PaCE

Professional and Continuing Education

August 2019 – January 2020

www.bhc.edu/pace

309-796-8223
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Unless otherwise stated, these classes are designed for students 16 and older.

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**Did You Know?**

Black Hawk College - PaCE Department is an approved provider of continuing education credits for:

- Massage Therapy
- Nursing Home Administrator
- Physical Therapy
- Social Workers

Look for classes with Professional Continuing Education Credits in the description.

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**PaCE Department**

**Gift Certificates**

Looking for that special gift this holiday season? Consider a PaCE class, seminar, or lifelong learner lunch.

Contact the PaCE Department at 309-796-8223 for more information.

**Give the gift of learning!**
Health and Wellness

Community

Growth and Development for Ages 0 – 3
Instructor: F. Cunningham RN, BSN
Increase your knowledge and confidence for working with or parenting children as they grow and develop through the milestones from birth through age 3. Learn about the anatomy and function of the young and developing brain. Discover how to apply Maslow’s hierarchy of needs with an emphasis on safety. An overview of infant/toddler accessories will be discussed as well as the assessments used to measure physical and emotional growth and development.
1 Wednesday Oct. 9 10:00 - 11:30 a.m.
CRN 81112 Outreach - Rm. 407 Fee $25
1 Wednesday Nov. 13 10:00 - 11:30 a.m.
CRN 81113 Outreach - Rm. 407 Fee $25
Professional Continuing Education Credits: 1.5 CEs provided for Social Workers, Massage Therapists, Physical Therapists and Physical Therapy Assistants.

Cultural Competency
Instructor: L. Garrison, M.S.
In order to provide the best quality care for the increasingly diverse U.S. population, cultural competency training is essential for the professionals who work to provide care for others. Learn about the cultural factors that influence people’s health beliefs and behaviors, gather resources that can be useful in addressing barriers such as language and communication, and increasing trust and patient empowerment. Improve your sensitivity, compassion, understanding and acceptance of patients with different values, beliefs and behaviors so that you can provide quality care that is unbiased and culturally aware.
1 Thursday Sept. 12 6:00 - 8:00 p.m.
CRN 81111 Outreach - Rm. 407 Fee $35
Professional Continuing Education Credits: 2 CEs provided for Social Workers, Massage Therapists, Nursing Home Administrators, Physical Therapists and Physical Therapy Assistants.

Everyday Ethics for the Caring Professions
Instructor: D. Elliott, MLAS
Examine the ethical challenges that professionals face in our complex global society – including confidentiality, divided loyalties, racism and sexism – through discussions of the overlapping normative systems of law, religion, morality and etiquette. Designing goals with consideration for human-oriented values will also be practiced.
1 Thursday Nov. 14 6:00 – 8:00 p.m.
CRN 81110 Outreach - Rm. 407 Fee $35
Professional Continuing Education Credits: 2 CEs provided for Social Workers, Nursing Home Administrators, Physical Therapists and Physical Therapy Assistants, and Massage Therapists.

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 Monday Oct. 7 6:00 - 8:00 p.m.
CRN 81114 Outreach - Rm. 408 Fee: FREE
1 Saturday Oct. 19 9:00 - 11:00 a.m.
CRN 81115 Outreach - Rm. 204 Fee: FREE
The session is FREE; however, registration is required.

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
Adult Mental Health First Aid USA Training
Program 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 and lunch included.
1 Friday Oct. 11 8:30 a.m. - 5:00 p.m.
CRN 81116 HSC - Rm. 205 Fee: FREE
The session is FREE; however, registration is required.
Professional Continuing Education Credits: 8 CEs provided for Social Workers, Nursing Home Administrators, Physical Therapists and Physical Therapy Assistants, and Massage Therapists.

Mindfulness Meditation
Instructor: Dr. D. Mizener, Ed.D.
This course is a practical guide to developing the skill of mindfulness and applying it to every aspect of daily life. Practicing mindfulness over time reveals and develops the qualities of wisdom and compassion. The foundational technique for cultivating mindfulness is the practice of meditation. Each week you will learn how to become more mindful and practice various mindfulness meditations.
4 Wednesdays Sept. 4 - Sept. 25 6:00 - 7:00 p.m.
CRN 81117 Outreach - Rm. 406 Fee: $35
Professional Continuing Education Credits: 4 CEs provided for Social Workers, Massage Therapists, Nursing Home Administrators, Physical Therapists and Physical Therapy Assistants.

Mindful Eating
Instructor: Dr. D. Mizener, Ed.D.
What is your relationship with food? Mindful eating is allowing yourself to become aware of the positive and nurturing opportunities that are available through food selection and preparation. Learn to change your relationship with food by using all your senses in choosing to eat food that is both satisfying to you and nourishing to your body, acknowledging your responses to food (likes, dislikes or neutral) without judgment, and becoming aware of physical hunger and satiety cues to guide your decisions to begin and end eating.
4 Tuesdays Oct. 1 - Oct. 22 6:00 - 7:00 p.m.
CRN 81118 Outreach - Rm. 204 Fee: $35
Professional Continuing Education Credits: 4 CEs provided for Social Workers, Nursing Home Administrators, and Massage Therapists.

The Memory Benefits of Mindful Meditation
Instructor: Dr. D. Mizener, Ed.D.
Join Dr. Mizener as she demonstrates how simple meditation techniques and basic breathing can help to improve your memory. She will share current research findings of various contemplative practices and their benefits to your memory and emotional well-being.
1 Wednesday Oct. 2 6:00 - 7:30 p.m.
CRN 81119 Outreach - Rm. 406 Fee: $35
Professional Continuing Education Credits: 1.5 CEs provided for Social Workers, Nursing Home Administrators, and Massage Therapists.

The Memory Benefits of Mindful Meditation
“Thoughtful, meaningful and needed information for a busy woman of 56-years-old.”
Vivian F.
Clearing Out in the New Year!
Instructor: Dr. D. Mizener, Ed.D.
How is your living environment? Tired of looking at piles of papers and wasting time looking for items? Is it time to de-clutter your house and mind? Come and learn a new attitude of minimalism and take some action to unload excess and reorganize your home. Tips, ideas and strategies will be provided so you can gain more freedom and live a more purpose-driven life.
4 Thursdays Jan. 9 - Jan. 30 6:00 - 7:00 p.m.
CRN 10002 Outreach - Rm. 204 Fee $35
(Registration for this class begins Nov. 5)

The Art of Healing
Instructor: Dr. D. Mizener, Ed.D.
Throughout our existence we have been told of individuals who have healed themselves from various illnesses. These phenomenon have often been referred to as “medical miracles” or “unexpected remissions.” Recently, researchers decided to interview people who survived illnesses and have identified seven keys to healing. Learn about the factors that influence our health, quality and length of life and practice techniques that have been shown to be effective and beneficial to our health.
4 Wednesdays Oct. 23 - Nov. 13 6:00 - 7:00 p.m.
CRN 81120 Outreach - Rm. 406 Fee $35
Professional Continuing Education Credits: 4 CEs provided for Social Workers, Massage Therapists, Nursing Home Administrators, Physical Therapists and Physical Therapy Assistants.

Meditation 101
Instructor: Dr. D. Mizener, Ed.D.
Scientists are studying it. Doctors are recommending it. Authors are writing about it. Millions of Americans are practicing it every day. In this course you will learn about the various kinds of meditation, the benefits of meditation, and the basic techniques and practice of meditation. Come learn how easy it actually is and discover new ways to manage thoughts, of perceiving people and experiencing the world!
4 Wednesdays Jan. 8 - Jan. 29 6:00 - 7:00 p.m.
CRN 10001 Outreach - Rm. 407 Fee $35
(Registration for this class begins Nov. 5)
Professional Continuing Education Credits: 4 CEs provided for Social Workers, Massage Therapists, Nursing Home Administrators, Physical Therapists and Physical Therapy Assistants.

Medical Marijuana
Presented by Nature’s Treatment of Illinois
An educational presentation by an established local dispensary will discuss the background of medical marijuana. Who is legally allowed to have it? What overall steps does it take to obtain medical marijuana? What are the health benefits? Why is this a growing field?
1 Tuesday Sept. 10 6:00 - 7:30 p.m.
CRN 81121 Outreach - Rm. 204 Free: FREE

Introduction to Essential Oils 101
Instructor: S. Mosier
This beginner’s class will introduce you to what essential oils are and their many uses. Become educated on ways to safely use essential oils aromatically, topically and internally. This interactive class will have you smelling and interacting with a variety of essential oils and blends. You will receive a bottle of oil to bring home to practice what you learn in class.
1 Tuesday Sept. 17 6:00 - 8:00 p.m.
CRN 81123 Outreach - Rm. 406 Fee $23
Professional Continuing Education Credits: 2.0 CEs provided for Massage Therapists.

Essential Oils for Pregnancy, Birth, and Babies
Instructor: S. Mosier
Becoming a parent is an exciting time! Learn how you can use essential oils throughout this new journey. We will discuss which oils to use for bothersome pregnancy symptoms, what oils to pack in your hospital bag for delivery, which oils are gentle enough to use on newborns, and MUCH more! Learn some great tips that have been gathered from midwives, doulas and experienced oil users around the country. Leave with a lavender roller that is gentle enough to use during all of these stages!
1 Thursday Oct. 10 6:00 - 8:00 p.m.
CRN 81124 Outreach - Rm. 406 Fee $23
Professional Continuing Education Credits: 2.0 CEs provided for Massage Therapists.

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
Benefits of Essential Oils for Children with ASD (Autism Spectrum Disorder)
Instructor: S. Mosier
Working with children on the spectrum is so rewarding, but can also pose some challenges. Learn how essential oils can be incorporated into your child’s daily routine. We will discuss essential oils that are known to help children with ASD. Create a custom oil blend specifically made for your child to take home.
1 Tuesday Oct. 22 6:00 - 8:00 p.m.
CRN 81125 Outreach - Rm. 406 Fee $23
Professional Continuing Education Credits: 2.0 CE provided for Massage Therapists.

Essential Oils for Stress Management, Relaxation, and Sleep
Instructor: S. Mosier
Do the thoughts of the upcoming holidays have you feeling overwhelmed or stressed? Do you have difficulty sleeping? Specific oils known for their soothing and calming properties have been used for thousands of years to help people relax and sleep peacefully. Explore these oils and customize an oil blend for your needs to take home.
1 Thursday Nov. 14 6:00 - 8:00 p.m.
CRN 81126 Outreach - Rm. 406 Fee $23
Professional Continuing Education Credits: 2.0 CE provided for Massage Therapists.

Essential Oils of the Bible
Instructor: S. Mosier
Why did the wise men give Baby Jesus frankincense and myrrh? Why are oils mentioned more than 500 times in the Bible? Learn the answers to these questions and much more in this class. Many of the essential oils in scripture can still be used today much like they were in that era. We will be making an “anointing blend” with a recipe found in scripture. Enjoy an evening filled with lots of interesting facts!
1 Tuesday Dec. 3 6:00 - 8:00 p.m.
CRN 81127 Outreach - Rm. 406 Fee $23
Professional Continuing Education Credits: 2.0 CE provided for Massage Therapists.

Family-to-Family Program
Program presented by NAMI - National Alliance on Mental Illness of the Greater Mississippi Valley
This 12-week evidence-based program is specifically for family members, caregivers and friends of individuals dealing with a mental health condition and is sponsored by National Alliance on Mental Illness of the Greater Mississippi Valley (NAMI).

Although the course is not diagnosis-specific, it covers information about Schizophrenia, Major Depression, Bipolar Disorder, Panic Disorder, Borderline Personality Disorder, Obsessive Compulsive Disorder, Post-Traumatic Stress Disorder.

The curriculum includes:
- Family responses to trauma
- Diagnosis and dealing with critical periods
- The biology of the brain
- Problem solving workshop
- Medication review
- Understanding the inner experience of living with a mental health condition
- Communication skills workshop
- Self-care
- Rehabilitation services available
- Advocacy and fighting stigma

Each 2 ½ hour class is taught by trained family members who share the same lived experience. Join the many families who have gained information, insight, understanding and empowerment from attending this program.

After registration, one of the instructors will contact each registrant for a conversation before the program begins. All course materials furnished at no cost.

Registration deadline: Sept. 3
12 Tuesdays Aug. 27 - Nov. 12 6:00 - 8:30 p.m.
CRN 81122 STB - Rm. 114 Fee: FREE

The session is FREE; however, registration is required.

For additional information, please call NAMI of the Greater Mississippi Valley 563-386-7477.
Health and Wellness | register by phone: 309-796-8223

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

CRN 81128 Bldg. 3 - Lower Gym Fee $52/per couple

**Swing Dance for Beginners**
Instructor: G. Schlueter
Add the basic skills of swing dancing to your life and increase the fun you have on the dance floor! Learn the basic skills of lead and follow as well as beginner footwork patterns and transitions that will get you started in this fun and popular dance style. Register as an individual or as a pair. Partners will rotate in class to allow for the best learning environment of this dance style. Please wear soft-soled shoes.

CRN 81129 Bldg. 3 - Lower Gym Fee $26/per person

**Self-Defense for Seniors**
Presented by: East Moline Police Department
Learn how to safely protect yourself from potential criminals and physical attacks. By changing a few simple habits, you can avoid looking like a target. From how you carry your purse/wallet to where you park your car, all can be altered to increase safety. Join us for this interactive class and leave knowing you can make small changes that will increase your safety.

CRN 81130 Bldg. 3 - Lower Gym Fee $10

**Ladies-Only Self-Defense**
Presented by: East Moline Police Department
Being able to recognize dangerous situations and knowing how to escape them can be lifesaving skills. Join us for an interactive class that emphasizes awareness, prevention, risk reduction and avoidance. Learn what small changes you can make that will have a great impact on your safety.

CRN 81131 Bldg. 3 - Lower Gym Fee $10

**5K Your Way!**
Instructor: E. Mahr
Walkers, joggers and runners welcome! Join us as we help you develop an individualized plan to walk, jog or run a 5K, whether it is your first 5K or 50th! Our experienced instructor can help you build the stamina to complete a 5K and/or help you structure a plan to improve your time. This course will cover pre- and post-workout stretching as well as how to deal with typical exercise injuries. **Class will meet at the outdoor track at Black Hawk College (weather-permitting). Indoo**r track if inclement weather. The course fee will include your registration fee for the Saturday, Nov. 9th Black Hawk College 5K Hustle – For the Hill of It.

CRN 81132 Bldg. 3 - Outdoor Track Fee $59

**Cardio Kickboxing**
Instructor: T. Gomez
Join us as we combine martial arts with cardio to help increase stamina, improve coordination, and burn calories. Jab, knee, and kick your way through this fun and easy to follow Cardio Kick class! This high energy workout will challenge every fitness level. Please wear comfortable clothing that allows ease of movement.

CRN 81133 Bldg. 3 - Lower Gym Fee $39

**Zumba**
Instructor: L. Kirgan
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.

CRN 81134 Bldg. 3 - Lower Gym Fee $39

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**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.)
Chair Aerobics  
**Instructor:** T. Richie  
We welcome you to try this safe and practical alternative to traditional exercise! This class is ideal for anyone new to exercise, recovering from injury, or returning after a long break. Chair aerobics combines upbeat music and modified aerobic exercise for a fun, convenient, energetic way to burn calories and increase activity from a safe, seated position. Perfect for all levels and ages, chair aerobics will deliver a gentle workout from head to toe. **Wear comfortable clothing that allows ease of movement.**

- **6 Thursdays Aug. 22 - Sept. 26**  
  5:30 - 6:30 p.m.  
  CRN 81135  
  Outreach - Rm. 406  
  Fee $49

- **6 Thursdays Oct. 3 - Nov. 21**  
  5:30 - 6:30 p.m.  
  CRN 81136  
  Outreach - Rm. 406  
  Fee $49  
  *(No class Oct. 10 and Nov. 14)*

Chair Yoga  
**Instructor:** J. Wesson  
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 of a yoga that 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 Thursdays Aug. 22 - Sept. 26**  
  6:45 - 7:45 p.m.  
  CRN 81137  
  Outreach - Rm. 406  
  Fee $39

Yoga Stretch  
**Instructor:** J. Wesson  
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 wear comfortable clothing that allows ease of movement and bring a yoga mat.**

- **6 Thursdays Oct. 3 - Nov. 21**  
  6:45 - 7:45 p.m.  
  CRN 81138  
  Outreach - Rm. 406  
  Fee $49  
  *(No class Oct. 10 and Nov. 14)*

**Registration Information on page 46** | Health and Wellness
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.

Instructor: B. Smith, M. S., Cert. AHA BLS Instr., Cert. ARC BLS/First Aid Instr.
1 Friday  Aug. 9 Noon - 4:00 p.m.
CRN 81024 Outreach - Rm. 407 Fee $59
1 Friday  Aug. 23 Noon - 4:00 p.m.
CRN 81025 Outreach - Rm. 407 Fee $59
1 Friday  Sept. 13 Noon - 4:00 p.m.
CRN 81141 Outreach - Rm. 407 Fee $59
1 Friday  Sept. 27 Noon - 4:00 p.m.
CRN 81142 Outreach - Rm. 407 Fee $59
1 Friday  Oct. 11 Noon - 4:00 p.m.
CRN 81143 Outreach - Rm. 204 Fee $59
1 Friday  Oct. 25 Noon - 4:00 p.m.
CRN 81144 Outreach - Rm. 204 Fee $59
1 Friday  Nov. 8 Noon - 4:00 p.m.
CRN 81145 Outreach - Rm. 204 Fee $59
1 Friday  Dec. 13 Noon - 4:00 p.m.
CRN 81146 Outreach - Rm. 407 Fee $59

Instructor: R. Buresh, Cert. AHA BLS Instr.
1 Tuesday  Sept. 10 4:30 - 8:30 p.m.
CRN 81147 Outreach - Rm. 407 Fee $59
1 Wednesday  Oct. 23 4:30 - 8:30 p.m.
CRN 81148 Outreach - Rm. 407 Fee $59
1 Thursday  Nov. 7 4:30 - 8:30 p.m.
CRN 81149 Outreach - Rm. 407 Fee $59
1 Saturday  Dec. 7 8:00 a.m. - Noon
CRN 81150 Outreach - Rm. 407 Fee $59
1 Thursday  Dec. 19 4:30 - 8:30 p.m.
CRN 10004 Outreach - Rm. 407 Fee $59
(Registration for this class begins Nov. 5)

Professional Continuing Education Credits: 4 CE’s provided for Social Workers, Nursing Home Administrators, Physical Therapists and Assistants, and Massage Therapists.

AHA’s Heartsaver CPR (Adult, Child, Infant), AED and First Aid
This class is not intended for Health Care Providers. Heartsaver® courses are intended for those with little or no medical training who need a course completion card for a job, regulatory (e.g., day care providers, OSHA), or anyone who wants to be prepared for an emergency in any setting. Courses are designed to prepare you to provide first aid, CPR, and use an automated external defibrillator (AED) in a safe, timely and effective manner. This includes CPR for adult, child and infant as well as AED and first aid. Fee includes manual and CPR card.

Instructor: R. Buresh, Cert. AHA BLS Instr.
1 Saturday  Oct. 12 8:00 a.m. - 1:00 p.m.
CRN 81139 Outreach - Rm. 407 Fee $85

Instructor: B. Smith, M. S., Cert. AHA BLS Instr., Cert. ARC BLS/First Aid Instr.
1 Friday  Nov. 22 Noon - 5:00 p.m.
CRN 81140 Outreach - Rm. 407 Fee $85
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 care 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.

Health Care Careers

Dental Business Management
Instructor: S. Costello, RDA, Dental Office Manager
Prerequisite: Basic Windows skills
Students will learn the essential skills for managing the business aspects of a dental practice, becoming an administrative dental assistant and managing a dentist’s office. Learn about dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, procedural and diagnostic coding (CDT-5), and other office responsibilities including arranging staff scheduling and staff meetings.
Students should enroll in this program if they are interested in entering the non-clinical side of dentistry. This program will provide entry-level administrative assistant training to put the student on a path for team leadership or management. Before the first class, purchase required textbook at www.bhc.edu/bookstore.
The Certified Dental Office Assistant Exam (CDOA) exam is available upon successful completion of the class through National Career Certification Board (NCCB).
8 Thursdays  Sept. 26 - Nov. 21  6:00 - 8:30 p.m.
CRN 81115 Outreach - Rm. 405  Tuition Fee $395
(No class on Oct. 31)

EKG Technician
Instructor: I. Earl, NCMA, AHI, CPI, BS
Prerequisite: Ability to assist peers onto a table during practice. Must be willing to participate with giving and receiving 12-lead hook ups.
Topics will include: 12-Lead EKG, set-up in a hospital or office setting, anatomy of the heart, physiology and medical disease processes, medical terminology, medical ethics and legal aspects of patient contact, blood-borne pathogens, and heart medications.
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).
7 Fridays  Oct. 4 - Nov. 15  10:00 a.m. - 1:00 p.m.
CRN 81152 Outreach - Rm. 407  Tuition Fee $395

Medical Receptionist
Instructor: L. Garrison, MS
Make every patient feel welcomed as they walk into a health care facility. Learn exercises in judgment, independent action and coping graciously with interruptions.
Topics will include:
• Business and work ethics
• Patient/provider relations
• Scheduling and records management
• Role-playing
• Humor/stress
• Professionalism
• Generational attitudes
• Career path
• Customer service skills
4 Thursdays  Oct. 3 - Oct. 24  6:00 - 8:30 p.m.
CRN 81153 Outreach - Rm. 408  Tuition Fee $195

Medical Terminology Basics
Instructor: I. Earl, NCMA, AHI, CPI, BS
Gain the confidence to pursue a job in the health care field or learn a new skill to increase your chances of job advancement. Focus is on the basic components and how to break down a medical term by knowing the meaning of a prefix or suffix. By learning the individual parts of a medical term, you will not need to memorize hundreds of complex terms and their definitions. Required textbook must be purchased at the Hawk’s Hub (the QC campus bookstore) prior to first class.
8 Wednesdays  Oct. 2 - Nov. 20  6:00 - 7:30 p.m.
CRN 81154 Outreach - Rm. 408  Tuition Fee $195

Do you have a skill to share?
If you have a hobby, a professional skill, or a language you’ve mastered, consider sharing it with others.
We are always looking for enthusiastic knowledgeable instructors to lead our classes.

Turn you passion into a chance to teach at Black Hawk.
309-796-8223
Mental/Behavioral Health Aide
Job growth expected to be 6% through 2026.
Instructor: L. Garrison, M.S.
Train for this in-demand entry-level career in two weekends! Bring your lunch and plenty of ambition for two full days of study. This course is open to anyone seeking an entry-level position in the mental health field and will focus on improving recognition of mental illness and reducing the stigma surrounding it. Basic skills to assist someone who is developing or experiencing a mental health issue will be covered. Learn about the strategies applied in the mental health field that include understanding mental disorders, addictive behaviors, therapeutic communication, interpersonal communication skills, confidentiality, personal and social boundaries, HIPPA laws, infection control, and preparing for employment.
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 National Career Certification Board (NCCB). Students should be adaptable to changing circumstances, self-disciplined in a temporarily stressful situation along with an unwavering commitment to providing quality behavioral health care through demonstrating compassion, empathy and perseverance for patients and their entrusting families. Class will break for 30 minutes for lunch on your own.
2 Saturdays Sept. 7 - Sept. 14 8:00 a.m. - 4:30 p.m.
CRN 81155 Outreach - Rm. 407 Tuition Fee $245

Required Textbook Purchasing Procedure
- For a list of PaCE textbooks, visit www.bhc.edu/bookstore
- Click on campus location (Hawk’s Hub (QC) or East Campus).
- Click on (Order Textbooks) in the Textbooks box.
- Select Term (Fall 19), Select Department (Adult Ed)
- Click on your course name under Select Course and click (Add Selection).
- Click on (Get Course Materials) to see your book title.
- Payment options – debit, credit, or pay at pickup.
- Delivery options – ship to home, pick up at East Campus or pick up at Quad-Cities Campus.

Mental/Behavioral Health Aide + Managing Medications
Job growth expected to be 6% through 2026.
Instructor: L. Logan-Thomas, MS, BSN, RN
This course is open to anyone seeking an entry-level position in the mental health field and will focus on improving recognition of mental illness and reducing the stigma surrounding it. Basic skills to assist someone who is developing or experiencing a mental health issue will be covered. Learn about the strategies applied in the mental health field that include understanding mental disorders, addictive behaviors, therapeutic communication, interpersonal communication skills, confidentiality, personal and social boundaries, HIPPA laws, infection control, and preparing for employment.
This class also will cover the appropriate procedures for handling patient medications. It is designed to prepare the participant to safely administer or supervise self-administration of non-parenteral medications. Emphasis is placed on safely administering medications or supervising self-administration from a prescription bottle and observing for obvious reactions to medications.
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 National Career Certification Board (NCCB).
10 Thursdays Sept. 26 - Dec. 12 5:30 - 8:00 p.m.
CRN 81156 Bldg. 2 - Rm. 115* Tuition Fee $375
(No class Oct. 31 and Nov. 28)

*Distance Learning class option available for students able to attend at BHC East Campus in Galva, IL. Contact Christi Monson, Program Coordinator at 309-796-8225 for information.
**Pharmacy Technician**

**Job growth expected to be 12% through 2026.**

**Prerequisite:** Above average math skills are recommended.

Set yourself on the path as a pharmacy technician at a hospital, retail, home infusion, or mail-order pharmacy. Topics will include:
- Classifications of drugs (brand name and generic)
- Medical terminology related to pharmacy
- Medication compounding and proper handling procedures
- Intravenous and chemotherapy drugs
- Basic pharmacy math and medication dosage conversions
- Prescription requirements and interpretation
- Inventory control, billing procedures, legal and moral obligations of personnel
- I.V. drip rates and medication dispensing

**Please bring a calculator to class. Before the first class, purchase required textbook at [www.bhc.edu/bookstore](http://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 Pharmacy Technician Certification exam (PTCB) is available upon successful completion of the class.**

**Instructor:** C. Follis, CPht

15 Monday/5 Friday Aug. 19 - Dec. 6 5:30 - 9:30 p.m.

CRN 81157 Kewanee CEC - Rm. 124 Tuition Fee $735

(No class Sept. 2, Oct. 14, and Nov. 11)

**Instructor:** J. Jefferson, CPht

15 Wednesdays Sept. 4 - Dec. 11 5:30 - 9:30 p.m.

CRN 81158 Bldg. 3 - Rm. 202 Tuition Fee $735

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**Phlebotomy Technician**

**Job growth expected to be 25% through 2026.**

**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 the first night of 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](http://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 another) under instructor guidance and supervision.

Train in the basic blood-drawing procedures for venipuncture and capillary puncture techniques. You will have an understanding of the skills, knowledge and level of responsibility required to perform competently as entry-level phlebotomy/lab personnel.

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

**Before the first class, purchase required textbook at [www.bhc.edu/bookstore](http://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 Sept. 11 - Nov. 13 5:30 - 9:30 p.m.

CRN 81160 Bldg. 3 - Rm. 205 Tuition Fee $735

**Instructor:** S. Edlund

4 Mon./6 Fri. Aug. 16 - Sept. 20 4:00 - 8:00 p.m.

CRN 81027 Bldg. 3 - Rm. 205 Tuition Fee $735

(No class on Sept. 2)

5 Mon./5 Fri. Oct. 18 - Nov. 22 4:00 - 8:00 p.m.

CRN 81161 Bldg. 3 - Rm. 205 Tuition Fee $735

(No class Nov. 11)

**Instructor:** M. Newman

10 Tuesdays Sept. 17 - Nov. 19 5:30 - 9:30 p.m.

CRN 81162 Kewanee CEC - Rm. 124 Tuition Fee $735

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**Physical Therapy Aide**

**Job growth expected to be 30% through 2026.**

**Instructor:** T. Nelson, DPT

**Prerequisite:** The ability to lift peers to practice transferring of patient/client during practice lab.

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

**Required:** Three hours or more of a job shadow event in a physical therapy environment of your choice to be scheduled with instructor’s assistance. Lab (hands-on) practice weekly. The Physical Therapy Aide Specialist Certification exam (CPTAS) is available through the National Career Certification Board (NCBB) upon successful completion of the class.

**Before the first class, purchase required textbook at [www.bhc.edu/bookstore](http://www.bhc.edu/bookstore).**

8 Fridays Sept. 6 - Oct. 25 9:00 a.m. - 1:00 p.m.

CRN 81159 HSC - Rm. 119 Tuition Fee $575

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**Phlebotomy Technician**

In partnership with Genesis.

**Job growth expected to be 25% through 2026.**

**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 the first night of 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](http://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 another) under instructor guidance and supervision.

Train in the basic blood-drawing procedures for venipuncture and capillary puncture techniques. You will have an understanding of the skills, knowledge and level of responsibility required to perform competently as entry-level phlebotomy/lab personnel.

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

**Before the first class, purchase required textbook at [www.bhc.edu/bookstore](http://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 Sept. 11 - Nov. 13 5:30 - 9:30 p.m.

CRN 81160 Bldg. 3 - Rm. 205 Tuition Fee $735

**Instructor:** S. Edlund

4 Mon./6 Fri. Aug. 16 - Sept. 20 4:00 - 8:00 p.m.

CRN 81027 Bldg. 3 - Rm. 205 Tuition Fee $735

(No class on Sept. 2)

5 Mon./5 Fri. Oct. 18 - Nov. 22 4:00 - 8:00 p.m.

CRN 81161 Bldg. 3 - Rm. 205 Tuition Fee $735

(No class Nov. 11)

**Instructor:** M. Newman

10 Tuesdays Sept. 17 - Nov. 19 5:30 - 9:30 p.m.

CRN 81162 Kewanee CEC - Rm. 124 Tuition Fee $735

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**Physical Therapy Aide**

**Job growth expected to be 30% through 2026.**

**Instructor:** T. Nelson, DPT

**Prerequisite:** The ability to lift peers to practice transferring of patient/client during practice lab.

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

**Required:** Three hours or more of a job shadow event in a physical therapy environment of your choice to be scheduled with instructor’s assistance. Lab (hands-on) practice weekly. The Physical Therapy Aide Specialist Certification exam (CPTAS) is available through the National Career Certification Board (NCBB) upon successful completion of the class.

**Before the first class, purchase required textbook at [www.bhc.edu/bookstore](http://www.bhc.edu/bookstore).**

8 Fridays Sept. 6 - Oct. 25 9:00 a.m. - 1:00 p.m.

CRN 81159 HSC - Rm. 119 Tuition Fee $575
Acoustics

Home Wiring and Acoustics for the Home Owner
Instructor: R. Vedvik, Electrical Engineer/Acoustics Engineer
This class will teach you 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 Sept. 19 - Oct. 24 6:00 - 8:00 p.m.
CRN 81163 Outreach - Rm. 407 Fee $79

Acoustics for Professionals - Residential and Commercial
Instructor: R. Vedvik, Electrical Engineer/Acoustics Engineer
For contractors, builders, architects interested in the rules and guidelines that govern commercial (and residential) construction.
This class will start with a background in acoustic terminology and concepts in relation to International Building Code, ANSI, ASHRAE, LEED and FGI Guidelines. Acoustical applications include how walls and doors mitigate noise transfer for sound isolation and speech privacy, how acoustical treatments mitigate reverberation (echo) for improved occupant comfort, and how to mitigate noise from mechanical equipment. This class will include demonstrations and lessons in taking noise measurements using a variety of tools, including smartphones. Certification of completion available. Optional textbook is available at www.bhc.edu/bookstore before the first class.
6 Tuesdays Oct. 22 - Nov. 26 6:00 - 7:30 p.m.
CRN 81164 Outreach - Rm. 407 Fee $75

Business Skills

Promotion for Nonprofits
Instructor: S. Wren
Nonprofit organizations don’t always have the luxury of marketing and advertising departments. They need ways to get the message about their programs and fundraisers to the public as quickly and inexpensively as possible. Many nonprofits have no idea how to contact the individuals who can get their message out to the public. This class will give nonprofit staff members a crash course in writing press releases that are ready to be printed or read on-air, how to get that message to the right individuals to be shared, and how to submit information directly to local media calendars and websites.
1 Tuesday Sept. 24 5:30 - 7:30 p.m.
CRN 81165 Outreach - Rm. 406 Fee $19

Business Writing Basics
Instructor: S. Wren
Do your business writing skills need help? Your business is judged by the writing you send out, so copy that’s full of punctuation mistakes and typos will give the wrong impression. This class will give you a crash course in everything you forgot from English class, presented in a fun way so you’ll remember this time. We’ll review commas (even the Oxford comma), quotation marks and semicolons, as well as the things you should always do before you send your writing into the world.
1 Tuesday Oct. 1 5:30 - 7:30 p.m.
CRN 81166 Outreach - Rm. 406 Fee $19

Breaking into Freelance Writing
Instructor: S. Wren
Do you enjoy blogging? Are you the person who volunteers to do the writing jobs at work? If you’ve ever looked at a magazine or website and thought, “I could do that,” you’re ready to start freelance writing. The first class will show you where to find markets that pay, how to avoid common pitfalls, managing the business, and much more. You’ll also learn how freelancers juggle multiple roles and projects to meet their deadlines and bring in paychecks. During the second session, we’ll discuss developing article ideas and researching and pitching to markets. Students will be asked to work on a sample query letter for the second session. During the third session, we’ll review and critique query letters so students will be ready to submit and start their freelancing careers!
3 Tuesdays Nov. 5 - Nov. 19 5:30 - 7:30 p.m.
CRN 81167 Outreach - Rm. 406 Fee $39

Corporate and Professional English
Instructor: S. Wren
This class is designed for people who are interested in improving their understanding of English and exposure to American English idiom. You will learn how to handle business situations, such as email correspondence, meeting minutes, and letters. The course will also teach you about the use of color, line and form in advanced arrangements. Class emphasis is on the elements and principles learned in the Basic Floral Design class. This interactive, hands-on class is designed for students who want to develop their business and professional skills.
5 Tuesdays Nov. 26 - Dec. 24 5:30 - 7:30 p.m.
CRN 81168 Outreach - Rm. 406 Fee $150
Professional Development/Continuing Education

Floral Design

Floral Design Certificate Program
Enroll in the Basic and Advanced Floral Design I and II classes to receive a professional certificate for the Floral Design Program. This certificate is designed to help you achieve a career path in the field of floral design. All three classes must be completed within 12 months to obtain the certificate.

Basic Floral Design
Instructor: R. Wieland
Learn to design and arrange flowers and become your own floral designer or prepare for entry-level floral designing. You will experience hands-on-training while learning the basics of floral design to include flower choices, different arrangements, and tools needed for the profession. Please bring flower clippers to class.
Last day to register/receive refund: Sept. 3
4 Tuesdays Sept. 10 - Oct. 1 5:45 - 8:00 p.m.
CRN 81170 Bldg. 2 - Rm. 206 Fee $150

Advanced Floral Design I
Instructor: R. Wieland
Prerequisite: Must have successfully completed the Basic Floral Design class or have instructor’s permission.
Class emphasis is on applying the elements and principles learned in the Basic Floral Design class. This interactive, hands-on class will offer you practical application using line, form, proportion and color. Included will be high-styled designs for a wedding or any special event as well as bridal work including bride's bouquet, boutonnieres and corsages. Please bring flower clippers to class.
Last day to register/receive refund: Oct. 8
4 Tuesdays Oct. 15 - Nov. 5 5:45 - 8:00 p.m.
CRN 81171 Bldg. 2 - Rm. 206 Fee $150

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.
Class emphasis is on the elements and principles learned in Advanced Floral Design I. This interactive, hands-on class will offer advanced high-style designs. Learn about the use of color, line and form in advanced arrangements. Please bring flower clippers to class.
Last day to register/receive refund: Nov. 12
4 Tuesdays Nov. 19 - Dec. 10 5:45 - 8:00 p.m.
CRN 81172 Bldg. 2 - Rm. 206 Fee $150
**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. **Books may be purchased before class begins. Books 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 (if it is more than one day) and will take approximately two hours. **Class will break for a 30-minute lunch each day (on your own) unless noted otherwise. Please bring a current photo ID in order to take the exam.**

Instructor-Led in English
Instructor: H. McKibbon

**Paper Exam**
2 Mondays CRN 81030 GeneseoPublic Library Tuition Fee $147
Aug. 19 - Aug. 26
9:30 a.m. - 3:30 p.m.

2 Tuesdays CRN 81031 Outreach - Rm. 407 Tuition Fee $147
Aug. 20 - Aug. 27
8:30 a.m. - 2:30 p.m.

Mon.-Thurs. CRN 81272 Outreach - Rm. 407 Fee $147
Sept. 9 - Sept. 12
8:30 - 11:30 a.m.

1 Tues./1 Thurs. CRN 81174 Outreach - Rm. 407 Tuition Fee $147
Oct. 8 - Oct. 10
8:30 a.m. - 2:30 p.m.

2 Tuesdays CRN 81175 Outreach - Rm. 407 Tuition Fee $147
Oct. 22 - Oct. 29
8:30 a.m. - 2:30 p.m.

1 Tues./1 Thurs. CRN 81176 Outreach - Rm. 407 Tuition Fee $147
Nov. 12 - Nov. 14
8:30 a.m. - 2:30 p.m.

Mon.-Thurs. CRN 81273 Outreach - Rm. 407 Fee $147
Nov. 18 - Nov. 21
8:30 - 11:30 a.m.

1 Tues./1 Thurs. CRN 81178 Outreach - Rm. 407 Tuition Fee $147
Dec. 10 - Dec. 12
8:30 a.m. - 2:30 p.m.

2 Mondays CRN 10019 GeneseoPublic Library Tuition Fee $147
Jan. 6 - Jan. 13
9:30 a.m. - 3:30 p.m.

(Registration for this class begins Nov. 5)

**Online Exam**
2 Tuesdays CRN 81179 Outreach - Rm. 407 Tuition Fee $147
Sept. 17 - Sept. 24
8:30 a.m. - 2:30 p.m.

2 Tuesdays CRN 10021 Outreach - Rm. 407 Tuition Fee $147
Jan. 28 - Feb. 4
8:30 a.m. - 2:30 p.m.

(Registration for this class begins Nov. 5)

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**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 CRN 81181 Outreach - Rm. 407 Tuition Fee $129
Dec. 2
8:30 a.m. - 5:30 p.m.

1 Monday CRN 10022 KewaneeCEC - Rm. 121 Tuition Fee $129
Dec. 16
8:30 a.m. - 5:30 p.m.

(Registration for this class begins Nov. 5)

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**Food Protection Manager (Spanish)**
“In this a very nice and big opportunity for me because it is in Spanish.”

P. Hernandez

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

**Paper Exam**
3 Fridays CRN 81180 Outreach - Rm. 406 Tuition Fee $158
Oct. 4 - Oct. 18
4:00 - 8:00 p.m.

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**Food Protection Manager (Spanish)**
“Why is this a very nice and big opportunity for me because it is in Spanish.”

P. Hernandez

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Professional Development/Continuing Education | register by phone: 309-796-8223

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Professional Development/Continuing Education

Associate Professional in Human Resources (aPHR)
Instructor: L. Bassow, SHRM-SCP
The Human Resource Certification Institute (HRCI®) offers the Associate Professional in Human Resources certification (aPHR®), the first HR certification designed for professionals who are just beginning their HR career journey. Earning your aPHR credential will allow you to prove your knowledge of the fundamentals of Human Resources and show potential to current employers you have a great foundational knowledge upon which to launch a HR career.

Who is eligible to take the aPHR?
You are eligible if you are interested in pursuing a career in HR management and have a high school diploma or equivalent. This is the perfect program for professionals looking to advance a current career, recent college graduates, members of the armed services who want to make the transition to a civilian profession, and other individuals seeking a career transition into the HR field.

This class helps prepare you for the aPHR exam. For more information about the exam, go to www.hrci.org. Materials from HRCP are included in the cost of the course.
9 Tuesdays  Sept. 17 - Nov. 12  6:00 - 8:00 p.m.
CRN 81183  Outreach - Rm. 408  Tuition Fee $495

Professional Development/Continuing Education

Human Resources

SHRM-CP/SHRM-SCP Human Resource Certification Preparation Program
Instructors: S. Cary, SPHR, MBA, HRM, SHRM-SCP and P. Greufe, SPHR, MBA, CM, SHRM-SCP
This class will assist you in preparing for the SHRM-CP (Certified Professional) or SHRM-SCP (Senior Certified Professional) certification exam. Go to www.shrm.org to review eligibility requirements. Utilizing the curriculum from Holmes Corporation, you will learn from printed workbooks, online tools, and current HR professionals as well as network with other human resource personnel. The SHRM certifications are based on the SHRM Body of Competency and Knowledge (SHRM BoCK™).

It is organized into behavioral competencies:
- Leadership (Leadership & Navigation, Ethical Practice)
- Interpersonal (Relationship Management, Communication, Global & Cultural Effectiveness)
- Business (Business Acumen, Consultation, Critical Evaluation)

It is also organized into areas of HR knowledge:
- People (HR Strategic Planning, Talent Acquisition, Employee Engagement & Retention, Learning & Development, Total Rewards)
- Organization (Structure of the HR Function, Organizational Effectiveness & Development, Workforce Management, Employee & Labor Relations, Technology Management)
- Workplace (HR in the Global Context, Diversity & Inclusion, Risk Management, Corporate Social Responsibility, U.S. Employment Law & Regulations)

Utilizing distance learning technology, some classes will be on the QC campus and some will be from the convenience of your own home or office. The SHRM Learning System materials are included in the cost of the program.

Last day to register/receive refund: Aug. 29
12 Thursdays  Sept. 5 - Nov. 21  6:00 - 9:00 p.m.
CRN 81182  Bldg. 2 - Rm. 114A  Tuition Fee $899

Professional in Human Resources (PHR)/Senior Professional in Human Resources (SPHR)
This class serves as a preparation tool for the PHR or SPHR certification examination. Go to www.hrci.org to verify eligibility requirements. While utilizing the curriculum from HRCP, you’ll learn from printed workbooks, online tools and current HR practitioners as well as network with other human resource personnel.

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

This class will return in the next PaCE schedule.
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 and PayTrain 2 are training tools that will help keep you and your organization’s compliance up-to-date and provide excellent preparation for the FPC and CPP certification exams through the American Payroll Association (APA). There are no payroll experience requirements to take the FPC exam. To be eligible to sit for the CPP exam, APA requires that candidates meet specific payroll experience or educational criteria. For more information, visit www.americanpayroll.org/home.

**PayTrain® Level 1**

**Instructor:** G. Haut, CPP

This program teaches fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC or CPP certification exams. This program will provide you with the basic knowledge and skills required to maintain payroll compliance. The materials are included in the cost of the class.

- **8 Tuesdays** Aug. 27 - Oct. 15 6:00 - 9:00 p.m.
- **CRN 81184** BHC ALC - Rm. 112 Tuition Fee $695

*(Classes on Oct. 8 and 15 will meet at the BHC Outreach Center in East Moline.)*

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**PayTrain® Level 2**

**Instructor:** G. Haut, CPP

The program provides students with an in-depth understanding of the advanced payroll topics necessary for payroll managers and supervisors. It is ideal for experienced payroll professionals seeking compliance training, professional development or CPP certification.

In order to take this class, it is recommended that you have completed the PayTrain Level 1 course or demonstrate payroll experience/knowledge. The materials are included in the cost of the class.

- **8 Tuesdays** Oct. 22 - Dec. 10 6:00 - 9:00 p.m.
- **CRN 81185** BHC ALC - Rm. 112 Tuition Fee $695

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**Online Career Training Programs**

These six-month to 18-month programs are online, self-paced instruction that prepare you for industry certification or a new career. Programs are accessible 24/7, and all texts and materials are included.

- Certified Bookkeeper
- Certified Internal Auditor
- Chartered Tax Professional
- Payroll Practice and Management
- Certified Administrative Professional
- Certified Administrative Professional with Microsoft Office Master 2016
- Records Management Certificate
- Certified Credit Counselor
- Certified Financial Health Counselor
- CCBA Certification Training
- Certified Global Business Professional
- Certified Green Supply Chain Professional
- Certified Quality Auditor
- Certified Quality Engineer
- Certified Quality Improvement Associate
- Certified Six Sigma Black Belt
- Certified Six Sigma Green Belt and Black Belt
- Entrepreneurship: Start-Up and Business Owner Management
- Optical Manager

Visit careertraining_ed2go.com/bhc for more information.
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. The organization offers close to 20 certifications.

Go to http://asq.org/cert/control/right-for-you for more information and eligibility requirements. Below are opportunities to prepare for three of these certifications:

Certified Quality Engineer (CQE)
Instructor: D. Schultz, CQA, CQE
Why become a Certified Quality Engineer? As a CQE, you will have achieved a recognized mastery in the quality discipline. The CQE is a professional who understands the principles of product and service quality evaluation and control. Learn quality management and leadership, develop the quality management system (QMS), design of products, processes and services, learn critical skills required to implement effective product and process control, master the quantitative tools and techniques that drive continuous improvement, understand the ways to summarize data, and be fluent in risk management.

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. CEU 3.6
12 Mondays Sept. 9 - Dec. 9 6:00 - 9:00 p.m.
CRN 81186 Outreach - Rm. 406 Tuition Fee $695 (No class on Oct. 14 and Nov. 11)

Certified Quality Auditor (CQA)
Instructor: D. Schultz, CQA, CQE
Why become a Certified Quality Auditor? As a CQA, you will understand the standards and principles of quality and the auditing techniques of examining, questioning, evaluating and reporting to determine a quality system’s adequacy and deficiencies. Understand the various types of quality audits, improve communication skills by learning techniques for presenting, interviewing, and tactical conflict resolution, analyze audit results and customer satisfaction to implement changes that resolve internal issues and improve processes, learn how to utilize quality tools, and identify methods for estimating, mitigating and controlling risk. The materials are included in the cost of the course. CEU 2.25
9 Tuesdays Sept. 24 - Nov. 19 6:00 - 8:30 p.m.
CRN 81187 Bldg. 3 - Rm. 303 Tuition Fee $595

Certified Quality Improvement Associate (CQIA)
Instructor: D. Schultz, CQA, CQE
Why become a Certified Quality Improvement Associate? As a CQIA, you will have a basic knowledge of quality tools and their uses and be involved in quality improvement projects, but will not necessarily come from a traditional quality area. Identify and describe the key components of total quality management (TQM), know the role of process management in TQM and the interrelationship of processes and systems, recognize how basic quality tools can be used to help improve processes, understand the importance of the customer support relationship and team roles and responsibilities. The materials are included in the cost of the course. CEU 1.8
6 Wednesdays Oct. 9 - Nov. 13 6:00 - 9:00 p.m.
CRN 81188 Outreach - Rm. 204 Tuition Fee $395

Do you have a skill to share?

- Technology
- Arts and Crafts
- Fitness
- Health Care
- Wellness
- Home Improvement

If you have a hobby, a professional skill, or a language you’ve mastered, consider sharing it with others.

We are always looking for enthusiastic knowledgeable instructors to lead our classes.

Turn you passion into a chance to teach at Black Hawk.
309-796-8223
Technology

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

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

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

All Windows and Office classes are taught in computer labs 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.

Getting Started with Your Computer Workshop  (Windows 10)
Level 0 – If you own a PC or are considering purchasing one, this class will provide you with some basics. You will learn terminology, hardware vs. software and the components of a computer. You will turn on and shut down the computer, learn about various storage devices and media, as well as practice operating the mouse. Become familiar with the keyboard and get acquainted with the Windows concept including using the Start Menu and opening a program.

Instructor: N. VanSpeybroeck
1 Monday  Sept. 30  8:30 a.m. - Noon
CRN 81189  Outreach - Rm. 402  Fee $49

Instructor: Staff
1 Tuesday  Oct. 1  1:30 - 5:00 p.m.
CRN 81190  Kewanee CEC - Rm. 106 Fee $49

Windows 10 for Beginners Workshop
Prerequisite: Getting Started with Your Computer Workshop or equivalent experience
Level 0 – Learn basic Microsoft Windows skills including how to identify parts of a window and how to manipulate windows and the taskbar. Learn how to see how much space you have available on your hard drive. You will use menus, Help and Support, the calculator, save to a flash drive, open a basic word processing program (WordPad), create a letter, print it and save the file. A reference guide is included in the fee. Please bring a USB flash drive to class.

Instructor: N. VanSpeybroeck
1 Monday  Oct. 7  8:30 a.m. - Noon
CRN 81191  Outreach - Rm. 402  Fee $49

Instructor: Staff
1 Tuesday  Oct. 8  1:30 - 5:00 p.m.
CRN 81192  Kewanee CEC - Rm. 106 Fee $49

Level 1 – Are you already familiar with a previous version of Windows but need help with Windows 10? Learn to work your way through this operating system. This session will demonstrate the features making it easy to follow and understand. A Windows 10 reference guide is included in the fee.

Instructor: N. VanSpeybroeck
1 Monday  Nov. 4  8:30 - 11:30 a.m.
CRN 81193  Outreach - Rm. 402 Fee $40

Instructor: Staff
1 Tuesday  Oct. 22  1:30 - 5:00 p.m.
CRN 81194  Kewanee CEC - Rm. 106 Fee $49

1 Monday  Jan. 13  5:30 - 8:30 p.m.
CRN 10023  Outreach - Rm. 402 (Registration for this class begins Nov. 5)

Word 101 Workshop
Instructor: N. VanSpeybroeck
Prerequisite: Basic Windows skills
Level 1 – Using Microsoft Word, learn how to create, edit and print documents. Produce letters, family stories, newsletters and minutes for meetings. You will learn how to edit text, cut, copy and paste, create tables and bulleted lists, use spell check, and more. Please bring a USB flash drive to class.

1 Monday  Aug. 12  8:30 a.m. - Noon
CRN 81035  BHC ALC - Rm. 111  Tuition Fee $89

4 Tuesdays Jan. 28 - Feb. 18  5:30 - 7:30 p.m.
CRN 81201  BHC ALC - Rm. 111 Tuition Fee $97

4 Tuesdays Sept. 10 - Oct. 1  5:30 - 7:30 p.m.
CRN 81200  Outreach - Rm. 402 Tuition Fee $97

4 Tuesdays Nov. 5 - Dec. 3  5:30 - 7:30 p.m.
CRN 81202  Outreach - Rm. 402 Tuition Fee $89

Excel Level 1
Prerequisite: Excel Level 1A
Level 1 – Discover the basics of how to use the spreadsheet program. You will learn to enter data in cells, save a new workbook, work with columns and rows, using the page setup, printing and using templates. You will discover how to format cells by changing the vertical and horizontal alignment or drawing cell borders or inserting cut or copied cells. You will then move on to working with columns and rows, using page setup, printing and using templates. Students can move on to the Excel Level 2 class.

Instructor: N. VanSpeybroeck
1 Monday  Oct. 28  8:30 a.m. - Noon
CRN 81198  Outreach - Rm. 402 Fee $49

Excel Level 2
Prerequisite: Excel Level 1A
Level 2 – Students who need to understand basics. Students will be able to create a basic Excel spreadsheet with columns and rows, create simple formulas, copy and move data, insert dates and symbols, change margins, switch document views, run the Spell and Grammar checker, indent paragraphs, add numbered and bulleted lists, headers and footers, tables, graphics including pictures, save to a flash drive, open a basic word processing program (WordPad), create a letter, print and save the file. A workbook is included in the fee. Please bring a USB flash drive to class.

Instructor: N. VanSpeybroeck
1 Monday  Nov. 4  8:30 - 11:30 a.m.
CRN 81197  Outreach - Rm. 402 Fee $49

1 Monday  Nov. 11  8:30 - 11:30 a.m.
CRN 81196  Outreach - Rm. 402 Fee $49

1 Monday  Nov. 18  8:30 - 11:30 a.m.
CRN 81195  Outreach - Rm. 402 Fee $49

For more experienced students who want to delve deeper into Excel. You will discover how to use common functions, such as AVERAGE, MAX, MIN, SUM, etc. You will learn how to format cells and print a workbook. You will also learn about pivot tables. Pivot tables are a powerful way to analyze your data. Excel to create a home inventory, track monthly expenses, and enter your address book.

Instructor: N. VanSpeybroeck
1 Monday  Nov. 5  8:30 a.m. - 4:30 p.m.
CRN 81203  Outreach - Rm. 402 Fee $49

1 Monday  Nov. 12  8:30 a.m. - 4:30 p.m.
CRN 81204  Outreach - Rm. 402 Fee $49

Lifelong Learner Program Classes
Designed for anyone 55 years or better, but all learners are welcome.
Excel Level 1A
Instructor: N. VanSpeybroeck
Prerequisite: Basic Windows skills.
Level 1 – Discover the basics of how to use the spreadsheet program Microsoft Excel. Learn how to enter data, work with ranges, create simple formulas, copy and move data, and format numbers/text. Explore how easy it is to use Excel to create a home inventory, track monthly expenses, and enter your address book.

1 Monday  
Oct. 21  
8:30 a.m. - Noon  
CRN 81198  
Outreach - Rm. 402  
Fee $49

Excel Level 1B
Instructor: N. VanSpeybroeck
Prerequisite: Excel Level 1A
Level 1 – Continue learning about Excel. In this class, you will discover how to format cells by changing the vertical alignment or drawing cell borders or inserting cut or copied cells. You will then move on to working with columns and rows, using the page setup, printing and using templates. When you complete Excel Level 1A and 1B, you can move on to the Excel Level 2 class.

1 Monday  
Oct. 28  
8:30 a.m. - Noon  
CRN 81199  
Outreach - Rm. 402  
Fee $49

Excel Level 1
Prerequisite: Basic Windows skills.
Level 1 – Microsoft Excel is an important spreadsheet application that is essential for use at home and at work. Some of the topics that are covered include: creating and saving a new workbook, working with ranges, creating simple formulas, copying and moving data, formatting numbers and text, formatting cells, working with columns and rows, using page setup, printing, and using templates. A workbook is included in the fee.

Instructor: N. VanSpeybroeck

1 Tuesday  
Sept. 10  
8:30 a.m. - 4:30 p.m.  
CRN 81200  
Outreach - Rm. 402  
Tuition Fee $97

1 Tuesday  
Nov. 5  
8:30 a.m. - 4:30 p.m.  
CRN 81201  
BHC ALC - Rm. 111  
Tuition Fee $97

1 Tuesday  
Jan. 14  
8:30 a.m. - 4:30 p.m.  
CRN 10024  
BHC ALC - Rm. 111  
Tuition Fee $97

(Registration for this class begins Nov. 5)

Instructor: E. Duffy

4 Tuesdays  
Sept. 10 - Oct. 1  
5:30 - 7:30 p.m.  
CRN 81202  
Outreach - Rm. 402  
Tuition Fee $89

4 Tuesdays  
Jan. 28 - Feb. 18  
5:30 - 7:30 p.m.  
CRN 10025  
BHC ALC - Rm. 111  
Tuition Fee $89

(Registration for this class begins Nov. 5)
Excel Level 2 🍎
Prerequisite: Excel Level 1 skills.
Level 2 – Enhance and develop your spreadsheet skills.
Customize the Ribbon, use advanced formulas, create 3-D formulas across multiple worksheets, move, copy and color code worksheet tabs, sort and filter data, name ranges, create charts, insert graphics and more. A workbook is included in the fee.
Instructor: N. VanSpeybroek
1 Tuesday Sept. 17  8:30 a.m. - 4:30 p.m.
CRN 81203  Outreach - Rm. 402  Tuition Fee $97
1 Tuesday Nov. 12  8:30 a.m. - 4:30 p.m.
CRN 81204  BHC ALC - Rm. 111  Tuition Fee $97
1 Tuesday Jan. 21  8:30 a.m. - 4:30 p.m.
CRN 10026  BHC ALC - Rm. 111  Tuition Fee $97
(Registration for this class begins Nov. 5)

Excel Level 3 🍎
Prerequisite: Excel Level 2 skills.
Level 2 – Further develop your Excel expertise by learning how to: create and revise Pivot Tables, record macros and create shortcut buttons, use advanced chart features, export and import data, outline and subtotal data, work with tables, make and track comments, create conditional formatting, use advanced functions including LOOKUP and nested IF formulas, password protect worksheets or cells and more! A workbook is included in the fee.
Instructor: N. VanSpeybroek
1 Tuesday Sept. 24  8:30 a.m. - 4:30 p.m.
CRN 81206  Outreach - Rm. 402  Tuition Fee $97
1 Tuesday Nov. 19  8:30 a.m. - 4:30 p.m.
CRN 81207  BHC ALC - Rm. 111  Tuition Fee $97
1 Tuesday Jan. 28  8:30 a.m. - 4:30 p.m.
CRN 10027  BHC ALC - Rm. 111  Tuition Fee $97
(Registration for this class begins Nov. 5)

Computer Lab Rental
Labs are available with Microsoft Office 2019, Windows 10, and Internet. Call Barb at 309-796-8244 or email courvilleb@bhc.edu for more details.

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

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, Microsoft Office Word and Excel, and an understanding of a database.
Learn to create and work with tables, the foundation of your database. Specific skills to be covered include: creating tables, editing and modifying tables, setting field properties, finding and filtering data, creating relationships, using simple queries, and printing data.
1 Wednesday Sept. 25  8:30 a.m. - 3:00 p.m.
CRN 81211  BHC ALC - Rm. 111  Fee $89

Part 2
Prerequisite: Access Part 1 skills
Learn to make your data work for you. Take this class to learn to make more sophisticated queries, forms and reports. Specific skills to be covered include: creating action queries; manipulating controls; using design view, editing tools and sub-forms; and creating a PivotTable.
1 Wednesday Oct. 2  8:30 a.m. - 3:00 p.m.
CRN 81212  BHC ALC - Rm. 111  Fee $89

Part 3
Prerequisite: Access Part 2 skills
Don’t miss this class that pulls everything together. You have made the tables, queries, forms and reports, now automate them and learn tricks to make them work better. This class shows all the things Access has to offer to someone who has Part 1 and 2 skills. It also includes time for questions about your own database. Specific topics to be covered include: analyzing tables, exporting data to Excel and Word, using advanced query wizards, using charts, working with ActiveX controls and indexes, replicating databases, using Access and the Internet, creating and using macros and switchboards.
1 Wednesday Oct. 9  8:30 a.m. - 3:00 p.m.
CRN 81213  BHC ALC - Rm. 111  Fee $89

iPad: Intermediate
Instructor: M. DeGrauwe
Bring your iPad to class. You should have your iPad charged and activated.
Understand your Home Screen. Learn how to use the basics of using your device from settings to apps. Tips and tricks for using this device. Use some of the more interesting and unique applications available for iPad users. Discover FaceTime and how to make video calls with interesting and unique applications available for iPad users. Discover FaceTime and how to make video calls with interesting and unique applications available for iPad users. Discover FaceTime and how to make video calls.

iPad: Beginner
Instructor: M. DeGrauwe
Are you unsure how to use your iPad? Learn the basics of using your device from settings to apps. Tips and tricks for using this device. Use some of the more interesting and unique applications available for iPad users. Discover FaceTime and how to make video calls.

iPad: Getting Started
Instructor: M. DeGrauwe
Do you have an iPad and don't know where to begin? Learn the basics of using your device from settings to apps. Tips and tricks for using this device. Use some of the more interesting and unique applications available for iPad users. Discover FaceTime and how to make video calls.

Fax (708) 386-2272 | Email: pace@bhc.edu | Website: www.bhc.edu/pace | Technology | register by phone: 309-796-8223
Photography

Get More Out of Your Digital SLR or Advanced Digital Camera
Instructor: L. Hamilton
Learn to take a step beyond the green automatic setting and take control of the creative photo process. Learn about all the ways to manipulate light using your camera to do more than just record a moment, make the viewer FEEL the moment you captured. Great photographers don't take photos, they make them! Join us to find out how to master your camera and stop leaving all your photos up to chance. **Bring your camera, owner’s manual and charged batteries to class. Class will break for one-hour lunch (on your own)**
1 Saturday Sept. 14 9:00 a.m. - 4:00 p.m.
CRN 81214 Bldg. 3 - Rm. 311 Fee $59

How to Take Better Photos
Instructor: L. Hamilton
What makes a good photograph? Learn to improve your photo compositions through the use of balance, repetition, color, and unique framing techniques. Course content covered will be the use of studio lighting/ natural lighting and portraiture, natural lighting, composition layout, foreground/ background as well as creating mood within your photos. **Bring your camera, owner's manual and charged batteries to class. Class will break for one-hour lunch (on your own).**
1 Saturday Oct. 19 9:00 a.m. - 4:00 p.m.
CRN 81215 Bldg. 3 - Rm. 311 Fee $59

Lightroom for the Digital Photographer
Instructor: E. Duffy
If you are new to Adobe Lightroom or need to become more familiar with its capabilities, we will explore the Library and develop modules to learn how to import, organize, edit, and export your photos. In addition, you will cover editing photos in Lightroom, to Photoshop, and back to Lightroom. **You must bring your own laptop or tablet loaded with Lightroom, a power cord and photo files for editing.**
1 Thursday Oct. 24 5:45 - 8:45 p.m.
CRN 81216 Outreach - Rm. 402 Fee $45

iPad: Getting Started
Instructor: M. DeGrauwe
Level 0 – Do you have an iPad and don't know where to start? We will explore the Home Screen, the parts of your device and the main apps: settings, calendar, contacts, and mail. We will learn how to connect to Wi-Fi, get to the Internet using Safari, add contacts, set up your email account, and schedule dates in your calendar. **Bring your iPad to class. You should have your iPad charged and activated. You should also have created your Apple ID.**
4 Mondays Sept. 9 - Sept. 30 5:30 - 7:00 p.m.
CRN 81039 Outreach - Rm. 402 Fee $55

iPad: Beginner
Instructor: M. DeGrauwe
Level 1 – Are you unsure how to use your iPad? Learn the basics of using your device from settings to apps. Understand your Home Screen. Learn how to use the Internet, how to add contacts, how to set up an e-mail account and how to navigate the app store and iTunes. **Bring your iPad to class. You should have your iPad charged and activated. You should also have created your Apple ID.**
1 Monday Oct. 7 5:30 - 7:30 p.m.
CRN 81209 Outreach - Rm. 402 Fee $23

iPad: Intermediate
Instructor: M. DeGrauwe
Level 2 – Increase your iPad skills and knowledge through tips and tricks for using this device. Use some of the more interesting and unique applications available for iPad users. Discover FaceTime and how to make video calls with family and friends. **Bring your iPad to class.**
1 Monday Oct. 21 5:30 - 7:30 p.m.
CRN 81210 Outreach - Rm. 402 Fee $23

Publisher
Instructor: N. VanSpeybroeck
Prerequisite: Word skills.
Level 1 - Create desktop publishing documents with Microsoft Publisher. You will learn how to use Publisher’s templates and design elements to create professional-looking materials such as flyers, booklets, newsletters, cards and more. You may wish to bring a USB flash drive to save your projects. A reference guide is included in the fee.
1 Tuesday Aug. 13 8:30 a.m. - 3:00 p.m.
CRN 81038 BHC ALC - Rm. 111 Fee $89

Get More Out of Your Digital SLR or Advanced Digital Camera
“This class gives more insight into what your camera is capable of – Great class!”
Abigail P.

Abigail P.
Online Career Training Programs

Our online programs can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion.

All materials are included in the program fees. Each course has an instructor assigned to answer questions and solve student problems.

**Features:**
- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers are included
- Financial assistance available
- Student advisors provide you coaching, motivation, and career readiness support

Jump Start Your Career or Find a New One

**Advanced Hospital Coding and CCS Prep**
This program will increase your coding skills and prepare to take the certification exam to become a Certified Coding Specialist. 80 HRS

**CBCS Medical Billing and Coding (Vouchers Included)**
This nationally recognized program combines the Medical Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the healthcare field. 340 HRS

**Certified Bookkeeper**
The Certified Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification. 140 HRS

**Certified Information Systems Security Professional (CISSP)**
CISM is one of the most valued certifications in the IT security industry. This online program will prepare you to sit for the CISM certification exam, and the exam cost is included. 150 HRS

**Certified Medical Administrative Assistant (CCMA) (Voucher Included)**
This program will train students to handle the increasing complexities of healthcare management and patient care in offices of physicians and other providers. 160 HRS

**Certified Outpatient Coder (Voucher Included)**
This program teaches the competencies needed to prepare you to sit for the AAPC Certified Outpatient Coder (CCO) certification exam. 200 HRS

**Certified Wedding Planner**
This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. This program will provide all the knowledge you need to work as a professional wedding planner or start your own business. 340 HRS

**CompTIA™ A+ Certification Training**
This course will prepare you for CompTIA A+ certification exams 220-901 and 220-902. It covers the foundational hardware knowledge a PC support technician should know. 290 HRS

**CompTIA Security+ Certification Training (Voucher Included)**
Take your first step toward a career as a security professional and prepare yourself for the CompTIA Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security. 80 HRS

**CPC Medical Billing and Coding (Voucher Included)**
This program with 60 HRS of medical terminology preparation gives you a competitive edge in entering the healthcare field. 340 HRS

**Grant Writing**
Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program. 300 HRS

**Human Resources Professional**
Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam. 120 HRS

**HVACR Certified Technician**
The HVACR Certified Technician program is a comprehensive online training that encompasses heating, ventilation, air conditioning, and refrigeration. 265 HRS

**ICD-10 Medical Coding**
Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures. 200 HRS

**Pharmacy Technician (Voucher Included)**
Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program. 330 HRS

**Professional Bookkeeping with QuickBooks 2015, Software Included**
This program teaches students how to master professional bookkeeping using QuickBooks 2015 software. 140 HRS

**Payroll Practice and Management (Voucher Included)**
Become knowledgeable in all facets of payroll rules and regulations, and gain one of the fastest-growing career fields today. 100 HRS

**SSCP Systems Security Certified Practitioner (Voucher Included)**
This program is an ideal course for individuals interested in advancing their knowledge of information and systems security. 75 HRS

**Web Applications Developer**
Master the skills you need to create dynamic database-driven websites using the latest technologies. 360 HRS

To enroll or learn more, visit or call us at:

(309) 796-8223
careertraining.ed2go.com/bhc
Community Education

Arts and Crafts

Stained Glass I - Copper Foil, Lead Techniques
Instructor: J. Rocker
Learn to make stained glass projects using the same copper foil technique that Tiffany used to create his legendary lampshades. You will be guided through the process of cutting glass pieces and assembling them using copper foil. You will learn to use lead came and advance your glass cutting skills. Needed tools, which may cost up to $350, will be discussed at the first class; as well as sources for supplies. Some materials may contain lead. Women who are pregnant or breastfeeding should refrain from using these materials. Attendance is required at first two classes. A $10 materials fee is payable to the instructor the first night of class.
8 Tuesdays  Sept. 3 - Oct. 22  6:00 - 8:00 p.m.
CRN 81217  Bldg. 2 - Rm. 219  Fee $85

Stained Glass II – Copper Foil, Lead Techniques
Instructor: J. Rocker
Prerequisite: Stained Glass I – Copper Foil or equivalent.
We will be working on small panel projects and free form window hangings throughout this class. A challenging, hands-on course for advanced stained glass techniques and pattern development. Some materials may contain lead. Women who are pregnant or breastfeeding should refrain from using these materials.
8 Tuesdays  Oct. 29 - Dec. 17  6:00 - 8:00 p.m.
CRN 81218  Bldg. 2 - Rm. 219  Fee $85

Calligraphy
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  Sept. 16 - Oct. 7  5:30 - 7:00 p.m.
CRN 81219  Outreach - Rm. 204  Fee $35

Creations with Clay
Instructor: D. McMullen
Explore your creativity with clay. This class is for the beginner who wants to learn to create projects with clay. You will be introduced to the basics of working on the Potter’s wheel and create hand built projects using stoneware clay. Color slips are available, and projects will be finished using a glaze. A $20 materials fee is payable to the instructor the first night of class.
6 Thursdays  Sept. 12 - Oct. 17  6:00 - 8:00 p.m.
CRN 81220  Bldg. 3 - Rm. 102  Fee $99

Creations with Clay
“Loved this class! Danica is a wonderful teacher! I will be taking this class again.”
Leticia F.
### Ceramics
**Instructor:** S. Banks  
**Prerequisite:** 16 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.  
For more information, please contact Steve Banks at banks@bhc.edu.

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<thead>
<tr>
<th>Course Details</th>
<th>CRN 81221</th>
<th>CRN 81222</th>
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<tr>
<td>7 Mon./8 Wed.</td>
<td>Figge Member Fee $225</td>
<td>Non-Figge member Fee $240</td>
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<td>CRN 81223</td>
<td>Figge Member Fee $225</td>
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<td>CRN 81224</td>
<td>Non-Figge member Fee $240</td>
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<tr>
<td>Oct. 16 - Dec. 9</td>
<td>5:30 - 8:16 p.m.</td>
<td>(No class Nov. 11)</td>
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<td>Bldg. 3 - Rm. 102</td>
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### Refresher Crocheting
**Instructor:** D. Palm
If you’ve crocheted in the past, but need some assistance to start back up, this is the class for you! You don’t need a beginner course, you just need help remembering how the stitches work and what they’re called. You might even have an unfinished project you started years ago; now is the time to complete that project! We will refresh your crochet memory and help you get back to crocheting. We will review the basic stitches and start (or finish) a project of your choice.  
Please bring to class one skein of worsted weight yarn and a size J or I crochet hook.

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<th>Course Details</th>
<th>CRN 81226</th>
<th>CRN 81227</th>
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<td>Oct. 15 - Oct. 22</td>
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<td>Fee $28</td>
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<td>5:30 - 7:30 p.m.</td>
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### Pattern Reading for Crocheting
**Instructor:** D. Palm
Learn the basics of pattern reading for crocheting in this workshop, including terminology, symbols and how to interpret instructions. Bring yarn and a hook (any size) to class as we take a hands-on approach to learning.

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<td>Outreach - Rm. 103</td>
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<tr>
<td>Oct. 29 - Nov. 5</td>
<td>Fee $28</td>
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<td>5:30 - 7:30 p.m.</td>
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### Crocheting a Gift
**Instructor:** D. Palm
Prerequisite: Beginning Crocheting, Refresher Crocheting or know crochet basics.  
Crochet a “Critter” stuffed animal, fingerless gloves, a friendship shawl or slippers as a gift for someone or for yourself! Come to class with one skein of worsted weight yarn, preferably a “soft” yarn, a size H hook and leave with a handmade gift!

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<th>Course Details</th>
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<td>Outreach - Rm. 103</td>
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<tr>
<td>Nov. 12 - Nov. 19</td>
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### Beginning Knitting
**Instructor:** D. Palm
“Click” your way to knitting those projects that can make wonderful gifts. Class will include knit and purl, cast on, bind off, increase and decrease, stitch construction and correcting mistakes. Become familiar with reading knitting patterns. Choose to knit a small towel, scarf or animal from provided patterns. Bring to class two skeins (any color), worsted weight yarn, one set U.S. size 9, 10 or 11 needles plus one yarn needle.

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<td>5:30 - 7:30 p.m.</td>
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### Beginners Watercolor Painting
**Instructor:** T. Hempel
Explore color composition and color mixing will be explored. This fun class can be taken as a refresher course or as a new class for anyone.  

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<th>Course Details</th>
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<td>Outreach - Rm. 204</td>
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<tr>
<td>Nov. 6 - Nov. 27</td>
<td>Fee $39</td>
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<td>10:00 a.m. - Noon</td>
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### New
### 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.
Community Education

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. Bring to the first class an 11” x 8.5” sketchpad, two #2 pencils and a white hi-polymer eraser.
4 Wednesdays  Sept. 11 - Oct. 2  10:00 a.m. - Noon
CRN 81234  Outreach - Rm. 204  Fee $39

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. Bring to the first class an 11” x 8.5” sketchpad, two #2 pencils and a white hi-polymer eraser.
4 Wednesdays  Oct. 9 - Oct. 30  10:00 a.m. - Noon
CRN 81235  Outreach - Rm. 204  Fee $39

Drawing Animals
Instructor: A. Martin
Have a favorite animal or pet or want to expand your drawing subjects? Join us and learn how to draw your favorite animals while connecting with nature in this relaxing environment. You will learn from an experienced drawing instructor the basic techniques such as shading, working on general shapes, details and capturing the essence of the animal subject. Bring to class two #2 pencils, a white hi-polymer eraser and an 11” x 8.5” sketchpad with spiral binding on the side.
4 Wednesdays  Nov. 6 - Nov. 27  10:00 a.m. - Noon
CRN 81236  Outreach - Rm. 204  Fee $39

At Home

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  Sept. 17  5:30 - 8:00 p.m.
CRN 81168  Outreach - Rm. 204  Fee $21

Beginning Backyard Beekeeping Workshop
“Very Informative. Her personal experience was very helpful. Very organized. She was able to answer all our questions.”
Diane M.
Community Education | register by phone: 309-796-8223

Home Wiring and Acoustics for the Home Owner
Instructor: R. Vedvik, Electrical Engineer/Acoustics Engineer
This class will teach you 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 Sept. 19 - Oct. 24 6:00 - 8:00 p.m.
CRN 81163 Outreach - Rm. 407 Fee $79

How to Start Your Airbnb Business and Become a Superhost
Instructor: C. Sammon
Airbnb is global and in demand because travelers are looking for affordable and safe accommodations for their family, friends or themselves outside of the traditional hotel market. Learn how to run a successful Airbnb business from an Airbnb Superhost with international experience. You will learn how to set up your account and communicate with prospective guests as well as review the rules, policies and safety precautions to take when getting started. Common problems with guests and how to handle them as well as how to become a Superhost will be covered. Please bring to class your Smartphone, iPad/tablet, or laptop, as we will be downloading and reviewing the Airbnb apps.
1 Tuesday Sept. 17 6:00 - 7:30 p.m.
CRN 81169 Outreach - Rm. 407 Fee $19

Genealogy

Starting Your Family Search
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 added 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 Thursdays Oct. 3 - Oct. 31 1:30 - 3:30 p.m.
CRN 81240 BHC ALC - Rm. 111 Fee $50

Genealogy Workshop
Instructor: P. Chase
Prerequisite: Basic Windows skills/able to navigate the internet.
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.
10 Mondays Sept. 30 - Dec. 16 5:30 - 8:00 p.m.
CRN 81242 BHC ALC - Rm. 111 Fee $65

Genealogy: Find Your Life Purpose
Instructor: P. Chase
Prerequisite: Basic Windows skills/able to navigate the internet.
Saturday classes will cover the research process of discovering your ancestors, the importance of the family tree, and the benefits of learning to trust your intuition. This is an experiential class that will allow you to become more comfortable with researching your family's genealogy.
5 Wednesdays Sept. 4 - Oct. 2 5:30 - 7:30 p.m.
CRN 81247 Outreach - Rm. 407 Fee $69

Penni has been researching in the field of Genealogy for over twenty-five years and has spent the last ten years teaching Genealogy classes for the PaCE Department. She is currently completing her certificate in American Records with the National Institute of Genealogical Studies.
Genealogy Coaching
(Space is limited to 6 students)
Instructor: P. Chase
Prerequisite: Starting Your Family Search or instructor permission. Students are required to bring their ancestry chart, family group sheet on the family they are researching and must have basic computer knowledge/able to navigate the internet.
This unique class will be small in size to focus on individual student’s research. Individualized research plans based on your personal research goals will be developed. You will receive individualized help to clarify what you already know about your family’s genealogy and what you want to learn. Focus on finding and utilizing resources as well as organizing your paperwork and files. Organization, research plans, and better utilizing of new and existing resources will have you on your way to making new discoveries in your family tree.
5 Thursdays Aug. 29 - Sept. 26 1:30 - 3:30 p.m.
CRN 81242 BHC ALC - Rm. 111 Fee $65
5 Thursdays Nov. 7 - Dec. 12 1:30 - 3:30 p.m.
CRN 81243 BHC ALC - Rm. 111 Fee $65
(No class Nov. 28)

Personal Enrichment

The Seven Chakras – A Beginners Guide to Your Energy Body
Instructor: K. Metcalf
What is a chakra? How do chakras impact our life? Join us and learn about the seven energy centers in our body. You will experience the energy of each of the seven chakras and the crystals that align with them. When our chakras are in alignment, it helps us live a more balanced and healthy life.
5 Wednesdays Sept. 4 - Oct. 2 5:30 - 7:30 p.m.
CRN 81244 Outreach - Rm. 104 Fee $50

Intuitive Development
Instructor: K. Metcalf
What is intuition and how does it affect our lives? Learn how to trust, listen and develop your intuition. Psychics are not born with the gift of intuition. We all have it and the more we use it, the better and more accurate it becomes. This is an experiential class that will allow you to feel auras, connect with your spirit guides, and receive messages telepathically. You will be amazed by your skills and the benefits of learning to trust your intuition.
5 Tuesdays Sept. 17 - Oct. 15 5:30 - 7:30 p.m.
CRN 81245 Outreach - Rm. 104 Fee $50

Find Your Life Purpose
Instructor: K. Metcalf
The saying “To thine own self be true” has so much power. The more we know ourselves, the easier life can be! You will learn to use metaphysical tools to awaken your authentic self. We will utilize astrology, numerology and pendulum tarot to gain a clear understanding of ourselves, our talents and our life purpose. Students will need to know their date of birth, exact time of birth, and city and state of birth.
5 Wednesdays Oct. 16 - Nov. 13 5:30 - 7:30 p.m.
CRN 81246 Outreach - Rm. 104 Fee $50

Intermediate Bridge Lessons: Defense in the 21st Century
Instructor: V. Shelley
Prerequisite: Students should have completed both Bidding in the 21st Century and Play of the Hand in the 21st Century, or be an experienced bridge player actively participating in local duplicate or social bridge settings.
This is the third in a series of comprehensive bridge books aimed at teaching strategies and techniques to enjoy hours of playing bridge. Topics in this series include opening leads, third-hand play, secondhand play, defensive signals, developing defensive tricks, interfering with the declarer, making a defensive plan, and negative doubles. A review of Bidding in the 21st Century and Play of the Hand segments and defense concepts “at the table exercises” plus enhancements will be included in each lesson. After each lesson, an email with a comprehensive recap of the night’s concepts will be sent to students. Textbook available from the instructor the first night of class for $15.
10 Mondays Sept. 30 - Dec. 16 5:30 - 8:00 p.m.
CRN 81247 Outreach - Rm. 407 Fee $69
(No class Oct. 14 and Nov. 11)

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
Food and Drink

Dining Etiquette Experience
Instructor: S. Godke
Prerequisite: Ages 14 and up
First impressions are VITAL! Whether you are on a date, college visit or social gathering, you need to know dining etiquette. Join us for a five-course meal in the private dining room as the talented Chef Stephanie Godke reviews proper dining etiquette. Come alone, bring your teen or make it an evening out with friends as this is a fun, enjoyable and informative evening!
Last day to receive a refund: Oct. 1
1 Tuesday Oct. 8 6:00 - 7:30 p.m.
CRN 81248 The Cellar Fee $30
The Cellar, 1375 State Street, Geneseo, IL

Mindful Eating
Instructor: Dr. D. Mizener, Ed.D.
What is your relationship with food? Mindful eating is allowing yourself to become aware of the positive and nurturing opportunities that are available through food selection and preparation. Learn to change your relationship with food by using all your senses in choosing to eat food that is both satisfying to you and nourishing to your body, acknowledging your responses to food (likes, dislikes or neutral) without judgment, and becoming aware of physical hunger and satiety cues to guide your decisions to begin and end eating.
4 Tuesdays Oct. 1 - Oct. 22 6:00 - 7:00 p.m.
CRN 81118 Outreach - Rm. 204 Fee $35
Professional Continuing Education Credits: 4 CEs provided for Social Workers, Nursing Home Administrators, and Massage Therapists.

Chicago - Bus Trips

Ethnic Food Shopping Excursion
Chef Stephanie Godke
Climb aboard the bus and experience a full day of adventure to Chicago’s finest markets, hidden gourmet shops and ethnic neighborhood foodie hot spots. Discover the sights and smells of some of the unique culinary shops of Chicago.
The bus will leave from the northeast corner of the Black Hawk College Outreach Center parking lot at 7 a.m. and return at approximately 7 p.m. We will stop for a Dutch lunch during our excursion and picnic on some of our purchases on the bus ride home. Bring a shopping list of items you can't find at home or just get inspired by what is fresh in the markets! Bring a cooler or insulated container for your purchases. Wear your walking shoes and dress for the weather!
Refunds available until Sept. 16
1 Tuesday Sept. 24 7:00 a.m. - 7:00 p.m.
CRN 81251 Outreach Center Fee $90

Chicago Holiday Shopping Experience
Join us for the 19th annual One of a Kind Holiday Show at The Mart in Chicago. Enjoy a fun holiday shopping experience while browsing and shopping from handmade work from more than 600 talented artists and makers. Hand-crafted and specialty items, artwork, fashion, gourmet, and home goodies and much more under one roof. Get your holiday shopping done in one day. Admission ticket included in registration. (Go to oneofakindshowchicago.com for more information.)
Lunch on your own.
Refunds available until Nov. 26
1 Thursday Dec. 5 7:00 a.m. - 7:00 p.m.
CRN 81252 Outreach Center Fee $90

Did you know?
The PaCE Department offers over 400 classes each year.
Business Writing Basics
Instructor: S. Wren
Do your business writing skills need help? Your business is judged by the writing you send out, so copy that’s full of punctuation mistakes and typos will give the wrong impression. This class will give you a crash course in everything you forgot from English class, presented in a fun way so you’ll remember this time. We’ll review commas (even the Oxford comma), quotation marks, and semicolons, as well as the things you should always do before you send your writing into the world.

1 Tuesday    Oct. 1    5:30 - 7:30 p.m.
CRN 81166    Outreach - Rm. 406    Fee $19

Breaking into Freelance Writing
Instructor: S. Wren
Do you enjoy blogging? Are you the person who volunteers to do the writing jobs at work? If you’ve ever looked at a magazine or website and thought “I could do that,” you’re ready to start freelance writing. The first class will show you where to find markets that pay, how to avoid common pitfalls, managing the business, and much more. You’ll also learn how freelancers juggle multiple roles and projects to meet their deadlines and bring in paychecks. During the second session, we’ll discuss developing article ideas and researching and pitching to markets. Students will be asked to work on a sample query letter for the second session.
During the third session, we’ll review and critique query letters so students will be ready to submit and start their freelancing careers!

3 Tuesdays    Nov. 5 - Nov. 19    5:30 - 7:30 p.m.
CRN 81167    Outreach - Rm. 406    Fee $39

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 Tuesdays    Oct. 1 - Oct. 15    6:00 - 8:00 p.m.
CRN 81249    Bldg. 2 - Rm. 111W    Fee $39

Do you have a skill to share?
• Computer
• Technology
• Arts and Crafts
• Fitness
• Health Care
• Wellness
• Home Improvement

If you have a hobby, a professional skill, or a language you’ve mastered, consider sharing it with others.
We are always looking for enthusiastic knowledgeable, instructors to lead our classes.

Turn you passion into a chance to teach at Black Hawk.
309-796-8223
Music

Black Hawk College Community String Orchestra
Instructor: J. Fudge
The BHC Community String Orchestra is a non-auditioned group of individuals who enjoy playing an orchestral stringed instrument. Community members from all walks of life and with advancing ability are invited to participate alongside high school students and the BHC credit-seeking students in this fun, learning environment. Orchestra members will rehearse and perform a wide range of accessible string orchestra literature each term. For more information contact Dr. James Fudge at fudgej@bhc.edu or 309-796-5479.
Mondays Aug. 19 - Dec. 9 6:30 – 8:20 p.m.
CRN 81041 Bldg. 4 - Rm. 115 Fee $25
(No class on Sept. 2, Oct. 14, and Nov. 11)

Black Hawk College Community Band
Instructor: S. Talbot
The community band is offered to musicians within the Quad Cities community. It is a combination of college band students and community band performers. The band plays a variety of band music from all periods of music composition.
Tuesdays Aug. 20 - Dec. 10 6:30 – 8:20 p.m.
CRN 81042 Bldg. 4 - Rm. 115 Fee $25

Black Hawk College Big Band
Instructor: J. Buening
The BHC Big Band is a large jazz ensemble that plays traditional swing, standards and contemporary jazz. The band is recruiting musicians to play saxophone, trumpet, trombone, piano, guitar, bass and drums. High school, college and community musicians are invited to audition. For more information, email Dr. Edgar Crockett crockett@bhc.edu or call (309)796-5479.
Wednesdays Aug. 21 - Dec. 11 6:30 – 8:20 p.m.
CRN 81312 Bldg. 4 - Rm. 115 Fee $25

Black Hawk College Community Chorale
Instructor: I. Leites
The BHC Community Chorale is a non-auditioned group comprised of men and women of all ages who enjoy singing. Retired people, working people, along with traditional-aged college students and some high school students help to create a truly multi-generational ensemble. The group rehearses and performs a variety of accessible music each term and it stresses a fun learning environment while working together on the essentials of good choral sound. For more information, please contact Irene Leites, Director, at 309-796-5478.
Thursdays Aug. 22 - Dec. 12 6:30 – 8:20 p.m.
CRN 81043 Bldg. 4 - Rm. 115 Fee $25
(No class on Nov. 28)
The Younger Generation

ACT Exam Preparation
Instructor: L. Carey
College entrance exams are considered to be some of the most important tests you will ever take. This course is designed to help increase student exam performance by reviewing test taking tips and the ACT’s four sections: Reading, Math, English, and Science. This course examines calculator usage and includes practice tests and study guide. You must register for the ACT exam separately.
4 Saturdays  Sept. 21 - Oct. 12  1:00 - 4:00 p.m.
CRN 81253  Bldg. 3 - Rm. 311  Fee $26

SAT Exam Preparation
Instructor: L. Carey
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 considered to be some of the most important tests you will ever take, this course is designed to help increase student exam performance by reviewing test taking tips and 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. If you have a Smartphone, iPad or tablet, please bring it with you.
4 Saturdays  Oct. 26 - Nov. 16  1:00 - 4:00 p.m.
CRN 81254  Bldg. 3 - Rm. 311  Fee $119

S AT Exam Preparation
“Within the four classes of SAT Prep I learned a variety of things that will help me do my best.” Josie W.

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.

Dining Etiquette Experience
Instructor: S. Godke
Prerequisite: Ages 14 and up
First impressions are VITAL! Whether you are on a date, college visit or social gathering, you need to know dining etiquette. Join us for a five-course meal in the private dining room as the talented Chef Stephanie Godke reviews proper dining etiquette. Come alone, bring your teen or make it an evening out with friends as this is a fun, enjoyable and informative evening!
Last day to receive a refund: Oct. 1
1 Tuesday  Oct. 8  6:00 - 7:30 p.m.
CRN 81248  The Cellar  Fee $30
The Cellar, 1375 State Street, Geneseo, IL

SAT Exam Preparation

Babysitting Clinic
Instructor: L. Carey
(Ages 11 - 16) 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. Preregistration is required. Sorry, walk-ins are not allowed.
Students need to bring their own sack lunch and snack.
Certificate will be awarded upon completion.
1 Saturday  Sept. 14  9:00 a.m. - 2:00 p.m.
CRN 81255  Outreach - Rm. 204  Fee $55

Scholarship Writing Workshop
Instructor: M. Dickinson
Prerequisite: Junior or Senior in High School or Students Transferring to a 4-Year College
Want to avoid paying full price for college? Discover what scholarship committees are looking for by discussing tips and strategies for highlighting your unique strengths. This workshop will assist you in writing a personal statement, creating an academic résumé and help you know who, as well as how, to ask for letters of recommendation.
1 Wednesday  Oct. 9  1:30 - 5:00 p.m.
CRN 81256  Bldg. 1 - Rm. 304  Fee $5

www.bhc.edu/pace
Languages Made Easy

These classes are perfect for anyone especially a beginner, a K-12 teacher needing PD Hours, or a business/leisure traveler.

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 Amazon.com. Spanish with Amigos: A Beginner’s Guide to Conversational Spanish by T. Bradley Williams, ISBN#978-1934467725.
3 Tuesdays Sept. 10 - Oct. 29 6:00 - 8:00 p.m.
CRN 81261 STB - Rm. 110 Tuition Fee $165
Professional Continuing Education Credits: 16 CEs provided for Social Workers, Nursing Home Administrators, Physical Therapists, Physical Therapy Assistants, and Massage Therapists for these classes.

Italian
Instructor: M. McCandless
Planning a trip to Italy? Wanting to learn a new language? Why not explore the Italian language and culture? In this class, you will learn basic Italian words and phrases as well as the culture from a native Italian. Before the first class, purchase required textbook at www.bhc.edu/bookstore.
6 Tuesdays Oct. 29 - Dec. 3 6:00 - 8:00 p.m.
CRN 81260 Outreach - Rm. 204 Tuition Fee $149
Professional Continuing Education Credits: 16 CEs provided for Social Workers, Nursing Home Administrators, Physical Therapists, Physical Therapy Assistants, and Massage Therapists for these classes.

French
Instructor: M. Friedrichsen
No grammar! No homework! This fun interactive class will touch on the French culture, food and travel and social dos and don'ts. You will also learn and practice proper pronunciation of simple French words and phrases. Please bring a folder to class.
3 Wednesdays Sept. 18 - Oct. 23 3:00 - 5:00 p.m.
CRN 81258 Outreach - Rm. 204 Fee $45
Professional Continuing Education Credits: 12 CEs provided for Social Workers, Nursing Home Administrators, Physical Therapists, Physical Therapy Assistants, and Massage Therapists for these classes.

Spanish
Instructor: J. Zamora
Whether you are planning a trip or just want to learn the language, use this course as a way to quickly learn pronunciation, numbers, how to say currency, colors, months and days and everyday words and conversational phrases. You’ll also learn some travel-related vocabulary in this course taught by a native speaker.
6 Tuesdays Nov. 5 - Nov. 19 5:30 - 7:30 p.m.
CRN 81259 Outreach - Rm. 204 Fee $45
Professional Continuing Education Credits: 12 CEs provided for Social Workers, Nursing Home Administrators, Physical Therapists, Physical Therapy Assistants, and Massage Therapists for these classes.
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 Sept. 3 - Oct. 22 6:00 - 8:00 p.m.
CRN 81262 Bldg. 3 - Rm. 306 Tuition Fee $120
Professional Continuing Education Credits: 16 CEs provided for Social Workers, Nursing Home Administrators, Physical Therapists, Physical Therapy Assistants, and Massage Therapists for these classes.

American Sign Language (ASL)
“The instructor was very engaging and made the class fun! I know my students will benefit from my new knowledge.”
Kristy L.

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 Oct. 29 - Dec. 3 6:00 - 8:00 p.m.
CRN 81263 Bldg. 3 - Rm. 306 Tuition Fee $159
Professional Continuing Education Credits: 12 CEs provided for Social Workers, Nursing Home Administrators, Physical Therapists, Physical Therapy Assistants, and Massage Therapists for these classes.

Sign Language Instructor: H. Jackson

Attention K-12 Educators!

Earn PD Hours in the Classroom or Online
Black Hawk College’s Professional & Continuing Education (PaCE) and the Rock Island County Regional Office of Education (RIROE) have partnered to offer a variety of classes both online and in the classroom to help you enhance your professional development.

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.

Go to: www.bhc.edu/teachers for more information. Look for classes in this schedule with the 🍎.
Fall Seminars

Herstories
Presenter: Dr. M. Wherry
This class is an opportunity to look at Quad Cities’ history through the accomplishments of local women – some ordinary, some extraordinary. Our discussion cannot be all-inclusive but we can explore a rich array of personalities, experiences, contributions, observations and accomplishments that increases our understanding of how these women acted as powerful social, political, literary and scientific influences in society and public affairs.
3 Thursdays Aug. 22 - Sept. 5 9:30 - 11:30 a.m.
CRN 81265 Outreach - Rm. 407 Fee $30

It Happened in the QCA
Presenter: Dr. M. Wherry
The history of the Quad-City area involves a nearly endless supply of colorful and fascinating events. Rather than relate a chronological narrative of history, we’ll explore an interesting collection of people and events of our past. These intriguing historical vignettes, or microhistories, are like the individual blocks of a much larger quilt of the fabric of Quad Cities’ history.
4 Thursdays Oct. 17 - Nov. 7 9:30 - 11:30 a.m.
CRN 81266 Outreach - Rm. 407 Fee $40

Health and Wellness

Self-Defense for Seniors
Presented by: East Moline Police Department
Learn how to safely protect yourself from potential criminals and physical attacks. By changing a few simple habits, you can avoid looking like a target. From how you carry your purse/wallet to where you park your car, all can be altered to increase safety. Join us for this interactive class and leave knowing you can make small changes that will increase your safety.
1 Thursday Sept. 19 2:00 - 4:00 p.m.
CRN 81130 Bldg. 3 - Lower Gym Fee $10

Chair Yoga
Instructor: J. Wesson
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 of a yoga that 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 Thursdays Aug. 22 - Sept. 26 6:45 - 7:45 p.m.
CRN 81137 Outreach - Rm. 406 Fee $39

Yoga Stretch
Instructor: J. Wesson
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 your body gradually. Please wear comfortable clothing that allows ease of movement and bring a yoga mat.
6 Thursdays Oct. 3 - Nov. 21 6:45 - 7:45 p.m.
CRN 81138 Outreach - Rm. 406 Fee $49
(No class Oct. 10 and Nov. 14)

Ceramics
Instructor: S. Banks
Prerequisite: 16 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.
For more information, please contact Steve Banks at tanks@bhcc.edu.
7 Mon./8 Wed. Aug. 19 - Oct. 9 5:30 - 8:16 p.m.
Bldg. 3 - Rm. 102
CRN 81221 Figge Member Fee $225
CRN 81222 Non-Figge member Fee $240
(No class Sept. 29)
7 Mon./8 Wed. Oct. 16 - Dec. 9 5:30 - 8:16 p.m.
Bldg. 3 - Rm. 102
CRN 81223 Figge Member Fee $225
CRN 81224 Non-Figge member Fee $240
(No class Nov. 11)
The Amish Incident
Presenter: Kelly Rundle, Documentarian and Filmmaker of Fourth Wall Films
Join us as a documentarian and filmmaker Kelly Rundle discusses and shows the 25-minute film that tells the fascinating story of when local school officials decided to bus Amish children into town schools in November 1965. A newspaper reporter photographed an iconic image of the Amish students fleeing from authorities into a nearby cornfield. The incident and the photograph ignited a firestorm of arrests, fines and national controversy leading to a unique precedent-setting covenant between the “Plain People” and the state of Iowa. “The Amish Incident” blends interviews with an influential journalist and key local officials with newly discovered archival materials and period photographs to tell a fascinating and memorable true tale of rural conflict and compromise. Discussion will follow the film.
Date: Thursday, Sept. 5
Location: Quad City Botanical Center
2525 4th Avenue, Rock Island, IL
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $23 (Fee includes admission to the Botanical Center)
Last day to register or receive a refund: Aug. 30
CRN: 81267

The History of Halloween
Presenter: Dr. Maryan Wherry
Halloween has become the second most popular holiday in American culture, but there's more to it than pumpkins and witches. Join us as we take a historical look at where the traditions and practices come from and what they might mean.
Date: Thursday, Oct. 3
Location: Quad City Botanical Center
2525 4th Avenue, Rock Island, IL
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $23 (Fee includes admission to the Botanical Center)
Last day to register or receive a refund: Sept. 26
CRN: 81268

Underground Railroad
Presenter: Angie Snook
Established in the early to mid-1800s, the Underground Railroad was a network of secret routes and safe houses used by African-American slaves to escape into Free states with the aid of abolitionists and allies who were sympathetic to their cause. Join us as we learn about the large part Illinois played in the history of participating in the Underground Railroad.
Date: Thursday, Nov. 7
Location: Quad City Botanical Center
2525 4th Avenue, Rock Island, IL
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $23 (Fee includes admission to the Botanical Center)
Last day to register or receive a refund: Oct. 31
CRN: 81269

Sounds of the Season
Presenter: Davenport Central High School Choir
Our ever popular traditional holiday event returns again to kick off the season. Join us at the beautifully decorated Quad City Botanical Center to hear an engaging live performance of holiday music by the Davenport Central High School carolers. Don't miss this opportunity to continue this popular tradition. Seasonal door prizes will be given away.
Date: Friday, Dec. 6
Location: Quad City Botanical Center
2525 4th Avenue, Rock Island, IL
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $23 (Fee includes admission to the Botanical Center)
Last day to register or receive a refund: Dec. 2
CRN: 81270

All programs are offered at handicap accessible venues with ample free parking available. For directions and parking information for each event, go to www.bhc.edu/lifelong.
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

COMPUTER TRAINING
Broden your employees’ computer skills to produce more efficient practices and save time and money. The Business Training Center customizes common training software skills to meet the demands of your organization or business. Hands-on instruction is delivered in our computer labs equipped with up-to-date software applications and technology at either of our two training sites or on-site at your location.

INDUSTRIAL AND QUALITY SKILLS
The Business Training Center will come to your facility and customize your Industrial training to reflect the proper assessment of your training needs and expected outcomes. Contact Julie Gelaude at 309-796-5715 or gelaudej@bhc.edu to help you assess your needs and plan your next training.

SAFETY AND OSHA
Our programs are designed to keep your employees safe and your organization in compliance with government standards. We specialize in dynamic, knowledgeable instructors who customize safety programs to your specific company. To discuss your safety needs or schedule a class, please contact Susan Llewellyn at 309-796-5716 or llewellyns@bhc.edu.

LEADERSHIP & PROFESSIONAL DEVELOPMENT
The Business Training Center specializes in moving your organization forward through the customization of training. With our experience and your commitment, the end result is performance development and improvement.

To schedule a consultation, contact one of our business consultants:

Julie Gelaude 309-796-5715  gelaudej@bhc.edu
Susan Llewellyn 309-796-5716  llewellyns@bhc.edu

From the instructor, Scot Johnson, LMP Data Quality, RIA-JMC.

“I rely on the knowledge I gained from earning my APICS CPIM certification in many aspects of my day-to-day job. The CPIM provides an overview of the entire supply chain, with a special emphasis on production and inventory management. By completing the CPIM, you’ll have demonstrated your mastery of production planning, scheduling, inventory control, and warehouse management concepts.”

CERTIFIED IN PRODUCTION AND INVENTORY MANAGEMENT (CPIM)

Instructor: Scot Johnson, LMP Data Quality, RIA-JMC
The APICS Certified in Production and Inventory Management (CPIM) is known as the premier certification for internal supply chain business operations. It is designed for production and inventory control professionals.

Organizations value the program’s ability to train on critical concepts and strategies, while maximizing ROI on systems and technologies within the company. Individuals value its ability to help advance their knowledge, proficiency and career by providing the tools and knowledge for making informed, strategic decisions.

To earn APICS CPIM designation, individuals must successfully complete two process-oriented modules and two exams. CPIM education areas of emphasis
- Demand management
- Procurement management
- Supplier planning
- Material requirements planning
- Capacity planning
- Sales and operations planning
- Master scheduling
- Performance measurement
- Quality control
- Inventory management
- Continuous improvement

Module 1 Basics of Supply Chain Management
10 Thursdays  Sept. 12 – Nov. 14  6:00 - 9:00 p.m.
CRN 81277  Bldg. 1 - Rm. B13  Tuition Fee $650

Materials are a separate fee ranging from $500 to $720 depending on APICS membership. For information and to register, contact Susan Llewellyn, 309-796-5716. Exam fee is separate.

Registration ends August 30. Full refund prior to August 30.
**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.

Welding equipment* required for Production MIG Welding:
- Welding hood, welding jacket, safety glasses, MIG welding gloves (purchase three pairs), welding beanie, steel-toed shoes, MIG gun pliers (welpers – blue handle) and a padlock for your locker. Clothing must be free of tears and rips.

**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.

Welding equipment* required for Stick/TIG Welding:
- Welding hood, welding jacket, safety glasses, Stick/MIG welding gloves (purchase two pair), TIG welding gloves (purchase one pair), welding beanie, steel-toed shoes and a padlock for your locker. Clothing must be free of tears and rips.

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, Sept. 23 - Oct. 30**
(1 Saturday class on Sept. 29)
- Production MIG 8:00 a.m. - 1:00 p.m. CRN 81288-81289
- Production MIG 4:00 - 9:00 p.m. CRN 81292-81293
- Stick/TIG 8:00 a.m. - 1:00 p.m. CRN 81290-81291
- Stick/TIG 4:00 - 9:00 p.m. CRN 81294-81295
(No refunds after Sept. 9)

**Monday - Friday, Nov. 4 - Dec. 11**
(3 Saturday classes on Nov. 17, Dec. 1, and Dec. 8)
- Production MIG 8:00 a.m. - 1:00 p.m. CRN 81297-81301
- Production MIG 4:00 - 9:00 p.m. CRN 81301-81302
- Stick/TIG 8:00 a.m. - 1:00 p.m. CRN 81299-81300
- Stick/TIG 4:00 - 9:00 p.m. CRN 81303-81304
(No refunds after Oct. 21)

**Welding Class Testimonials**
“The class was very educational. I learned a lot and the instructors were very helpful.”
“I enjoyed the class and would recommend it to anyone.”
“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!”
“The teachers were very knowledgeable, it was a great class.”
**Water Program**

**BEGINNING DRINKING WATER (CLASS C AND D)**

*Instructor: Jason Upton*

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.

Topics include:
- Well and distribution system operation and maintenance
- Basic water flow hydraulics
- Chemical dosage mathematics
- Environmental Protection Agency laws
- Chlorination and fluoridation

Following class, students are responsible for scheduling their own exam for the Drinking Water Operator Certificate through the Illinois EPA. Books will be distributed on the first night of class.

*No additional fee.*

11 Tuesdays  
Sept. 10 - Nov. 19  
6:00 - 9:00 p.m.  
CRN 81280  
Bldg. 1 - Rm. 302  
Tuition Fee $450  
*Register by Sept. 3*  

**BEGINNING WASTEWATER (CLASS 3 AND 4)**

*Instructor: Lisa Perry*

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.

Topics include:
- Introduction to wastewater
- Collection systems
- Lift stations
- Flow measurement
- Stabilization ponds
- Sampling and laws governing treatment plants
- Chlorination

*Required textbook can be purchased at the Hawk’s Hub (the college bookstore) prior to first class. The textbook is the same book used for the Class 1 and 2 course: Operation of Wastewater Treatment Plants Seventh Edition.*

11 Thursdays  
Sept. 12 - Nov. 21  
6:00 - 9:00 p.m.  
CRN 81278  
Bldg. 1 - Rm. 302  
Tuition Fee $425  
*Register by Sept. 6*  

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**WATER OPERATIONS AND MAINTENANCE CERTIFICATE**

*New*

**Why Now??** The American Water Works Association estimates that almost 50% of today’s water and wastewater operators will retire within five to seven years. They will need to be replaced.

**Students who complete this program will:**
- Gain a solid educational foundation for the concepts and skills needed to work in the water industry
- Gain hands-on experience working in a water utility
- Have the knowledge to sit for the Illinois Class D Water Operator License

**Required Courses**
- Basic Drinking Water Operations – evenings 3 hours per week
- Basic Maintenance – evenings – 3 hours per week
- Math 081 (Basic Algebra or higher)
- Chem 110 Introduction to Chemistry (college credit)
- 11 – 12 week internship
- Optional – Advanced Drinking Water Operations – evenings 3 hours per week

To build your course schedule in this program, **contact Susan Llewellyn before August 9th for an advising appointment.** llewellyns@bhc.edu or 309-796-5716.

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**REGISTER FOR BTC CLASSES**

By mail or in person:

(Use the registration form on page 47)

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](http://www.bhc.edu/btc/registration)
**OSHA & Safety**

**CONTROL OF HAZARDOUS ENERGY - LOCKOUT/TAGOUT**  
*Instructor: Jeff Clark*

This course is directed to qualified and unqualified persons working on or near electrical energized equipment and risk the possibility of electrical shock. This training will include the topics of: understanding the OSHA Subpart S Electrical standard and NFPA’s 70E 2018 Arc Flash requirements including required personal protective equipment, developing energy control procedures (Lock Out 29 CFR 1910.147) and the required annual inspections.

1 Tuesday  
CRN 81285  
Bldg. 1 - Rm. B13  
Fee $129

Register by Oct. 24

**FORK TRUCK OPERATOR SAFETY AND DRIVING TRAINING**  
*Instructor: Harold Long*

This course follows the training requirements for OSHA standard 29 CFR 1910.178. The training consists of classroom instruction that covers the content of the OSHA standard, types and characteristics of forklifts, pre-operation inspections, basic driving, stability and load handling, fuels, batteries, and attachments. Driving practice follows classroom instruction. Maximum of five per class. A Certificate of Completion is issued at completion of the class.

1 Tuesday  
Aug. 13  
8:00 a.m. - Noon  
CRN 81052  
ITLEC  
Fee $99

1 Thursday  
Aug. 29  
8:00 a.m. - Noon  
CRN 81053  
ITLEC  
Fee $99

1 Friday  
Sept. 13  
Noon - 4:00 p.m.  
CRN 81279  
ITLEC  
Fee $99

1 Wednesday  
Oct. 2  
8:00 a.m. - Noon  
CRN 81282  
ITLEC  
Fee $99

1 Thursday  
Oct. 24  
Noon - 4:00 p.m.  
CRN 81284  
ITLEC  
Fee $99

1 Wednesday  
Nov. 13  
8:00 a.m. - Noon  
CRN 81286  
ITLEC  
Fee $99

BHC Industrial Training Lab Extension Center (ITLEC), 3901 25th Street, Moline, IL (across from Courtesy Car City)

Register by Aug. 27

**Industrial Maintenance**

**INDUSTRIAL MAINTENANCE TECH LEVEL 1 (72 HOURS)**

Based off feedback from local businesses and research, the Black Hawk College Business Training Center is excited to announce a NEW offering of Industrial Maintenance (IM) Level I. This 12-week short-term certificate program is designed for anyone new to the field or anyone who is interested in a career in IM. This program will introduce you to the concepts and duties of a beginner Industrial Maintenance Tech. No prior experience necessary. The program includes classroom, hands-on as well as a site visit.

Topics to be covered include:
- Introduction to Safety
- Math Refresher
- Maintenance Principles
- Equipment Operation Principles
- Electrical Principles
- Electronics and PLC’s
- Basics of Mechanical Systems
- Basics of Hydraulic Systems
- Intro to Heating, Ventilating and Air Conditioning
- Basics of Plumbing

12 Weeks Tues./Thurs.  
CRN 81052  
Aug. 13 - Nov. 21  
6:00 - 9:00 p.m.  
Bldg. 1 - Rm. B13  
Tuition Fee $1,810

Register by Aug. 27

**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.

8 Tues./Thurs.  
CRN 81283  
Oct. 15 - Nov. 7  
6:00 - 8:00 p.m.  
Bldg. 1 - Rm. 313  
Tuition Fee $199

Register by Oct. 10

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.
Blueprint Reading

BLUEPRINT READING FOR CONSTRUCTION (24 HOURS)
Instructor: Michael "Red" Johnson
This short-term class will provide the foundational knowledge and basic elements of reading construction blueprints. Upon successful completion, you will be able to have introductory knowledge of blueprints as it relates to the construction industry. You will be introduced to reading a floor plan and architectural drawings, become familiar with a glossary of blueprint terms and reference symbols as well as make basic math calculations. You will learn about lines such as object, hidden, center, phantom, dimension, extension, leaders, break, section and cutting planes. You will also become familiar with symbols and terminology such as title block, dimension types, tolerance box, bill of materials, etc. In addition, you will become familiar with the visualization of a print such as orthographical, view, first angle and third view projection as well as, principal, sectional, auxiliary and multi views. This program includes both classroom and hands on training with blueprints.

Mon./Tues./Thurs. Sept. 30 - Oct. 15 5:00 - 9:00 p.m.
CRN 81281 Bldg. 2 - Rm. 108 Tuition Fee $299
(No refunds after Sept. 25)
(Fee includes all handouts.)

CNC Production

CNC PRODUCTION MACHINE OPERATOR LEVEL 1 (64 HOURS)
Instructor: George Criswell and P. Smith
Do you want to expand your shop floor experience and be more versatile to an employer? This is a challenging 64-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 (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./Thurs. Aug. 27 - Oct. 17 5:00 - 9:00 p.m.
CRN 81275 Bldg. 2 - Rm. 108 Tuition Fee $800
(No refunds after Aug. 22)
(Fee includes all handouts.)
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).

HCCTP graduates are working in these trades:
- Carpenters
- Laborers
- Cement masons
- Plumbers
- Painters
- Insulators
- Ironworkers
- Millwrights
- Operating engineers
- Roofers
- Sheet metal workers
- Electrical workers

Over the past two years, over 60 percent of HCCTP graduates have started working in the building trades!

Spring class starts March 2, 2020.

The application process requires several steps, beginning with attending an orientation session:
- Tuesday, January 14 at 10 a.m.
- Friday, January 17 at 2 p.m.
- Wednesday, January 22 at 10 a.m.
- Thursday, January 23 at 6 p.m.
- Monday, January 27 at 2 p.m.

Register online at www.bhc.edu/hcctp or call Paul Fessler at 309-796-5729. All orientations are held at Black Hawk College, Bldg. 1, Room B-13, 6600 34th Ave., Moline, IL 61265

“My whole life, all I’ve ever wanted to do was construction. HCCTP helped me live my dream!”

–Sonia Shepard

Sonia, Class 5, now an apprentice in Carpenters Local #4. (Sonia is seen working on the I-74 bridge in Moline.)
Emotional Intelligence (EI) is a set of skills that help us better perceive, understand and manage emotions in ourselves and in others. These behavioral skills help us make intelligent responses to, and use of, emotions. Our emotions are fundamental to how we interact, build rapport, connect and collaborate with others.

Your ability to understand your emotions, to be aware of them and how they impact the way you behave and relate to others, will improve your “people” skills and help you ultimately be more satisfied and successful, as a manager, supervisor and leader.

This NEW series will focus on YOU as a Leader and your ability to positively influence those around you to create a more engaged workplace.

Who should attend:
• New supervisors, team leaders, line leaders
• Leaders transitioning from team member to team supervisor
• Supervisors seeking to increase their effectiveness
• Supervisors without formal leadership training

Cost of the series includes all materials and the Leadership Self-Assessment.

Date: 3 Wednesdays, Sept. 11, Sept. 25, & Oct 9
Time: 8:30 – 11:30 a.m.
Location: Black Hawk College, Building 1 - Room B13
CRN: 81276
Tuition Fee: $525
(No refunds after Sept. 5)
Emotionally Intelligent Leaders = Highly Engaged Employees

FEEL LIKE A LEADER EVERYDAY

Session One
Wednesday, September 11
- Introduce Emotional Intelligence (EI) and the Science behind EI
- Discuss the effect of EI on those around us, whether at work or home
- Conduct an activity to show how EI relates to engagement
- Show the Genos EI Model:
  - Self-Awareness
  - Awareness of Others
  - Authenticity
  - Emotional Reasoning
  - Self-Management
  - Inspiring Performance
- Explain the Self-Assessment from Genos Surveys that will provide feedback on their perception of what is important in the workplace and how well they demonstrate EI behaviors.

Session Two
Wednesday, September 25
- Interpret results of Self-Assessment
- Introduce and discuss tips and techniques for improving their demonstration of EI behaviors
- Develop action plans for how to optimize their role as leader, by demonstrating EL at every level

Session Three
Wednesday, October 9
- Review interpretation of their Genos EI assessments results and action plans
- Practice EI skills and behaviors for demonstration in the workplace; optimize your ability to feel like a leader every day

Meet your instructor: Donna Honold is a Performance Consultant, helping companies and individuals to achieve more in the workplace. Donna has over 25 years of training and education experience, with a Master of Arts Degree in Adult Education from the University of South Dakota.

Donna is certified in DDI, Achieve Global, Myers Briggs, Change Management and most recently Certified Practitioner of Genos Emotional Intelligence.

For more information call Julie Gelaude at 309-796-5715.
Visit our website at www.bhc.edu/btc
PaCE Registration Information | register by phone: 309-796-8223

Six Easy Ways to Register

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

Business Hours:
Monday - Thursday 8:00 a.m. - 7:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.

Online - Go to www.bhc.edu/pace/registration
Under FlexReg for PaCE, click on PaCE classes.

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

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

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

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

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

Fees

• Full payment of fees is due at the time of registration.
• Make checks payable to Black Hawk College.

Hawk’s Hub (Bookstore) 309-796-5500
For more information go to www.bhc.edu/bookstore
Monday & Tuesday 7:30 a.m. - 5:30 p.m.
Wednesday - Friday 7:30 a.m. - 5:00 p.m.

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

Services for Students with Disabilities
The information contained in this publication is available in alternative formats upon request. A one-week advance notice of accommodation needs is recommended.
If you will need accommodations due to a disability (e.g. Sign Language Interpreter, special seating) to participate in any BHC activity or program, please contact:
Phone: (309) 796-5903 (CAPTEL) or Disability Services (309) 796-5900.

Student Class Eligibility - Who Can Enroll

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

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 or in person at 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.
• 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.

Holidays
September 2 - Labor Day
October 14 - Columbus Day
November 11 - Veterans Day
November 28 & 29 - Thanksgiving Recess
December 24 through January 1 - Holiday Recess

Facility Locations

• Black Hawk College - Outreach Center (Outreach)
  301 Avenue of the Cities, East Moline, IL
  309-796-8223
Telecommunications Device For the Deaf
  309-755-9855

• Black Hawk College (Bldg. 1, 2, 3, 4, STB, and HSC)
  6600 34th Avenue, Moline, IL

• Black Hawk College Adult Learning Center (BHC ALC),
  4610 Black Hawk Commons Drive, Rock Island, IL

• Black Hawk College - Community Education Center (CEC),
  404 E. 3rd St., Kewanee, IL

• CASI, 1035 West Kimberly Road, Davenport, IA

• Geneseo Public Library, Foundation Rooms A & B
  805 N. Chicago Street, Geneseo, IL

• The Cellar, 1375 State Street, Geneseo, IL
Registration Form

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

Credit Card: ____________________________ Exp. Date: ______ / _____ Security Code: ________

Name on Card: ___________________________ Phone #: __________________

Cardholder Address/Zip (if different than below): ____________________________

Social Security Number: ____________________________ Birth Date: ______ / ______ / ______

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

Home Address: ____________________________

City: ____________________________ State: __________ Zip: __________

Home Phone: ____________________________ Business Phone: ____________________________

Cell Phone: ____________________________ Email: ____________________________

CRN: ____________________________ Class Title: ____________________________ Amount Due: ____________________________

Date: ______ Rec’d By: ____________________________ Cash: ______ Check #: ______ Charge: ______

Total Due: ____________________________

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

Credit Card: ____________________________ Exp. Date: ______ / _____ Security Code: ________

Name on Card: ___________________________ Phone #: __________________

Cardholder Address/Zip (if different than below): ____________________________

Social Security Number: ____________________________ Birth Date: ______ / ______ / ______

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

Home Address: ____________________________

City: ____________________________ State: __________ Zip: __________

Home Phone: ____________________________ Business Phone: ____________________________

Cell Phone: ____________________________ Email: ____________________________

CRN: ____________________________ Class Title: ____________________________ Amount Due: ____________________________

Date: ______ Rec’d By: ____________________________ Cash: ______ Check #: ______ Charge: ______

Total Due: ____________________________
Welcome to Black Hawk College Professional and Continuing Education (PaCE).

Whether you want to advance your professional career or enrich your personal life, PaCE can help you achieve your goals.

Over 120 personal enrichment and professional development classes.

Find your class inside!