

# PaCE

## Professional and Continuing Education



The Younger Generation  
Health and Wellness  
Professional Development/  
Continuing Education  
Technology

Community Education  
Online Learning  
Arts & Crafts  
Languages  
Lifelong Learner Lunches

**DAY, EVENING, WEEKEND AND ONLINE CLASSES AVAILABLE!**

[www.bhc.edu/pace](http://www.bhc.edu/pace)

# Table of Contents

Unless otherwise stated, these classes are designed for students *16 and older*.



**CommUniversity 2024**

**4 Sundays**

**Feb. 4, 11, 18, and 25**

**2:00 – 4:00 p.m.**

**More information on pages 4 - 6.**

## ***Lifelong Learner Lunches***

German Roots in the US.....	7
Resurrecting Forest Grove .....	7
To America.....	7

## ***Health and Wellness***

### **Community Health**

Adult Mental Health First Aid USA Training.....	8
AHA Basic Life Support (BLS).....	10
AHA Heartsaver First Aid/CPR/AED.....	10
Alzheimer's Awareness - Healthy Living for Your Brain and Body .....	8
Alzheimer's Awareness - Managing Money .....	8
Autism Workshop.....	9
Mindfulness Meditation.....	9
Until Help Arrives .....	10
Youth Mental Health First Aid USA Training.....	9

### **Health Care Careers**

CAREER EXPLORATION: Phlebotomy & EKG .....	11
EKG Technician with Medical Terminology.....	11
Phlebotomy Technician.....	11

## ***Professional Development/ Continuing Education***

### **Business Skills**

A to Z Grant Writing .....	16
Accounting Fundamentals Series .....	13
Certified Wedding Planner .....	17
Creating WordPress Websites.....	16
Fundamentals of Supervision and Management .....	16
Get Paid to be a Tour Guide & Travel Free .....	13
Get Paid to Teach English in the USA, Overseas & Online - Plus Other Teaching & Administrator Assignments .....	12
How to Start Any Home Business + 250 Home Business Ideas!.....	12
Introduction to QuickBooks Online .....	16
Introduction to Voiceovers.....	13
Make Money with a Virtual Assistant/ Word Processing Business .....	12
Microsoft SharePoint 2019.....	17
Monetize Websites, Blogs, and Social Media with Affiliate Marketing.....	12
Professional Interpreter .....	17
State of Illinois - Becoming a Substitute Teacher or Substitute Paraprofessional .....	13
Web Applications Developer .....	17
Work Remotely and Become a Digital Nomad - How to Create Your Money-making Travel Lifestyle & Work Anywhere .....	13

### **Cannabis Certificate Programs .....**

### **Food Protection**

Accelerated Food Protection Manager Certification.....	15
Food Protection Manager Certification (English) .....	14
Gerente Certificado de Protección de Alimentos.....	15

### **Human Resources**

Associate Professional in Human Resources (aPHR) Exam Prep .....	14
Professional in Human Resources (PHR)/Senior Professional in Human Resources (SPHR) Exam Prep .....	14

## ***Technology***

3D Printing: Intermediate/Advanced....	19
3D Printing: Introduction .....	19
Circuit Electronics.....	19
Computer Basics.....	18
Computer Skills for the Workplace .....	19
Getting Started with Google Workplace.....	19
iPad: Advanced .....	18
iPad: Introduction .....	18
iPad: Intermediate.....	18
Practical Applications of Artificial Intelligence (AI).....	19
Smartphone Basics: Android.....	18
Smartphone Basics: iPhone .....	18

### **Microsoft Office**

Access.....	20
Excel: Advanced.....	20
Excel: Intermediate .....	20
Excel: Introduction .....	20
Introduction to Microsoft PowerPoint 2019/Office 365 .....	20

### **Photography**

Digital Photography: Intermediate/ Advanced.....	21
Digital Photography: Introduction.....	21
Photography Composition .....	21
Photography Exposure Lighting & Flash.....	21

## ***Community Education***

### **Arts & Crafts**

Adventures in Watercolor .....	22
Beginning Crocheting .....	23
Beginning Watercolor.....	22
Drawing and Sketching: Still Life and Landscapes.....	23
Drawing Animals and the Birds of Spring.....	23
Drawing for Beginners.....	23
Ikebana-inspired Floral Design.....	22
Mother's Day Floral Arrangement.....	22
Pattern Reading for Crocheting .....	23
Refresher Crocheting .....	23
Spring Vase Arrangement.....	22
Spring Wreath-Making .....	22
Valentine Wreath-Making .....	22
Watercolor Spring Scenes .....	23

## At Home

Beyond the Basics of Backyard Beekeeping Workshop.....	25
Container Vegetable Gardening .....	25
Home Security, WiFi, and Automation.....	24
Introduction to Backyard Composting ....	25
Intro to Raising Backyard Chickens Workshop.....	25
Renewable and Sustainable Home Solutions: Electric Appliances and Car Chargers.....	24
Renewable and Sustainable Home Solutions: Solar Panels and Energy Storage.....	24
Save Money with Extreme Couponing!...	24
The Basics of Backyard Beekeeping Workshop.....	25
The Secrets of Travel-Hacking - Free Air, Hotels, & Cash Back .....	24

## Languages

American Sign Language (ASL) - Beginning .....	27
American Sign Language (ASL) - Intermediate .....	27
Intermediate Spanish.....	26
Spanish for Beginners.....	26

## Music

BHC Concert Band.....	26
BHC Community Chorale .....	26
BHC Guitar Ensemble.....	26
BHC String Orchestra .....	26
Learn to Play the Ukulele.....	26

## Spring Seminars

April in Paris.....	28
Brawny, Charming Scotland.....	29
Central America and Southern Mexico..	29
Greece and the Aegean .....	29
Historical Look Back at How Modern Day Russia was Established .....	29
Masterpieces of Northern European Portraiture .....	28
Normandy Landings Took Place 80 Years Ago on June 6 <sup>th</sup> .....	29
Time to Ship Another Steer .....	29
Ukraine: From the Cossack Uprisings of the Late 1600s to the Current Russian Invasion .....	29

## The Younger Generation

Babysitting Clinic.....	27
SAT Exam Preparation .....	27

## Writing

Beginning Writer's Workshop.....	28
How to Self-Publish Your Book .....	28
Writing Your Story.....	28

## BHC Community Education Center (CEC) - Kewanee, IL

Accelerated Food Protection Manager Certification.....	30
Citizenship Class.....	30
Exploring Watercolor .....	30
Introduction to Black Studies.....	30
Phlebotomy Technician.....	30
State of Illinois - Becoming a Substitute Teacher or Substitute Paraprofessional .....	30

## Business Training Center (BTC)

160 Driving Academy Truck Driver Training.....	32
Advanced Drinking Water Class A and B.....	34
Advanced Wastewater Class 1 and 2 ....	34
Beginning Drinking Water Class C and D .....	34
Beginning Wastewater Class 3 and 4 ....	34
Blueprint Reading .....	35
Certified in Planning and Inventory Management (CPIM) Part 1 .....	35
Certified in Planning and Inventory Management (CPIM) Part 2 .....	35
Customer Service Done Right.....	32
Emotional Intelligence .....	32
Fork Truck Operator Safety and Driving Training.....	36
Highway Construction Careers Training Program (HCCTP).....	37
IGNITE: Introduction to Advance Manufacturing .....	35
OSHA 10-Hour General Industry Training.....	36
OSHA 30-Hour General Industry Training.....	36
Production MIG Welding .....	33
Welding Practice.....	33

## PaCE Registration

Registration Information .....	38
Registration Form.....	39

## 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.

## April is Community College Month!

Stay tuned for more details from the PaCE department for the month of April. We hope you will join us in celebrating Black Hawk College and the community!





CommUniversity offers classes in diverse areas including arts/humanities, personal enrichment, regional studies and theology/spirituality. Since 1979, thousands of students have participated in this annual community program.

CommUniversity is available to anyone 18 and older.

**4 Sundays**  
**February 4, 11, 18, & 25**  
**2:00 – 4:00 p.m.**  
**Program Fee \$40**

Select one class which will meet all four Sundays.

To register, go to page 39, call 309-796-8223  
or go to [www.bhc.edu/CU](http://www.bhc.edu/CU)

If you need accommodations due to a disability to participate, please contact Disability Resources & Access (309) 796-5900. A one-week advance notice of accommodation needs is recommended.

**Last day to register: Thursday, February 1**  
**Last day for a refund: Friday, January 26**

## IN-PERSON CLASSES

Classes will meet at the Black Hawk College Moline Campus.

### Beginning Crocheting

**Instructor: Gricelda Garcia, Black Hawk College**

Crocheting is fast, fun and increasingly popular. In this class, you will learn the basic stitches to make a dishcloth, chain stitch, single crochet, half-double crochet, double crochet and triple crochet. *Please bring to class a 2.5-ounce skein of 100% cotton yarn (such as Peaches and Cream) in any color, a size H or I crochet hook, a blunt darning needle and sharp scissors. Patterns will be provided as part of the class.*

In-Person Class ID 1731

## IN-PERSON CLASSES (continued)

Classes will meet at the Black Hawk College Moline Campus.

### The Shamanic Journey: Pathway to Knowledge & Power

**Instructor: Kathleen Collins, Licensed Mental Health Counselor**

The shamanic journey is a remarkable visionary method for entering into another reality with discipline and purpose. Using classic drumming techniques to alter consciousness, participants will be introduced to the shamanic journey to awaken one's soul and dormant spiritual power. Travel outside of time and space into another reality and make contact with compassionate helping spirits, such as teachers and power animals, for personal wisdom and to gain knowledge to help create a better world. *Please bring to class a blanket or towel to use on the floor or a chair, something to cover your eyes, a notebook, and a pen.*

In-Person Class ID 1571

### Art and Architecture in Ancient Egypt

**Instructor: Brian Alm, Member of the Institute for the Study of Ancient Cultures, The University of Chicago**

Egyptian art and architecture can be "read" like a book — if you know what to look for. The art is full of hidden meanings entwined in cryptograms, and the symbolic architecture of temples and tombs is a grand statement of the ancient Egyptians' religion, mythology and world view. We will go back through 3,000 years of Egyptian history and "read like an Egyptian" to understand and appreciate what they were expressing about this most fascinating of all ancient cultures.

In-Person Class ID 1572

### Positive Psychology

**Instructor: Dr. William Hampes, Professor Emeritus, Black Hawk College**

The class will explore Positive Psychology, the branch of psychology that studies the strengths and virtues that enable individuals to thrive and to live meaningful and satisfying lives. We will focus on the six virtues (wisdom, courage, humanity, justice, temperance and transcendence) with examples from films such as "To Kill a Mockingbird," "It's a Wonderful Life" and "The Shawshank Redemption."

In-Person Class ID 1573

### Can Creativity Save the World?

**Instructors: Jay Swords and Brett Monnard, Black Hawk College**

Businesses extol it, colleges claim to be incubators of it, and people everywhere are searching for it. But very few seem to know what it really is or how to develop it. This class will give you insight into what creativity is and is not, whether it can be learned and developed, how it can be applied in everyday situations as well as to some of the most critical problems facing us today. Join us as we describe what the "box" is and how to "think outside of it."

In-Person Class ID 1574



## IN-PERSON CLASSES (continued)

Classes will meet at the Black Hawk College Moline Campus.

### Navigating the Digital World

**Instructor:** Sanchia Sommer, Black Hawk College

You don't need to keep up with the Kardashians, but you can communicate using these tools efficiently. Join us in learning to utilize Facebook (Meta), Instagram and Snapchat apps with millions of active users. These apps can be used for keeping in touch for business and commerce! You can find ways to use these digital tools and tips for online safety. You will also learn how to edit your photos and send them directly from your phone to a business, such as Walgreens or Walmart or an online service to be developed. We can look at using the apps on a phone or tablet. *Bring your charger and digital device and we can help with the rest!*

**In-Person Class ID 1575**

### What Can Fiction Teach Us About Reality?

**Instructor:** Dr. Tamara Felden, Augustana College

The East German author Christa Wolf articulated a concept by which fiction, that which does not objectively exist and is told in a story, can nevertheless convey truth. Many of us love to read because of exactly that, to learn about the world around us, even if what we encounter is fictitious, and become wiser and perhaps more empathetic in the process. We will examine this concept by reading "Fahrenheit 451", a Ray Bradbury novel published in 1951, and inspect elements of the story in connection with our contemporary experience. *Students are strongly encouraged to purchase (or check out from their local library) a copy of "Fahrenheit 451" by Ray Bradbury.*

**In-Person Class ID 1576**

### Rock Island County — Transformation to Settled Land

**Instructor:** Regena Schantz, Local Historian

Anticipating the removal of the Sauk and Mesquakie from their land between the Mississippi and Rock rivers, would-be settlers and investors quickly made claims to what would become Rock Island County. We will explore events between 1829 and 1941 that led to county development.

**In-Person Class ID 1577**

### Exploring Common Ground: An Interfaith Adventure

**Instructor:** Dr. Lisa Killinger, Muslim Community of the Quad Cities

This course will offer a fun and spirited look (pun intended) at the common ground shared by the Muslim, Christian and Jewish faiths. The class will learn about common practices, traditions and even the linguistic overlay between faiths. This course will be a series of conversations featuring participants from the local Muslim, Jewish, Christian and Unitarian community. Buckle up! We are going on a faith adventure, including a "tour" of past and current Interfaith events here in the Quad Cities and efforts that underscore the common ground between faiths.

**In-Person Class ID 1578**

## IN-PERSON CLASSES (continued)

Classes will meet at the Black Hawk College Moline Campus.

### Four Views of Vermeer's 'Girl with a Pearl Earring'

**Instructor:** Dr. Annette LeZotte, Art Historian, Black Hawk College

This course will focus on Johannes Vermeer's famous painting "Girl with a Pearl Earring." Half of the course will consist of an in-depth examination of the painting, its history, Vermeer's life and painting technique, and scholarly interpretations of the meaning of the image. The other half will be devoted to exploring contemporary commentaries or manipulations of Vermeer's painting in historical fiction, film and modern art. *Students are strongly encouraged to purchase (or check out from their local library) a copy of Tracy Chevalier's novel "Girl with a Pearl Earring" as we will spend a good amount of time discussing the book and its film adaptation.*

**In-Person Class ID 1579**

### American Sign Language

**Instructor:** Cheryl Sullivan, Black Hawk College

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. *Students need to purchase "A Basic Course in American Sign Language 2nd Edition" by Tom Humphries, Carol Padden and Terrence J. O'Rourke*

*ISBN: 978-0932666420*

**In-Person Class ID 1580**

### Basic Spanish

**Instructor:** Jay Thornton, Retired Teacher

Basic Spanish requires no previous knowledge of Spanish. Greetings, beginning conversation, counting, expressions, etc. are taught to give you a beginner's ability in Spanish. There will be games and activities to make learning fun.

**In-Person Class ID 1581**

### Sketch Journaling

**Instructor:** Debbie Beyerlein, Local Artist, Rutabaga Art

In this hands-on, interactive class you will receive a journal and receive prompts and ideas to get started. There are countless reasons to journal including: experimenting in art, family events, your daily life and what is important to you, gratitude, your thoughts and ideas, and much more! Explore this art form and continue to be a curious observer in life. You don't have to show it to anyone – this is yours! *A \$5 materials fee is payable to the instructor the first day of class.*

**In-Person Class ID 1582**

### Paper Crafting With Becky

**Instructor:** Becky Pilcher, Local Artist

Enjoy your time learning to make projects using paper. This class will include making different cards at each class as well as a special project each class. These are projects you can make for yourself or as gifts for others. *A \$15 materials fee is payable to the instructor at the first class.*

**In-Person Class ID 1583**

## IN-PERSON CLASSES (continued)

Classes will meet at the Black Hawk College Moline Campus.

### Exploring the Gifts of Celtic Spirituality

**Instructor:** Dr. Pat Shea, Professor Emeritus, Augustana College

Explore some of the many gifts Celtic Spirituality offers that enrich and support the journey of life. The ancient wisdom has invaluable and important insights and perspectives so desperately needed in our present era. Each week will offer information and spiritual experiences to go beyond “knowing about” to “knowing through experiences” of the deep richness and graces of Celtic Spirituality.

**In-Person Class ID 1584**

### Mindfulness and Landscape Photography

**Instructor:** Trent Foltz, Trent Foltz Photography

Though mindfulness photography is not a true style, we can be mindful when we photograph. Mindfulness is about being present in the moment. So, in a way, landscape photography is all about mindfulness. To get a photograph that truly represents a place, you have to be completely present in the moment you take the picture, not distracted by anything. You need to be giving the location your full attention, taking only a few clicks of the subject. In this class we will discuss mindfulness, making strong images and being able to talk about them. Understanding your camera's controls and what they do is important. Also, a basic understanding of post processing.

**In-Person Class ID 1585**

### Introduction to Quilling

**Instructor:** Ranjani Gopikrishna, Local Artisan

Quilling – also known as paper filigree or paper scrolling – technique dates back centuries. The origin of this technique first used gold and silver rolled into coils to decorate vases and pieces of jewelry. With the emergence of paper, it took a different dimension in the 14th century. This nearly forgotten art form has gained more popularity in recent years. This is an easy-to-learn art form compared to other crafts. With the available tools and resources, anyone can learn the basic quilling techniques and create mind-blowing art forms. Join us and create art using strips of paper. *A \$25 materials fee for the kit for all the four sessions is payable to the instructor the first day of class.*

**In-Person Class ID 1586**

### The Taos Six

**Instructor:** Gloria Burlingame, Local Artisan

It's 1898 and two artists are traveling to Mexico. They never make it – their wagon breaks a wheel in the Taos, NM, area and their lives are forever changed. Follow the creative paths of the six artists who founded the Taos Society of Artists and take your own artistic journey, creating studies of their works in a variety of art materials. *A \$5 materials fee is payable to the instructor the first day of class.*

**In-Person Class ID 1718**

## VIRTUAL CLASSES

Students will attend the classes virtually via Zoom. During the week of January 31<sup>st</sup>, you will receive a Zoom link.

### The Life and Times of the American Cemetery

**Instructor:** Minda Powers-Douglas, Founder-Editor of [TheCemeteryClub.com](http://TheCemeteryClub.com)

This course will take you around the country as we discuss cemetery histories, symbols on gravestones and much more. We will cover early American cemeteries through contemporary burial trends. Every life has a story to tell, no matter how large or seemingly small. Step into our cemeteries and listen.

**Virtual Class ID 1587**

### *“To read Dante is to educate the eye (I)...” John Ciardi: The Divine Comedy and Our Journey Towards Wholeness*

**Instructor:** Daniel Christian, Member of the Dante Society of America

This course will introduce students to Dante's epic story, “The Divine Comedy,” and show how it can serve readers as a surprisingly powerful guide as we aim our sights towards an honest- to-goodness “examined life.” We will all join Dante/pilgrim as he journeys from the “dark wood” of distress and confusion into an enlightened state of self-knowledge, one grounded in appreciating that WE truly are all in this one life together. Essentially, an “educated eye” (I) (John Ciardi) is one that embraces the urgency of “liv[ing] the questions now” (Rilke) with the hope of honoring Dante's focus on “nostra vita” (this life of ours), and during our February time together, we will grapple with many aspects of this process.

**Virtual Class ID 1588**

### A Comparison of the Abrahamic Religions

**Instructor:** Dr. Art Pitz, Presenter and Professor Emeritus, Black Hawk College

Participants will be asked to take a non-graded test to begin with to see what you know and then we'll discuss the main features of each religion as they compare with the others. Be open and ready for some surprises. Your instructor has frequently found over the years that what some believe to be true about one or more of these faiths is simply not true. A good example is that many Christians believe the Bible is the word of God. But, which Bible? Protestant (multiple English translations), Catholic Bible, Jewish Bible, Anglican Bible, Greek Orthodox Bible, Ethiopian Bible? Be aware that the Quran is written in classical Arabic so translations into English may not capture the original meaning well in some cases.

**Virtual Class ID 1589**

**To register for CommUniversity, complete the registration form on page 39, call 309-796-8223, or go to [www.bhc.edu/CU](http://www.bhc.edu/CU)**



# Lifelong Learner Lunches

If you require a gluten free or vegetarian option, notify the PaCE Department at 309-796-8223 before the last day to register for the lunch.

## Resurrecting Forest Grove

**Presenter:** Kelly and Tammy Rundle, Documentarians and Filmmakers of Fourth Wall Films

In 2012, a small group of preservationists stood before the hollowed-out shell of the unique and historic 1873 Forest Grove School No. 5. In the shadow of the gray, windowless, sagging structure they decided it could, and should, be saved.

"Resurrecting Forest Grove", a new documentary by Emmy award-winning filmmakers Kelly & Tammy Rundle of Fourth Wall Films, cinematically tells the dramatic true story behind the seemingly impossible task of restoring a vintage one-room school to its 1920s appearance. Footage and interviews gathered over a seven-year period depict the problems they faced and the solutions they employed as they attempted to bring this rural icon back to life. The surprises and successes of this challenging restoration project are intercut with a vivid historical portrait of the 'Roaring 20s' in rural America.

**Date:** Thursday, March 7

**Location:** Quad City Botanical Center, 2525 4<sup>th</sup> Avenue, Rock Island, IL

**Lunch:** 11:30 a.m. with presentation to follow.

**Fee:** \$25 (Fee includes admission to the Botanical Center)

**Last day to register/receive a refund:** Feb. 28

**In-Person Class ID 1590**

## "To America"

**Presented by:** The Bishop Hill Heritage Association

The acting troupe from Bishop Hill, IL will present an informative and entertaining play about coming to America from their homeland in Sweden. Step back in time to 1846 with these three Swedish women as they embark on a journey across the ocean in search of freedoms in America, pondering the treasures they'll carry on their journey. Will Brita take her husband with her? Will Anna need to bake more pepparkakor cookies? A Q&A session will follow the presentation.

**Date:** Thursday, April 11

**Location:** Quad City Botanical Center, 2525 4<sup>th</sup> Avenue, Rock Island, IL

**Lunch:** 11:30 a.m. with presentation to follow.

**Fee:** \$25 (Fee includes admission to the Botanical Center)

**Last day to register/receive a refund:** Apr. 3

**In-Person Class ID 1591**

## German Roots in the US

**Presenter:** Brian Allen, Executive Director, German American Heritage Center

Beginning in the mid-1800s, scores of German immigrants crossed the Atlantic and then traveled up the Mississippi to settle on the West side of the river. This brought many Germans to the Quad Cities. Once they began to settle in the area, they made their indelible mark on architecture, business and society as a whole. Tracing German Roots in the Quad Cities follows their journey to the area, the impact they made once there and the ways in which those German roots forever transformed the place we call home.

**Date:** Thursday, May 16

**Location:** Quad City Botanical Center, 2525 4<sup>th</sup> Avenue, Rock Island, IL

**Lunch:** 11:30 a.m. with presentation to follow.

**Fee:** \$25 (Fee includes admission to the Botanical Center)

**Last day to register/receive a refund:** May 8

**In-Person Class ID 1592**

*Registration for this class begins April 2.*



*Quad City Botanical Center*

**Register early!  
Lunches fill up quickly!**





# Health and Wellness

## Community Health



### Alzheimer's Awareness

**Presenter: Alzheimer's Association**

Formed in 1980, the Alzheimer's Association advances research to end Alzheimer's and dementia while enhancing care for those living with the disease. Join us as we learn what resources are available if you or a loved one has been diagnosed with Alzheimer's or if you are a caregiver and how the Alzheimer's Association can help.

#### Healthy Living for Your Brain and Body: Tips from the Latest Research

Learn about research regarding Alzheimer's in the areas of diet and nutrition, exercise, cognitive activity, and social engagement while using hands-on tools to help incorporate these recommendations into a plan for healthy aging.

1 Monday Mar. 25 1:00 - 2:30 p.m.  
Outreach - Rm. 204 Fee FREE

In-Person Class ID 1593

The session is FREE; however, registration is required.

#### Managing Money

This Alzheimer's Awareness program will feature tips for managing someone else's finances, how to prepare for future care costs and the benefits of early planning.

1 Monday Apr. 1 1:00 - 2:30 p.m.  
Outreach - Rm. 204 Fee FREE

In-Person Class ID 1594

The session is FREE; however, registration is required.

alzheimer's  association®

THE BRAINS BEHIND SAVING YOURS.™

### Adult Mental Health First Aid USA Training Presented by Bridgeway

This course is designed to teach the community and professionals how to respond when a person is developing a mental health problem or experiencing a mental health crisis.

Please note – This course does not teach how to diagnose or counsel, but how to help a person needing early intervention or crisis assistance.

Participants will:

- Understand the prevalence of mental illness in the United States.
- Understand the importance of stigma reduction.
- Learn risk factors and warning signs of specific illnesses such as anxiety, depression, self-injury, eating disorders, psychosis and addiction.
- Engage in experiential activities that build understanding of the impact of illness.
- Learn a five-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with the appropriate professional care.

Manual and lunch included.

*Prior to the training you will receive an email with instructions to complete pre-work online. If this pre-work is not completed, you will not be able to attend the training.*

*Last day to register: Apr. 5*

1 Friday Apr. 12 8:30 a.m. - 5:00 p.m.  
Bldg. 1 - Rm. 404 Fee FREE

In-Person Class ID 1595

The session is FREE; however, registration is required.

**Professional Continuing Education Credits: 8 CEs** provided for social workers, nursing home administrators, dietitian/nutrition counselors, physical therapists and physical therapist assistants through the State of Illinois.

# BRIDGEWAY

#### Black Hawk College - Outreach Center (Outreach)

301 Avenue of the Cities, East Moline

#### Black Hawk College - Building 1

6600 34th Ave., Moline

**To register online, visit  
[www.bhc.edu/pace](http://www.bhc.edu/pace)**





**The PaCE Department at Black Hawk College is an approved provider of continuing education credits in the State of Illinois for the following professions:**

Nursing Home Administrators  
Physical Therapists  
Physical Therapist Assistants  
Social Workers  
Dietitian/Nutrition Counselors

### Youth Mental Health First Aid USA Training Presented by Bridgeway

Youth Mental Health First Aid is designed to teach the community and professionals how to respond when a youth is experiencing a mental health problem or a mental health crisis. Youth Mental Health First Aid is primarily designed for adults who regularly interact with youth ages 12-18. Gain knowledge of the potential risk factors and warning signs for a range of mental health problems, including depression, anxiety, psychosis, substance abuse disorders, self-injury, disruptive disorders (including ADHD) and eating disorders. The class will include a five-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with appropriate professional care. Please note – This course does not teach how to diagnose or counsel, but how to help a person needing early intervention or crisis assistance. Manual and lunch included. *Prior to the training you will receive an email with instructions to complete pre-work online. If this pre-work is not completed, you will not be able to attend the training.*  
*Last day to register: Apr. 12*

1 Friday Apr. 19 8:30 a.m. - 5:00 p.m.  
Bldg. 1 - Rm. 404 Fee FREE  
In-Person Class ID 1596  
The session is FREE; however, registration is required.

**Professional Continuing Education Credits:** 8 CEs provided for social workers, nursing home administrators, dietitian/nutrition counselors, physical therapists and physical therapist assistants through the State of Illinois.

### 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. The class will be held via Zoom.

4 Wednesdays Jan. 10 - Jan. 31 6:00 - 7:00 p.m.  
Virtual Class ID 1407 Fee \$35

*Last day for refund: Jan. 4*

4 Tuesdays Apr. 9 - Apr. 30 6:00 - 7:00 p.m.  
Virtual Class ID 1598 Fee \$35

*Last day for refund: Apr. 3*

**Professional Continuing Education Credits:** 4 CEs provided for social workers, nursing home administrators, physical therapists and physical therapist assistants through the State of Illinois.

### In-person vs. virtual classroom

- An In-person class provides the traditional on-site instruction.
- A virtual class provides real-time, online instruction. A student is responsible for the technology needed to attend the class.

### Autism Workshop

**Presenter: M. Smyth, Director of the QC Autism Center (QCAC)**

Join us to learn about the Quad Cities Autism Center (QCAC) and the evidence-based treatment they provide to children, ages 2 to 10 years old. QCAC is a not-for-profit organization located in Moline, Illinois that has provided Applied Behavior Analysis (ABA) therapy to children in the Quad Cities and outlying areas for the past 17 years.

Learn about the diagnostic criteria, definitions, and "red flags/symptoms" of autism. This presentation will also include a brief introduction to basic principles of ABA with emphasis on B.F. Skinner's Verbal Behavior and will focus on the key components of instruction from several curriculums the QCAC is currently utilizing to teach communication, cooperation, and toleration skills to the children they serve.

1 Monday Apr. 8 6:00 - 8:00 p.m.  
Outreach - Rm. 407 Fee FREE

In-Person Class ID 1597

The session is FREE; however, registration is required.





### AHA Basic Life Support (BLS)

**Instructor: J. Hines**

The American Heart Association's BLS Course is designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills in a wide variety of in-facility and prehospital settings. This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an AED. Fee includes manual and *BLS Provider* e-card.



1 Thursday Jan. 25 5:30 - 9:30 p.m.  
Outreach - Rm. 407 Fee \$65

In-Person Class ID 1603  
*Last day for refund: Jan. 19*

1 Thursday Feb. 15 5:30 - 9:30 p.m.  
Outreach - Rm. 407 Fee \$65

In-Person Class ID 1604  
*Last day for refund: Feb. 9*

1 Thursday April 25 5:30 - 9:30 p.m.  
Outreach - Rm. 407 Fee \$65

In-Person Class ID 1605  
*Last day for refund: Apr. 19*

1 Thursday May 30 5:30 - 9:30 p.m.  
Outreach - Rm. 407 Fee \$65

In-Person Class ID 1607  
*Last day for refund: May 23*  
*Registration for this class begins April 2.*

#### Professional Continuing Education Credits:

4 CE's provided for social workers, nursing home administrators, dietitian/nutrition counselors, physical therapists and physical therapist assistants through the State of Illinois.

### AHA Heartsaver First Aid/CPR/AED

**Instructor: J. Hines**

The American Heart Association's Heartsaver First Aid CPR AED

Course is designed for anyone with little or no medical training who needs a course completion card for their job, regulatory (e.g.,



OSHA), or other requirements, or anyone who wants to be prepared for an emergency in any setting. This course trains participants to provide first aid, CPR, and use an automated external defibrillator (AED) in a safe, timely, and effective manner. This includes adult and child CPR and AED use, and infant CPR. Fee includes manual and *Heartsaver First Aid CPR AED* e-card.

1 Tuesday Mar. 5 4:30 - 9:30 p.m.  
Outreach - Rm. 407 Fee \$85

In-Person Class ID 1610

*Last day for refund: Feb. 28*

### Until Help Arrives

**Instructor: K. Keesecker, BS, AAS, CMA (AAMA)**

This class is designed to educate the public about the important role the public plays in providing potentially life-saving interventions prior to the arrival of emergency services. The goal of this class is to teach participants basic skills to keep people with life-threatening injuries alive until professional help arrives. By the end of this class, participants will be able to communicate with 9-1-1 operators effectively, act to protect the injured from further harm, position the injured, stop life-threatening bleeding, and provide emotional support.

1 Thursday Feb. 22 5:30 - 8:00 p.m.  
Outreach - Rm. 407 Fee \$35

In-Person Class ID 1612

*Last day for refund: Feb. 15*

#### 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 in order for them to run. Please register early to help us avoid disappointing class cancellations.



#### 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**

**To register online, visit  
[www.bhc.edu/pace](http://www.bhc.edu/pace)**

## Health Care Careers General Statement of Prerequisites

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

## Health Care Careers

**New**

### CAREER EXPLORATION: Phlebotomy & EKG

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

The health care industry is consistently in need of phlebotomists and EKG training is one of the quickest routes to a career in healthcare. Join us for a brief overview of both of these fields and learn more about the terminology and equipment used by these health care professionals. Topics include: 12-Lead EKG, anatomy of the heart, physiology and medical disease processes, handling, processing and documentation of samples, safety rules, anatomy and physiology of the circulatory system and basic phlebotomy techniques. Register today to learn more about the curriculum, options for certification and career opportunities.

1 Mon./1 Wed. Apr. 8 & Apr. 10 6:15 - 8:15 p.m.  
Outreach - Rm. 406 Fee \$40

In-Person Class ID 1614

Last day for refund: Apr. 2

### EKG Technician with Medical Terminology

**Instructor:** K. Keesecker, BS, AAS, CMA (AAMA)

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

Gain the confidence to pursue a job in the health care field or learn a new skill to increase your chance of job advancement. This class delivers a focus on medical terminology through learning the individual parts of a medical term and knowing the meaning of a prefix or suffix. It also prepares students for EKG technician duties with topics including: 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, bloodborne pathogens, and heart medications. The National Certified EKG Technician (NCET) certification exam is available upon successful completion of the class through National Center for Competency Testing (NCCT).

*Before the first class, purchase the required textbook at the Black Hawk College Bookstore in Building 1, 6600 34th Ave., Moline.*

8 Saturdays Mar. 2 - Apr. 27 10:00 a.m. - 1:00 p.m.  
Outreach - Rm. 407 Tuition Fee \$435

In-Person Class ID 1615

Last day for refund: Feb. 27

(No class Mar. 30)

## Phlebotomy Technician

**Instructor:** S. Edlund

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

*Prerequisite:* Current statement of good health from your physician and documented proof that you are free from active tuberculosis as documented by a negative QuantiFERON® - TB Gold test. These documents must be presented to the instructor during the first class. This test may be obtained from your physician's office or by visiting a Genesis Occupational Health Clinic. For clinic locations, go to: [www.genesishealth.com/genesis-at-work/occupational-health/](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 one another) under instructor guidance and supervision.

#### Topics 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 the required textbook at the Black Hawk College Bookstore in Building 1, 6600 34th Ave., Moline.*

4 Mon./6 Thurs. Feb. 8 - Mar. 14 4:00 - 8:00 p.m.  
HSC - Rm. 111 Tuition Fee \$765

In-Person Class ID 1617

Last day for refund: Feb. 2

(No class Feb. 19)

5 Mon./5 Thurs. Apr. 22 - May 23 4:00 - 8:00 p.m.  
HSC - Rm. 111 Tuition Fee \$765

In-Person Class ID 1618

Last day for refund: Apr. 16

**See page 30 for a Phlebotomy Technician class located in Kewanee, IL.**

**The Health Science Center (HSC) is located on the west side of the Black Hawk College campus and on the south side of Building 3. Enter Parking Lot 3 off of 34<sup>th</sup> Avenue and follow the signs to the HSC. Be aware that there is construction in the area around Building 3.**



# Professional Development/ Continuing Education



## Business Skills

### Get Paid to Teach English in the USA, Overseas & Online – Plus Other Teaching & Administrator Assignments

**Presented by:** G. Henry

Teach your way around the world while getting paid for your “vacation”! English is the world’s business and travel language. If you speak English, you can teach conversational English! You don’t have to be certified or speak the local language. It can be a high paying career or simply a great way to go on vacation for free. Learn about teaching online, 2-month paid summer jobs, or full-time work. Discover the best paying jobs, qualifications, certification programs and specific hiring organizations. Fee includes instructor’s 100-page digital book (a value of \$39.95). *The Zoom link will be emailed to you the Monday before the class.*

1 Saturday Feb. 10 11:00 a.m. - 2:00 p.m.  
Virtual Class ID 1619 Fee \$49

*Last day to register/receive refund: Feb. 2*

### Monetize Websites, Blogs, and Social Media with Affiliate Marketing

**Presented by:** L. Krusemark

Earn a passive monthly income from selling other people’s products by placing a merchant-provided advertisement link on your site and get a commission for every sale, click or lead. Learn where to find 1000+ free and low-cost opportunities and how to avoid scams or links that won’t offer a beneficial ROI (return on investment). Learn how to find high, recurring, and second-tier commissions. You’ll also learn SEO secrets to increase your site’s ranking and visibility on search engines like Google. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. *The webinar login information will be emailed the day before class.*

1 Wednesday Mar. 6 4:00 - 5:00 p.m.  
Virtual Class ID 1620 Fee \$25

*Last day to register/receive refund: Feb. 27*

### How to Start Any Home Business + 250 Home Business Ideas!

**Presented by:** L. Krusemark

Tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits by starting a home business. Taught by a Chamber of Commerce past president and award-winning business owner, this is probably the most comprehensive business start-up workshop you will ever find. You will discover:

- More than 250 legitimate home business ideas
- Mandatory legal documentation
- Many ways to market your product/service
- How to take tax deductions (this workshop included)

Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. *The webinar login information will be emailed the day before class.*

1 Wednesday Mar. 6 6:00 - 8:00 p.m.  
Virtual Class ID 1621 Fee \$35

*Last day to register/receive refund: Feb. 27*

### Make Money with a Virtual Assistant/Word Processing Business

**Presented by:** L. Krusemark

*Prerequisite: How to Start Any Home Business + 250 Home Business Ideas!*

If you can type, then you can make money at home using your computer. You will discover how and where to find clients, 50 ways to advertise/market your services, effective home office equipment choices, and 100 ways to make money with a computer. There really is a need for your services, so learn to be your own boss, set your own hours, and make more money. Informative handouts for future use are included in class fee. *The webinar login information will be emailed the day before class.*

1 Wednesday Mar. 6 8:00 - 9:00 p.m.  
Virtual Class ID 1622 Fee \$25

*Last day to register/receive refund: Feb. 27*

### Virtual classroom vs. online

- A virtual class provides real-time, online instruction. A student is responsible for the technology needed to attend the class.
- An online class provides online instruction but not in real-time. A student is responsible for the technology needed to complete the class.

**To register online, visit  
[www.bhc.edu/pace](http://www.bhc.edu/pace)**





## Work Remotely and Become a Digital Nomad – How to Create Your Money-making Travel Lifestyle & Work Anywhere

Presented by G. Henry

Working remotely is now the thing. Why not add travel into the mix? Join thousands of individuals who are taking their work with them and hitting the road. Instructor Gina Henry has been location independent for the last seven years. Get the “how to” of living on the road, the remote jobs that can pay your way, where you can stay, how to handle your finances, downsizing & more. Fee includes instructor’s 100-page digital book “*Work Remotely and Become a Digital Nomad*” (a value of \$39.95). *The Zoom link will be emailed to you the Monday before the class.*

1 Saturday Mar. 30 11:00 a.m. - 2:00 p.m.

Virtual Class ID 1623 Fee \$49

Last day to register/receive refund: Mar. 22

## Get Paid to be a Tour Guide & Travel Free

Presented by: G. Henry

Many people will not travel unless they book a tour, take a cruise or travel with a friend who knows the destination. Travel & tourism is the world’s fastest growing industry, and relatively recession proof. If you love to travel, earn income as a tour director. Learn about tour director salaries and work part or full-time leading tours for major companies. Travel free on a tour by becoming an “affiliate” or “tour coordinator”, putting together a group of friends to go on a trip and you go free (& possibly earn extra income). Learn how to put together your own tours and market them to friends, family or the public, starting your own tour business. Learn the qualifications needed to be a tour guide, the “Five Easy Ways To Get A Job In the Tour Industry”, how to design excellent tours & negotiate group discounts, and “101 Ways To Promote Your Tour & Make It A Success” in this online class. Tuition includes instructor’s 100-page digital book “GET PAID TO BE A TOUR GUIDE & TRAVEL FREE” (a \$39.95 value) which provides names, phone numbers, and websites of all of the contacts you need to put this practical information to use. *The Zoom link will be e-mailed to you the Monday before class.*

1 Saturday Apr. 6 11:00 a.m. - 2:00 p.m.

Virtual Class ID 1624 Fee \$49

Last day to register/receive refund: Mar. 28

## Accounting Fundamentals Series

Gain an understanding of accounting basics for career advancement or for personal use. The courses in this bundle will give you a solid foundation in financial matters including the basics of double-entry bookkeeping, how to analyze and record financial transactions, handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. You will also develop a solid understanding of corporate accounting practices by exploring topics such as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.

For more information and to register, visit [www.ed2go.com/blackhawk](http://www.ed2go.com/blackhawk) for more information.

## Introduction to Voiceovers

*Prerequisite: Must be 18 years or older*

Explore the fun, rewarding possibilities of the growing remote voiceover industry! Discover the current trends in the industry and how easy and affordable it can be to learn, set up, and work from home. You’ll learn about different types of voiceovers and tools you’ll need to find success. Your instructor, a professional voice actor from Voices For All, will take notes as you read a real script in this one-on-one video chat setting, and offer some coaching to improve your delivery. You’ll receive a professional voiceover evaluation later in a follow up call. This is a one-time, 90-minute, introductory class. Learn more at [www.voicesforall.com/ooo](http://www.voicesforall.com/ooo).

*Students must have internet access and video chatting capabilities using a method such as Zoom, Skype (Win/Mac/Mobile) or iChat/FaceTime (Mac/iOS).*

Please call the PaCE Department to register for the class. Upon registration, you will be contacted by Voices For All to schedule your class for a day and time of your convenience. Fee \$49

## State of Illinois – Becoming a Substitute Teacher or Substitute Paraprofessional

Presented by Regional Office of Education - Bureau, Henry and Stark Counties

Staff from the Regional Office of Education will explain the process and requirements for becoming a substitute teacher or paraprofessional.

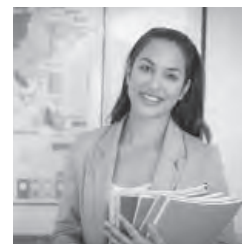
1 Wednesday April 24 11:00 a.m. - Noon

Kewanee CEC – Rm. 102 & Virtual Fee FREE

In-person Class ID 1716

Virtual Class ID 1717

The class is FREE; however, registration is required.



## Are you looking to prepare for the HR exams?

### Why should you consider earning an HRCI certification?

An HRCI certification distinguishes you as an expert in the HR field, with proven levels of skills and knowledge, and the competence necessary to mitigate risks and drive business results. Whether you are an HR expert or just starting out, HRCI has a suite of proven credentials that are just right for your level of experience.

To determine which certification is right for you, visit [www.hrci.org](http://www.hrci.org).

### Professional in Human Resources (PHR)/ Senior Professional in Human Resources (SPHR) Exam Prep

**Instructor: P. Greufe, SPHR, MBA, CM**

The PHR demonstrates your mastery of the technical and operational aspects of HR management, including U.S. laws and regulations. The PHR certification emphasizes a practitioner's operational responsibilities for the organization's HR department.

The SPHR demonstrates your mastery of the strategic and policy-making aspects of HR management as practiced in the U.S. SPHR professionals tend to be accountable for HR department goals, planning and executing business strategies and technology while understanding the overall HR needs of the organization.

*Fee includes HRCI print edition materials. The HRCI certification exam is not included.*

10 Thursdays Mar. 21 - May 23 6:00 - 9:00 p.m.  
Bldg. 1 - Rm. 411 Tuition Fee \$799

In-person Class ID 1628

Virtual Class ID 1629

*Last day to register/receive refund: Mar. 12*

### Associate Professional in Human Resources (aPHR) Exam Prep

**Instructor: P. Greufe, SPHR, MBA, CM**

The aPHR is designed for professionals who are just beginning their HR career journey, as well as for non-HR managers who manage people. Earning your aPHR credential proves your knowledge of human resource fundamentals and shows employers that you have a great foundational knowledge upon which to launch an HR career.

*Fee includes HRCI print edition materials. The HRCI certification exam is not included.*

9 Tuesdays Apr. 9 - June 4 6:00 - 9:00 p.m.  
Bldg. 1 - Rm. 411 Tuition Fee \$499

In-person Class ID 1630

Virtual Class ID 1631

*Last day to register/receive refund: Apr. 1*

## Food Protection

### Food Protection Manager Certification

**Instructor: A. Phipps**

This program meets the class and exam requirements for the Food Protection Management Certification for Illinois and Iowa. The class and exam use ServSafe, which is ANSI-CFP accredited. At the end of the last day of class, you will take the ServSafe paper exam and receive your results within 10 business days from ServSafe. Certification is valid for five years after successful completion of the class and passing the exam.

*Class will break for a 30-minute lunch on your own. You must bring a current photo ID to take the exam.*

1 Tues./1 Thurs. Jan. 9 & Jan. 11 8:30 a.m. - 2:30 p.m.  
Outreach - Rm. 407 Tuition Fee \$165

In-person Class ID 1329

*Last day for refund: Jan. 5*

1 Fri./1 Sat. Feb. 9 & Feb. 10 8:30 a.m. - 2:30 p.m.  
Outreach - Rm. 407 Tuition Fee \$165

In-person Class ID 1632

*Last day for refund: Feb. 7*

1 Tues./1 Thurs. Mar. 12 & Mar. 14 8:30 a.m. - 2:30 p.m.  
Outreach - Rm. 407 Tuition Fee \$165

In-person Class ID 1633

*Last day for refund: Mar. 8*

1 Fri./1 Sat. Apr. 5 & Apr. 6 8:30 a.m. - 2:30 p.m.  
Outreach - Rm. 204 Tuition Fee \$165

In-person Class ID 1634

*Last day for refund: Apr. 3*

1 Tues./1 Thurs. May 14 & May 16 8:30 a.m. - 2:30 p.m.  
Outreach - Rm. 407 Tuition Fee \$165

In-person Class ID 1635

*Last day for refund: May 10*



### ServSafe Manager Book

Students have the option of purchasing the ServSafe Manager Book at the Outreach Center for \$59. The book is available in English and Spanish and can be purchased before class. Book sales are final – no refunds allowed.

## Accelerated Food Protection Manager Certification

**Instructor: A. Phipps**

If you are short on time and know what is required of you as a Food Protection Manager, then this class is for you. This class will condense the Food Protection Manager material into one day. At the end of the class, you will take the ServSafe online exam and receive your results immediately. Certification is valid for five years after successful completion of the class and passing the exam. *Class will break for a 30-minute lunch on your own. You must bring a current photo ID to take the exam.*

1 Saturday Jan. 27 8:30 a.m. - 5:30 p.m.

Outreach - Rm. 407 Tuition Fee \$140

In-person Class ID 1323

*Last day for refund: Jan. 25*

1 Friday Feb. 23 8:30 a.m. - 5:30 p.m.

Outreach - Rm. 407 Tuition Fee \$140

In-person Class ID 1636

*Last day for refund: Feb. 21*

1 Friday Mar. 22 8:30 a.m. - 5:30 p.m.

Outreach - Rm. 407 Tuition Fee \$140

In-person Class ID 1637

*Last day for refund: Mar. 20*

1 Monday May 20 8:30 a.m. - 5:30 p.m.

Outreach - Rm. 407 Tuition Fee \$140

In-person Class ID 1639

*Last day for refund: May 16*

*Registration for this class will begin on April 2.*

### Need to retest for the Food Protection Manager Certification?

If you need to retest, call us to register for a test session at 309-796-8223. If it has been more than six months since you last took the class, you will need to register for the class again.

### ServSafe's Retest Policy:

You may take the exam twice within a 30-day period, if necessary. If a third attempt is required, you must wait at least 60-days from your last attempt. No more than four attempts are allowed in the 12-month period.

### Black Hawk College - Outreach Center (Outreach)

301 Avenue of the Cities, East Moline

### Black Hawk College - Building 1

6600 34th Ave., Moline



**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**

## Gerente Certificado de Protección de Alimentos

### Instrucción dirigida en español

**Instructora: A. Vallejo**

Esta clase cumple con los requisitos de Illinois y Iowa para preparar a los estudiantes para el examen (Food Protection Manager). A los estudiantes se les dará la opción de comprar el libro de ServSafe Manager (ingles o Español) 7a Edición por \$59. Los libros se pueden comprar antes de que comience la clase. Los libros no pueden ser devueltos para un reembolso. Todas las ventas de libros son finales. El examen de certificación se dará al final



de la clase y tomará aproximadamente dos horas. *Traiga identificación con foto a la clase para presentar el examen.*

2 lunes y 1 miércoles en marzo los días 11y 13y 18 entre 1:30-5:30 de la tarde Outreach aula 105

ID de clase en persona 1641

Tarifa \$165

Último día para reembolso: 7 de marzo

2 lunes y 1 miércoles en abril los días 15y 17y 22

entre 1:30-5:30 de la tarde Outreach aula 105

ID de clase en persona 1642

Tarifa \$165

Último día para reembolso: 11 de abril

2 lunes y 1 miércoles en mayo los días 6y 8y 13

entre 1:30-5:30 de la tarde Outreach aula 105

ID de clase en persona 1643

Tarifa \$165

Último día para reembolso: 2 de mayo

### Necesita volver a tomar su examen para la Certificación de Protección de Alimentos para Gerentes?

Llamos para registrarse y tomar su examen al 309-796-8223. Si han pasado más de 6 meses desde que tomó su entrenamiento, entonces necesitará volver a tomar la clase completa nuevamente.

### Política para volver a tomar su examen de ServSafe:

Puede tomar su examen dos veces en un periodo de 30 días si es necesario. Si se requiere un tercer intento, tendrá que esperar 60 días desde su último intento. No puede tener más de cuatro intentos en un periodo de 12 meses.



## Cannabis Certificate Programs

The PaCE Department has partnered with education provider Green Flower to offer three certificates in the leading job sectors of the cannabis industry. Upon program completion, students will receive a certificate of completion, a Credly digital badge, and access to Green Flower's employer network. For more information and registration, visit [cannabisprograms.bhc.edu](http://cannabisprograms.bhc.edu).



### Cannabis Cultivation Specialist

9 weeks | online | open enrollment | \$750

The Cannabis Cultivation Specialist program gives you the skills needed to excel in the cannabis cultivation environment as well as a foundational understanding of the cannabis supply chain. This certificate program will ensure you have the knowledge needed to build your cannabis cultivation career, work in indoor or outdoor grow operations, or even start your own cultivation business.

### Cannabis Retail Specialist

9 weeks | online | open enrollment | \$750

The Cannabis Retail Specialist program gives you a foundational understanding of the cannabis supply chain as well as the skills needed to excel in the cannabis retail environment, including product knowledge and customer engagement. This online program will ensure you have the knowledge needed to build your career in cannabis retail, work in a dispensary, or even start your own dispensary.

### Cannabis Extraction & Product Development Specialist

9 weeks | online | open enrollment | \$750

The Cannabis Extraction & Product Development Specialist program will teach you the various methods for extracting cannabis safely and effectively, and provide you with an understanding of the different cannabis infused product types and the different business models around cannabis manufacturing. You'll get step-by-step guidance on how to make edibles, tinctures, topicals, and more.

## Online Professional Skills and Enrichment Courses

These short non-credit courses are designed to help you build personal and professional skills.

### There are two ways to learn:

Instructor-led courses start monthly and allow you to interact with a cohort over a six-week schedule. Complete the lessons on your own time; you do not have to be logged in during a set time or when lessons are released.

For the independent learner, the self-paced courses provide access to all lessons immediately with up to three months to complete.

## Featured Classes

### A to Z Grant Writing

This course provides students with the experience and knowledge they need to successfully begin the planning process for projects in need of grant funding. An approach to grantseeking begins with thinking about why the funding is needed and involving the grant applicant's stakeholders in the planning process.

### Creating WordPress Websites

In this course, you'll gain experience with this powerful tool as you create your own WordPress.org site and blog. You'll find out how to use WordPress to create pages and posts, add images and videos, change a site's look and feel, and include user-friendly features.

### Introduction to QuickBooks Online

This course will teach you how to manage your business finances with QuickBooks Online. You will learn to use key features such as creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more.

### Fundamentals of Supervision and Management

Become a more effective manager by learning the language of business management. This course provides skills in managing time, delegating responsibility, motivating your employees, solving problems and resolving conflicts so you can accomplish your job more effectively.



For all program offerings and to register, visit [www.ed2go.com/blackhawk](http://www.ed2go.com/blackhawk)



## Online Career Training Programs

These self-paced, non-credit programs will help you start a new career or advance within your current occupation. Each course is developed by a team of experts and comes with a dedicated advising team to support you as you train for jobs in high-demand fields and prepare for nationally recognized certifications.

### Certified Wedding Planner

This comprehensive course covers everything an aspiring wedding planner needs to know to get started in the business. This course will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.



### Microsoft SharePoint 2019

This training course will help you build the skills you need to work in a SharePoint environment. SharePoint is the most popular content management system, so understanding how to use its features is valuable at any organization. You will be equipped with essential SharePoint skills, so you can navigate team sites; manage lists and libraries; and create columns, content types, and views.

### Professional Interpreter

This course will enable you to develop the skills necessary to use your knowledge of languages to help other people communicate. You'll start by gaining a clear understanding of what interpreting is; the different interpreting techniques, settings, and delivery modes; and the differences between a career in public services interpreting and other language-related fields. You will also receive a thorough grounding in the principles of ethics and professional conduct as they apply to the interpreting field.

### Web Applications Developer

This course will prepare you for an entry-level career in web app development. You will learn how to create dynamic database-driven websites using the latest tools and technologies.

For all program offerings and to register, visit [careertraining.bhc.edu](http://careertraining.bhc.edu)

# 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.



COMMUNITY



PROFESSIONAL/CAREER



INDUSTRIAL/MANUFACTURING



YOUTH



HEALTH/FITNESS

## Teach for Us!

Do you have a skill, hobby, or special knowledge you want to share with others? The PaCE Department would like to share what you know with the community.

Visit [www.bhc.augusoft.net](http://www.bhc.augusoft.net) and click on Browse then Teaching to complete the online course proposal form.

# Technology



- Level 1**     Introductory class for the novice and those who need to understand basics.
- Level 2**     For those who understand basic concepts and terminology.
- Level 3**     For more experienced students who want to expand their knowledge and skills.

## Computer Basics

**Instructor: E. Duffy**

Level 1 - Develop the skills you need to operate your computer confidently! This class will teach you the basics so that you can navigate operating systems, create documents, use email, manage files, use the Internet and social media, and safely manage your personal data.

4 Tuesdays     Feb. 13 - Mar. 5     5:30 - 7:30 p.m.  
BHC ALC - Rm. 111     Fee \$85

In-person Class ID 1644

*Last day for refund: Feb. 7*

## Smartphone Basics: iPhone

**Instructor: S. Sommer**

Level 1 - Learn the basic functions of your iPhone that you will utilize regularly, such as calling and texting, taking pictures, changing your settings, installing apps, and using the internet. There will be time at the end of each class for questions.

*Please bring your iPhone to class. You must activate your phone before class. If you have questions about activating your phone, contact your service provider.*

3 Mondays     Apr. 15 - Apr. 29     3:30 - 5:30 p.m.  
Outreach - Rm. 407     Fee \$65

In-person Class ID 1645

*Last day for refund: Apr. 9*

## Smartphone Basics: Android

**Instructor: S. Sommer**

Level 1 - Learn the basic functions of your Android phone that you will utilize regularly, such as calling and texting, taking pictures, changing your settings, installing apps, and using the internet. There will be time at the end of each class for questions.

*Please bring your Android phone to class. You must activate your phone before class. If you have questions about activating your phone, contact your service provider.*

3 Days - M, Th, F Jan. 8, 11 & 12     1:00 - 3:00 p.m.  
Outreach - Rm. 204     Fee \$65

In-person Class ID 1640

*Last day for refund: Jan. 3*

3 Mondays     May 6 - May 20     3:30 - 5:30 p.m.  
Outreach - Rm. 204     Fee \$65

In-person Class ID 1646

*Last day for refund: Apr. 30*



## iPad: Introduction

**Instructor: S. Sommer**

Level 1 - 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. *Please bring your iPad to class. You must activate your iPad and create your Apple ID before class. This class is not suitable for other types of tablets.*

1 Thursday     Apr. 4     3:30 - 5:30 p.m.  
Outreach - Rm. 407     Fee \$29

In-person Class ID 1647

*Last day for refund: Mar. 28*

## iPad: Intermediate

**Instructor: S. Sommer**

Level 2 - Become better acquainted with the functionality of your iPad. In this class, you will learn more about the features and personalization of your Home Screen, adjusting the device settings, adding contacts, using the internet, and accessing the app store. *Please bring your iPad to class. You must activate your iPad and create your Apple ID before class. This class is not suitable for other types of tablets.*

1 Thursday     Apr. 11     3:30 - 5:30 p.m.  
Outreach - Rm. 407     Fee \$29

In-person Class ID 1648

*Last day for refund: Apr. 5*

## iPad: Advanced

**Instructor: S. Sommer**

Level 3 - Increase your iPad skills and knowledge through tips and tricks for using this device. Explore some of the more interesting and unique applications available for iPad users. Discover FaceTime and how to make video calls with family and friends. *Please bring your iPad to class. You must activate your iPad and create your Apple ID before class. This class is not suitable for other types of tablets.*

1 Thursday     Apr. 18     3:30 - 5:30 p.m.  
Outreach - Rm. 407     Fee \$29

In-person Class ID 1649

*Last day for refund: Apr. 12*

## ONLINE CLASSES

### Computer Skills for the Workplace

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. This course includes a great introduction to Windows 10 and Office 365 to provide the fundamental computer competencies you need to prosper in the workplace.

### Getting Started with Google Workspace

More and more businesses are switching to Google Workspace for their business documents and communications. Are you ready? In this course, you will get experience with nine great Google apps for business and personal use, including Gmail, Docs, Sheets, and Slides, and learn how they all work together in a seamless suite.

**For more information and to register, visit [www.ed2go.com/blackhawk](http://www.ed2go.com/blackhawk) for more information.**

### 3D Printing: Introduction

**Instructor: R. Vedvik, PE, CHEPP - Electrical Engineer/Acoustics Engineer**

This class will cover how 3D printers work, printer selection, setup and maintenance, printing material selection, design strategies, troubleshooting, and software applications. A 3D printer will operate during the class to demonstrate how computer models are installed and printed and to serve as an example for discussion. This class is perfect for those with no prior 3D printing experience.

4 Thursdays Feb. 29 - Mar. 21 6:00 - 8:00 p.m.  
Outreach - Rm. 407 Fee \$75  
In-person Class ID 1650  
*Last day for refund: Feb. 23*

### 3D Printing: Intermediate/Advanced

**Instructor: R. Vedvik, PE, CHEPP - Electrical Engineer/Acoustics Engineer**

A continuation of 3D Printing: Introduction, this class is aimed at those with 3D printing experience and will focus on 3D modeling, advanced slicing, firmware editing, and component upgrades.

4 Thursdays Mar. 28 - Apr. 18 6:00 - 8:00 p.m.  
Outreach - Rm. 407 Fee \$75  
In-person Class ID 1651  
*Last day for refund: Mar. 22*

### Black Hawk College - Outreach Center (Outreach)

301 Avenue of the Cities, East Moline

### Black Hawk College Adult Learning Center (BHC ALC)

4610 Black Hawk Commons Drive, Rock Island

## Practical Applications of Artificial Intelligence (AI)

**New**

**Instructor: R. Vedvik, PE, CHEPP - Electrical Engineer/Acoustics Engineer**

Gain a general awareness of AI by learning about Chat GPT and other language models, how to ethically use AI for productive tasks, and understanding its limitations. Learn about the applications of AI in both home and business settings.

2 Tuesdays Apr. 9 - Apr. 16 6:00 - 8:00 p.m.  
Outreach - Rm. 407 Fee \$45  
In-person Class ID 1653  
*Last day for refund: Apr. 4*

### Circuit Electronics

**Instructor: R. Vedvik, PE, CHEPP - Electrical Engineer/Acoustics Engineer**

This class will cover the basics of practical electrical theory, with demonstrations of meter usage, measurements, soldering, and other tools. Electrical component and device assessment, troubleshooting, and repair will also be discussed and demonstrated. Arduino board connection and programming will also be covered for custom projects.

4 Tuesdays Apr. 23 - May 14 6:00 - 8:00 p.m.  
Outreach - Rm. 407 Fee \$75  
In-person Class ID 1652  
*Last day for refund: Apr. 17*



*Circuit Electronics Class*

**Please see page 24 for 3 additional classes with Instructor Vedvik.**



## Microsoft Office

### Excel: Introduction

**Instructor: E. Duffy**

*Prerequisite: Basic Windows skills.*

Level 2 – Learn the basics of this essential spreadsheet application that can be utilized at home and in the workplace. 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. *Fee includes an Excel workbook.*

3 Tuesdays Mar. 19 - Apr. 2 5:30 - 8:00 p.m.  
BHC ALC - Rm. 111 Tuition Fee \$99  
In-person Class ID 1654  
*Last day for refund: Mar. 14*

### Excel: Intermediate

**Instructor: E. Duffy**

*Prerequisite: Excel: Introduction or equivalent skills.*

Level 3 – Enhance and develop your spreadsheet skills. Learn to 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. *Fee includes an Excel workbook.*

3 Tuesdays Apr. 9 - Apr. 23 5:30 - 8:00 p.m.  
BHC ALC - Rm. 111 Tuition Fee \$99  
In-person Class ID 1655  
*Last day for refund: Apr. 4*

### Excel: Advanced

**Instructor: E. Duffy**

*Prerequisite: Excel: Intermediate or equivalent skills.*

Level 3 – 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! *Fee includes an Excel workbook.*

3 Tuesdays Apr. 30 - May 14 5:30 - 8:00 p.m.  
BHC ALC - Rm. 111 Tuition Fee \$99  
In-person Class ID 1656  
*Last day for refund: Apr. 25*

**To register online, visit  
[www.bhc.edu/pace](http://www.bhc.edu/pace)**



**Black Hawk College**  
*Improving Life Through Learning*

## Access

**Instructor: E. Duffy**

*Prerequisite: Basic Windows, MS Word and Excel, and an understanding of a database.*

Level 3 - 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.

*Fee includes an Access workbook.*

1 Wednesday May 8 8:30 a.m. - 3:00 p.m.  
BHC ALC - Rm. 111 Fee \$95

In-person Class ID 1657

*Last day for refund: May 2*

*(Class will break for a 30-minute lunch on your own).*

## ONLINE CLASS

### Introduction to Microsoft PowerPoint 2019/ Office 365

This course is perfect for beginners looking to learn how to use the latest PowerPoint software. This in-depth course introduces PowerPoint's functions and will teach you how to plan and create professional-quality presentations. By completion, you will be able to create captivating presentations and contribute to your company's business processes.

**For more information and to register, visit  
[www.ed2go.com/blackhawk](http://www.ed2go.com/blackhawk) for  
more information.**

## 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.

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## Instructor Spotlight

### Mike Bisom

Mike Bisom has 15 years of experience as a professional wedding photographer and has been teaching photography for nearly 20 years. Mike enjoys a variety of music, including musicals, and has seen *Les Misérables* three times. Some words of advice from Mike: "For those of you wondering how to make a small fortune with photography, that's easy. Start with a big fortune. The guiding principle for my classes is simply getting better pictures. And what role the camera, any camera, plays in that."



## Photography

### Digital Photography: Introduction

**Instructor: M. Bisom**

Level 2 - Are you finding digital photography to be a bit confusing or even overwhelming at times? In this class we break down the entire photography process and the camera's role in that process. What is a JPEG? What is resolution? Not only will we explore some of the more common picture modes on a camera but also why there can be so many options. No question is too big or too small for this class. And best of all, it's hands-on! *Please bring your camera(s).*

5 Mondays Feb. 26 - Mar. 25 6:30 - 8:30 p.m.  
Bldg. 1 - Rm. 302 Fee \$79  
In-person Class ID 1658  
*Last day for refund: Feb. 20*

### Digital Photography: Intermediate/Advanced

**Instructor: M. Bisom**

Level 3 - *Prerequisite: Digital Photography: Introduction or permission from the instructor.*

This class continues to build on the foundation from the Introduction class. Here we continue to look at the exposure triangle and the function of the shutter & aperture. We also look at various focusing methods and advanced features such as the histogram, bracketing and more. This is a hands-on class. *Please bring your camera(s).*

6 Mondays Apr. 1 - May 6 6:30 - 8:30 p.m.  
Bldg. 1 - Rm. 302 Fee \$89  
In-person Class ID 1659  
*Last day for refund: Mar. 25*

### Photography Exposure Lighting & Flash

**Instructor: M. Bisom**

Level 3 - In this class we take a more in depth look at both the exposure and the basic characteristics of light. What is hard and soft light? Can we modify or even create the light we want? We will also concentrate on using a shoe mount flash, both on and off camera, to create the image(s) we want. *Students with their own flash gear are welcome to bring it. Otherwise, you can just bring a camera with a hot shoe and there will be gear that you can practice with.*

3 Wednesdays Apr. 17 - May 1 6:30 - 8:00 p.m.  
Bldg. 1 - Rm. 302 Fee \$45  
In-person Class ID 1660  
*Last day for refund: Apr. 11*

### Photography Composition

**Instructor: M. Bisom**

Level 3 - We will cover some of the more common photography compositional guidelines, such as the rule of thirds, leading lines, and repeating patterns. Additionally, we will go over tips for immediately improving your composition. We will also review your submitted images/portfolios through the lens of composition and what we can do to improve the images. Reviewing your images and looking for ways to improve is by far the best and fastest way to improve one's photography.

3 Wednesdays May 8 - May 22 6:30 - 8:00 p.m.  
Bldg. 1 - Rm. 302 Fee \$45  
In-person Class ID 1661  
*Last day for refund: May 2*

### You might also be interested in:

- Get Paid to be a Tour Guide & Travel Free
- Get Paid to Teach English in the USA, Overseas & Online - Plus Other Teaching & Administrator Assignments
- How to Start Any Home Business + 250 Home Business Ideas!
- Make Money with a Virtual Assistant / Word Processing Business
- Monetize Websites, Blogs, and Social Media with Affiliate Marketing
- Work Remotely and Become a Digital Nomad - How to Create Your Money-making Travel Lifestyle & Work Anywhere

**See page 12 and 13 for class descriptions and dates.**



### 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**

# Community Education



## Arts and Crafts

### Valentine Wreath-Making

**New**

**Instructor: A. Williams**

Create a unique Valentine's Day wreath for your home or for that special someone! Class fee includes materials. *Please bring wire cutters, a glue gun, and glue gun sticks to class.*

1 Monday Jan. 29 5:30 - 8:00 p.m.  
Bldg. 2 - Rm. 204 Fee \$65

In-person Class ID 1662

*Last day to register/receive refund: Jan. 12*

### Spring Wreath-Making

**New**

**Instructor: A. Williams**

Create a festive spring wreath you can showcase in your home or on your front porch! Class fee includes materials. *Please bring wire cutters, a glue gun, and glue gun sticks to class.*

1 Wednesday Mar. 13 5:30 - 8:00 p.m.  
Bldg. 2 - Rm. 204 Fee \$65

In-person Class ID 1663

*Last day to register/receive refund: Feb. 26*

### Ikebana-inspired Floral Design

**New**

**Instructor: P. Evans**

Learn the Americanized version of Ikebana flower design and create a unique arrangement. Class fee includes materials. *Please bring flower clippers to class.*

1 Monday Mar. 4 6:00 - 7:30 p.m.  
Bldg. 2 - Rm. 204 Fee \$45

In-person Class ID 1664

*Last day to register/receive refund: Feb. 27*

### Spring Vase Arrangement

**New**

**Instructor: P. Evans**

Learn how to arrange seasonal flowers to brighten up your home. Class fee includes materials. *Please bring flower clippers to class.*

1 Monday Mar. 25 6:00 - 7:30 p.m.  
Bldg. 2 - Rm. 204 Fee \$45

In-person Class ID 1665

*Last day to register/receive refund: Mar. 19*

### Mother's Day Floral Arrangement

**Instructor: P. Evans**

Celebrate Mother's Day by creating a larger arrangement with an accompanying smaller arrangement. Class fee includes materials. *Please bring flower clippers to class.*

1 Monday Apr. 22 6:00 - 7:30 p.m.  
Bldg. 2 - Rm. 204 Fee \$45

In-person Class ID 1666

*Last day to register/receive refund: Apr. 16*

### Beginning Watercolor

**Instructor: T. Hempel**

Watercolor is about the fluidity of paint, the texture of brush strokes, and amount of water. Every technique produces its own unique result. Learn basic watercolor techniques, the differences in brushes and how to mix colors and you'll be hooked on creating watercolor paintings. *Please bring to class a kneaded eraser, a 140lb cold press watercolor sketchbook, a set of 6 basic watercolors and 3 brushes.*

4 Tuesdays Mar. 5 - Mar. 26 5:30 - 7:30 p.m.  
Outreach - Rm. 204 Fee \$39

In-person Class ID 1667

*Last day for refund: Feb. 26*

### Adventures in Watercolor

**Instructor: T. Hempel**

This class is for students with no prior watercolor experience and for students who want to brush up on the basics. Explore your creative side while learning the techniques of watercolor painting. Learn how to create a unique and imaginative watercolor painting in a friendly and relaxed atmosphere. *Please bring to class a kneaded eraser, a 140lb cold press watercolor sketchbook, a set of 6 basic watercolors and 3 brushes.*

4 Tuesdays Apr. 9 - Apr. 30 5:30 - 7:30 p.m.  
Outreach - Rm. 204 Fee \$39

In-person Class ID 1668

*Last day for refund: Apr. 2*



*Ben Butterworth Trail 2 - Moline, IL by T. F. Hempel*

## Watercolor Spring Scenes

**Instructor: T. Hempel**

*Prerequisite: Previous watercolor experience.*

Explore mixing earth tones to create intense vibrant colors for your impact area and muting the same mix to make value changes for depth in your landscapes. *Please bring to class a kneaded eraser, a 140lb. cold press watercolor sketchbook, a set of 6 basic watercolors, and 3 brushes.*

4 Tuesdays May 7 - May 28 5:30 - 7:30 p.m.  
Outreach - Rm. 204 Fee \$39

In-person Class ID 1669

*Last day for refund: Apr. 30*

*Registration for this class begins April 2.*

## Drawing for Beginners

**Instructor: A. Martin**

Learn the fundamentals of drawing and sketching and turn your flat, on-the-surface sketches into three-dimensional pieces of art. You will be guided through the process of how to draw simple objects from real life. Working with pencil, you will develop skills in composition and shading. You will develop an understanding of light and shadow while drawing a variety of objects. *Please bring to class an 11"x8.5" sketchpad, two #2 pencils and a white hi-polymer eraser.*

4 Wednesdays Mar. 6 - Mar. 27 10:00 a.m. - Noon  
Outreach - Rm. 204 Fee \$39

In-person Class ID 1670

*Last day for refund: Feb. 28*

## Drawing and Sketching: Still Life and Landscapes

**Instructor: A. Martin**

This class will take your drawing and sketching skills to the next level. You will review basic drawing skills while drawing still life, landscapes and faces. *Please bring to class an 11"x8.5" sketchpad, two #2 pencils and a white hi-polymer eraser.*

4 Wednesdays Apr. 3 - Apr. 24 10:00 a.m. - Noon  
Outreach - Rm. 204 Fee \$39

In-person Class ID 1671

*Last day for refund: Mar. 27*

## Drawing Animals and the Birds of Spring

**Instructor: A. Martin**

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. *Please bring to class two #2 pencils, a white hi-polymer eraser and an 11"x8.5" sketchpad with spiral binding on the side.*

4 Wednesdays May 1 - May 22 10:00 a.m. - Noon  
Outreach - Rm. 204 Fee \$39

In-person Class ID 1672

*Last day for refund: Apr. 24*

## Beginning Crocheting

**Instructor: G. Garcia**

Crocheting is fast, fun and increasingly popular. Learn the basic stitches to make a dishcloth, chain stitch, single crochet, half-double crochet, double crochet and triple crochet. *Please bring to class a 2.5-ounce skein of 100% cotton yarn (such as Peaches and Cream) in any color, a size H or I crochet hook, a blunt darning needle and sharp scissors.* Patterns will be provided as part of the class.

6 Saturdays Mar. 16 - Apr. 27 10:00 a.m. - Noon  
Outreach - Rm. 406 Fee \$55

In-person Class ID 1673

*Last day for refund: Mar. 12*

*(No class Mar. 30)*

## Refresher Crocheting

**Instructor: G. Garcia**

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 I or J crochet hook. If you are bringing a project to class, please make sure it is an easy or beginner level pattern.*

2 Saturdays May 4 - May 11 10:00 a.m. - Noon  
Outreach - Rm. 406 Fee \$29

In-person Class ID 1674

*Last day for refund: Apr. 30*

## Pattern Reading for Crocheting

**Instructor: G. Garcia**

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.*

2 Saturdays May 18 - May 25 10:00 a.m. - Noon  
Outreach - Rm. 406 Fee \$29

In-person Class ID 1675

*Last day for refund: May 14*

*Registration for this class begins April 2.*



## At Home

### The Secrets of Travel-Hacking - Free Air, Hotels, & Cash Back

**Presented by: G. Henry**

Earn thousands of airline frequent flyer miles and hotel reward points without ever stepping foot on a plane or paying for a hotel. Flights and hotels are typically the most expensive part of your vacation budget. National speaker Gina Henry will show you how she is traveling free using reward credit cards. Learn easy "Beginner Strategies" then graduate to more advanced strategies. All the major reward programs will be detailed. Fee includes instructor's 100-page digital book "The Secrets of Traveling Hacking - Free Air, Hotels & Cash Back" (a value of \$39.95). *The Zoom link will be emailed to you the Monday before the class.*

1 Saturday Feb. 17 11:00 a.m. - 2:00 p.m.  
Virtual Class ID 1676 Fee \$49

*Last day to register/receive refund: Feb. 9*

### Save Money with Extreme Couponing!

**Presented by: L. Krusemark**

Learn how to save \$\$\$ every day with extreme couponing. Coupons are NOT just for groceries. The savings can add up to HUNDREDS or even THOUSANDS of dollars every year. This comprehensive workshop will teach you:

- Where to find all different types of coupons, even for high ticket items
- How to find the best coupon apps and websites
- How to match coupons with sales for maximum savings

This workshop is taught by someone who has used many couponing secrets to save thousands. Informative handouts for future use are included in class fee. *The webinar login information will be emailed the day before class.*

1 Friday Mar. 1 5:00 - 6:00 p.m.  
Virtual Class ID 1677 Fee \$25

*Last day to register/receive refund: Feb. 22*

### Home Security, WiFi, and Automation

**Instructor: R. Vedvik, PE, CHEPP - Electrical Engineer/Acoustics Engineer**

Discover ways to integrate the latest technology of connected devices in your home, including the various types of home security systems, camera systems, types of WiFi routers, and creating scheduled HVAC and appliances operations.

2 Wednesdays Feb. 28 - Mar. 6 6:00 - 8:00 p.m.  
Outreach - Rm. 407 Fee \$45

In-person Class ID 1678

*Last day for refund: Feb. 22*

### Renewable and Sustainable Home Solutions: Solar Panels and Energy Storage

**Instructor: R. Vedvik, PE, CHEPP - Electrical Engineer/Acoustics Engineer**

Join us to learn about the various types of solar panels and inverter options, current programs available for the QC Metro area, how to evaluate if your home electrical panel can incorporate solar, and types of energy storage solutions.

3 Wednesdays Mar. 13 - Mar. 27 6:00 - 8:00 p.m.  
Outreach - Rm. 407 Fee \$59

In-person Class ID 1679

*Last day for refund: Mar. 7*

### Renewable and Sustainable Home Solutions: Electric Appliances and Car Chargers

**Instructor: R. Vedvik, PE, CHEPP - Electrical Engineer/Acoustics Engineer**

This class will cover the upcoming shift to electric appliances and how to evaluate if your home electrical panel and service size is adequate. EV car charger options and installation methods will be covered, along with discussions on charging types and strategies.

3 Wednesdays Apr. 3 - Apr. 17 6:00 - 8:00 p.m.  
Outreach - Rm. 407 Fee \$59

In-person Class ID 1680

*Last day for refund: Mar. 28*

## Instructor Spotlight

### Richard Vedvik, PE, CHEPP - Electrical Engineer/Acoustics Engineer

Richard Vedvik is a Senior Electrical Engineer and Acoustics Engineer with decades of hands-on experience and theoretical understanding of electrical systems, audio systems, mechanics, and acoustics. He has published several articles and webcasts for Consulting-Specifying Engineer magazine, and holds awards from C&SE and the Quad City Engineering & Science Council.



*Instructor Vedvik*

He volunteers to speak at local schools and teaches several evening classes at Black Hawk College. Richard enjoys explaining complex topics in a simple, novice-friendly way to introduce people to technical concepts and equip them with useful hands-on skills.

**To register online, visit  
[www.bhc.edu/pace](http://www.bhc.edu/pace).**

**Please see page 19 for 4 additional  
classes with Instructor Vedvik.**





## The Basics of 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 Monday Mar. 4 5:30 - 8:00 p.m.

Outreach - Rm. 204 Fee \$21

In-person Class ID 1681

*Last day for refund: Feb. 27*

## Beyond the Basics of Backyard Beekeeping Workshop

**Instructor: A. Roberts**

This course offers information beyond the basics. You can expect to learn how to split a hive, keep your smoker lit, perform mite counts, raise queens, solve common hive challenges and more. Bring your questions and get ready to take the next steps in beekeeping!

1 Monday Mar. 11 5:30 - 8:00 p.m.

Outreach - Rm. 204 Fee \$21

In-person Class ID 1682

*Last day for refund: Mar. 5*

## Intro to Raising Backyard Chickens Workshop

**Instructor: S. Wren**

There's more to raising chickens than buying a few online. Which ones should you buy? Layers or meat birds? What do they eat? Where should they live? Learn everything you need to know about raising your own chickens from chicks to adults, making friends with them, and how to help them lead long, healthy lives. We'll cover feed, shelter, and avoiding predators so you'll be ready to go when your chicks arrive.

1 Thursday Mar. 7 6:00 - 8:00 p.m.

Outreach - Rm. 204 Fee \$21

In-person Class ID 1683

*Last day for refund: Mar. 1*

## Container Vegetable Gardening

**Instructor: S. Wren**

Have you always wanted to grow your own fresh, tasty vegetables but lack growing space? Do you wish you had more space to grow but can't afford a bigger lot? Do you have a yard that's not suitable for growing (too shady, poor drainage, contaminated soil, etc.)? Growing vegetables in containers is the answer! Almost anything can be grown in containers and you can provide them with the perfect soil, light and water conditions to ensure they have everything they need to produce mouthwatering vegetables all season. This class will show you how to pick the right sized pots for your plants, how and when to water, fertilize and everything else you need to know to grow in containers. You will leave class with a small container and vegetable plant.

1 Thursday May 9 6:00 - 8:00 p.m.

Outreach - Rm. 204 Fee \$35

In-person Class ID 1684

*Last day for refund: May 3*

## Introduction to Backyard Composting

**Instructor: S. Wren**

Don't burn or toss your weeds, leaves, and food scraps – compost them! Learn how to turn organic leftovers into the dark, rich compost that normally goes for premium prices at the garden stores. You don't need fancy bins or lots of space to reduce your trash and give your plants the best start, just a few items and some muscle now and then.

1 Thursday Mar. 14 6:00 - 8:00 p.m.

Outreach - Rm. 204 Fee \$21

In-person Class ID 1685

*Last day for refund: Mar. 8*



COMMUNITY



PROFESSIONAL/CAREER



INDUSTRIAL/MANUFACTURING



YOUTH



HEALTH/FITNESS

## Teach for Us!

Do you have a skill, hobby, or special knowledge you want to share with others? The PaCE Department would like to share what you know with the community.

Visit [www.bhc.augusoft.net](http://www.bhc.augusoft.net) and click on Browse then Teaching to complete the online course proposal form.

## Music

### Learn to Play the Ukulele

**Instructor: S. Anderson**

Currently, the ukulele is one of the most popular instruments. Mainly because it's easy to learn how to play. Pick up the basics in playing chords, strumming patterns, fingerpicking, and start playing songs. *If you own a ukulele, bring it with you. If not, the instrument will be provided to you to borrow at class with the option to purchase at the end of the fourth session.*

4 Mondays Jan. 8 - Feb. 5 6:30 - 7:30 p.m.

Outreach - Rm. 407

Fee \$35

In-person Class ID 1689

*Last day for refund: Jan. 2*

*(No class Jan. 15)*

### BHC Guitar Ensemble

**Instructor: C. Cochran**

The BHC Guitar Ensemble is a non-auditioned group comprised of beginner, intermediate and advanced classical and acoustic guitarists. Participants need to have their own classical or acoustic guitar to participate. A variety of guitar ensemble specific repertoire, including arrangements for popular music, will be covered. Class is designed for students 14 years old and older.

Wednesdays Jan. 17 - Mar. 6 6:30 - 8:20 p.m.

Bldg. 4 - Rm. 115

Fee \$50

In-person Class ID 1691

**Black Hawk College - Building 1, 2, 4 & HSC**

6600 34th Ave., Moline

### BHC Concert Band

**Instructor: E. Mahr**

The BHC Concert Band is a non-auditioned ensemble comprised of community members and college students. The band plays a variety of band repertoire from all periods of music composition. Class is designed for students 14 years old and older.

Tuesdays Jan. 16 - May 14 6:30 - 8:20 p.m.

Bldg. 4 - Rm. 212 Hawk's Nest

Fee \$50

In-person Class ID 1690

### BHC Community Chorale

**Instructor: I. Leites**

The BHC Community Chorale is a non-auditioned choir comprised of singing enthusiasts of all ages. 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. Class is designed for singers 14 years old and older.

Thursdays Jan. 18 - May 16 6:30 - 8:20 p.m.

Bldg. 4 - Rm. 115

Fee \$50

In-person Class ID 1692

### BHC String Orchestra

**Instructor: J. Fudge**

The BHC String Orchestra is a non-auditioned ensemble comprised of community members and students who play violin, viola, cello or double bass. The ensemble focuses on performance of Western classical and contemporary string orchestra repertoire. Class is designed for players 14 years old and older.

Mondays Jan. 22 - May 6 6:30 - 8:20 p.m.

Bldg. 4 - Rm. 115

Fee \$50

In-person Class ID 1693

*(No class Feb. 19)*

## Languages

### Spanish for Beginners

**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 can serve as a great refresher course! *Optional textbook can be purchased at [www.Amazon.com](http://www.Amazon.com). Spanish with Amigos: A Beginner's Guide to Conversational Spanish by Tara Bradley Williams, ISBN#978-1934467725.*

8 Wednesdays Feb. 28 - Apr. 17 6:00 - 8:00 p.m.

Outreach - Rm. 204

Tuition Fee \$185

In-person Class ID 1695

*Last day for refund: Feb. 22*

**Professional Continuing Education Credits: 16 CEs**

provided for social workers, nursing home administrators, dietitian/nutrition counselors, physical therapists and physical therapist assistants through the State of Illinois.

### Intermediate Spanish

**Instructor: J. Zamora**

*Prerequisite: Spanish for Beginners or permission from the instructor.*

This class is a continuation of Spanish for Beginners. You will expand your understanding of the Spanish language, continue to improve pronunciation and communication skills as well as increasing your vocabulary.

6 Wednesdays Apr. 24 - May 29 6:00 - 8:00 p.m.

Outreach - Rm. 204

Tuition Fee \$135

In-person Class ID 1696

*Last day for refund: Apr. 18*

**Professional Continuing Education Credits: 12 CEs**

provided for social workers, nursing home administrators, dietitian/nutrition counselors, physical therapists and physical therapist assistants through the State of Illinois.

**Black Hawk College - Outreach Center (Outreach)**

301 Avenue of the Cities, East Moline



## 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 the required textbook at the Black Hawk College Bookstore in Building 1, 6600 34th Ave., Moline.*

8 Tuesdays Feb. 13 - Apr. 2 6:00 - 8:00 p.m.  
Bldg. 1 - Rm. 301 Tuition Fee \$185

In-person Class ID 1697

*Last day for refund: Feb. 7*

**Professional Continuing Education Credits:** 16 CEs provided for social workers, nursing home administrators, dietitian/nutrition counselors, physical therapists and physical therapist assistants through the State of Illinois.

## 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 the required textbook at the Black Hawk College Bookstore in Building 1, 6600 34th Ave., Moline. Same textbook as used in the Beginning class.*

6 Tuesdays Apr. 9 - May 14 6:00 - 8:00 p.m.  
Bldg. 1 - Rm. 301 Tuition Fee \$135

In-person Class ID 1698

*Last day for refund: Apr. 3*

**Professional Continuing Education Credits:** 12 CEs provided for social workers, nursing home administrators, dietitian/nutrition counselors, physical therapists and physical therapist assistants through the State of Illinois.

## The Younger Generation

### SAT Exam Preparation

**Instructor: S. Hafner**

According to the Illinois State Board of Education "All Illinois public school students enrolled in grade 11 will take the SAT with essay unless they take an alternate assessment." Our SAT Exam Prep class is designed to help you achieve your best possible score. As college entrance exams are one of the most important tests you will take, this course is designed to help increase student exam performance by reviewing test taking tips and content on SAT's three sections: Reading, Math, and Writing & Language. This course examines calculator usage. *You must register for the SAT exam separately. You will be asked during class to use your Smartphone, iPad or tablet. Before the first class, purchase required textbook – Official SAT Study Guide 2020 Edition – published by the College Board. ISBN# 978-1457312199*

4 Saturdays Mar. 2 - Mar. 23 1:00 - 4:00 p.m.  
Outreach - Rm. 204 Fee \$99

In-person Class ID 1699

*Last day for refund: Feb. 27*

### Babysitting Clinic

**Instructor: A. Courville**

(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. Certificate will be awarded upon completion.

1 Saturday Apr. 20 9:00 a.m. - Noon  
Outreach - Rm. 204 Fee \$45

In-person Class ID 1700

*Last day for refund: Apr. 16*

1 Saturday May 18 9:00 a.m. - Noon  
Outreach - Rm. 204 Fee \$45

In-person Class ID 1701

*Last day for refund: May 14*

*Registration for this class will begin April 2*



**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**





## Writing

### Writing Your Story

**Instructor: D. Beserra**

Have you always wanted to write an autobiography about your life but have never been sure where to start? This class will help you develop a timeline and determine what events/stories you want to share. This is a wonderful class if you are looking to pass on your heritage, process experiences, preserve family history, or share what and who you are.

3 Tuesdays Mar. 12 - Mar. 26 6:00 - 8:00 p.m.  
Outreach - Rm. 402 Fee \$39

In-person Class ID 1686

*Last day for refund: Mar. 6*

### How to Self-Publish Your Book

**Instructor: D. Beserra**

If you've ever dreamed of publishing a book, this is your chance! Learn details about how to prepare your manuscript for publication. Discover how to obtain an ISBN, barcode and LCCN to make your book available to libraries and bookstores. You will also learn how to use resources like Bowker and CreateSpace to get you through the publishing process. You can quickly make your book available on Amazon, Barnes & Noble and many other online stores. The instructor has published multiple books, has used a variety of publishing methods, and can help you find the one that is best for you.

3 Wednesdays Mar. 20 - Apr. 3 6:00 - 8:00 p.m.  
Outreach - Rm. 402 Fee \$39

In-person Class ID 1687

*Last day for refund: Mar. 14*

### Beginning Writer's Workshop

**Instructor: S. Wren**

Have you always wanted to write but just don't know where to start? In this three-week course, you will be introduced to the various genres of writing, explore different writing styles, and experience a workshop approach to learning. *Bring your favorite pen or pencil, a clean notebook, and get ready to discover your creative side.*

3 Thursdays Mar. 21 - Apr. 4 6:00 - 8:00 p.m.  
Outreach - Rm. 204 Fee \$39

In-person Class ID 1688

*Last day for refund: Mar. 15*

## Spring Seminars

**Seminars at Outreach Center,  
301 Avenue of the Cities, East Moline**

### Art History

**Presenter: Dr. Annette LeZotte, Art Historian, Black Hawk College**

### Masterpieces of Northern European Portraiture

**New**

This course will examine some of the most remarkable examples of portraiture produced in Northern Europe during the Renaissance and Baroque eras. We will discuss the socio-political factors that led to a surge in portrait production during this period. We will study works by artists Rembrandt van Rijn, Peter Paul Rubens, Albrecht Durer, Hans Holbein, Jan van Eyck and more.

3 Thursdays Mar. 14 - Mar. 28 10:00 a.m. - Noon  
Outreach - Rm. 204 Fee \$30

In-person Class ID 1703

*Last day refund: Mar. 8*

### April in Paris

**New**

Take a mental vacation to France! This class will explore the city of Paris in the springtime through the eyes of nineteenth century artists including Claude Monet, Vincent van Gogh, Camille Pissarro, Pierre-Auguste Renoir and others.

1 Thursday Apr. 18 10:00 a.m. - Noon  
Outreach - Rm. 204 Fee \$15

In-person Class ID 1704

*Last day refund: Apr. 12*

## Instructor Spotlight

**Dr. Annette LeZotte**

Annette LeZotte received her PhD in Art History from the University of Texas at Austin, her MA in Art History from Florida State University and her BA in Art History from the University of Illinois at Urbana-Champaign. She spent 20 years in Kansas working as Associate Professor of Art History at Wichita State University, Education Curator at the Wichita Art Museum, and Director/Curator of Kauffman Museum at Bethel College. Her publications and research presentations focus on the iconographical and technical study of Early Netherlandish paintings, the analysis of audience and perception issues relating to late Medieval and Early Renaissance devotional art, and the sociological history of the decorative arts.



**Seminars at Outreach Center,  
301 Avenue of the Cities, East Moline**

**History/Travel**

**Presenter:** Brian Alm, Member of the Institute for the Study of Ancient Cultures, The University of Chicago

**Central America and Southern Mexico**

**New**

We will visit the Mayan ruins in Belize, Guatemala and Mexico, and take a boat to explore the jungle rivers alive with crocodiles and monkeys. Then we'll go to Costa Rica and Panama to plunge into the pristine natural beauty and culture of these lands — and more jungle. It's another world down there, and yet so close, we can be there in a few hours — and no jet lag!

2 Thursdays Mar. 21 - Mar. 28 10:00 a.m. - Noon  
Outreach - Rm. 407 Fee \$21

In-person Class ID 1705

*Last day refund: Mar. 15*

**Greece and the Aegean**

**New**

We will visit some of the sites everyone else does when they go to Greece, but we'll also pop into some pristine islands few U.S. tourists may be familiar with, and we'll go on over to Turkey, too, to walk the streets of the ancient biblical city of Ephesus, and the grand city built on two continents, Istanbul.

1 Thursday Apr. 4 10:00 a.m. - Noon  
Outreach - Rm. 407 Fee \$15

In-person Class ID 1706

*Last day refund: Mar. 28*

**Brawny, Charming Scotland**

Let's go to Scotland! Scotland is brawny and brave, a rugged country with swooping uplands and velvet valleys dotted by white cottages and hairy cows; a land of contrasts — the roaring Atlantic crashing on the rocky shore, and sheltered lochs as still as swans; charming stone villages lost in time, elegant Edinburgh and lusty Glasgow. History shouts from these hills — you can almost hear the Highland drums and the clash of steel. We'll visit places like the Western Highlands and the isles of the Inner Hebrides, and the Outer Hebrides. Whether you are simply interested in Scotland or planning a trip, this is the class for you. We'll cover all you need to make your time in Scotland — whether it's just a week or much longer — a joy to remember!

2 Thursdays Apr. 11 - Apr. 18 10:00 a.m. - Noon  
Outreach - Rm. 407 Fee \$21

In-person Class ID 1707

*Last day refund: Apr. 5*

**Black Hawk College Outreach Center  
(Outreach)**

301 Avenue of the Cities  
East Moline, IL

**Family History**

**Presenter:** Bill Mueller, Author/Educator

**Time to Ship Another Steer**

**New**

Sell another steer is what you do when you have eleven kids and a bill to pay when you live on a farm. This is a fun look of what farm life was like for a big family during the 1950's to the 1970's. Bill's plan for this book was to write a collection of memories growing up on the farm as one of eleven children. He saw the book as a way to preserve some family history for his grandkids and great-nieces and great-nephews and regale them with stories of rural life in the 1950's and 1960's. He will discuss the importance of family history and how you can preserve your own for future generations.

1 Wednesday Mar. 6 10:00 a.m. - Noon  
Outreach - Rm. 407 Fee \$15

In-person Class ID 1708

*Last day for refund: Feb. 29*

**Virtual seminars - All virtual sessions will be held via Zoom.**

**History**

**Presenter:** Dr. Art Pitz

**A Historical Look Back at How Modern Day Russia was Established**

**New**

Many of you have heard the names of the Romanov Family, Vladimir Lenin, Joseph Stalin and Mikhail Gorbachev, but what part did they play in the history of Russia? We will learn what their roles were, how they influenced the history of Imperial Russia, The Soviet Union (USSR), modern day Russia and much more.

3 Tuesdays Mar. 12 - Mar. 26 10:00 a.m. - Noon  
Virtual Class ID 1709 Fee \$30

*Last day for refund: Mar. 6*

**Ukraine: From the Cossack Uprisings of the Late 1600s to the Current Russian Invasion**

**New**

Ukraine had a long history riddled with conflict and war, but also has a rich and interesting culture. Join us as we take a look back at how modern day Ukraine came into existence.

3 Tuesdays Apr. 9 - Apr. 23 10:00 a.m. - Noon  
Virtual Class ID 1710 Fee \$30

*Last day for refund: Apr. 3*

**The Normandy Landings Took Place 80 Years Ago on June 6<sup>th</sup>**

**New**

Although it has been 80 years, D-Day remains the largest seaborne invasion in history. Join us as we take a look back at the 1944 invasion of the beaches at Normandy in northern France by troops from the United States, Canada, the United Kingdom and other countries during World War II.

3 Tuesdays May 7 - May 21 10:00 a.m. - Noon  
Virtual Class ID 1711 Fee \$30

*Last day for refund: May 1*

## Classes at Black Hawk College - Community Education Center (CEC) 404 E. Third St., Kewanee, IL

### Phlebotomy Technician

**Instructor:** K. Loibl

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

*Prerequisite: Current statement of good health from your physician and documented proof that you are free from active tuberculosis as documented by a negative QuantiFERON® - TB Gold test. These documents must be presented to the instructor during the first class. This test may be obtained from your physician's office or by visiting a Genesis Occupational Health Clinic. For clinic locations, go to: [www.genesishealth.com/genesis-at-work/occupational-health/](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 one another) under instructor guidance and supervision.

#### Topics 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 the required textbook at the Black Hawk College Bookstore in Building 1, 6600 34th Ave., Moline.*

6 Mon./6 Wed. Feb. 5 - Mar. 18 4:30 - 8:00 p.m.  
Kewanee CEC - Rm. TBA Tuition Fee \$765

In-person Class ID 1712

*Last day for refund: Jan. 30*

*The Monday, Mar. 18 class will be held from 4:30- 6:00 p.m.  
(No class Feb. 19)*

### Accelerated Food Protection Manager Certification

**Instructor:** A. Phipps

(See page 15 for full description.)

*Class will break for a 30-minute lunch on your own. You must bring a current photo ID to take the exam.*

1 Friday Apr. 26 8:30 a.m. - 5:30 p.m.  
Kewanee CEC - Rm. 121 Tuition Fee \$140

In-person Class ID 1638

*Last day for refund: Apr. 24*

### Introduction to Black Studies

**Instructor:** A. Johnson

This class will reflect on the Black experience. Introduction to Black Studies will focus on the 7 Core Areas of Black Studies: Black History, Black Sociology, Black Religion, Black Education, Black Politics, Black Psychology, and Humanities: Black Literature, Art and Music. There will be weekly discussions and writing prompts as well as a final project.

2 Mon./2 Wed. Feb. 26 - Mar. 6 5:00 - 7:00 p.m.  
Kewanee CEC - Rm. 121 Fee \$39

In-person Class ID 1713

*Last day for refund: Feb. 20*

### Exploring Watercolor

**Instructor:** E. Kegebein

Participants will explore different watercolor techniques using a variety of brushes and watercolor types during this 4-week course. We will begin with a lesson on color theory, transition into blending techniques, and end with a final painting. If watercolor is something you would love to explore or something you're already experienced in this is the class for you! *A \$25 materials fee is payable to the instructor the first class.*

4 Mondays Jan. 22 - Feb. 12 5:45 - 7:45 p.m.  
Kewanee CEC - Rm. 121 Fee \$39

In-person Class ID 1714

*Last day for refund: Jan. 16*

### Citizenship Class

**Instructor:** V. Painter

This class is for students with intermediate to advanced English skills and prepares students for the citizenship exam and interview. Students develop a foundation in civics questions in the citizenship exam as well as learning to read, recognize and write the vocabulary required in the reading dictation portions of the citizenship interview.

7 Tues./7 Thurs. Mar. 19 - May 2 3:30 - 5:00 p.m.

Kewanee CEC - Rm. 102 Fee \$65

In-person Class ID 1715

*Last day for refund: Mar. 13*

### State of Illinois – Becoming a Substitute Teacher or Substitute Paraprofessional

**Presented by Regional Office of Education - Bureau, Henry and Stark Counties**

Staff from the Regional Office of Education will explain the process and requirements for becoming a substitute teacher or paraprofessional.

1 Wednesday April 24 11:00 a.m. - Noon  
Kewanee CEC - Rm. 102 & Virtual Fee FREE

In-person Class ID 1716

Virtual Class ID 1717

The class is FREE; however, registration is required.





Black Hawk College  
FOUNDATION

# INVESTING IN HUMAN POTENTIAL

**[foundation.bhc.edu](http://foundation.bhc.edu)**

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to stay informed about what is happening on  
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For more information, call 309-796-5052.

*"I am an aspiring singer and have been in theater  
and chorus since I was a little kid. This scholarship  
is important to me because it helps fund my schooling  
to earn my Associates Degree. This scholarship is  
really helping me fund my dreams."*

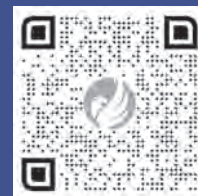
– **Samantha Hofstetter**

**Roger A. Perley Memorial Scholarship recipient**



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We are updating our alumni records  
and would like to hear from you.**

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QR code or visit **[foundation.bhc.edu](http://foundation.bhc.edu)**.



# BUSINESS TRAINING CENTER

Through the Business Training Center, we offer many learning opportunities and specialized training for both businesses and individuals.

For class details, visit [www.bhc.edu/btc](http://www.bhc.edu/btc)

## Customer Service

### EMOTIONAL INTELLIGENCE

**Presenter: Donna Honold**

Emotional Intelligence (EI) has been named one of the top 10 skills by the World Economic Forum. It is defined as managing your emotions and realizing that how you show up every day affects the morale and productivity of others. Employees are your best asset. How they interact is key to their level of engagement and the effort put forth when contributing to the overall success of the company. This session will focus on:

- What EI is and what it looks and sounds like in our everyday interactions with others, both personally and professionally
- Understanding the neuroscience of EI
- Impact of engaged employees in the workplace
- The damage actively disengaged employees can do to any organization's morale, productivity and retention of engaged employees
- How leaders influence employee engagement

1 Thursday Mar. 14 9:00 a.m. - Noon  
Bldg. 1 - Rm. B13 Fee \$235  
In-person Class ID 1528

1 Thursday May 2 9:00 a.m. - Noon  
Bldg. 1 - Rm. B13 Fee \$235  
In-person Class ID 1529

### CUSTOMER SERVICE DONE RIGHT!

**Presenter: Donna Honold**

Total customer satisfaction is a way of life and if you want to keep your customers happy and stay ahead of the competition, you better be doing it right! In this interactive session we will explore techniques used in providing quality customer service. You will be given tools to ensure that every customer interaction is a consistent, positive experience. We will identify difficult situations you typically face and what you should or shouldn't say. The "Rules for Great Customer Service" will also be discussed.

1 Thursday Mar. 7 9:00 a.m. - Noon  
Bldg. 1 - Rm. B13 Fee \$235  
In-person Class ID 1527



## DRIVING ACADEMY TRUCK DRIVER TRAINING

160 Driving Academy partners with Black Hawk College

Train to earn your Class A Commercial Driver's License (CDL) and prepare for a career in the trucking industry, one of the fastest growing industries in the country. This course is designed for individuals with little or no commercial driving experience.

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

### CLASSES BEGIN EVERY MONDAY ALL YEAR LONG

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

Cost of the program:

- Iowa resident total is \$5,157.00. This includes cost of permit (CLP), drug screen, DOT physical, and CDL test.
  - Illinois resident total is \$5,195.00. This includes cost of permit (CLP), drug screen, DOT physical, and CDL test.
- Financial assistance may be available through grants, loans and discounts based on eligibility.

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



### REGISTER FOR BTC CLASSES

**By mail or in-person:**

(Use the registration form on page 35)

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/](http://www.bhc.edu/btc/)



## 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!"

www.bhcc.edu/btc

## Welding

### PRODUCTION MIG WELDING

This is a 140-hour Production MIG Welding class designed to train individuals on how to work as a welder in a production setting. The first 25 hours are dedicated to gases, symbols, blueprints, math, and safety. The remaining 115 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. You must be in attendance and participate 95% of the time in order to receive a certificate from Black Hawk College.

#### \*MIG Welding Equipment Required:

Welding Hood, Welding Jacket, Safety Glasses, MIG Welding Gloves (purchase 3 pair), Welding Beanie, Steel Toed Shoes, MIG Gun Pliers (Welder - Blue Handle) and a padlock for your locker. Clothing must be free of tears and rips.

**\*Equipment is purchased by the student.**

**Cost for each class is \$2,250 (class fee includes books)**  
*These classes do not qualify for financial aid.*

#### **Monday - Friday, January 22 - February 29**

8:00 a.m. - 1:00 p.m. Class ID 1561, 1562

4:00 - 9:00 p.m. Class ID 1563, 1564

*(No refunds after Jan. 8)*

*(No class on Feb. 19)*

#### **Monday - Friday, March 18 - April 25**

8:00 a.m. - 1:00 p.m. Class ID 1565, 1566

4:00 - 9:00 p.m. Class ID 1567, 1568

*(No refunds after Mar. 4)*

*(No class on Mar. 29)*

#### **\*Monday - Friday, May 6 - June 13**

8:00 a.m. - 1:00 p.m. Class ID 1599, 1600

4:00 - 9:00 p.m. Class ID 1601, 1602

*(No refunds after Apr. 22)*

*(No class on May 27)*

*\*Registration for this class begins April 2.*

## WELDING PRACTICE

- Are you testing for a welding job?
- Do you want to refresh your welding skill?
- Do you have a particular weld you need to practice?

The BHC Weld Lab in Moline is available to you for practice. A qualified instructor will work with you one-on-one.

#### Here is what you do:

Call the Business Training Center at 309-796-5718 at least TWO days in advance and schedule a minimum of two hours of practice.

- \$50 per hour for BHC welding graduates
- \$100 per hour for all others

Non-refundable fees are due at the time of scheduling. Questions? Call 309-796-5718.



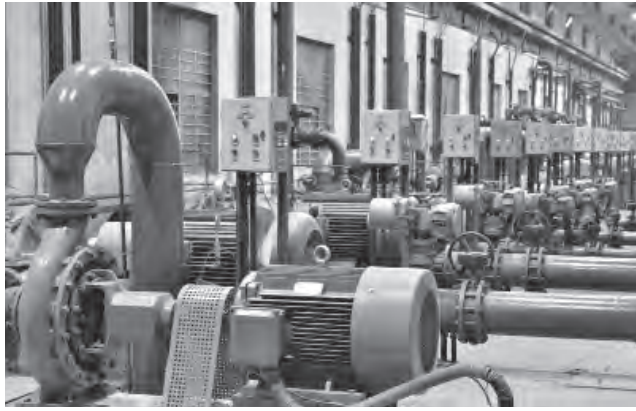
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### Employment and Training Scholarships

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**Opportunity@AmericanJob.Center**  
**309.788.7587 or 309.852.6544**

Business Training Center (BTC)





## Water Program

### BEGINNING DRINKING WATER CLASS C AND D

**Instructor: Jason Upton**

*Instruction will be live via Zoom.*

This class prepares individuals for certification testing as a Class C and D Public Water Supply Operator. This class can also be taken to obtain continuing education credits for Class A and B certificate holders. Subjects 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.

11 Mondays Feb. 5 - Apr. 22 6:00 – 9:00 p.m.  
Virtual Class ID 1532 Tuition Fee \$575  
(No class on Feb. 19)

*Fee includes the book and shipping.*

### ADVANCED DRINKING WATER CLASS A AND B

**Instructors: Bob Bohannon**

*Instruction will be live via Zoom.*

This course covers a majority of the significant procedures and concepts related to the operation and maintenance of Illinois Class A and Class B public water supply operations, and will prepare students for the Class A and Class B water operators' IL EPA exam and certification. Students must meet specific experience, education, and examination requirements in order to qualify for certification. Following class, students are responsible for scheduling their own exam for the Advanced Drinking Water Operators Certificate through the Illinois EPA.

13 Tuesdays Jan. 30 - Apr. 23 6:00 – 9:00 p.m.  
Virtual Class ID 1533 Tuition Fee \$590

*Fee includes the book and shipping.*

### BEGINNING WASTEWATER CLASS 3 AND 4

**Instructor: Lisa Perry**

*Instruction will be live via Zoom.*

This course will help prepare you for the Class 3 and Class 4 wastewater operators' state exam and IL EPA certification. Applicants must meet specific experience, education, and examination requirements in order to qualify for certification. You will earn three months of on-the-job credit by completing this class and gain confidence in your abilities as you take this first step in moving up in this vital field.

Topics include:

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

Following class, students are responsible for scheduling their own exam for the Wastewater Operation Certificate through the Illinois EPA.

11 Tuesdays Feb. 6 - Apr. 16 6:00 – 9:00 p.m.  
Virtual Class ID 1530

**There are two fees:**

Tuition Fee \$480 Book & Shipping \$115

**NOTE:** Online registration for this class is not available. Please call 309-796-5715 or email [gelaudej@bhc.edu](mailto:gelaudej@bhc.edu) to register. Payment can be made via credit card, check or invoicing.

### ADVANCED WASTEWATER CLASS 1 AND 2

**Instructor: Lisa Perry**

*Instruction will be live via Zoom.*

This course will help prepare you for the Class 1 and Class 2 Wastewater Operator state exam. Eligibility requirements can be found on this website: [www.epa.state.il.us/water/operator-cert/waste-water](http://www.epa.state.il.us/water/operator-cert/waste-water). Topics that will be covered in class include:

- Activated Sludge
- Chemical Addition
- Digesters
- Primary Treatment
- Pumps and Pumping
- Tertiary Treatment

Following class, students are responsible for scheduling their own exam for the Wastewater Operator Certificate through the Illinois EPA.

11 Thursdays Feb. 8 - Apr. 18 6:00 – 9:00 p.m.  
Virtual Class ID 1531

**There are two fees:**

Tuition Fee \$480 Book & Shipping \$115

**NOTE:** Online registration for this class is not available. Please call 309-796-5715 or email [gelaudej@bhc.edu](mailto:gelaudej@bhc.edu) to register. Payment can be made via credit card, check or invoicing.

## CPIM

### CERTIFIED IN PLANNING AND INVENTORY MANAGEMENT (CPIM)

#### CPIM Part 1

The ASCM Certified in Planning and Inventory Management (CPIM) is known as the premier certification for internal supply chain business operations. It is designed for planning, production and inventory management professionals.

To earn the APICS CPIM designation, individuals must successfully complete two process-oriented modules and two exams (Part 1 and Part 2).

#### CPIM education areas of emphasis

Module 1: Supply Chain Overview

Module 2: Fundamentals of Demand Management

Module 3: Plan Supply

Module 4: Execute Supply Plan

Module 5: Inventory Management

Module 6: Continuous Improvement/Quality Management and Technologies

Out of class reading and practice testing is expected.

All materials are included in the cost of the class.

ASCM member: \$1,680 Non-member \$1,900

Exam fee is separate.

For more information, call Julie Gelaude at 309-796-5715 or email to [gelaudej@bhc.edu](mailto:gelaudej@bhc.edu)

#### CPIM Part 2

To earn the APICS CPIM designation, individuals must successfully complete two process-oriented modules and two exams (Part 1 and Part 2).

#### CPIM education areas of emphasis

Module 1: Strategy

Module 2: Sales and Operations Planning

Module 3: Demand

Module 4: Supply

Module 5: Inventory

Module 6: Detailed Schedules

Module 7: Distribution

Module 8: Quality/Continuous Improvement and Technology

All materials are included in the cost of the class.

ASCM member: \$2,270 Non-member \$2,390

Exam fee is separate.

For more information, call Julie Gelaude at 309-796-5715 or email to [gelaudej@bhc.edu](mailto:gelaudej@bhc.edu)

#### **Refund Policy for BTC Classes**

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



### IGNITE: INTRODUCTION TO ADVANCED MANUFACTURING

IGNITE is a foundational skill development training program designed to introduce and expand current knowledge of today's Advanced Manufacturing / Industry 4.0 careers. During Course 1, participants will experience classroom and hands-on training including:

- Smart Automation Cells
- Robot Programming
- CNC Programming
- Computer Aided Design
- Electrical Circuits
- Pneumatics
- Safety
- Basic Measurement
- Mini-Projects

Monday - Friday Dates: TBA

Bldg. 2 - Rm. 109 & 111W

In-person Class ID TBA

9:00 a.m. - Noon

Fee \$850

### Blueprint Reading

#### BLUEPRINT READING

**Presenter: Paul Fessler**

This short-term, 24-hour class will give you a good introduction for understanding blueprints and what they mean. You will learn the Alphabet of lines such as object, hidden, center, phantom, dimension, extension, leaders, break, section and cutting planes. You will also gain terminology and understand the symbols of a print. The program includes both classroom and hands on training with blueprints.

In addition, you will become familiar with the visualization of a print such as:

- Orthographical
- View
- Principal
- Sectional
- First Angle and Third View Projection
- Auxiliary
- Multi Views

4 Tues./ 4 Thurs. Apr. 9 - May 2

Bldg. 1 - Rm. B13

In-person Class ID 1526

5:30 - 8:30 p.m.

Tuition Fee \$299

## OSHA & Safety

### FORK TRUCK OPERATOR SAFETY AND DRIVING TRAINING (4 HOURS)

**Training Providers: H. Long / S. Goke / P. Ericson**

This course meets 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 and performance evaluation follows classroom instruction. The college will issue a Certificate of Completion.

**Cost: \$130**



#### BHC Industrial Training Lab Extension Center (ITLEC)

ClassID	Day	Date	Time
1518	Tues.	Mar. 12	8:00 a.m. – Noon
1519	Thurs.	Mar. 28	Noon – 4:00 p.m.
1521	Thurs.	Apr. 11	8:00 a.m. – Noon
1520	Tues.	Apr. 23	Noon – 4:00 p.m.
1522	Thurs.	May 9	8:00 a.m. – Noon
*1606	Tues.	May 21	Noon – 4:00 p.m.

**Dates/time are subject to change as needed.**

*\*Registration for this class begins April 2.*

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

#### BHC Welding and Skilled Trades Center (WSTC-EC)

ClassID	Day	Date	Time
*1608	Wed.	May 22	8:00 a.m. – Noon
*1609	Wed.	May 22	12:30 – 4:30 p.m.

**Dates/time are subject to change as needed.**

*\*Registration for this class begins April 2.*

**Class location:** BHC Welding and Skilled Trades Center (WSTC-EC), 520 E. Third St., Kewanee

**Please register for any class a week in advance.**

To register, call Julie Gelaude at 309-796-5715 or email [gelaudej@bhc.edu](mailto:gelaudej@bhc.edu)

**You can also register online at:** [bhc.edu/btc/](http://bhc.edu/btc/)

#### Refund Policy for BTC Classes

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

### OSHA 10-HOUR GENERAL INDUSTRY TRAINING

Participants will learn the major provisions of the Occupational Safety and Health Act with an emphasis on hazard identification, avoidance, control and prevention. Participants will learn how to utilize the 29 CFR 1910 OSHA Regulations Manual for the workplace and gain an in-depth understanding of the inspection and citation process. Broader topics of discussion include: working and walking surfaces, emergency plans and exit routes, material safety data sheets and labeling program, electrical safety, personal protective equipment, hazard communication, lockout/tagout, machine guarding, record keeping, and other topics as required. Upon completion, the OSHA 10-Hour General Industry card will be issued.

1 Thursday	Feb. 8	8:00 a.m. – 2:30 p.m.
1 Friday	Feb. 9	8:00 a.m. – Noon
Bldg. 1 – Rm. B13		Tuition Fee \$575

In-person Class ID 1611

*The Feb. 8 class will break for a 30 minute lunch on your own.*

### OSHA 30-HOUR GENERAL INDUSTRY TRAINING

The OSHA 30 Hour General Industry Outreach training program is designed for individuals who work in the general industry and who require safety training. This includes foremen, supervisors, safety directors, and other professionals who are responsible for worker safety on sites.

#### What is OSHA 30 General Industry Training?

The OSHA 30 program is designed to give students an extensive overview of OSHA compliance issues. This includes an overview of common hazards in the workplace, OSHA regulations, and the role of employers in employee safety and worker rights. Students will also learn how to recognize hazards, prevent them, and avoid them. The participants of this particular class will receive safety policies, training presentations and other material.

Mon. - Thurs.	Feb. 12 - Feb. 15	8:00 a.m. – 3:00 p.m.
1 Friday	Feb. 16	8:00 a.m. – Noon
Bldg. 1 - Rm. B13		Tuition Fee \$1,495

In-person Class ID 1613  
*The Feb. 12-15 classes will break for a 30 minute lunch on your own.*

### REGISTER FOR BTC CLASSES

**By mail or in-person:**

(Use the registration form on page 39)

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/](http://www.bhc.edu/btc/)





## HCCTP graduates are working in these trades:

- Carpenters
- Laborers
- Cement masons
- Plumbers
- Painters
- Insulators
- Ironworkers
- Millwrights
- Operating engineers
- Sprinkler Fitters
- Sheet metal workers
- Electrical workers



## Construction Training

### HIGHWAY CONSTRUCTION CAREERS TRAINING PROGRAM (HCCTP)

**Paul Fessler, Program Manager**

The Illinois Department of Transportation created this program to prepare people to work in the building trades and to increase the number of minorities, women and disadvantaged persons working on IDOT projects.

This full-time, 13-week class covers math, job/life skills, blueprint reading, OSHA, stick welding, construction equipment operation, shop time and hands-on projects.

There is no cost to the program. Participants receive a stipend of \$10 per hour. Up to 15 students will be selected for each class. They learn essential skills, with the goal of applying for and obtaining an apprenticeship in the building trades.

**Requirements:** seeking work in the construction trades, 18 years or older, high school diploma or GED, valid driver's license, drug-free (tested).



*"My whole life, all I've ever wanted to do was construction. HCCTP helped me live my dream!"*  
—Sonia Shepard

Sonia, Class 5, now a journey person in Carpenters Local #4. (Sonia is seen working on the I-74 bridge in Moline.)

## Class starts on February 26, 2024

The application process requires several steps, beginning with attending an orientation session.

- Tuesday, January 9th – 10 a.m.
- Tuesday, January 16th – 6 p.m.
- Thursday, January 18th – 10 a.m.
- Tuesday, January 23rd – 10 a.m.
- Friday, January 26th – 2 p.m.

All orientations are held at Black Hawk College, Bldg. 1, Rm. B-13, 6600 34th Ave., Moline, IL

**Register online at [www.bhc.edu/hcctp](http://www.bhc.edu/hcctp) or call Paul Fessler at 309-796-5729.**

## **Registration Information**

### **Address:**

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

### **Business Hours:**

Monday – Thursday 8:00 a.m. – 5:00 p.m.  
Friday 8:00 a.m. – 4:30 p.m.

## **How to Register for PaCE Classes**

**Online Registration** – Visit [www.bhc.edu/pace](http://www.bhc.edu/pace)

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

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

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

**Please do not email your registration form to BHC staff  
members.**

## **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**  
**Building 1, Lower Lobby, 6600 34th Ave., Moline**

Monday - Friday 8:00 a.m. - 5:00 p.m.

**For more information go to [www.bhc.edu/bookstore](http://www.bhc.edu/bookstore)**

## **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 the Director of HR. Located in Building 1, Room B7. Phone 309-796-5222 or email [hr@bhc.edu](mailto:hr@bhc.edu).

## **Resources 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 Disability Resources & Access (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**

- Withdrawals must be completed by phone to the Professional and Continuing Education (PaCE) Department at 309-796-8223.
- Refunds will only be issued if the student withdrawals by the refund date indicated for the respective class.

## **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](http://www.bhc.edu), and Facebook.

## **The College is Closed the Following Days:**

**January 15** - Martin Luther King's Birthday

**February 19** - Presidents' Day

**March 29** - Good Friday

**May 27** - Memorial Day

## **Facility Locations**

[www.bhc.edu/about-us/maps-locations/](http://www.bhc.edu/about-us/maps-locations/)

- **Black Hawk College - Outreach Center (Outreach)**  
301 Avenue of the Cities, East Moline
- **Black Hawk College (Bldg. 1, 2, 4, STB, and HSC)**  
6600 34th Avenue, Moline
- **Black Hawk College Adult Learning Center (BHC ALC)**  
4610 Black Hawk Commons Drive, Rock Island
- **Black Hawk College - Community Education Center (CEC)**  
404 E. 3rd St., Kewanee

## **Other Locations:**

- **Quad City Botanical Center**  
2525 4th Ave., Rock Island

# Registration Forms

**Method of Payment:**

☐ Cash  
☐ Check/ Money Order

**Credit Card:**

☐ VISA  
☐ MasterCard  
☐ Discover

Credit Card \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_ (Three digit code on the back of the card)  
Month Year

Name on Card \_\_\_\_\_ Phone # \_\_\_\_\_

Cardholder Address/Zip (if different than below) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
(Last) (First) (Middle Initial)

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Hispanic or Latino Ethnicity:** ☐ Yes ☐ No

**Race:** (choose one or more):

☐ (20) American Indian/ ☐ (70) Native Hawaiian/  
Alaskan Native Pacific Islander  
☐ (10) Asian ☐ (50) White  
☐ (30) Black or African ☐ (60) Choose Not to  
American Respond

**Student Intent:** (Check one)

☐ (01) Prepare for new or first occupational career  
☐ (02) Improve present occupational skills  
☐ (03) Explore courses to decide on a career  
☐ (04) Prepare for transfer to 4-yr. college or University  
☐ (05) Remedy basic skills deficiencies  
☐ (06) Pursue non-career, personal interests  
☐ (07) Prepare for high school diploma equivalence test  
☐ (08) Other or unknown

**Highest Degree Previously Earned:**

☐ (30) GED ☐ (50) Bachelors Degree  
☐ (35) High School ☐ (60) Masters Degree  
Diploma ☐ (70) First Professional  
Degree  
☐ (39) Some college ☐ (80) Doctorate Degree  
(No degree) ☐ (85) Other  
☐ (40) Certificate ☐ (90) None  
☐ (45) Associate Degree

**Employment Status:**

☐ (01) Full Time—40 hrs or ☐ (03) Part Time—15 hrs  
more or less/week  
☐ (02) Part Time—over ☐ (04) Homemaker  
15 hrs/week ☐ (05) Unemployed  
☐ (06) Retired/Other

<u>Class ID</u>	<u>Class Title</u>	<u>Amount Due</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 \_\_\_\_\_ (Three digit code on the back of the card)  
Month Year

Name on Card \_\_\_\_\_ Phone # \_\_\_\_\_

Cardholder Address/Zip (if different than below) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
(Last) (First) (Middle Initial)

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Hispanic or Latino Ethnicity:** ☐ Yes ☐ No

**Race:** (choose one or more):

☐ (20) American Indian/ ☐ (70) Native Hawaiian/  
Alaskan Native Pacific Islander  
☐ (10) Asian ☐ (50) White  
☐ (30) Black or African ☐ (60) Choose Not to  
American Respond

**Student Intent:** (Check one)

☐ (01) Prepare for new or first occupational career  
☐ (02) Improve present occupational skills  
☐ (03) Explore courses to decide on a career  
☐ (04) Prepare for transfer to 4-yr. college or University  
☐ (05) Remedy basic skills deficiencies  
☐ (06) Pursue non-career, personal interests  
☐ (07) Prepare for high school diploma equivalence test  
☐ (08) Other or unknown

**Highest Degree Previously Earned:**

☐ (30) GED ☐ (50) Bachelors Degree  
☐ (35) High School ☐ (60) Masters Degree  
Diploma ☐ (70) First Professional  
Degree  
☐ (39) Some college ☐ (80) Doctorate Degree  
(No degree) ☐ (85) Other  
☐ (40) Certificate ☐ (90) None  
☐ (45) Associate Degree

**Employment Status:**

☐ (01) Full Time—40 hrs or ☐ (03) Part Time—15 hrs  
more or less/week  
☐ (02) Part Time—over ☐ (04) Homemaker  
15 hrs/week ☐ (05) Unemployed  
☐ (06) Retired/Other

<u>Class ID</u>	<u>Class Title</u>	<u>Amount Due</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ Cash: \_\_\_\_\_ Check# \_\_\_\_\_ Charge: \_\_\_\_\_ **Total Due**



**BLACK HAWK COLLEGE**  
**6600 34TH AVE**  
**MOLINE IL 61265-5899**

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## **Professional and Continuing Education**

Look inside for a list of our upcoming classes.

**Visit our website: [www.bhc.edu/pace](http://www.bhc.edu/pace).**



### **Welcome to Black Hawk College Professional and Continuing Education (PaCE)!**

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

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

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

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

## **Find your class inside!**



### **CommUniversity 2024**

**4 Sundays**

**Feb. 4, 11, 18, and 25**

**2-4 p.m.**

**For more information, contact:**  
**Professional and Continuing Education (PaCE)**  
**at 309-796-8223 or visit [www.bhc.edu/cu](http://www.bhc.edu/cu).**