  
In-person CRN 10949

**Tarot for Beginners**  
**Instructor:** K. Metcalf  
Tarot Cards have been used for centuries. Dive into this pictorial landscape and archetypes. Tarot cards reveal what is happening below the surface of events in our lives. In this class you will learn the meaning of the cards, how to use your intuition, and pull it all together to do readings!  
Bring a pack of Rider Waite Tarot Cards to the first class.  
6 Tuesdays  Mar. 9 – Apr. 13  5:30 – 7:30 p.m.  
Outreach – Rm. 104  Fee $55  
In-person CRN 10950

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Community Education | register by phone: 309-796-8223

Youth Tutoring Program for Students in Grades 6–12

One-on-one individual tutoring sessions that take place virtually with local, experienced tutors in real-time.

The cost is $20 for a 30-minute session.

Subjects include English, government, language arts, math, science, social studies, sociology, Spanish, speech and psychology.

Visit www.bhc.edu/youth

The Younger Generation

SAT Exam Preparation
Instructor: S. Hafner
According to the Illinois State Board of Education “All Illinois public school students enrolled in grade 11 will take the SAT with essay unless they take an alternate assessment.” Our SAT Exam Prep class is designed to help you achieve your best possible score. As college entrance exams are one of the most important tests you will take, this course is designed to help increase student exam performance by reviewing test taking tips and content on SAT’s three sections: Reading, Math, and Writing & Language. This course examines calculator usage and includes the current official prep book from the makers of the SAT with practice tests.
You must register for the SAT exam separately. You will be asked during class to use your Smartphone, iPad or tablet. Book to be purchased – Official SAT Study Guide 2020 Edition—published by the College Board. ISBN# 978-1457312199
4 Saturdays Mar. 6 – Mar. 27 1:00 – 4:00 p.m. Outreach – Rm. 204 Fee $99
In-person CRN 10953 Virtual Classroom CRN 10954

Babysitting Clinic (Ages 11–16)
Instructor: K. Snider
This clinic will teach students the responsibilities of a babysitter, what parents expect, how to handle emergencies, caring for and handling infants and young children, feeding techniques and diapering, age-appropriate toys and activities, tips for bedtime issues and much more! Students will learn basic first aid and how to handle emergencies that arise such as injuries, illnesses and household accidents. As babysitting will be many students’ first job, interviewing also will be reviewed. Certificate will be mailed upon completion.
1 Saturday Apr. 10 9:00 a.m. – Noon Virtual classroom CRN 10955 Fee $45

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Writing

Writing Your Story
Instructor: D. Beserra
Have you always wanted to write an autobiography about your life but have never been sure where to start? This class will help you develop a timeline and determine what events/stories you want to share. This is a wonderful class if you are looking to pass on your heritage, process experiences, preserve family history, or share what and who you are.
3 Tuesdays Mar. 2 – Mar. 16 6:00 – 8:00 p.m. Outreach – Rm. 402 Fee $39
In-person CRN 10951

How to Self-Publish Your Book
Instructor: D. Beserra
If you've ever dreamed of publishing a book, this is your chance! Learn details about how to prepare your manuscript for publication. Discover how to obtain an ISBN, barcode and LCCN to make your book available to libraries and bookstores. You will also learn how to use resources like Bowker and Createspace to get you through the publishing process. You can quickly make your book available on Amazon, Barnes & Noble and many other online stores. The instructor has published multiple books, has used a variety of publishing methods, and can help you find the one that is best for you.
3 Wednesdays Mar. 17 – Mar. 31 6:00 – 8:00 p.m. Outreach – Rm. 402 Fee $39
In-person CRN 10952
**Community Education**

**Language & Culture**

**Basic Spanish**
**Instructor:** J. Zamora  
You will be introduced to Spanish vocabulary and expressions for everyday situations in this fun and interactive introductory course. Practice how to correctly pronounce the language while gaining knowledge of the Hispanic culture. This class would also serve as a great refresher course! Optional textbook can be purchased at [www.amazon.com](http://www.amazon.com). *Spanish with Amigos: A Beginner’s Guide to Conversational Spanish* by Tara Bradley Williams, ISBN#978-1934467725.  
8 Tuesdays  | Mar. 9 – Apr. 27  | 6:00 – 8:00 p.m.  
| Bldg. 2 – Rm. 115  | Tuition Fee $165  
**In-person CRN 10960  Virtual classroom CRN 10961**  
**Professional Continuing Education Credits:** 16 CEs provided for social workers, nursing home administrators, dietitian/nutrition counselors, physical therapists and physical therapist assistants.

**American Sign Language (ASL) – Beginning**  
**Instructor:** H. Jackson  
Learn enough basic signs, finger spelling, and sign language syntax to be able to express and understand simple concepts in American Sign Language (ASL). You will be able to sign a simple conversation/dialog with others. *Before the first class, purchase required textbook at www.bhc.edu/bookstore.*  
8 Tuesdays  | Mar. 2 – Apr. 20  | 6:00 – 8:00 p.m.  
| Bldg. 3 – Rm. 306  | Tuition Fee $159  
**In-person CRN 10990**  
**Virtual classroom CRN 10991**  
**Professional Continuing Education Credits:** 16 CEs provided for social workers, nursing home administrators, dietitian/nutrition counselors, physical therapists and physical therapist assistants.

**American Sign Language (ASL) – Intermediate**  
**Instructor:** H. Jackson  
*Prerequisite: American Sign Language (ASL) – Beginning.* This class is a continuation of American Sign Language (ASL) – Beginning. Expand your sign language vocabulary, improve your communication skills and develop fluency in American Sign Language. *Before the first class, purchase required textbook at www.bhc.edu/bookstore.* Same textbook as used in the Beginning class.  
6 Tuesdays  | Apr. 27 – June 1  | 6:00 – 8:00 p.m.  
| Bldg. 3 – Rm. 306  | Tuition Fee $120  
**In-person CRN 10991**  
**Professional Continuing Education Credits:** 12 CEs provided for social workers, nursing home administrators, dietitian/nutrition counselors, physical therapists and physical therapist assistants.

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**Adult Education**

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

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

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

**English Language Acquisition/ESL**  
309-796-8245  
If English is not your first language, improve your English speaking, listening and writing skills.  

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[www.bhc.edu/pace](http://www.bhc.edu/pace) | Improving Life Through Learning

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**Black Hawk College**

*Improving Life Through Learning*
**Spring Seminars**

All Spring Seminar sessions will be held via Zoom.

**The 13 Colonies from 1607 – 1776**  
**Presenter: Dr. Art Pitz**  
The 13 Colonies, also known as the British Colonies or the American Colonies hold a profound amount of our history. Join us as we learn how each of the 13 Colonies came into existence and the events that transpired leading up to The Declaration of Independence in 1776. This four-part series will examine the establishment of Jamestown by The Virginia Company in 1607 and the subsequent colonies; The French and Indian War, what led to The American Revolution, including The Stamp Act, The Boston Massacre, and The Boston Tea Party; The Causes of the American Revolution and a history of that Revolution; and the Consequences of The American Revolution including a man who refused to be a king or dictator—George Washington.  
4 Thursdays  
Mar. 4 – Mar. 25  
10:00 a.m. – Noon  
Virtual Classroom CRN 10992  
Fee $40

**FDR and Eleanor Roosevelt**  
**Presenter: Dr. Art Pitz**  
Join us as we discuss the background and marriage of the Roosevelts prior to 1933 and what led to FDR's presidency. The second session covers him assuming office during the Great Depression and how our 32nd President and First Lady had a profound impact on the country in a time of great uncertainty. Unique to FDR, he was our only four-term president. FDR is known for many things, especially The New Deal which established The Social Security Act. Acting as his eyes and ears, Eleanor played an important role in this time period and later with her work for Civil Rights and beyond. The third session will cover FDR's role in WW II, as well as his supporting the First Lady's active role in politics and his health issues, as he lost his battle with his illness at 63 years of age. Eleanor, who was the longest serving First Lady, left quite a legacy of her own remaining very active after her husband’s death.

3 Thursdays  
Apr. 8 – Apr. 22  
10:00 a.m. – Noon  
Virtual Classroom CRN 10993  
Fee $30

**Harriett Beecher Stowe**  
**Presenters: Kelly and Tammy Rundle, Documentarians and Filmmakers of Fourth Wall Films**  
Join us via Zoom as award-winning, Emmy-nominated filmmakers Kelly & Tammy Rundle of Fourth Wall Films present Becoming Harriet Beecher Stowe, a new documentary which tells the story of the writer’s life in Cincinnati, Ohio and how life-changing experiences contributed to her best-selling novel *Uncle Tom's Cabin*. Beecher-Stowe lived in Cincinnati between 1832 and 1850. After her move to Maine, she adapted her Midwestern experiences and anti-slavery sentiment into America's most influential novel.  
1 Sunday  
Mar. 14  
1:00 – 2:00 p.m.  
Virtual classroom CRN 10994  
Fee: $15

**Women's Right to Vote**  
**Presenter: Angie Snook**  
In August of 1920 the 19th Amendment was ratified; thereby, guaranteeing women the right to vote, the culmination of a decades-long movement for women’s suffrage at both state and national levels. Join us as we discuss what it took for American women to obtain the right to vote and the role Illinois women played in achieving the major milestone in American History.

Date: Wednesday, April 21  
Last day to register or receive a refund: Apr. 7  
In-person CRN 10995

**Westerns and the Portrayal of Bravery**  
**Presenter: Dr. Bill Hampes, Professor Emeritus, Black Hawk College and Author**  
Join us for an interesting presentation by Dr. Hampes on his book, *Cowboy Courage: Westerns and the Portrayal of Bravery*. Dr. Hampes will discuss how Westerns have demonstrated different types of courage (physical, moral and psychological) while using discussion and video clips from film and television westerns to show how courage can lead to and even enrich other virtues, such as redemption, authenticity, love, friendship, community, justice, and growing up and growing old successfully.

Date: Wednesday, May 19  
Last day to register or receive a refund: May 5  
In-person CRN 10996

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**In-person vs. virtual classroom vs. online?**

- An in-person class provides the traditional on-site instruction.
- A virtual classroom provides real-time, online instruction. A student is responsible for the technology needed to attend the class.
- An online class provides online instruction but not in real-time. A student is responsible for the technology needed to complete the class.
Business Training Center

The Business Training Center specializes in customized contract employee development training that fits your specific business needs. Our goal is to help you build a higher level of performance in your organization by investing in your employees. Our clients recognize this as a valued community resource for consulting and training that is effective, well-designed, delivered by excellent instructors, and held conveniently at the clients’ place of business or at a college facility.

For class details, visit www.bhc.edu/btc

Welding

Production MIG Welding
This is a 140-hour Production MIG Welding class designed to train individuals on how to work as a welder in a production setting. The first 40 hours are dedicated to gases, symbols, blueprints, math and safety. The remaining 100 hours of class time are conducted in a weld lab area which involves hands-on experience with MIG welding and the demonstration of proper use of materials. While this is not a Deere & Company class, the curriculum of instruction has been approved by Deere. Anyone completing this program is considered “trainable” as a production MIG welder and should be seriously considered for employment. You must be in attendance and participate 95% of the time in order to receive a certificate from Black Hawk College.

Stick/TIG Welding
This is a 140-hour SMAW (Stick) and GTAW (TIG) class designed to train individuals on how to work in a welding environment. The first 40 hours are dedicated to classroom training which includes gases, symbols, blueprints, math, safety, different types of Stick rods, different types of Tungsten and how and when each type is used. The remaining 100 hours of class time are conducted in a weld lab area which involves hands-on experience with Stick/TIG welding and the demonstration of the proper use of materials. You must be in attendance and participate 95% of the time in order to receive a certificate from Black Hawk College.

The fee is $1,999 for each class (subject to change). Fee includes the cost of the book.

These classes do not qualify for financial aid.

Monday – Friday, January 25 – March 4
Production MIG 8:00 a.m. – 1:00 p.m.  CRN 10758–10759
Production MIG 4:00 – 9:00 p.m.  CRN 10760–10761
Stick/TIG 8:00 a.m. – 1:00 p.m.  CRN 10762–10763
Stick/TIG 4:00 – 9:00 p.m.  CRN 10764–10765
(No refunds after Jan. 19)

Monday – Friday, April 5 – May 12
Production MIG 8:00 a.m. – 1:00 p.m.  CRN 10776–10777
Production MIG 4:00 – 9:00 p.m.  CRN 10780–10781
Stick/TIG 8:00 a.m. – 1:00 p.m.  CRN 10783–10785
Stick/TIG 4:00 – 9:00 p.m.  CRN 10785–10786
(No refunds after Mar. 29)

Monday – Friday, May 24 – July 1
Production MIG 8:00 a.m. – 1:00 p.m.  CRN 50004–50005
Production MIG 4:00 – 9:00 p.m.  CRN 50006–50007
Stick/TIG 8:00 a.m. – 1:00 p.m.  CRN 50008–50009
Stick/TIG 4:00 – 9:00 p.m.  CRN 50010–50011
(No refunds after May 17)
(Registration begins Apr. 6)

For more information or to register for welding classes, call 309-796-5718 or go to www.bhc.edu/welding

Welding Class Testimonials
“The class was very educational. I learned a lot and the instructors were very helpful.”

“Love the way the class was taught, strongly recommend others to come. Took a lot from the class and feel it is going to benefit me in the future!”

Register for BTC Classes
By mail or in-person:
(Use the registration form on page 23)
Black Hawk College
Business Training Center (Bldg. 1, Balcony)
6600 34th Avenue, Moline, IL 61265

Credit/Debit card is required for the following:
By Phone: 309-796-5718  FAX: 309-796-5261
Online: www.bhc.edu/btc/registration
### Water Program

**BEGINNING DRINKING WATER CLASS C AND D**
**Instructors:** Jason Upton
Instruction will be live via Zoom.
If you are beginning a career in the water field, this class will prepare you for certification testing as a Class C and D Public Water Supply Operator. This class will also serve as continuing education credits for Class A and B certificate holders. Following class, students are responsible for scheduling their own exam for the Drinking Water Operator Certificate through the Illinois EPA.

- **11 Mondays Feb. 22 – May 3 6:00 – 9:00 p.m.**
- **CRN 10911 Virtual Classroom**
- **Tuition Fee $565**
  (Fee includes the book and shipping.)

(No refunds after Feb. 16)

**ADVANCED DRINKING WATER CLASS A AND B**
**Instructors:** Jason Upton, Jared Barber, and Bob Bohannon
Instruction will be live via Zoom.
This course covers a majority of the significant procedures and concepts related to the operation and maintenance of Illinois Class A and Class B public water supply operations, and will prepare students for the Class A and Class B water operators’ IL EPA exam and certification. Students must meet specific experience, education, and examination requirements in order to qualify for certification.

- **13 Tuesdays Feb. 2 – Apr. 27 6:00 – 9:00 p.m.**
- **CRN 10912 Virtual Classroom**
- **Tuition Fee $580**
  (Fee includes the book and shipping.)

(No refunds after Jan. 26)

**BEGINNING WASTEWATER CLASS 3 AND 4**
**Instructor:** Lisa Perry
Instruction will be live via Zoom.
This course will help prepare you for the Class 3 and Class 4 wastewater operators’ state exam and IL EPA certification. Applicants must meet specific experience, education, and examination requirements in order to qualify for certification. You will earn three months of on-the-job credit by completing this class and gain confidence in your abilities as you take this first step in moving up in this vital field.

- **11 Thursdays Feb. 18 – Apr. 29 6:00 – 9:00 p.m.**
- **CRN 10913 Virtual Classroom**
- **Tuition Fee $565**
  ($475/course and $90/book and shipping – book cost could change pending any increase by the publisher.)

(No refunds after Feb. 12)

Contact Julie Gelaude for more information on remote attendance 309-796-5715 or gelaudej@bhc.edu

### QuickBooks

**BUSINESS ACCOUNTING USING QUICKBOOKS**
**Instructor:** Paul Nagovan
This course will provide a deeper understanding of accounting and build on previous QuickBooks knowledge. Using QuickBooks Accounting Software learn to track all income, expenses and other data to accurately produce Financial Statements and other reports necessary to balance, track and analyze the growth and profitability of your business.

- **3 Tues./3 Thurs. May 4 – May 20 6:00 – 8:00 p.m.**
- **CRN 10926 Bldg. 1 – Rm. 313**
- **Tuition Fee $199**
  (No refunds after Apr. 28)

### CNC Production

**CNC PRODUCTION MACHINE OPERATOR LEVEL 1 (63 HOURS)**
**Instructor:** George Criswell
Do you want to expand your shop floor experience and be more versatile to an employer? This is a challenging 63-hour hands-on training program for individuals desiring entry to the world of CNC operation.

Upon successful completion of curriculum, participants will be ready for on-the-job credit (OJT) as entry level Production CNC Machine Operators. Shop safety and quality principles are given special emphasis throughout the curriculum. The focus on the program is on practical application – all examples and exercises are based on operations typically encountered on the job.

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

**Attendees:** Individuals who have shop floor experience but have little or no experience operating CNC machines seeking to gain entry into the workforce of CNC operations.

- **Tues/Wed/Thurs Apr. 20 – June 3 5:00 – 8:00 p.m.**
- **CRN 10910 Bldg. 2 – Rm. 108**
- **Tuition Fee $850**
  (No refunds after Apr. 14)

(Fee includes materials.)
OSHA & Safety

Fork Truck Operator Safety and Driving Training
Instructor: Harold Long
This training consists of classroom instruction that covers the content of the 29 CFR 1910.178 OSHA standard: the types and characteristics of forklifts, pre-operation inspections, driving safety, stability and load handling. Driving practice follows classroom instruction. Students receive a Certificate of Completion from the college. To receive the certificate, you must pass 80% on the written test and pass the performance driving test to operate the Fork Truck.
Cost: $100

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<th>CRN</th>
<th>Day</th>
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<td>Mar. 9</td>
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<td>Mar. 31</td>
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<tr>
<td>10757</td>
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<td>May 4</td>
<td>Noon – 4:00 p.m.</td>
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<tr>
<td>50003</td>
<td>Tuesday</td>
<td>May 20*</td>
<td>8:00 a.m. – Noon</td>
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Please register for any class a week in advance. Classes meet at the BHC Industrial Training Lab Extension Center (ITLEC).

10-Hour Construction Course
Instructor: Jeff Clark
Participants will learn the major provisions of the Occupational Safety and Health in the Construction Industry. Primary topics include: the inspection and citation process, working and walking surfaces including ladders and scaffolds, hazardous materials, fall protection, electrical safety, material handling and more. Additional topics can be customized to meets the participants needs. Participants will earn their OSHA’s 10 Hour Construction card upon completion of this class.
1 Tuesday Jan. 19  8:00 a.m. – 3:30 p.m.
1 Wednesday Jan. 20  8:00 a.m. – Noon
CRN 10920  Bldg. 1 – Rm B13  Tuition Fee $345
(Fee includes $25 for the OSHA card/recording.)

10-Hour OSHA for General Industry
Instructor: Jeff Clark
Participants will learn the major provisions of the Occupational Safety and Health Act. New and updated information on the regulations will be discussed. Primary topics include: the inspection and citation process. The new working and walking surfaces, emergency plans and exit routes, Global Harmonization System (GHS), electrical safety, machine guarding and Updated Illness and Injury Recordkeeping. Other topics can be customized to meet the participants’ needs.
1 Tues.  Apr. 6  8:00 a.m. – 3:30 p.m.
1 Wednesday Apr. 7  8:00 a.m. – Noon
CRN 10923  Bldg. 1 – Rm B13  Tuition Fee $345
(Fee includes $25 for the OSHA card/recording.)

How to Conduct a Safety Audit
Instructor: Jeff Clark
Conducting a facility Safety Audit is a proactive way to identify potential safety and health issues at your company. This class will conduct an on-site audit in an opening conference with OSHA, guide in facility walk through safety audit, and help you prepare for the closing conference if a compliance site visit should take place at your facility.
1 Tuesday Mar. 2  9:00 a.m. – Noon
CRN 10921  Bldg. 1 – Rm B13  Tuition Fee $225

Emergency Chemical Spill Response
Instructor: Jeff Clark
Emergency Chemical Spill Response
This 8-hour course is for individuals who respond to the release or potential release of hazardous substances with the intent of protecting nearby persons, property or the environment. These individuals will alert proper authorities and contractors and will contain the release from a safe distance in a defensive mode only. This course meets the 29 CFR 1910.120 (q) operations level requirements. This class can also meet the 29 CFR 1910.120 (q) provided attendee supplies documentation of current Technician level training.
1 Tuesday Apr. 27  8:00 a.m. – 4:30 p.m.
CRN 10924  Bldg. 1 – Rm B13  Tuition Fee $320

Refund Policy for BTC Classes
A full refund for all courses except Welding and CPIM will be granted when a student withdraws at least five business days prior to class start date by calling 309-796-5718.

Register for BTC Classes
By mail or in-person:
(Use the registration form on page 23)
Black Hawk College
Business Training Center (Bldg. 1, Balcony)
6600 34th Avenue, Moline, IL 61265
Credit/Debit card is required for the following:
By Phone: 309-796-5718  FAX: 309-796-5261
Online: www.bhc.edu/btc/registration
160 Driving Academy partners with Black Hawk College to train to earn your Class A Commercial Driver's License (CDL) and prepare for a career in the trucking industry, one of the fastest growing industries in the country. This course is designed for individuals with little or no commercial driving experience.

After successful completion of the four-week course, you will take the State of Illinois Class A test. With successful passing of the test, you will receive the Illinois Commercial Driver's License from the Secretary of State and certificates from Black Hawk College and 160 Driving Academy.

CLASSES BEGIN EVERY MONDAY ALL YEAR LONG

The course runs Monday – Friday, 8 am – 4:30 pm for 4 weeks. Classes are held at 160 Driving Academy, 1530 46th Ave., Ste 2B, Moline IL.

Cost of the program is $4,695 ($3,995 for cash payment) and includes cost of permit, drug screen and DOT physical. Financial assistance may be available through grants, loans and discounts based on eligibility.

For more information, call Julie at 309-796-5715.

Construction Training

HIGHWAY CONSTRUCTION CAREERS TRAINING PROGRAM (HCCTP)
Paul Fessler, Program Manager

The Illinois Department of Transportation created this program to increase the number of minorities, women and disadvantaged persons working on IDOT projects. This 13-week class will cover math, job/life skills, blueprint reading, OSHA, stick welding, construction equipment operation, shop time, and hands-on projects. This program is at no cost to the participant. The students selected for the program will learn essential skills for working in a variety of construction trades. Interested in this program and a career in construction?

Requirements: interest in working in the construction trades, 18 years or older, high school diploma or GED, valid driver’s license, drug-free (tested).

Spring class starts March 1, 2021.
The application process requires several steps, beginning with attending an orientation session:
• Tuesday, January 26 at 10 a.m.
• Wednesday, January 27 at 2 p.m.
• Thursday, January 28 at 6 p.m.
• Tuesday, February 2 at 10 a.m.
• Thursday, February 4 at 2 p.m.

Orientations may take place online, depending precautions being taken at that time.

For more information, contact Paul Fessler at 309-796-5729 or fesslerp@bhc.edu
Website: www.bhc.edu/hcctp
Registration Information

Address:
Professional and Continuing Education (PaCE)
Black Hawk College – Outreach Center
301 Avenue of the Cities, East Moline, IL 61244

Business Hours:
Monday – Friday  8:00 a.m. – 5:00 p.m.

How to Register for PaCE Classes

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

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

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

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

Registration Information and Registration Form

Refund Policy
• Call 309-796-8223 no later than 24 hours (one full business day) before your class starts to receive a 100% refund—unless otherwise noted.
• Withdrawals must be completed by phone to the Professional and Continuing Education (PaCE) Department.

Cancellation Policy
Without incurring obligation, Black Hawk College reserves the right to:
• cancel classes due to insufficient enrollment or COVID-19.
• change the time, date or place of class.
• make other revisions in course offerings which become necessary.

In case of severe weather or emergency, classes may be postponed.
Announcements will be broadcast on local TV/radio stations, www.bhc.edu, and Facebook.

Equal Opportunity Notification
Black Hawk College will make all educational and personnel decisions without regard to race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or status as a disabled veteran or Vietnam era veteran, except as specifically exempted by law. Coordinator for compliance is Stacey Cary, Director of HR. Located in Building 1, Room B7, 309-796-5225.

Method of Payment:
___ Cash
___ Check/Money Order
Credit Card:
___ VISA
___ MasterCard
___ Discover

Credit Card:
Name on Card ____________________________   Phone # ______________________
Exp. Date _______ / _______ / _______   Security Code _______ / _______ / _______ (Three digit code on the back of the card)

Cardholder Address/Zip (if different than above) ____________________________

Social Security Number:__________________________   Birth Date: _______ / _______ / _______
Name:_______________________________________________   Male ___  Female ___
   (Last)                (First)                         (Middle Initial)
Home Address:________________________________________
City:_______________________________________________   State:_________   Zip:_________
Home Phone:___________   Business Phone:___________
Cell Phone:___________   Email:______________________

CRN  Class Title  Amount Due
_________  __________________  ____________
_________  __________________  ____________
_________  __________________  ____________

Total Due

Date:___________ Rec’d By:___________ Cash:____ Check#:____ Charge:______
Welcome to Black Hawk College Professional and Continuing Education (PaCE)

In this schedule, there are classes offered as in-person, as virtual, and as online.

In-person classes provide traditional on-site instruction. A student registering for an in-person class attends the class at the location listed and at the designated date(s) and time(s).

The virtual classroom provides real-time, live instruction similar to an in-person class but the scheduled class is conducted online. A student registering for a virtual class attends the class online at the designated date(s) and time(s). Classes are not recorded to be viewed at a later time. A student is responsible for the technology needed to attend a class virtually which includes a computer or laptop or tablet or iPad, internet connection, a webcam, speakers or headphones, and a microphone. Once registered for a virtual class, a student will receive further instructions by email on how to attend the class.

A student registering for an online class will receive online instruction but not in real-time and does not need to attend the class at a designated date and time. A student is responsible for the technology needed to complete a class online which includes a computer or laptop and an internet connection.

Find your class inside!

Join us Virtually!

CommUniversity 2021
4 Sundays, Feb. 7-28 from 2-4 p.m.
Fee $40

Classes will be held in real-time with the same interactive instruction CommU has always had.

After registering, students will be emailed instructions for logging into class.

Visit www.bhc.edu/CU to view the class descriptions and to register.

For more information, contact Professional and Continuing Education (PaCE) 309-796-8223