discover.

OCTOBER–DECEMBER 2018

register online @ www.parkland.edu/btceRegister

classes for personal and professional development
Let’s get cooking!

Enjoy family fun as you learn together in Family Pie Making Grandma Style, just in time to wow everyone at the holidays! See page 2.

OR

Take your friends and family on a global adventure by mastering the art of making International Pizzas and Flatbreads. See page 13.

register online at parkland.edu/btceRegister

a new way of thinking

Challenge yourself to let go of old paradigms with Out of the Box: Improve your Creativity. See page 29.

Understanding how you make decisions can help you make smarter ones at both work and home with The Art and Science of Good Decision Making. See page 30.

register online at parkland.edu/btceRegister
2 Youth Programs
Learn to make a pie, healthy breakfasts, and holiday treats; PLUS archery and a NEW art class just in time for the holidays.

3 Computers & Technology
Computer and device (Androids, iPads, iPhones) classes for all levels PLUS Excel classes for power users and a NEW cybersecurity class.

6 Health & Wellness
More fun with a friend! Boot camp, yoga, dance fit, and much much more, PLUS FREE sessions on dementia/Alzheimer’s disease and safety for older drivers.

8 Music
Make this your year to learn to play mountain dulcimer, beginning and intermediate.

9 Arts & Crafts
NEW classes on Fimo clay, calligraphy, basket weaving, knitting, and so much more, PLUS returning favorites drawing, painting, and glass art.

12 Food & Beverage
A great lineup of NEW classes on fresh fish, Korean cooking, and flatbreads; PLUS bring a friend and enjoy popular classes on cheese, wine making, knife skills, cupcakes, and more.

15 Home & Garden
Beekeeping, pollination for gardeners, composting, fall topiary, woodworking; NEW class on home bee balm skin care products.

16 Language & Writing
NEW classes for writing for youth, poetry; PLUS creative nonfiction and memoir.

17 History
Genealogy PLUS an all NEW lineup of American Revolutionary War history classes.

18 Recreation
Archery, bridge, gun safety, and a NEW cribbage class.

19 Money Matters
Learn the basics of estate planning.

20 Travel
All NEW lineup of great daytrips: North Grove Schoolhouse, Historic Hannibal, Chicago’s Gilded Age, Casey’s Big Things, Garfield Park Conservatory, and many more! PLUS armchair travel to Russia, the Louvre, and Australia and a great NEW art expedition to see the works of Kehinde Wiley in St. Louis.

23 Parkland Presents
Shows and events at the Giertz Gallery, Parkland Theatre, and Staerkel Planetarium.

26 Continuing Professional Education
NEW classes: networking skills, webinar, visioning, creative thinking, much more; PLUS leadership skills, human resources training, AND skills-based training/certifications in food service, CDL, forklift, drones, more.

34 Health
Training and certifications for healthcare professionals: dietary, dental hygiene, medical billing and coding, CPR.

37 Parkland Campus Map

38 Register Now!

= More fun with a friend!

WIOA = Workforce Innovation and Opportunity Act Funding Available  PP = Payment Plan Available
NEW

Family Pie Making Grandma Style
Discover how to have fun in the kitchen as you learn to make pies just like grandma did! Families will begin with making a pie crust from scratch and then all participants will take home their own classic lattice topped apple pie in a jar! No experience necessary; mouth watering optional.
Children ages 5–10 and their parent. Price is per individual, all children must be accompanied by one adult; adults may bring up to two children. This class is not recommended for those with food allergies.
10/20 Sat 10–11:30 AM Class ID: 3585
Deadline: 10/13 PC-X118 $19

Young Chefs: Fuel With Food, ages 10–14
Start your day off with a quick, homemade breakfast! Discover how to make delicious breakfast foods that are filling and healthy! As a young chef, you’ll show your creativity in the kitchen as you make egg and muffin sandwiches, smoothie bowls, and more. After taking this class you’ll want to jump out of bed and race to the kitchen to make a yummy and healthy breakfast!
Go green: bring two 3-cup containers each day to share leftovers. This class is not recommended for those with food allergies.
10/20 Sat 2–5 PM Class ID: 3586
Deadline: 10/13 PC-X118 $59

NEW

Young Chefs: Holiday Treats, ages 10–14
Thanksgiving is a great time to enjoy delicious foods with family and friends! Learn fundamental baking techniques that will result in scrumptious treats that showcase traditional Thanksgiving foods. With your new baking skills, you will make holidays special for your family.
Go green: bring two 3-cup containers each day to share leftovers. This class is not recommended for those with food allergies.
11/17 Sat 2–5 PM Class ID: 3587
Deadline: 11/10 PC-X118 $59

Archery for Youth, ages 10–18
Channel your inner Katniss Everdeen and learn the sport of target archery. Join experienced coach Matt Stacher at Hunters Haven indoor range to learn how to shoot a bow and arrow properly. You’ll learn technique from stance to release and safety while you get hands-on instruction.
Bow and arrows provided.
10/8–10/29 Mon 6:30–8 PM Class ID: 3181
Deadline: 10/1 HHaven $59

Winter Art Studio, ages 8–13
Experiment with and explore different acrylic paint processes and techniques. Learn about the elements of art (color, form, line, shape, space, texture, and value) and gain skills in painting with acrylic paint on canvas. Instructor Rusty Clevenger will teach you how to create unique holiday ornaments and gifts that show off your own personalized designs.
Art supplies included.
11/10–12/8 Sat 2–4 PM
no class 11/24
Deadline: 11/3 PC-C191 $85

2 Personal and professional development opportunities to transform lives.
Beginner Computers
If you have a nodding acquaintance with the computer, try this class. Jane Bateman, who is great at giving students all the individual attention they need, will show you how to format a document; copy, cut, and paste; find files; save; and do much more. You’ll also learn how to use a USB (flash) drive for saving and storing files such as documents and pictures.

10/3–10/24 Wed 1–3 PM Class ID: 3129
Deadline: 9/26 BTCE $69

Intermediate Computers
Go beyond computer basics with instructor Jane Bateman. Learn how to navigate the computer; how to find a lost file; what happens to deleted files; and how to create address labels, insert clip art, and make columns. You’ll discuss and use USB flash drives, too.

10/31–11/28 Wed 1–3 PM Class ID: 3130
Deadline: 11/22 no class
11/22
Deadline: 10/24 BTCE $69

Computer File Management
There are very efficient ways to organize computer files. Discover how to copy, move, store, and organize your documents, photos, recipes, and other files with instructor Jane Bateman. You’ll learn the best practices to help you organize and navigate your computer files using Microsoft Windows Explorer.

12/4–12/18 Tue 1–3 PM Class ID: 3131
Deadline: 11/27 BTCE $59

You’ve Got Mail
Learn the ins and outs of managing your email plus how to search for information on the Internet and download pictures; also learn Internet techniques from skilled instructor Jane Bateman.

You should be familiar with Windows and be able to use a mouse.

12/5–12/19 Wed 1–3 PM Class ID: 3132
Deadline: 11/28 BTCE $59

Basics of iPads and iPhones
You’ve purchased an iPhone or an iPad or both. Now what? Learn to maximize your investment—make sure it’s a practical tool. Computer analyst and trainer Ryan Wakefield helps you learn to love this technology and its many applications.

Bring your iPad, iPhone, or both.

10/4 Thu 6–8:30 PM Class ID: 3579
Deadline: 9/27 HP-H122 $39

Basics of Android Devices
Experienced Android user and computer skills trainer Ryan Wakefield will help you understand the operation and get the best use out of the applications on your Android-based smartphone and tablet. You’ll learn the basics and touch on some of the advanced features.

Bring your Android devices.

10/18 Thu 6–8:30 PM Class ID: 3581
Deadline: 10/11 HP-H122 $29
Computers & Technology

Going Beyond iPad and iPhone Basics
Ryan Wakefield will show you the next steps to take with applications and features on your iPhone or iPad to keep your information safe by storing it on the iCloud. He'll give you plenty of reliable information about free applications and those you can purchase. Also learn several troubleshooting techniques to reduce frustration and fear.

Bring your iPad, iPhone, or both.

10/11 Thu 6–8:30 PM Class ID: 3580 Deadline: 10/4 HP-H122 $39

Internet Security at Home and On the Go
Test your Internet security IQ, then learn and discuss the practices of people looking to access your personal information and how you can outsmart them. Experienced analyst Ryan Wakefield shows you how to provide your own best protection against scams, viruses, and malicious software. Avoid the tricks and traps and learn how to protect your devices when traveling near or far.

10/25 Thu 6–8 PM Class ID: 3582 Deadline: 10/18 HP-H122 $29

NEW
Cybersecurity 101
Hacking, data breaches, and phishing oh my! The world of cybersecurity can be downright scary and overwhelming, but it does not have to be. Through this introductory class, discover and develop a fundamental approach on how to digest, navigate, and ultimately make better decisions to reduce your cybersecurity risks. The information provided will help keep your business, your employees, and customers safer.

The material covered will be presented in plain English and does not require you to have pre-existing knowledge about cybersecurity.

10/17 Wed 8–10:30 AM Class ID: 3559 Deadline: 10/10 BTCE $49

Desktop Applications

Adobe Photoshop CC: Essential Skills
Adobe Photoshop is the de facto industry standard for photographic editing and is now available through the Adobe Creative Cloud at a greatly reduced cost. Join Adobe Education Trainer Phil Nyman and explore the powerful features used by graphics professionals worldwide. Learn essential techniques that will help you add WOW! to your everyday snapshots. Apply red-eye, color, shadow, and highlight corrections. Work with layers, masks, and channels to select the portions of a photo of most interest. Retouch and repair portions of images, and remove scratches from scanned photos. Use post-production effects such as vignetting, compositions, glow, grain, and blur overlays to make your pictures pop. Best of all, no previous experience with Photoshop is required!

9/18 Tue 3–5 PM Class ID: 3114 Deadline: 9/11 BTCE $99

Adobe Illustrator CC: Essential Skills
Struggling and fumbling with making creative images can be frustrating, slow you down, and zap your energy. Imagine having the knowledge, skills, and tools to effectively create artwork for print, multimedia, the web, and for fun! Bring your artistic imagination to life! Best of all, no previous experience with Illustrator is required! Join Adobe Education Trainer Phil Nyman to learn how to create colorful logos, greeting cards, and advertising artwork using a core set of drawing and shape building tools. Explore shapes, curves, brushes, fills, gradients, and layers.

11/13 Tue 2–5 PM Class ID: 3487 Deadline: 11/6 BTCE $99

QuickBooks: The Basics
Thinking about using QuickBooks or need a refresher? Learn practical knowledge about the leading choice for managing your books. From an accounting perspective, discover how to set up a new company, set up and access controls, create a chart of accounts, cash basis transactions (write checks, enter deposits), reconcile bank account, and common set up issues with Pat Owens, CPA, CFO.

10/10 Wed 8–10 AM Class ID: 3480 Deadline: 10/3 BTCE $99

QuickBooks: Intermediate Knowledge
If you know the basics of QuickBooks but want to learn more about the program, this is the course for you. Learn about customers and invoices, vendors and paying bills, correctly accounting for preparing and paying sales tax, 1099s and inventory types, and set up with Pat Owens, CPA, CFO.

10/24 Wed 8–10 AM Class ID: 3481 Deadline: 10/17 BTCE $99

4 Personal and professional development opportunities to transform lives.
Excel: Function, Function, What’s Your Function?
Do you want to get more out of Excel? Have you ever needed to pull specific data out of a spreadsheet? Or thought to yourself, there must be an easier way? We will unravel the mystery of functions by exposing the most useful functions in Excel. You will start with logical functions (IF, SUM IF, SUM IFS) to help you create comparisons in your formulas. From there you will move on to conditional functions (And, OR) to quickly highlight important information in a spreadsheet. Discover how to find and retrieve data with the VLOOKUP, HLOOKUP, MATCH, and INDEX functions and learn how they will assist you in tables of data, along with more valuable and hidden secrets of Excel!
9/11 Tue 1–5 PM Class ID: 3184
Deadline: 9/4 BTCE $99

Excel: Pivot Tables, Charts, and Dashboards, Oh My!
Learn the essentials regarding managing data and creating pivot tables in Excel. You will use pivot tables to summarize, sort, count, and chart your data. Learn how to build pivot tables from single or multiple data sources, add calculated fields, and format your layout to make it easy to read. You will also create pivot charts, slicers, and dashboards to help visualize your data. In addition, you will learn how to use the new data model feature to build pivot tables from related tables.
9/25 Tue 1–5 PM Class ID: 3185
Deadline: 9/18 BTCE $99

Excel: Introduction to Macros
Advanced Excel users encounter repetitive tasks such as reports that need to be produced, data that needs to be updated, or tables that need to be formatted on a regular basis. Using macros, many of these routine tasks can be automated. Learn to record the steps or operations that you want to perform, and then press a button to repeat them over and over again (and again).
10/2 Tue 1–3 PM Class ID: 3186
Deadline: 9/25 BTCE $75

Excel: Power User
This jam-packed, fast-paced class provides an overview of the most powerful and time-saving Excel techniques. It’s for those who are currently using Excel and already know the basics and now need to learn other features of Excel like viewing, linking, and printing large worksheets and workbooks, advanced sorting and filtering, creating subtotals, naming ranges, using flash fill, and data management.
10/6 Tue 1–5 PM Class ID: 3187
Deadline: 10/9 BTCE $99

Excel Essentials
Learn the basic and essential concepts of formulas, functions, and shortcuts for Microsoft Excel 2016 in this hands-on class. Become familiar with how to create, modify, format, and print worksheets. Practice data files will be provided for you to apply your new skills, knowledge, and confidence. The small class size allows for conversation and instruction from instructor Wendy Barker.
In addition to Excel Essentials, it is recommended to take Excel: Formatting Like a Pro.
11/6 Tue 1–5 PM Class ID: 3486
Deadline: 10/30 BTCE $99

Excel: Formatting Like a Pro
Do you want to make your worksheets look engaging, easy to read, and professional? Learn the ins and outs of formatting as well as simple tips and tricks to quickly clean up your spreadsheets. Learn shortcuts to adjust column and row sizing, apply special number and date formats, use font color, fill cell, and borders effectively, apply cell styles, master format painter, and discover conditional formatting.
12/6 Thu 1–3 PM Class ID: 3485
Deadline: 11/29 BTCE $75
Health & Wellness

Boot Camp
Join certified instructor Lindsay Riesel for a workout that burns calories, tones all the major muscle groups, and incorporates cardio drills to strengthen the heart. Get yourself going, get your effort showing, and start feeling truly fit.

10/23–12/20  Tue & Thu 6–7 AM  Class ID: 3141
10/23–12/20  no class 11/20 & 11/22
Deadline: 10/16  PC-P206-Gym  $99

Core and More
Strengthen and tone the muscles of your midsection (abs, obliques, back, hips, and buns) to aid in stability and balance and improve posture. AFAA-certified instructor Rena Leake includes a brief upper-body or cardio workout to ensure fun and fitness!

10/24–12/19  Wed 5:30–6:30 PM  Class ID: 3152
10/24–12/19  no class 11/21
Deadline: 10/17  PC-P210  $69

Couples Massage
In four short hours, you and your partner will learn to give a relaxing Swedish massage. Led by Claire Prudhomme, MCP, NCTMB, LMT.

Must be 18 years of age. Bring one twin fitted sheet, one flat sheet, and one pillowcase. Wear or bring swimwear or athletic shorts and shirt.

10/14  Sun 12–4 PM  Class ID: 3517
Deadline: 10/7  HP-H127  $79

Dance Fit
Get fit in an exciting and entertaining new class. Fitness instructor Rena Leake challenges your flexibility and expectations by combining music and dance styles from American country line dance, Irish dance, and Salsa with specific form training to build strength and improve balance.

No dance experience required. All fitness levels welcome. Dress in clothing that allows you freedom to move.

10/29–12/17  Mon 5:30–6:30 PM  Class ID: 3154
10/29–12/17  no class 11/21
Deadline: 10/22  PC-P105  $69

Gentle Yoga
Gentle Yoga links movement with breath and mind-body focus to help you shed unwanted weight, strengthen and tone muscles, increase flexibility, improve balance, and decrease stress. Instructor Allen Dick, certified E-RYT 200, brings a deep understanding and dedication to this popular class. He welcomes participants at all levels and encourages progress at each individual’s pace.

Bring a yoga mat.

10/16–12/11  Tue 5:30–6:30 PM  Class ID: 3526
10/16–12/11  no class 11/20
Deadline: 10/9  PC-P105  $69
10/18–12/13  Thu 5:30–6:30 PM  Class ID: 3136
10/18–12/13  no class 11/22
Deadline: 10/11  PC-P105  $69

Meet Allen Dick, Yoga Instructor
Champaign native Allen Dick began to practice yoga in 2006 and earned his teaching certification from the Yoga Alliance in 2012. He is an experienced registered yoga teacher (E-RYT 200) with the alliance and works to progress on the path of enlightenment. As a yoga generalist, he teaches classes of all kinds and welcomes students of all ages and experience.
Group Cycling
Cycling is a great way to get an effective workout. Tamala Everett, certified in Spinning, leads an energetic ride in which you control the resistance on your bike to make the pedaling as easy or as difficult as you choose. Expect to be motivated, sweat, and have fun while riding with friends.

9/10–10/22  Mon 12–12:45 PM  Class ID: 3133  $59
Deadline: 9/3

11/5–12/17  Mon 12–12:45 PM  Class ID: 3134  $59
Deadline: 10/29

Meditation for Spiritual Awareness
Meditation helps reduce stress, develop productivity, improve concentration, and gain inner peace and spiritual fulfillment. You can practice this simple method at home, school, or work. Discover the benefits and practice of meditation, develop a technique, and focus on stilling the mind. Instructors Pam and Scott Dorsey have been practicing this method for over 40 years.

Workbook included.

10/30–11/13  Tue 7–8:30 PM  Class ID: 3525  $49
Deadline: 10/23

NIA
NIA is a sensory-based movement and fusion fitness class that focuses on the mind, body, and spirit using the healing arts, dance arts, and martial arts. It empowers people of all ages, shapes, and sizes to connect and listen to their bodies. Join Michelle Roberts, certified NIA instructor, in following your healthful and joyful path.

Dress in a way that allows for unrestricted movement.

10/27–12/15  Sat 9:30–10:30 AM  Class ID: 3148  $69
Deadline: 10/20

Pilates
This Pilates mat class can be your introduction to Pilates or a continuation of your current practice. Mary Wolters, certified instructor of Method Pilates and Mat and Standing Pilates, will guide you through modifications and variations for all fitness levels. These exercises improve strength, flexibility, balance, and posture.

Bring a mat and hand towel.

9/20–10/25  Thu 5:30–6:30 PM  Class ID: 3518  $65
Deadline: 9/13

11/1–12/13  Thu 5:30–6:30 PM  Class ID: 3519  $65
Deadline: 10/25

Fitness Center
Exercise on your own schedule!
You’ll have access to cycles, treadmills, free weights, Universal equipment, and more.

Gain access to state-of-the-art fitness equipment in a beautiful facility.
- Cardio equipment: treadmills, ellipticals, upright and recumbent cycles, StepMills, Waves, VersaClimber, and rowing machines. Most include an iPod docking station, built-in cable TV, and touch screen.
- Strength training: Keiser power rack, inlaid Olympic platform, bumper plates, sandbells, PowerBlocks, turf area, dumbbells, kettlebells, ropes, medicine balls, and push–pull systems.
- Upper-level walking track that’s free to anyone during fitness center hours!

Fitness Center Hours
October 15, 2018–January 11, 2019
Mon–Thu, 7am–9pm
Fri, 7am–5pm
Sat, 9am–2pm
Sun, 1–5pm
(college closed Nov 22–25, Dec 24–Jan 1, reduced hours Dec 10–Jan 11)

To use the Fitness Center, please complete the following:
1. Online orientation through Cobra Learning (available 24 hours after registration)
2. Obtain a valid Student ID from Student Life, room U107

10/15–1/11  Class ID: 3139  $69
PC-P130

Online registration @ www.parkland.edu/btceRegister
The Basics: Memory Loss, Dementia, and Alzheimer’s Disease

Learn the causes and risk factors, disease stages, treatment, and the importance of early detection for dementia and Alzheimer’s Disease. Most of all, learn the facts and where to find support and assistance.

*Free to the public. Registration required. Walk-ins may be accommodated based on available space.*

10/9 
Deadline: 10/2 
BTCE FREE

Water Aerobics

Increase your flexibility, strength, and endurance with this joint-soothing therapeutic water exercise. Participate at your own comfort level with water aerobics pro Jo Rodriguez.

10/16–12/11 
no class 11/20 
Deadline: 10/9 
10/18–12/13 
no class 11/22 
Deadline: 10/11 
ES $69

CarFit for Older Drivers

Improve your safety by ensuring that your car is adjusted for the proper fit. A team of trained advisors will work with you to maximize your vehicle’s features for comfort and safety. A confidential CarFit check takes approximately 30 minutes to complete. The CarFit program was created by the American Society on Aging and developed in collaboration with AAA, AARP and the American Occupational Therapy Association.

8 AM–12 PM will be held at Stone Creek Church, Urbana; 1–5 PM will be held at BTCE.

10/4 
Thu 9–9:30 AM 
Thu 9:30–10 AM 
Thu 10–10:30 AM 
Thu 10:30–11 AM 
Thu 11–11:30 AM 
Thu 11:30 AM–12 PM 
10/4 
Thu 1–1:30 PM 
Thu 1:30–2 PM 
Thu 2–2:30 PM 
Thu 2:30–3 PM 
Thu 3–3:30 PM 
Thu 3:30–4 PM 

StoneCreek FREE

Beginning Mountain Dulcimer

Dust off your mountain dulcimer and learn to play old-time songs. Folk music enthusiast and musician Hilary Valentine loves this simple American instrument with a rich Appalachian folklore history.

*Bring your dulcimer.*

9/10–10/8 
Deadline: 9/3 
PC-C142 $69

Intermediate Mountain Dulcimer

Learn new techniques, develop and improve your playing style, and build your musical repertoire with folk music enthusiast Hilary Valentine.

*Bring your dulcimer.*

10/22–11/19 
Deadline: 10/15
NEW

Bead Making with Fimo Clay

Make colorful patterned beads with the popular polymer clay called Fimo. Jackie Tice teaches the layering techniques and helps you develop your own designs and styles for casual and eye-catching jewelry. Wear what you make, and have materials to take home for another project or two.

All materials provided.

10/18 Thu 6–8:30 PM Class ID: 3555
Deadline: 10/11 HP-H121 $69

Beginner Beading

Fundamental and diverse beading skills are the focus of this introduction to beading and jewelry making. In addition to stringing, knotting, and wire work, artist Anne Potter will work with you on design concepts such as color theory, composition, and scale. You’ll have several completed projects for your own enjoyment or to give as gifts.

Beads and other materials provided. Tool list available online.

9/26–10/31 Wed 6:30–8 PM Class ID: 3577
Deadline: 9/19 HP-H106 $109

Beyond Beading Basics

Create more intricate and beautiful beaded jewelry, in this class, led by artist/author Anne Potter. She’ll assist you with more detailed designs and teach more advanced beading techniques that will inspire you.

A tool list will be provided. Beads and other materials provided. Some beading experience and skills required for enrollment.

11/7–12/19 Wed 6:30–8 PM Class ID: 3576
no class 11/21
Deadline: 10/31 HP-H106 $109

Meet Anne Potter, Beading and Etsy Expert

Artist, designer, and author, Anne Potter teaches numerous jewelry classes including our Beginner Beading. A Parkland College alum and mother of five, Anne is also a ‘cover girl’—her designs have been featured in jewelry making magazines, including several cover features. While Anne pursues many creative outlets (quilting, knitting, sewing, and painting), she loves the gratification of the process of designing a piece of jewelry, making it, and wearing it. You can see more of her work on Facebook and Etsy at Handmade by Anne Potter.

= More fun with a friend!

WIOA=Workforce Innovation and Opportunity Act Funding Available  PP=Payment Plan Available

Location Key: BTCE Parkland College Business Training & Community Education 1315 N Mattis Ave, C ● CrkGlass Cracked Glass 602 E High St, U ● ES Eastland Suites 1907 N Cunningham Ave, U ● HiCaliber High Caliber Training Center, 1314 Triumph Dr, U ● HHaven Hunter’s Haven 1040 W Bloomington Rd, C ● HP Parkland Health Professions 1309 N Mattis Ave, C ● MackGlass Mack Glass 111 S Walnut, C ● PC Parkland College MAIN CAMPUS 2400 W Bradley Ave, C ● StoneCreek Stone Creek Church 2502 S Race St, U

Online registration @ www.parkland.edu/btceRegister


**NEW**

**Calligraphy for Cards**

Make a statement with your birthday, holiday, anniversary, wedding, and all occasion greetings. Enjoy making hand crafted cards, with sentiments in beautiful calligraphy. Artist and instructor Jackie Tice will assist with design and composition, as well as recommend tools, techniques, and materials for 3-4 finished cards that you'll take with you.

*All materials provided.*

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<td>10/4</td>
<td>Thu 6–8:30 PM</td>
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**Deadline:** 9/27

**Color Theory**

Painters! Strengthen and test your knowledge of color relationships and create more interesting paintings as you brush up on your skills and techniques. Learn more about the mystery of shadow, creating the illusion of transparency and depth, as well as various aspects of color interaction. Paula McCarty, MFA, will help you address the importance of tonal contrast, working with neutral and saturated colors, and color harmony.

*Oil and acrylic painters are welcome. Supply list will be provided. Students investing in their first set can expect an additional expense of approximately $100.*

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**Deadline:** 10/30

**Digital SLR Photography**

Go beyond the basics of automatic shooting to discover the multitude of advanced settings on your digital SLR camera, including exposure (shutter speed, aperture, and ISO), depth of field, focal points, and white balance adjustments. You will also explore various lenses, lighting, composition, and creative techniques. Join photographer Mike Heiniger for an interactive hands-on experience.

*Bring your single-lens reflex camera, lenses, accessories, and questions.*

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**Deadline:** 10/30

**Drawing Fundamentals**

Anyone can learn to draw. Discover the fundamental techniques and applications of observational drawing. Artist Jackie Tice will guide you through exploration of line and contour, shape and form, light and shadow, space and depth, and proportion and perspective. Get acquainted with a range of materials and drawing media as you discover more about the visual arts.

*Supply list available online.*

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**Deadline:** 9/3

**Drawing Fundamentals 2**

Continue to discover and improve your drawing techniques with artist Jackie Tice. Apply what you’ve learned by exploring more of your personal style and preferred materials. This class is the next best step for those interested in broadening their understanding of how to express more individual ideas through this familiar medium. New techniques and challenges will be introduced. First level of Drawing Fundamentals is not required, but helpful.

*Supply list available online.*

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**Deadline:** 10/8

**Etsy Made Easy**

As the largest online marketplace for handmades, Etsy offers a unique opportunity for craftspeople to sell their wares with few start-up expenses, and no business experience. Jewelry artist Anne Potter introduces you to the basics of setting up an Etsy shop, and laying the foundation for successful selling. Learn the mechanics of payment and record keeping, customer service, legal issues, branding, quality control, and visual marketing.

*Students investing in their first set can expect an additional expense of approximately $100.*

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<td>Thu 6:30–8:30 PM</td>
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**Deadline:** 10/30

**Fabric Basket Weaving**

Here’s a modern twist on an ancient and familiar craft. Learn how to weave cotton rope and cotton wrapping materials into a decorative washable basket. Artist Jackie Tice with teach you the skills to produce this versatile home décor item. A perfect gift for yourself or someone special.

*All materials provided.*

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**Deadline:** 11/1

**Beginning Stained Glass**

Bring the beauty of stained glass into your life with glass experts from the renowned shop and studio Cracked Glass. Complete at least two projects and learn glass pattern cutting, copper foil construction, soldering techniques, and copper foil panel repair. You will need to supply a soldering iron and materials for your second project.

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**Deadline:** 10/4

**10/11–11/15 | Thu 6:30–9 PM | CrkGlass | $159   |

**10/13–11/17 | Sat 9–11:30 AM | CrkGlass | $159   |

**Deadline:** 10/6

**10/13–11/17 | Sat 9–11:30 AM | CrkGlass | $159   |
Glass Fusing and Slumping

Experts from Cracked Glass will guide you in making plates, coasters, bowls, jewelry, and decorative art by fusing glass. Learn how to cut and assemble glass for firing, use accessory glass, include non-glass materials, and draw or paint on glass. Topics include incorporating fused glass in stained-glass projects and kiln operation. Complete more than 10 fused items!

No previous glass cutting experience required.

Some supplies included. You will need to supply your own glass cutter, breaking pliers, and purchase some project materials.

10/10–11/14  Wed 6:30–9 PM  Class ID: 3498
Deadline: 10/3  CrkGlass  $179
10/12–11/6  Fri 6:30–9 PM  Class ID: 3499
Deadline: 10/5  CrkGlass  $179

Introduction to Glass Blowing

Create blown glass objects like an ornament or small vessel using the familiar benchtop torch in the private studio of glass artist Jason Mack. Learn necessary safety practices, the best types of tools and glass for the craft, and lampworking techniques. Take home your small creations—great for gifting or personal use.

All materials and equipment provided.

10/3–10/13  Wed 6:30–8 PM & Sat 12–1:30 PM  Class ID: 3503
Deadline: 9/26  MackGlass  $179
11/3–11/10  Sat 12–1:30 PM & Wed 6:30–8 PM  Class ID: 3505
Deadline: 10/27  MackGlass  $179
12/1–12/12  Sat 12–1:30 PM & Wed 6:30–8 PM  Class ID: 3507
Deadline: 11/24  MackGlass  $179

NEW

Glass Pendant Making

Learn lampwork techniques for glass blowing and shaping, along with safety, tool handling, and the qualities of specific types of glass. Artist Jason Mack helps you design and create several wearable glass pieces. Those with previous experience can learn more advanced techniques.

All materials and equipment are included.

10/4–10/13  Thu 6:30–8 PM & Sat 1:45–3:15 PM  Class ID: 3566
Deadline: 9/27  MackGlass  $179
11/1–11/10  Thu 6:30–8 PM & Sat 1:45–3:15 PM  Class ID: 3567
Deadline: 10/25  MackGlass  $179
11/29–12/8  Thu 6:30–8 PM & Sat 1:45–3:15 PM  Class ID: 3568
Deadline: 11/22  MackGlass  $179

NEW

Knitting in Five Nights

Learn how to knit with experienced instructor Sharon Lee. You’ll discuss yarn and needle selection, choosing (and reading!) a pattern, casting on, and tips for practicing and mastering necessary stitches. She’ll have you knitting in no time! Get started on a familiar and highly rewarding hobby. Open to knitters with varying levels of experience, but will focus on those with little or no experience.

Supply list available online.

9/19–10/17  Wed 7–8:30 PM  Class ID: 3578
Deadline: 9/12  PC-A175  $69
Arts & Crafts

NEW

Knitting in the Round
Learn to knit circles, with no seams. Experienced knitter and instructor Sharon Lee teaches the techniques and skills required for knitting in the round. In three weeks, you’ll have a knit cap for yourself. Then, with patience and practice, you’ll be well on your way to creating many great wearable and shareable items, perfect for holiday gift giving.

This class is recommended for knitters who are confident with basic skills and stitches.

A supply list will be provided prior to the first class.

10/23–11/13 Wed 7–8 PM Class ID: 3598
Deadline: 10/16 PC-A175 $59

NEW

Learn to Crochet with Christina
Handcrafts are the current craze for sharing on social media. Learn the basics of your grandmother’s favorite pastime, then let the world see your creations in a way she may never have imagined—on Pinterest, Instagram, and Facebook. Christina Donovan brings 20+ years of crocheting experience to the classroom. You’ll discover how this creative and therapeutic handcraft can engage you for hours, ending with wonderful wearable items, comfy coverlets, and home décor.

You will be required to purchase a beginner kit of hooks and yarn for $11 from the instructor at the first class meeting.

10/4–10/25 Thu 6–8 PM Class ID: 3583
Deadline: 9/27 HP-H118 $59

NEW

Painting on Copper
Flemish artists of the past painted on copper for calling cards and decorative items for the aristocracy. Learn the same techniques and recapture that beauty with artist instructor Jackie Tice. Create two bright, reflective copper ornaments, perfect for the holiday season or year-round enjoyment.

All materials provided.

12/3–12/10 Mon 6–8:30 PM Class ID: 3554
Deadline: 11/26 HP-H121 $69

Painting Portraits
Learn how to capture a likeness and mix skin tones. Start with simple shades of color and value and progress to a more thorough investigation and varied palette. Artist instructor Paula McCarty will place an emphasis on understanding facial structure, universal proportions, and the uniqueness of individual features. Self-portraits and working from mannequins/photos will be included, and a live model as available.

This class is appropriate for beginning and experienced painters.

A supply list will be provided before the first class meeting. Students investing in their first set can expect an additional expense of approximately $100.

10/1–10/29 Mon 6–8:45 PM Class ID: 3500
Deadline: 9/24 PC-C190 $139

Plein Air: Pastels or Paint
Learn basic landscape concepts using pastels or paint with artist Paula McCarty, MFA. Explore techniques used to create believable depth and to simplify texture. In the first session you’ll get comfortable with your chosen medium, materials, and techniques. Then we’ll meet in various scenic locations around the community to continue your work.

This class is appropriate for beginners and experienced artists. A supply list will be provided before the first class meeting. Students investing in their first set of pastels can expect an additional expense of approximately $60.

10/13–11/3 Sat 2–4:45 PM Class ID: 3502
Deadline: 10/6 PC-C190 $119

=W More fun with a friend!
WIOA=Workforce Innovation and Opportunity Act Funding Available PP=Payment Plan Available

Location Key: BTCE Parkland College Business Training & Community Education 1315 N Mattis Ave, C • CrkGlass Cracked Glass 602 E High St, U • ES Eastland Suites 1907 N Cunningham Ave, U • HiCaliber High Caliber Training Center, 1414 Triumph Dr, U • HHaven Hunter’s Haven 1040 W Bloomington Rd, C • HP Parkland Health Professions 1309 N Mattis Ave, C • MackGlass Mack Glass 111 S Walnut, C • PC Parkland College MAIN CAMPUS 2400 W Bradley Ave, C • StoneCreek Stone Creek Church 2502 S Race St, U

Personal and professional development opportunities to transform lives.
Knife Skills for the Home Chef
Learn how to slice, dice, mince, and julienne with Amanda Perez-Rosser. Practice your paring skills as you identify safe kitchen practices and create a delicious stir-fry straight from your cutting board.

10/10 Wed 6–8 PM Class ID: 3521
Deadline: 10/3 PC-X118 $59

Advanced Knife Skills for Great Garnishes
Your plates and table presentations get the finishing touch of a professional with garnishes you will make using newly learned knife skills. Amanda Perez-Rosser demonstrates and then you practice the delicate techniques for creating great garnishes that will surprise you and impress your dinner guests.
Prerequisite: Knife Skills or equivalent experience.

11/7 Wed 6–8 PM Class ID: 3522
Deadline: 10/31 PC-X118 $59

Creative Cupcake Design
Make them cute. Make them cool. Make them decadent, and make them delicious. Cupcakes are the current craze. Experienced baker and cake designer Heidi Gerber shares baking and decorating tips and frosting techniques so you can surprise friends and family with gourmet goodies.
Supply list available online.

9/11–9/25 Tue 6–8 PM Class ID: 3137
Deadline: 9/4 PC-X118 $59

NEW
Fear No Fresh Fish
Boost your confidence with fresh fish, guided by Bart Basi, owner of Cheese & Crackers in Champaign and Normal. Learn to identify several varieties of fish, the best selection to suit your tastes, and several foolproof techniques for cooking and serving your own catch of the day.

10/2 Tue 6:30–8:30 PM Class ID: 3591
Deadline: 9/25 HP-H121 $59

NEW
International Pizzas and Flatbreads
They’re easy, inexpensive, can be nutritious, and will appeal to everyone’s taste. International pizzas and flatbreads are perfect for lunch, snacks, or a quick and delicious dinner. Instructor Amanda Perez-Rosser gathers ingredients and flavors from around the world and shows you how to bring them into your kitchen.

11/14 Wed 6–8 PM Class ID: 3599
Deadline: 11/7 PC-X118 $59

NEW
Korean Cooking:
Cabbage and Radish Kimchis
Welcome big flavor into your kitchen and onto your table with traditional Korean kimchi. With instructor Mina Cho, RN, BS, you will learn about improved health and the everyday benefits of fermenting vegetables for superfood side dishes.

10/11 Thu 6–8:30 PM Class ID: 3591
Deadline: 10/4 PC-X118 $59

Online registration @ www.parkland.edu/btceRegister
**Korean Cooking: Beef and Chicken Dishes**
Learn the techniques for preparing and serving surprisingly spicy beef Bulgogi, and a traditional summer chicken dish called Dak Dori Tang. With guidance from Mina Cho, RN, BS you'll also learn about the potential health benefits from a little bit of heat.

*These Korean dishes can be very spicy. Please know your comfort level with these types of food before registering.*

*NEW*

11/8Thu 6–8:30 PMClass ID: 3592
Deadline: 11/1PC-X118$59

**The Story of Cheeses**
Calling all cheese lovers! Participate in milk’s leap into immortality. This class is designed for novice and experienced cheese lovers. Bart Basi and the expert cheesemongers from Cheese & Crackers shop will take you on a culinary journey from the artisanal producers of the United States through the ancient traditional cheeses of Europe. Learn some of every cheese's story and enjoy pairings with dried fruits, exotic nuts, and chutney.

11/6Tue 6:30–8:30 PMClass ID: 3512
Deadline: 10/30HP-H121$59

**Parmesan in Particular**
Taste the history and particulars of Parmesan. You will sample cheeses available in the United States, but also those that come direct from Europe and are far more difficult to find. Our partners from Cheese & Crackers, led by owner Bart Basi, will take your tastebuds on a tour that will surprise and support your quest to know the best of the best.

12/4Tue 6:30–8:30 PMClass ID: 3513
Deadline: 11/27HP-H121$59

**Introduction to Homebrewing**
Discover how to brew your favorite beer in your own kitchen with homebrewer Jared Lofranio. We will discuss the theory and practice of brewing as well as how to get started brewing great, handcrafted beer.

*Must be 21 years of age. Supplies provided.*

9/29Sat 2–5 PMClass ID: 3120
Deadline: 9/22PC-X118$69

**Introduction to Wine Making**
Chris Zwilling will walk you through the basics of turning grapes and other fruits into wonderful bottles of wine for sipping and sharing with family and friends. Learn the principles of fermentation, acidity levels, and the role of sugar as you bottle your own first batch. See how an avocation turns into a vocation when you visit Sleepy Creek Vinyards in Oakwood.

*Must be 21 years of age. Wine making kit included.*

9/12–9/26Wed 5:30–7:30 PMClass ID: 3124
Deadline: 9/5PC-X118$129

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**Earn your Food Service Sanitation Manager Certification,**
see p. 33 for the Food Service Sanitation course details.

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NEW

**Bee Balm Products You Make at Home**

Learn how honey bees produce and use wax combs and how you can transform pure, raw beeswax into products with foundational ingredients that benefit the human skin. Make skin cream, body butter, and a therapeutic skin salve, and take home after class with beekeeper and award-winning honey producer Maggie Wachter.

*Some equipment may have been previously exposed to tree nuts. Ingredient list available online. Please know your personal sensitivities to any of these ingredients. Contact our office prior to registering if you have questions or concerns.*

- **9/26** Wed 6–8 PM  
  Class ID: 3593  
  Deadline: 9/19  
  HP-H121  
  $49

**Overwintering Honey Bees**

Learn to give the assistance that one third of your bees may need as winter approaches. Maggie Wachter will discuss the tactics that honey bees use to survive the long winter months and thrive in the spring and summer. She will carefully review fall and winter hive preparations that beekeepers can carry out to improve honey bee survival. This class is for beekeepers and others who are concerned with honey bee survival.

- **9/19** Wed 6–8 PM  
  Class ID: 3223  
  Deadline: 9/12  
  HP-H118  
  $29

**Pollination in the Garden**

Your garden depends on pollinators throughout most of the planting and growing season. But, are bees it? Learn from experienced gardener Becky Prather how insects, animals, and even you can make pollination magic happen in your yard.

- **10/4** Thu 6–8:30 PM  
  Class ID: 3550  
  Deadline: 9/27  
  BTCE  
  $39

**Composting Made Easy**

Should compost stink?? Not if it’s done correctly! With Becky Prather, learn how easy composting is, along with the important and necessary ingredients for the best results. Also, get a review of the primary elements of top performing compost bins.

- **11/1** Thu 6–8:30 PM  
  Class ID: 3494  
  Deadline: 10/25  
  BTCE  
  $29

**Fall Topiary Design**

Create a fall topiary with a combination of fresh and dried flowers, foliage, and natural materials appropriate for the harvest season. Professional designer Trisha Locke, AFID, CFD, ICPF shares her expertise in design, assembly, and color, to help you bring beauty into your home.

*Supplies included.*

- **10/10** Wed 6–8:30 PM  
  Class ID: 3552  
  Deadline: 10/3  
  PC-W120  
  $69

**Introduction to CNC Router**

The CNC router is a tool for repeatable cutting and carving with increased accuracy in decreased time. Woodworking shops, furniture makers, and hobbyists can learn the fundamentals of connecting computer-aided design and manufacturing (CAD/CAM) software using the popular VCarve Pro package. Allan Tuchman will guide your progress as you learn the programs and create your own wooden sign using a CNC machine.

*Prerequisite: comfort working with Windows PCs and using a computer mouse. Experience with design, graphics, or photo editing software is helpful.*

An additional two-hour session will be arranged at your convenience to complete your CNC router project at CU Woodshop.

- **9/11–9/18** Tue & Wed 6–9 PM  
  Class ID: 3222  
  Deadline: 9/4  
  BTCE  
  $245
**Language & Writing**

**NEW**

**Writing for Children and Teen Readers**
Explore character, point of view, plot, and setting using your current manuscript or starting a new one. With award-winning author Patricia Hruby-Powell you’ll practice show-don’t-tell techniques, scene building, and writing in prose or verse. In class, you’ll practice giving and getting constructive criticism. You’ll receive expert advice on the publishing process and be guided toward experiencing the fun of writing.

Writers of all genres and experience levels welcome.

9/24–10/22  Mon 6–8:30 PM  Class ID: 3192  Deadline: 9/17  BTCE $139

**Meet Patricia Hruby-Powell, Distinguished Author**
Patricia Hruby-Powell, formerly a dancer, storyteller, and librarian, is the author of Josephine: The Dazzling Life of Josephine Baker (Chronicle 2014), which garnered Sibert, Boston Globe Horn Book, and Bologna Ragazzi Honors; and Loving vs. Virginia (Chronicle 2017), a Junior Library Guild Selection and Arnold Adoff Poetry Honor recipient. Forthcoming are Struttin’ With Some Barbecue: Lil Hardin Armstrong Becomes the First Lady of Jazz (Charlesbridge 2018), Lift as You Climb: The Story of Ella Baker (Simon & Schuster 2019) and a Women’s Suffrage project (Chronicle 2020). She has been a mentor for a WNDB and SCBWI-MI. Visit Patricia at talesforallages.com.

**Creative Nonfiction**
Creative nonfiction combines facts and fact-based ideas with the energizing elements of storytelling, memoir, and sometimes the language of poetry. Thomas C. Jones leads you in reading samples and developing your own short works so you can begin or advance your writing skills in this popular genre.

10/29–11/19  Mon 6:30–8:30 PM  Class ID: 3524  Deadline: 10/22  BTCE $85

**NEW**

**Storytelling Through Poetry**
Develop, and express the dynamics of the world around you. Tell your story through the remarkable medium of poetry. Thomas C. Jones guides the process as you discover the subtleties of the form and how to free yourself to write beyond imagined limitations.

Discussions may focus on “life after 40,” but writers at all ages and stages are welcome.

Bring a 1- to 2-page sample of original poetry or a sample by a poet you admire.

11/26–12/17  Mon 6:30–8:30 PM  Class ID: 3514  Deadline: 11/19  BTCE $85

**Memoir Writing**
Your life story is unique and should be recorded for you and your family. With Shirley Splittstoesser, learn seven styles for writing memoirs and choose the style that is right for you. Shirley will teach shortcuts to successful writing, inexpensive self-publishing, and a memorable means for handing out the copies.

Bring a pack of index cards and pen or pencil.

10/4–10/25  Thu 10 AM–12 PM  Class ID: 3520  Deadline: 9/27  BTCE $69

16  Personal and professional development opportunities to transform lives.
Genealogy: Start Your Search

Start your search for recent relatives and ancestors from long ago using current computer research techniques and extensive records now available online. Experienced genealogist Anne Phillips shows you where and how to start filling in the bare spots on your family tree.

*Appropriate for beginning researchers and those with some experience.*

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NEW

Roots of the Revolution

Revolution is the dominant narrative of the 18th-century American story. Connor Monson will reacquaint you with the major figures of the period, the roots of the American Revolutionary War, and the passion that led brave young citizens to fight for freedom and ultimately win.

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NEW

Loyal to King and Country

Nearly a quarter of early Americans sided with the British during the Revolutionary War. And, tens of thousands of loyalists fled to Canada when the conflict ended. American History specialist Connor Monson covers why so many were committed to the British monarchy, and their ultimate influence on our neighbor to the north.

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NEW

Benedict Arnold, the Hero and Traitor

Benedict Arnold is most widely recognized as a traitor in American History, but without his early leadership the British may have won the Revolutionary War. Connor Monson brings together Arnold’s brilliant strategies and tactics as a general with the perspective of history to show how the man could have been one of our national heroes.

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More fun with a friend!

WIOA = Workforce Innovation and Opportunity Act Funding Available  PP = Payment Plan Available

Location Key: BTCE Parkland College Business Training & Community Education 1315 N Mattis Ave, C ● CrkGlass Cracked Glass 602 E High St, U ● ES Eastland Suites 1907 N Cunningham Ave, U ● HiCaliber High Caliber Training Center, 1414 Triumph Dr, U ● HHaven Hunter’s Haven 1040 W Bloomington Rd, C ● HP Parkland Health Professions 1309 N Mattis Ave, C ● MackGlass Mack Glass 111 S Walnut, C ● PC Parkland College MAIN CAMPUS 2400 W Bradley Ave, C ● StoneCreek Stone Creek Church 2502 S Race St, U

Online registration @ www.parkland.edu/btceRegister
Beginning Bridge

Discover the challenging and enjoyable card game of bridge with Silver Life Master Bob Sievers. Learn how to play the game, evaluate your hand, bid, take tricks, score, play defense, and most of all have fun.

9/24–10/8  Mon 1–3 PM  Class ID: 3510
Deadline: 9/17  BTCE  $49

Intermediate Bridge

You know the basics. Maybe you’ve attended a first-timers’ class. Now is your chance to strengthen your hand, sharpen your strategies, and learn to play with greater skill. Bob Sievers, a Silver Life Master, will give you an obvious edge whether you’re interested in organized competitive play or just an evening of entertainment.

Prerequisite: Beginning Bridge or knowledge of standard bridge rules and play.

10/15–10/29  Mon 1–3 PM  Class ID: 3511
Deadline: 10/8  BTCE  $49

NEW

The Comeback of Cribbage

Cribbage is making a comeback, on dry land! Learn the card game that your father, grandfather, and American submariners played for decades. Discover why it has remained an entertainment staple in supper club lounges and bars across the upper Midwest. Veteran player Art Earl will show you the best board strategies and scoring options, so you can be the master of the match.

10/2–10/16  Tue 6:30–8:30 PM  Class ID: 3556
Deadline: 9/25  BTCE  $69

Target Archery

Learn the sport of target archery from experienced coach Matt Stacher. At Hunters Haven indoor range you’ll get hands-on instruction for best stance, release, and safety practices.

Bow and arrows provided.

10/4–10/25  Thu 6:30–8 PM  Class ID: 3119
Deadline: 10/8  HHaven  $59

NRA Basic Pistol Shooting

Explore the basics of pistol shooting using NRA course content taught by High Caliber Training Center and Indoor Range instructors. This course covers firearm safety and the principles of marksmanship, including proper grip, stance, ready position, sight alignment, sight picture, and trigger control. You will also learn proper care and cleaning of a firearm, ammunition identification and selection, and the proper method for loading and unloading a firearm.

Please bring your own safety glasses and hearing protection. Ammunition and a handgun will be provided for the completion of course objectives. Successful completion of this course counts as 8 hours of state-recognized credit to apply to Illinois Concealed Carry training. An Illinois Firearm Owner Identification (FOID) card is not required for participation.

9/22 Sat 8 AM–5 PM  Class ID: 3575
Deadline: 9/15  HiCaliber  $110
Illinois Concealed Carry-16 Hour

Navigate the training necessary for Illinois residents to receive a concealed-carry permit, with instruction by High Caliber Training Center and Indoor Range. This class is for those who are not exempt from state requirements and need the full 16 hours. The first half of the course covers safe gun handling, handgun nomenclature and operation, shooting fundamentals with hands-on activities, range rules, the basics of cleaning a handgun, and continued opportunities for skill development. The second half of the course consists of lectures with questions and answers on the Illinois Concealed Carry Act, use of force, unlawful use of weapons, holster options, and draw techniques. The live qualification shoot is done to finalize the completion of the course. Upon successful completion, participants will receive the Illinois State Police Concealed Carry Firearm Training Certificate.

Please bring your own safety glasses and hearing protection. Participants must provide their own concealable handgun and 30 rounds of ammunition. A holster is not required. Must be 21 years of age. An Illinois Firearm Owner Identification (FOID) card is required for participation.

9/15–9/16  Sat & Sun 8 AM–5 PM Class ID: 3227
Deadline: 9/8  HiCaliber $200

10/27–10/28  Sat & Sun 8 AM–5 PM Class ID: 3569
Deadline: 10/20  HiCaliber $200

11/10–11/11  Sat & Sun 8 AM–5 PM Class ID: 3570
Deadline: 11/3  HiCaliber $200

11/26–11/29  Mon–Thu 6–10 PM Class ID: 3571
Deadline: 11/19  HiCaliber $200

Money Matters

Preparing Your Estate Plan

Do you know where your assets will go when you die? If not, join Edward Jones financial advisor Kellie Wolking-Kaefring and familiarize yourself with the basic steps of estate planning, including the function of a will and the various types of trusts. An estate planning attorney will be present to answer questions.

9/20  Thu 6–7:30 PM Class ID: 3221
Deadline: 9/13  BTCE $15

NRA Range Safety Officer Program

The nationally recognized NRA Range Safety Officer (RSO) program is a great credential for anyone shooting or working at an indoor or outdoor range. To pass the course, you must demonstrate the knowledge, skills, and attitude essential to organizing, conducting, and supervising safe shooting activities and range operations. The content consists of an RSO’s roles and responsibilities, range standard operating procedures, range inspection and range rules, firearm stoppages and malfunctions, and Range Safety Briefings which include procedures to follow in the case of an emergency.

Please bring your own safety glasses and hearing protection. Must be 18 years of age. FOID card is required to take the NRA Range Safety Officer Program class.

9/29  Sat 8 AM–6 PM Class ID: 3231
Deadline: 9/22  HiCaliber $100

Online registration @ www.parkland.edu/btceRegister
Travel back in time and back to school with a visit to the historic North Grove Schoolhouse. Reading, 'riting, and 'rithmetic were the curriculum at this lovingly restored one-room school in Sycamore, Illinois. After lunch in DeKalb, we’ll tour the Ellwood House Museum to learn about the family’s vision and aptitude for business as well as Isaac Ellwood’s role in the development of barbed wire.

This tour may keep you on your feet for periods of time. If mobility/accessibility is an issue for you, please contact our office with any questions prior to registering. Registration fee includes transportation and museum admission. Lunch is additional. No refunds after the registration deadline.

9/12 Wed 7:30 AM–7:30 PM Class ID: 3194 $65
Deadline: 8/29

Historic Hannibal, Missouri

Samuel Langhorn Clemens—Mark Twain, and Margaret Brown—The Unsinkable Molly Brown, are two of Hannibal, Missouri’s most beloved sons and daughters. Early 19th-century life, Twain’s earliest novels, and Brown’s childhood experiences are the focus of museums, shops, and historic sites that will be open for our full day of exploration.

This tour may keep you on your feet for periods of time. If mobility/accessibility is an issue for you, please contact our office with any questions prior to registering. Registration fee includes transportation and museum admission. Lunch is additional. No refunds after the registration deadline.

9/19 Wed 7 AM–8 PM Class ID: 3195 $89
Deadline: 9/5

Chicago’s Gilded Age and John Singer Sargent

Enjoy an early lunch at Toni’s Patisserie and Café while you hear the stories of leading figures during Chicago’s Gilded Age from guide Sally Kalmbach. Then visit the Art Institute of Chicago to see the portraits of the city’s aristocracy during the 19th century. The exhibit John Singer Sargent and Chicago’s Gilded Age will be open for you to explore along with the rest of the institute’s spaces and exhibits.

This tour may keep you on your feet for a period of time. If mobility/accessibility is an issue for you, please contact our office with any questions prior to registering. Registration fee includes transportation, lunch, site admissions, and guide fee plus gratuity. No refunds after the registration deadline.

9/25 Tue 7:45 AM–7:30 PM Class ID: 3588 $129
Deadline: 9/11

Oktoberfest: Henry Mansion and Kuhn’s Deli

Fall begins at the Jacob Henry Mansion with a traditional German meal and entertainment by the Johnny Wagner Band performing traditional Bavarian, Austrian, and Polish music. Tour the mansion before lunch and wrap up the afternoon shopping at Kuhn’s German Delicatessen in Des Plaines.

This tour may keep you on your feet for periods of time. If mobility/accessibility is an issue for you, please contact our office with any questions prior to registering. Registration fee includes transportation, museum admission, and lunch. No refunds after the registration deadline.

10/3 Wed 7:45 AM–8:15 PM Class ID: 3196 $99
Deadline: 9/19
NEW
Tea and Spice Tour of Evanston 🚶

Our contemporary tea and spice route is far more easily traveled than those of history, but no less intriguing and our cargo no less precious. Visit, shop, and hear the history of these revered commodities at several of the most respected tea and spice retailers in Evanston. Stop for a tea tasting and enjoy the relaxed atmosphere of this beautiful suburb's business district. Culinary anthropologist Evelyn Thompson will guide our tour and provide history and tips on international cuisines.

This is primarily a walking tour. If mobility/accessibility is an issue for you, please contact our office with any questions before registering. Registration fee includes transportation and tour. Lunch is additional, and is grab-and-go, while the tour keeps moving. Seating is limited. No refunds after the registration deadline.

10/10 Wed 7 AM–8:30 PM Class ID: 3197
Deadline: 9/26 BTCE $89

NEW
Giertz Gallery Art Expedition: Kehinde Wiley at the St. Louis Museum of Art 🎨

Join gallery director Lisa Costello and Laura O’Donnell, Parkland art history instructor, for a day trip to the St. Louis Art Museum to see an exhibition of works by the celebrated artist Kehinde Wiley. Wiley creates large-scale oil paintings of contemporary African American subjects in poses and settings that recall the grand traditions of European and American portraiture. This exhibition is inspired by visits Wiley made to St. Louis in 2017 in which he invited strangers he met in neighborhoods in north St. Louis and Ferguson to pose for his paintings. Wiley then created 11 original portraits that are inspired by carefully chosen artworks in the museum’s collection. His exquisitely crafted works address the politics of race and power in art, drawing attention to the pervasive lack of representation of people of color in the art world. In 2018 Wiley became the first African American artist to paint an official U.S. presidential portrait when President Barack Obama selected him for this honor. After viewing the exhibition, you will have several hours to explore the rest of the St. Louis Art Museum and eat lunch on your own. This trip is a collaborative fundraising effort between Community Education and Giertz Gallery to assist with art gallery exhibits and programming.

This trip may keep you on your feet for a period of time. If mobility/accessibility is an issue for you, please contact our office with any questions prior to registering. Registration fee includes transportation and admission to the exhibit. Lunch is additional. Seating is limited. No refunds after the registration deadline.

11/15 Thu 8 AM–7 PM Class ID: 3589
Deadline: 11/1 BTCE $99

NEW
Stories from Slovenia 🎥

A rich history of Slovenian immigrants and culture began with settlement in Joliet, Illinois, around 1873. Join host John Eby for a trip back in time, starting the day with a lunch of traditional Balkan cuisine at Skardariya Restaurant in Brookfield. Then spend the afternoon hearing stories of the community from our guides at St. Joseph’s Catholic Church and the Slovenian Women’s Union and Heritage Museum.

This tour may keep you on your feet for a period of time. If mobility/accessibility is an issue for you, please contact our office with any questions prior to registering. Registration fee includes transportation, lunch, site admission, and guide fee plus gratuity. No refunds after the registration deadline.

11/15 Thu 8 AM–7 PM Class ID: 3589
Deadline: 11/1 BTCE $99

The Hill: St. Louis 🏰

Join us for an exciting walking tour of The Hill, the Italian neighborhood in St. Louis, Missouri, led by John Eby. The day will include numerous ethnic and seasonal treats such as a demonstration of homemade ravioli, a mini-concert of Italian favorites, neighborhood shopping, a visit to an Italian import-export market, and of course lunch at one of the famous authentic Italian restaurants.

This tour includes some walking. If mobility/accessibility is an issue for you, please contact our office with any questions before registering. Registration fee includes transportation and the tour. Lunch additional. Seating is limited. No refunds after the registration deadline.

12/5 Wed 7 AM–8:30 PM Class ID: 3515
Deadline: 11/21 BTCE $79
12/12 Wed 7 AM–8:30 PM Class ID: 3516
Deadline: 11/28 BTCE $79

Deadline: 10/19 BTCE $79

Deadline: 10/19 BTCE $79
**NEW**

**Driehaus Holiday Tour, Govan Crèches, and the Neapolitan Presepio**

Enjoy the splendor of the Gilded Age during the holidays at the Driehaus Museum in Chicago. While there, our guide Sally Kalmbach will share stories of 19th-century families and the traditions of the period. Then, discover both the intimacy and magnificence of the nativity, as interpreted by artists from around the world when we see the Loyola University Museum of Art’s Govan Crèche Collection, and the Art Institute of Chicago’s Neapolitan Presepio.

*This tour may keep you on your feet for extended periods of time. If mobility/accessibility is an issue for you, please contact our office with any questions prior to registering. Registration fee includes transportation, site admissions, and guide fee plus gratuity. Lunch is additional. No refunds after the registration deadline.*

12/18 Tue 7:45 AM–8:30 PM Class ID: 3557
Deadline: 12/4 BTCE $119

**NEW**

**Garfield Park Conservatory and Winterlights**

Step into the middle of hundreds of poinsettias, pine trees, and beautiful plantings at the Garfield Park Conservatory's annual holiday display in Indianapolis. Then, take time to enjoy German cuisine and a rich dessert in the old-world atmosphere of The Rathskeller. An early evening walk among Winterlights at the Indianapolis Museum of Art completes your day, and sets the perfect mood for the rest of your holiday season.

*This trip will keep you on your feet for periods of time. If mobility/accessibility is an issue for you, please contact our office with any questions before registering. Registration includes admission to sites, lunch, dessert, and transportation. No refunds after the registration deadline.*

12/20 Thu 6:45 AM–9 PM Class ID: 3590
Deadline: 12/6 BTCE $109

**NEW**

**Armchair Travel**

Join us for presentations on lands both near and far. Enjoy coffee and cookies as part of a leisurely afternoon.

**NEW**

**Moscow and St. Petersburg**

Shirley Splittstoesser will guide you thru two of the great cities of the world. She'll share her impressions of their glorious pasts, and the parts they continue to play on the diplomatic and cultural stages.

9/18 Tue 1:30-3 PM
Class ID: 3125 Deadline: 9/11
BTCE $9

**NEW**

**The Louvre**

Lisa Costello, director of the Giertz Gallery at Parkland, will be your personal guide through the most popular galleries in the Louvre as she shares insights into why this cultural treasure is widely recognized as the richest of its kind.

10/16 Tue 1:30-3 PM
Class ID: 3126 Deadline: 10/9
BTCE $9

**NEW**

**Australia**

Tamara Ducey has been in many countries around the world, but Australia is one of her top favorites. See it for the first time, or refresh and share personal memories as she takes you on an outstanding tour of the Land Down Under.

11/13 Tue 1:30–3 PM
Class ID: 3127 Deadline: 11/6
BTCE $9
Cover the Waterfront: Paintings by Teresa Dunn
Monday, October 1–Saturday, November 3
Reception: Thursday, October 4, 5:30–7:30 PM
Gallery Talk at 6:30 PM by Theresa Dunn

As a Mexican American who was raised in Southern Illinois, Michigan-based artist Teresa Dunn creates images influenced by the experience of feeling suspended in between two cultural heritages. The body of work featured in the gallery utilizes circular paintings to symbolize islands, landmasses that are simultaneously protected and isolated. Imagery in the work conjures conflicting ideas of protection and escape such as a sense of home mixed with a longing for a journey afar.

“These circular paintings are like miniature islands that encompass the life of my invented female protagonist and her small world,” Dunn says. “The circle, saturated color, and pattern allow me to explore metaphors for isolation and belonging, boundaries and openness, hope and hopelessness, home and homeland. Expansive waters separate and connect here from there, yesterday from tomorrow, and a woman and her island from the moon.”

Dunn is associate professor of painting at Michigan State University and has shown her work extensively including recent solo exhibitions at the Visual Arts Center in Sioux Falls, South Dakota, the Hiestand Gallery at Miami University, Oxford, Ohio; First Street Gallery, New York, New York; and the Hooks-Epstein Galleries in Houston, Texas. She holds a Master of Fine Arts degree from Indiana University and a Bachelor of Fine Arts degree from Missouri State University.

2018 State of the Art: Photography Invitational
Monday, November 12–Saturday, February 2
Reception: Thursday, November 15, 5:30–7:30 PM
Gallery Talk at 6:30 PM by Christopher Schneberger

Curator Christopher Schneberger is an artist/photographer in Chicago. His work has been exhibited nationally and internationally. His works have been included in recent exhibitions at the Annenberg Space for Photography in Los Angeles, Dorsky Projects in New York, Geocarto International in Hong Kong, the 3D Center for Art and Photography in Portland, and Printworks Gallery in Chicago. He has received two Illinois Arts Council individual artist grants. He is an adjunct professor at Columbia College-Chicago and at the College of DuPage. He is a founding member of Perspective Gallery, a nonprofit gallery of photography in Evanston, Illinois, where he also serves on the Board of Directors. He holds a Bachelor of Fine Arts degree from the University of Florida and a Master of Fine Arts degree from Indiana University.

Fall Gallery Hours: Monday through Thursday, 10 AM–7 PM; Saturday, noon–2 PM

Gallery will be closed Wednesday, November 21 at 5 PM for Thanksgiving break, reopening Monday, November 26; closed December 10 at 5 PM for holiday break, reopening January 14.

Programs at the Giertz Gallery are partially supported by a grant from the Illinois Arts Council, a state agency. All events in the gallery are accessible, free, and open to the public. For more information call 217-351-2485 or visit www.parkland.edu/gallery.

Visit our website at www.parkland.edu/gallery for additional programming, participating artists, and to sign up to receive our “e-blasts” full of updates and interesting features.

Online registration @ www.parkland.edu/btceRegister
FALL 2018:

Carlo Goldoni’s  
The Servant of Two Masters  
Translated and adapted by Jeffrey Hatcher and Paolo Emilio Landi  
Directed by Michael O’Brien  
A modern mash-up between traditional Italian commedia dell’arte and modern day sitcoms, this new version of Goldoni’s classic pits the madcap servant Truffaldino against masters, mistresses, lovers, lawyers and twenty-seven plates of fast food. Imagine a Bob Hope comedy written by Monty Python and performed with likes of Chaplin or Keaton.

Performances:  
Sep 27, 28, 29, Oct 5, 6 at 7:30pm  
Sep 30 and Oct 7 at 3pm  
Parkland College Second Stage  
Ticket Prices:  
Adult $15, Student/Senior $13, Youth $9, Group (20 or more) $11  
Opening night is half-price night  

The Musical Comedy Murders of 1940  
By John Bishop  
Directed by Mathew Green  
When their latest Broadway musical closes after the murder of three chorus girls, the writers and stars escape to Westchester to work on their next hit. Unfortunately, the murderer has followed them upstate! A comedy about murders, secret identities, and the Golden Age of Broadway, The Musical Comedy Murders of 1940 is a modern classic in the vein of Clue and Murder by Death.

Performances:  
Nov 8, 9, 10, 16, 17 at 7:30pm  
Nov 11 and 18 at 3pm  
Harold and Jean Miner Theatre  
Ticket Prices:  
Adult $15, Student/Senior $13, Youth $9, Group (20 or more) $11  
Opening night is half-price night

SPRING 2019:

Come Blow Your Horn by Neil Simon  
Directed by Melissa Goldman  
Our 28th annual student production will feature a student director and all-student staff. Come Blow Your Horn is the story of Alan and Buddy Baker, two brothers who could not be more different. Younger brother Buddy longs for the playboy lifestyle his elder brother Alan leads. However, as Buddy transforms into the swinging mirror image of Alan, Alan finds himself falling in love for the first time. This hilarious comedy launched the career of internationally famous playwright Neil Simon.

Performances:  
February 7, 8, 9, 15, 16 at 7:30 PM  
February 17 at 3 PM  
Parkland College Second Stage  
Ticket Prices:  
All tickets are $10  
Come Blow Your Horn is presented by special arrangement with SAMUEL FRENCH, INC.

The New Mel Brooks Musical:  
Young Frankenstein  
Book by Mel Brooks and Thomas Meehan  
Music and Lyrics by Mel Brooks  
Directed by Chelsea Collier Zych  
Welcome to Transylvania! A hilarious musical adaptation of the beloved Mel Brooks movie, Young Frankenstein is the story of Frederick Frankenstein, grandson of the infamous mad scientist. When Frederick inherits his grandfather’s castle—complete with mysterious passages and secret labs—he decides to follow in his grandfather’s footsteps by bringing the dead back to life.

Performances:  
April 4, 5, 6, 12, 13, 19, 20 at 7:30 PM  
April 14 and 21 at 3 PM  
Harold and Jean Miner Theatre  
Ticket Prices:  
Adult $16, Student/Senior $14, Youth $10, Group (20 or more) $12  
Opening night is half-price night
William M. Staerkel Planetarium

The William M. Staerkel Planetarium is the second-largest planetarium in Illinois! The Digistar 6 digital projection system transforms the 50-foot dome ceiling into an immersive virtual environment. The planetarium hosts numerous shows, field trips, programs, and special events. To stay up to date, please call our showline at 217/351-2446 or visit us online at www.parkland.edu/planetarium.

- Open through the week for school and civic groups. Reservations required.
- Public presentations Fridays and Saturdays at 7 and 8 PM. Tickets $5–$6 at the door.
- Join Friends of Staerkel Planetarium (FOSP) and see FREE shows for a year.
- Teachers: Book your field trip with us! Find a complete list of school programs by grade level, plus activities for before/after your visit, including links to NGSS. Call the office at 217/351-2568.
- Unique rental space. Birthday parties under the stars.
- Join the Galaxy Club: Kids get a stamp card and begin to earn free admission to a show plus our quarterly newsletter.
- Rent-a-Scope: 10-inch Dobsonians. $10/night or $15/weekend.
- Get your astro news: Northern lights, eclipses, and meteor showers, plus be the first to hear of upcoming programs at the planetarium. Subscribe to our electronic mailing list.

Digistar 6 is here!

The planetarium welcomed Evans & Sutherland technicians in August to upgrade our software from Digistar 4 to Digistar 6. “D6” was unveiled by E&S in 2016. There are many new features in D6 including an open-captioning option, “domecasting” (meaning if someone is giving a presentation in another D6 facility, we can also show it in our dome), a volumetric Milky Way, the ability to fly over high-resolution planetary surfaces, and new cloud-source content that can be downloaded and shared, including content in biology, physics, Earth sciences, and the arts. There are also NOAA meteorological data sets that are updated weekly. Under the hood, there is a new user interface and an “auto-align” feature which will cut maintenance time as projector alignment will be made easy. The downside is that many of our self-produced programs and conversions of older programs, such as “Amazing Stargazing,” “Solar System Safari,” “Odyssey,” “In My Backyard,” Skywatchers of Africa,” and “Spirits from the Sky,” have to be reprogrammed. Come see what the D6 can do!

Want more Pink Floyd?

We have acquired several Pink Floyd full dome programs from Starlight Productions. These are full dome movies, not laser shows, but still celebrate Pink Floyd at their best. Look for “Dark Side of the Moon,” and “The Wall” on selected Friday and Saturday nights at 9 PM. **Note: not ideal for those who experience motion sickness.** Visit parkland.edu/planetarium for a schedule. Tickets are $6 at the door.

James B. Kaler Science Lecture Series

Mainstream science from the laboratory to you. On the first Friday of each month that school is in session, the planetarium welcomes a scientist from the community into the dome to share his or her expertise. Visit parkland.edu/planetarium for schedule. All talks are at 7 PM and tickets are $2 at the door.

Oct 5–Dr. David Ruzic – “The Truth Behind Fracking and Pipelines”
Nov 2–Dr. Jeff Filippini – UIUC Astronomy
Dec 7–Dr. Steven Marshak – “The 2018 Eruption in Hawaii”

Santa Returns

Santa’s lost... and he can't find his way home! Sounds like a disaster in the making! Can the stars help? Learn about the day and night sky and how the stars seem to make pictures in the sky in our holiday show for young sky watchers. Learn how you, too, can find Santa’s Secret Star!

Saturdays, 7 PM. Begins November 3.

See the Real Sky

Join members of the C-U Astronomical Society at their rural observatory for a peek at the real sky. See the stars and planets through the dome’s 16-inch telescope or go inside the new “Prairie Winds.” All observing events are weather permitting.

October 13 & November 10, 7 PM
CUAS Observatory, County Road 700E, south of Monticello Road, southwest of Champaign. Visit www.cuas.org for directions.

Season of Light

This popular show traces the history and development of many of the world’s most endearing holiday customs, all of which involve lighting up the winter season: the burning Yule log, sparkling Christmas tree lights, the lighting of luminarias in the American Southwest, and the traditional ritual of the Hanukkah menorah.

Fridays and Saturdays, 8 PM. Begins November 23.

Science du Jour

You are invited to browse more than 100 science projects during the semiannual Natural Sciences Department Student Poster Session. Join physical and life science students in the Student Union as they present posters on current issues in the scientific community, from pharmaceuticals to explosives. Selected students will also give verbal presentations on their projects.

Wed Nov 28 4–6 PM PC–Student Union

Online registration @ www.parkland.edu/btceRegister
Illinois Licensing Requirements

Those eligible to obtain an Illinois broker’s license must be at least 21 years of age, have a high school diploma (or equivalent), and have successfully completed 90 hours of pre-license education. Students must attend a minimum of 90% of course sessions and receive a passing grade on the final course examination in order to qualify for a Uniform Real Estate Transcript, which is required for taking the state examination.

Attention Veterans

You’ve served your country. Now let us help you start your career in Real Estate. Veterans are eligible to use their GI Bill benefits for Real Estate pre-license education reimbursement for courses offered by the IAR Licensing and Training Center. Call 888/442-4551 to find out if you qualify or visit www.illinoisrealtors.org/education/education-scholarships/.

WIOA Funding Option

This program has been approved for Workforce Innovation and Opportunity Act (WIOA) funding for qualifying individuals. To find out if you qualify call the local WIOA office at 217/531-8282.

Broker’s Pre-License Information Session

CareerBliss recently conducted a survey of more than 65,000 employee-generated reviews to find that real estate ranked #1 as the happiest job in America—even above kindergarten teachers and veterinarians. Check out their list of the top five reasons why agents love their real estate career:

- Love being their own boss
- Love making their own schedule
- Love meeting new people
- Love doing something new every day
- Love freedom to create their own career advancement path

Working as a real estate broker can be a fulfilling and financially rewarding career. If you enjoy hard work, are a self-starter, and like the idea of making your own schedule—a career in real estate is for you! Learn about Illinois licensing requirements, training, and career opportunities during this FREE information session. You will gain:

- Important details about the course
- Opportunity to meet the instructor and ask questions
- Insight into a career as a real estate broker
- Illinois Licensing Requirements

1/9 Wed 6–7 PM Class ID: 3617 Deadline: 1/2 BTCE FREE

“I absolutely love what I do, and shouldn’t have waited so long.”

—Diane Dawson, real estate broker, Re/Max Realty Associates

Continuing Professional Education

Real Estate

Personal and professional development opportunities to transform lives.
**WIOA**

**Broker’s Pre-License Topics**
Fulfill 75 of the required 90 hours of pre-license education with this state-approved course taught by Harrison Strange. Topics include Illinois real estate license law and rules; Illinois law specific to real estate ownership, rental, and transfer; and federal law, including fair housing, antitrust, and common law.

*Books will be available at the first class meeting.*

1/23–4/17 Mon & Wed 6–9 PM Class ID: 3615
Deadline: 1/16 BTCE
Fee: $749, Book: $49

**WIOA**

**Broker’s Pre-License Principles**
Fulfill 15 of the required 90 hours of pre-license education with this state-approved course taught by Harrison Strange. Apply what you learned in the 75-hour Broker Pre-License Topics, practice dealing with buyers and sellers in a safe environment using the laws and rules reviewed in Broker Pre-License Topics, and gain insight on the proper application of the laws and rules.

*Prerequisite: Broker Pre-License Topics*

*Books will be available at the first class meeting.*

1/19–12/5 no class 11/21
Mon & Wed 6–9 PM Class ID: 2889
Deadline: 11/12 BTCE
Fee: $249, Book: $39

1/25–5/13 Mon & Wed 6–9 PM Class ID: 3616
Deadline: 4/22 BTCE
Fee: $249, Book: $39

**NEW**

**Phlebotomy Technician**
The phlebotomist is a vital member of the clinical laboratory team whose main function is to obtain patients’ blood specimens for testing purposes. Phlebotomists are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMOs, public health facilities, veteran hospitals, insurance carriers, and other healthcare settings. The demand for phlebotomy technicians has increased substantially with the overall complexity of healthcare services and the risks of infectious disease.

Prepare to collect blood specimens from clients for the purpose of laboratory analysis. You will become familiar with all aspects of blood collection and will review the skills needed to perform venipunctures safely. Also includes terminology, blood collection procedures, order of draw, and other engaging topics.

*This program also includes an optional clinical externship at a local healthcare provider.*

Online course. Class begins upon registration and payment. $2,595

**WIOA**

**Pharmacy Technician**
The high demand for pharmacy technicians is the result of a multitude of factors including the constant availability of new drugs, a national shortage of registered pharmacists, the establishment of certified pharmacy technicians, and an aging population. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies, and other healthcare settings. Approximately 400,000 technicians will be employed to meet our nation’s growing healthcare demands.

Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board’s CPhT exam. Learn pharmacy medical terminology, reading and interpreting prescriptions, defining generic and brand name drugs, and much, much more.

*This program also includes an optional clinical externship at a local healthcare provider.*

Online course. Class begins upon registration and payment.

Fee: $2,795

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**Spanish in the Workplace**

Spanish is the second most widely spoken language in the World. Business continues to expand globally and the ability for employees to communicate in multiple languages has become a necessity for survival in the marketplace. Strengthen your multicultural team and better support your diverse customer base by learning basic Spanish-speaking skills.

- **Spanish for the General Workplace**
- **Spanish for Human Resources**
- **Spanish for Customer Service**
- **Spanish for Office Administration**
- **Spanish for Health and Safety**
- **Spanish Numbers, Dates, and Time**

*All classes are ONLINE. To learn more and to register go to parkland.edu/btceRegister.*

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**Computer Skills:** see pages 3–5 for Microsoft, Adobe, and Cybersecurity classes!
Our catalog includes a wide range of online certificate courses that are regularly revised to reflect current industry knowledge. This is a partial list of our online courses.

To learn more about these and other courses visit parkland.augussoft.net

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<tr>
<th>Course</th>
<th>Price</th>
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<tr>
<td>Administrative Assistant &amp; Professional</td>
<td>$3,995</td>
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<tr>
<td>Bookkeeping with QuickBooks</td>
<td>$3,995</td>
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<tr>
<td>Advanced Human Resource Management with PHR Exam Prep</td>
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<td>Business Writing Basics</td>
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<td>Classroom Management Secrets</td>
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<td>Clinical Medical Technician with Externship</td>
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<td>Dealing with Difficult People</td>
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<td>$3,595</td>
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<td>Grant Writing 101</td>
<td>$195</td>
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<td>Medical Administrative Assistant (CMAA exam)</td>
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<td>Medical Terminology: An Overview</td>
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<td>Teaching Struggling Readers</td>
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<td>The Flipped Classroom</td>
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<td>Technical Writing</td>
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<td>Using Technology in Your Classroom</td>
<td>$195</td>
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<td>Veterinary Assistant Professional Program</td>
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NEW Build Your Career with Networking

Having a strong network will help open up new opportunities and professional resources. Knowing the right people can get you places you might not reach otherwise. Be brilliant in social networking situations, in-person and online, by knowing who you are, how to authentically communicate, and how to convey your unique talents in a consistent message. Develop your critical career networking skills in this three-part series. The series is great for young professionals, sales professionals, college students/recent graduates, job seekers, entrepreneurs, small business owners, and anyone wanting to gain an edge and develop professionally.

Register for the series and save 10%, $168.30.

NEW Networking: Personal Branding

Harness the power of personal branding by intentionally knowing and sharing with your network who you are and for what you stand for. The first step to effective, purposeful networking is to build your network. As Harvey MacKay said, “Your network is the best, most emphatic, and most credible reflection of your success and your talents.” It is imperative your network shares consistent messages about your character, skills, and personal identity all critical components of your personal brand. You must be very clear in conveying your personal brand to your network. Explore various aspects of your identity, including associated feelings, unique attributes, distinct messages and reputation, in order to identify and develop your personal brand.

11/13 Tue 9–10:30 AM Class ID: 3563
11/16 BTCE $49
Deadline: 11/6

NEW Networking Skills

You walk confidently into a meeting room full of potential colleagues. You have researched your targets, so you boldly walk up to introduce yourself, politely addressing them by name. You ignite the conversation with a brilliant elevator speech, the result of being armed with your personal brand. They are captivated by your charm, focus, and presence—you have commanded their attention. A meaningful discussion ensues that proves to these colleagues they need to speak further with you. Congratulations. You have just earned a seat at their table with your razor sharp networking skills! Develop these networking skills in this hands-on workshop. Since you are aware of your personal brand, we will begin by creating Your Personal Network. This invaluable tool is the life blood of your career. Explore shared tips for developing and managing your brand, formulate elevator speeches to quickly gain your contact’s attention, and practice through supportive and fun role playing. We will all go to an actual networking event on Friday, December 7 from 7:30–9:30 AM and put all of your newly honed skills into action! You will be paired with a “wingman” who will be evaluating your skills while cheering you on. This will be a wonderful culmination of everything you have learned!

Prerequisite: Networking: Personal Branding.

12/4–12/7 Tue 9–10:30 AM & Fri 7:30–9:30 AM Class ID: 3564
Deadline: 11/27
12/11 Tue 3–5 PM Class ID: 3565
Deadline: 12/4 BTCE $49

NEW Networking: Social Media Management

If you’re on social media, you already have a digital brand, but is it positive, neutral, or not-so-hot? What does your social media portray about you? As you’ve learned from Personal Branding and Networking Skills, how you connect with people is important and your online social connection is just as important. Learn four easy steps to refining and polishing your online presence so you can shine online.

Personal Branding and Networking Skills are recommended, although not required.

12/11 Tue 3–5 PM Class ID: 3565
Deadline: 12/4 BTCE $49

NEW Holiday Etiquette: Surviving the Office Holiday Party

’Tis the season for ugly sweater wearing, party hosting, and fumbling for the proper greeting. You love this time of year, but holiday etiquette can get confusing. As you juggle the influx of party invites, office festivities, expectations, and gifting decisions, you may stop and think, “Am I doing this right?” Allow business etiquette expert extraordinaire Beth Reutter to help you master the must-know, expert-recommended etiquette standards so you can navigate this holiday season with finesse.

Lunch will be provided.

11/16 Fri 11:30 AM–1 PM Class ID: 3560
Deadline: 11/9 BTCE $99

NEW Out of the Box: Improve Your Creativity

Want to think ‘out of the box’ but not sure what ‘the box’ is? Bring your lunch and join Philip Nyman in an exciting, fun-filled exploration of the nature of creativity. Play creativity-stimulating games, debunk common myths, learn about the neuroscience of creative thinking, and discover some methods for systematically improving your own creativity in any situation.

The course is intended for adult learners, 18 years and older. Please bring your lunch.

Prerequisite: Networking: Personal Branding.

11/6 Tue 12–1:30 PM Class ID: 3562
Deadline: 10/30 BTCE $49

Online registration @ www.parkland.edu/btceRegister
CONTINUING PROFESSIONAL EDUCATION

NEW
The Art and Science of Good Decision Making

Problem solving is one of the most sought-after skills in rising executives. In fact, 52% of employers participating in the 2017 Spherion Emerging Workforce Study believe workers need to improve upon problem solving skills for future success. Determine when you should go with your gut, consult with others, or take the time to bring your team together to make a collective decision. Develop helpful frameworks for making good decisions to address your workplace problems (and maybe help you at home, too).

You will receive a copy of Decisive: How to Make Better Choices in Life and Work by Chip and Dan Heath if you register by November 9.

11/16 Fri 8–10 AM Class ID: 3561
Deadline: 11/9 BTCE $99

Meet Dr. David Rosch

“The degree to which people can change and improve themselves if they are motivated and well-trained is remarkable, and I really love being a part of processes like that,” says Dr. Rosch. Dr. Rosch became motivated to share and teach as an undergraduate student in New York. He is now an associate professor working in the leadership development of young adults and rising professionals at the University of Illinois.

NEW
Vision Board: See it, Believe it, and Achieve it!

We are TWICE as likely to achieve our goals if we write them down and our brains process images 60,000x faster than text. A vision board is a visual representation of your dreams. It captures the essence of what you want to create in your life. Imagine the impact of constantly reinforcing your goals just by seeing them. Join Mary Shores for this hands-on workshop to create a vision board for the six main areas of life: health, wealth, career, personal growth, spirituality, friends and family, and romance/significant other. Learn how vision boards work to create the opportunities you seek, while creating a powerful manifestation tool of your own. Stop hiding your dreams in a box in the back of your closet or under your bed. It’s time to set clear intentions that will inspire, challenge, and motivate you. No artistic skill is required to create a vision board that will anchor your dreams, desires, and goals to allow the magic of manifestation to work in your life.

Feel free to bring any old magazines or calendars you do not want back to use and share during the workshop. We will have a selection, but more is always better!

1/8 Tue 6–9 PM Class ID: 3612
Deadline: 1/1 TBD $79

Your Best Brain

Think faster, think smarter, and fuel your brain! Learn the proven methods to improve your memory, creativity, and increase your intelligence (yes, really!). Join mental enthusiast Phil Nyman in this ‘minds-on’ exploration of intelligence, memory, and creativity. Along the way you’ll debunk common brain myths such as “you only use 10% of your brain” and “creativity comes from the right-half of your brain,” and find out if ‘mind games’ or specific foods can actually make you smarter. Discover how to use current trends to your advantage to improve learning and find out how our eight multiple intelligences (e.g. social, musical, visual) greatly expand the traditional notion of logical intelligence and together make us unique. Discuss the crucial role diet, exercise, sleep, and tranquility play in our lives. Throughout the session you will develop a workbook to help build your best brain.

This class is intended for adult learners, 18 years and older.

10/19 Fri 8–11 AM Class ID: 3488
Deadline: 10/12 BTCE $99

Applying Lean Sigma Practices to HR Functions

Develop the mindset of Lean Operational Excellence, an advanced problem solving approach that facilitates continuous improvement within the organization through the identification and elimination of waste. Lean principles can also be used to streamline processes in the human resource functions such as recruiting, hiring, training, compensating and managing performance. Find out about Lean concepts, tools, and methods with which you can benchmark and assess problems, and lead continuous improvement efforts to resolve them. After taking this course you will have an expanded capacity to facilitate small groups and teams using Lean Process Improvement principles and methodologies to create change within your organization.

One 1-month course.

CEUs/ILUs: 1.6
10/1–10/26 Online 24/7 Deadline: 9/24 $245

Your Workplace, Your Employees, and The Law

Designed for non-lawyers, this course will provide business owners, managers, supervisors, and HR professionals with a roadmap for effectively handling complicated employee-related issues that affect today’s legal-prone work environment. Each class contains guidelines, step-by-step compliance instructions, and practical leadership skills, methods, and proven strategies for successfully managing employees and for complying with state and federal workplace laws.

One 1-month course.

CEUs/ILUs: 1.6
10/1–10/26 Online 24/7 Deadline: 9/24 $195

30 Personal and professional development opportunities to transform lives.
Key Essentials for Conducting Workplace Investigations
Review key elements for effectively conducting workplace investigations related to harassment, sexual harassment, discrimination, employee retaliation, and management misconduct. In addition, you’ll receive step-by-step investigation guidelines, including required company policies, procedures, HR forms and check-off lists, interview scripts, note taking, and interim actions while investigation process is being completed.

One 1-month course.
CEUs/ILUs: 1.6
10/1–10/26 Online 24/7 Deadline: 9/24 $195

NEW Strategic Project Management Skills for Human Resource Professionals
Project management skills and processes are critical tools in meeting the organization’s strategic talent and management objectives. Successful human resource professionals need to develop and demonstrate skills in leadership, organization, planning, and understanding of the essential aspects of project management. Broaden your understanding of project management principles, develop skills needed to successfully facilitate projects, and develop an understanding of potential risks that can prevent successful project implementation.

One 1-month course.
CEUs/ILUs: 1.6
10/1–10/26 Online 24/7 Deadline: 9/24 $195

NEW Self-Publishing eBooks
Ebooks are becoming more popular than ever, especially with the release of the iPad and other tablet computers. In addition to publishing fiction and nonfiction books, individuals and companies are using ebook publishing as a way to market products, services, and ideas. Discover what makes a great ebook and how to go about creating, formatting, and publishing your ebook. Learn the steps necessary to create your ebook with text, photos, illustrations, audio, videos, and hyperlinks. Understand the different options you have in self-publishing and distributing your ebook. Walk away not only knowing how to make an ebook but how to market it as well.

One 1-month course.
CEUs/ILUs: 1.6
10/1–11/30 Online 24/7 Deadline: 9/24 $345

Leadership Certificate Series
Our Leadership Series consists of 14 unique courses offered January to December. These courses augment and develop the skills of extraordinary leadership. To qualify for the certificate, participants must complete a minimum of 44 hours consisting of 5 required courses AND 6 of 9 elective courses.

Managing Your Priorities: 9/27
Communication Excellence: Managing Performance with DISC*: 10/10
Delegating for Shared Success: 10/17 or 10/25
Providing Constructive Feedback*: 11/7
Giving Recognition: 11/15
Developing Others*: 12/5
Fearless Facilitation—How to Lead Effectively: 12/5 or 12/6

New series, Leading EDGE, begins January 2019! To learn more about the series or specific classes, visit parkland.edu/btceRegister.

Meet Steven Welland, Leadership Certificate Series Instructor
A successful business owner, corporate trainer, and former military officer, Steven Welland is in high demand for his presentation and consulting services. Steven provides experienced, high-energy training programs in Leadership, Customer Service, Effective Communication Skills, and Team Developments. His many clients include Archer Daniels Midland, Caterpillar, Christie Clinic, DuPont, Kraft Foods, University of Illinois and US Army CERL. Steven is a Certified Master Trainer for AchieveGlobal and has been a corporate trainer for Parkland for more than 15 years.
CONTINUING PROFESSIONAL EDUCATION

Transportation

UAS Certification Exam Prep
The Federal Aviation Administration announced that drone operators will have to pass a UAS (Unmanned Aerial System) aeronautical knowledge test as one of the requirements for legally flying drones commercially. Discover what all commercial drone/UAS operators will need to know in order to pass the certification test. Learn pertinent information regarding regulations, airspace, weather, and more.

*The certification exam can be taken at the Parkland College Assessment Center. Testing is on a first come, first served basis. The certification exam is $150. Your book will be provided the first day of class.*

10/18–10/19 Thu 8 AM–5 PM & Fri 8–11 AM Class ID: 3584 Deadline: 10/11 BTCE Fee: $369, Book: $30

Tractor Trailer Driver Training
Train to earn your commercial driver’s license and prepare for a career in the trucking industry, one of the fastest-growing industries in the country. More than 300,000 truck driving jobs are now available in the United States. This course is for those with little or no commercial driving experience. Parkland College’s Tractor Trailer Driver Training program, provided by 160 Driving Academy, includes everything you need in order to earn a CDL and find your first job as a truck driver. Train to earn your CDL learner’s permit in the first week of class as you learn DOT rules, regulations, and log book requirements. The remaining three weeks are spent on thorough driving training. After successful completion of the course, you will take the Class A test onsite and receive a certificate of completion as well as an Illinois commercial driver’s license from the Secretary of State. Most importantly, our staff will work with our partners in the trucking industry to secure job placement for you. You must provide a copy of your DOT physical and drug-screening test before starting the course.

*Classes start every month. Call 217/353-2106 for an appointment.*

Important: course fee includes your physical, drug screening, and permit costs.

$4,695

Workplace Safety

WIOA Basic Forklift
Be knowledgeable. Be productive. Be in-demand. Forklifts are critical in keeping America’s inventory in motion and are the workhorses that move goods on a daily basis... nearly every product sold in this country is touched by a forklift in its lifetime. Become a fully knowledgeable forklift operator and become a vital contributor to our economy. With Grey & Associates, learn how to operate a forklift truck safely and effectively. Upon completion of the course, you will be familiar with the basic skills and knowledge of job safety required for operating a forklift. Become familiar with the controls, daily checks, OSHA regulations, ANSI standards, factors in center of gravity and stability, load capacity, accident statistics, and much more.

*Prerequisites: Must be able to read, write, speak, and comprehend the English language.*

This program has been approved for Workforce Innovation and Opportunity Act (WIOA) funding for qualifying individuals. To find out if you qualify, contact the local WIOA office at 217/531-8282.

Please dress appropriately for the weather as the hands-on portions will be done outside. Wear closed-toe shoes.

9/11 Tue 8:30 AM–4:30 PM Class ID: 3074 BTCE Fee: $249
10/6 Tue 8:30 AM–4:30 PM Class ID: 3482 BTCE Fee: $299
11/7 Tue 8:30 AM–4:30 PM Class ID: 3483 BTCE Fee: $299

When asked what advice he would give someone contemplating the CDL Truck Driver Training program at Business Training & Community Education he says, “Do it, get in the program, listen to the instructors, and you can’t fail.”

—Craig Roppel, CDL Graduate
Parkland College Business Training & Community Education
**WIOA**

**Food Service Sanitation Manager Certification**

The Centers for Disease Control (CDC) estimates that each year roughly 1 in 6 Americans (48 million people) get some form of foodborne illness. Many of these illnesses were acquired in food establishments. Succeed in the restaurant industry by earning the Food Service Sanitation Manager Certification. Equip yourself with valuable knowledge and leave with a solid understanding of food safety. Keep your customers, employer, and employees safe and successful. Katie Taylor covers foodborne illness, time and temperature control, personal hygiene, cleaning and sanitizing, HACCP, food safety, preparation and serving, cross-contamination, and government regulations.

The exam is available in English, Spanish, Traditional Chinese, Simplified Chinese, Korean and Japanese. The course is taught in English only.

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**Meet Katie Taylor**

Katie loves working with people! “If I can share my knowledge and experiences working as a dietitian then I want to do that so I can help others. Whether I am teaching food sanitation, dietary manager courses, or nutrition classes I want to be a person that students feel comfortable with to ask questions or ask for help.” Katie has been a registered dietitian for 15 years and has been teaching for 8 years. Her love for cooking came from her grandma and in high school she became interested in how nutrition and food impacts the body. Katie says, “Food is such a huge part of life, everyone eats food. If I can help someone with their nutrition choices and they start to see how it impacts their body, makes them feel better, etc… that’s such a great feeling knowing I’ve helped them.” With four kids she doesn’t often have a lot of downtime, but when she does she enjoys working out, gardening, and home improvement projects. If she could do anything, she would love to renovate houses for others.

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**Highway Construction Careers Training Program**

Equip yourself with skills you’ll use for the rest of your life. The Highway Construction Careers Training Program will not only help guide you into a well-paying career, but once you’re in the industry you’ll have the knowledge to do things in life you could never do before. Learn how to access high-paying jobs where you earn while you learn. Learn how to drive heavy machinery. Learn how to build and perform carpentry. Lift up your community. Build your life!

The cost is **FREE**. The payoff is **REWARDING**. Your skills will last a **LIFETIME**. The construction industry is **RESPECTED**.

The 14-week class covers these areas:
- Math for the trades
- Job readiness
- Technical skills
- OSHA 30 certification
- Forklift and aerial lift
- First aid and CPR
- AED
- Skid steer
- Backhoe and endloader
- Crane safety and rigging

The first step is to attend an upcoming orientation. Register for orientation online at www.parkland.edu/hcctp.

If you have questions, contact Elise Doody-Jones at 217/351-2235 or hcctp@parkland.edu.

**Orientation:**

- January 29, 30, or 31 2-3:30 PM
- FREE
- BTCE

**Class:**

- Feb 26–May 31 Tue–Fri
- 7:50 AM–4:30 PM
- FREE

Funded by the Illinois Department of Transportation.
Fast Track Dietary Manager
Designed for working professionals who want to increase their expertise in food service management and food safety, while they prepare for the Certified Dietary Manager credentialing exam. Certified Dietary Managers serve their communities in a variety of ways. They may work in a hospital, skilled nursing facility, long-term care facility, senior living facility, school, or in a military or corporate setting. Certified Dietary Managers implement menus, maintain sanitation standards, purchase food, oversee and assist in food production, apply nutrition principles, and document nutrition information. Students are eligible for ANFP student membership and those who complete the certificate are eligible to take a national certification examination to obtain the title Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP), and are also eligible for ANFP membership. The curriculum is approved by the Association of Nutrition and Foodservice Professionals (ANFP).
You will receive online access instructions via email after registration.

The two required textbooks can be purchased at www.anfp-online.org: Nutrition Fundamentals and Medical Nutrition Therapy and Foodservice Management – By Design.

Local Anesthesia for Dental Hygienists
Discover the essential skills and knowledge for safe and effective administration of local anesthesia in dental hygiene practice. Discuss the integration of anatomy, physiology, and pharmacology as they relate to the administration of local anesthesia. Clinical sessions with Laura Hettinger are included to develop competency and confidence in the technique of administering local anesthesia.

The online instruction must be completed prior to the lab session. Please bring a copy of your license and current CPR card to the scheduled lab days. Required book additional; available on Amazon Books.

Online: 10/8–12/12
Lab: Thu 12/13 & Fri 12/14 8 AM–4 PM
Class ID: 3493
Deadline: 10/1
PC-L157
$899

NEW
Local Anesthesia Update: Improve Your Patients’ Anesthesia and Reduce Medical Emergencies
Refresh your knowledge to improve your patients’ anesthesia and reduce medical emergencies. During this online course, you will be introduced to how to more effectively use the anterior middle superior alveolar (AMSA) nerve block, improve anesthesia on the inferior alveolar nerve block (IAB), how Articaine can benefit your patients and finally, how to reduce the risk of medical emergencies for your patients.

Online: 10/15–10/28
Deadline: 10/8
Class ID: 3492
$99
Medical Billing and Coding Information Session

- Learn more about a career in the healthcare industry. Attend this FREE information session and discover more about the requirements, training, and career opportunities. What you’ll gain:
- Important details about the Medical Billing and Coding course
- Opportunity to meet the instructor and ask questions
- Insight into a new career

1/4 Mon 6–7 PM  
Class ID: 3614  
BTCE  
Deadline: 1/7  
BTCE  
FREE

WIOA • PP

Medical Billing and Coding

Employment of healthcare occupations is projected to grow 18 percent from 2016 to 2026, adding about 2.4 million new jobs across the U.S. Discover a new path, a new career, and new skills as a medical biller and coder. Learn the vital role in the connection between health care providers, patients, and insurance companies by reading patient charts to determine medical history, including diagnoses and treatments given. Based on the charts, you’ll use a set of learned and established medical codes in order to transcribe patient history into a type of shorthand that will be used by both health care providers and insurance companies. Other topics include:
- An overview of healthcare and insurance industries
- The organization and use of the ICD-9-CM, ICD-10-CM, CPT, and HCPCS manuals to identify correct codes
- Detailed review and practice using the alphabetic index and tabular list of the ICD-9-CM, ICD-10-CM, and practice coding examples within the CPT
- Basic claims processes for medical insurance and third-party reimbursements
- Completing common insurance forms, tracing delinquent claims, and appealing denied claims
- ICD-10-CM overview

All textbooks are included in the class fee. Payment plan is available; call BTCE at 217/351-2235 prior to enrolling to set up your payment plan. After obtaining the practical work experience (six months to two years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC). Certification and testing information available online.

1/28–5/8 Mon & Wed 6–8 PM  
Deadline: 1/21  
BTCE  
Class ID: 3613  
$2,699

CPR for Health Care Providers—Instructor Led

Complete a four-hour traditional instructor-led class, hands-on skills session, and skills test with an American Heart Association instructor. Upon successful completion, you will be issued an American Heart Association BLS Healthcare Provider Course Completion Card. You are required to receive the CPR Provider Manual one week before attending class. You will be emailed an access code for the e-book manual on the deadline. You will have a hard copy to use during class.

If you prefer a hard copy in exchange for an e-book, it MUST be picked up at Business Training & Community Education at least one week before class.

Effective January 1, 2018 the American Heart Association will only be issuing e-cards for all students completing this course. After the completion of your course, please watch your email for notice from the American Heart Association. You must claim your card in order to make it valid. Please read the email carefully, it is your responsibility.

10/6 Sat 8 AM–12 PM  
Class ID: 3527  
Deadline: 9/29  
HP-H102  
$69

10/27 Sat 8 AM–12 PM  
Class ID: 3528  
Deadline: 10/20  
HP-H102  
$69

11/10 Sat 8 AM–12 PM  
Class ID: 3529  
Deadline: 11/3  
HP-H102  
$69

12/8 Sat 8 AM–12 PM  
Class ID: 3530  
Deadline: 12/1  
HP-H102  
$69

CPR FAQs

How soon should I register for a CPR course?  
Classes fill fast! Your program deadline will affect your certification needs. Please contact your program manager for the deadline. If you choose to complete option 1, your online certificate of completion is valid for only 60 days. You must complete the hands-on skills portion within 60 days.

How long is my CPR card valid? Your card is valid for two years.

Do I need a book? Yes. Textbooks are an integral part of CPR education before, during, and after the course. You may reuse your textbook during renewals or updates until new science guidelines are published.

When will I receive my CPR Card? It typically takes two to three weeks to process. If you need proof sooner, your instructor can issue you a temporary card upon successful completion of the course.

Online registration @ www.parkland.edu/btceRegister
CPR for Health Care Providers—Hybrid

Complete HeartCode BLS at http://www.onlineaha.org, print your certificate of completion, and bring it with you to class. Fee is $28.50 (to be paid online). Register for one of the following to complete a hands-on skills session and skills test with an American Heart Association instructor. Upon successful completion, you will be issued an American Heart Association BLS Health-care Provider Course Completion Card.

You must complete HeartCode BLS at www.onlineaha.org, print your certificate of completion, and bring with you to class. Fee is $28.50 (to be paid online).

Effective January 1, 2018 the American Heart Association will only be issuing e-cards for all students completing this course. After the completion of your course, please watch your email for notice from the American Heart Association. You must claim your card in order to make it valid. Please read the email carefully, it is your responsibility.

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</table>
Accessibility Location of mechanical doors: • Entrance X-2 southwest of B wing, between B and X • Southwest entrance to C wing • West entrance to D wing • North entrance to M wing • West entrance to P wing • Door to A wing • Lobby • East entrances to U wing
**Register Now!**

**How to Register**

### 5 Easy Ways to Register

*Many classes have limited seating. Register early!*

1. **Online**
   - Use your computer, tablet, or phone to register online, 24 hours a day!
   - **Go to www.parkland.edu/btceRegister**

2. **In Person**
   - Business Training & Community Education
   - 1315 N. Mattis Ave., Champaign
   - Mon–Fri, 8 AM–5 PM

3. **Mail**
   - Parkland College BTCE
   - 1315 N. Mattis Ave.
   - Champaign, IL 61821
   - 1. Fill out the enclosed enrollment form and include payment (credit/debit card number or enclose check).
   - 2. Make check payable to Parkland College.

4. **Phone**
   - 217/353-2055

5. **Fax**
   - 217/351-5928

### Refunds

- A credit or refund is available if Parkland College cancels a class.
- To withdraw your registration before a class starts, please call 217/353-2055.
- Refunds will be issued to students who drop the class at least one business day prior to the class start date.
- No refunds will be issued for classes dropped on or after the class start date.

### Location

Please note the location of your class. Classes are held at Parkland College and offsite locations.

### Accessibility Statement

If you believe you have a disability for which you may need an accommodation (i.e., use of assistive technology or other classroom assistance), please contact the Office of Accessibility Services, Parkland College, room U260, 217/353-2338 or accessibilityservices@parkland.edu.

### Corporate Clients

Let us customize classes at your location or ours at times that best fit your needs. Contact our team, Brooke Ohlsson or Dave Webb at 217/351-2235 or at btce@parkland.edu.

### 100% Satisfaction Guarantee

If you are not completely satisfied with your class/experience, we will gladly enroll you in a course of equal value. You may also request a full refund by contacting our office within 10 business days of course completion at 217/353-2055.

---

Parkland College ensures equal educational opportunities are offered to all students regardless of race, color, national origin, gender, gender expression, disability, sexual orientation, veteran/Vietnam veteran era, age, or religion, and is Section 504/ADA compliant. For additional information or accommodations, call 217/351-2551.
## Noncredit Registration • October–December 2018

### PLEASE REGISTER ME FOR:

<table>
<thead>
<tr>
<th></th>
<th>Class ID</th>
<th>Fee</th>
<th>Course title</th>
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<td>2.</td>
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<td>3.</td>
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<td>6.</td>
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**TOTAL** $____

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<th>(first)</th>
<th>(initial)</th>
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<tr>
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<td></td>
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<tr>
<td>City/State/Zip</td>
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<td>Home phone</td>
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<td>Mobile phone</td>
<td>Work phone</td>
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<tr>
<td>Birthdate</td>
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<table>
<thead>
<tr>
<th>Amount of check enclosed (payable to Parkland College)</th>
<th>Amount charged to credit card</th>
<th>Exp. date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Card Number:

- [ ] Visa
- [ ] Discover
- [ ] MasterCard
- [ ] American Express

3-digit code on back of credit card

### VOLUNTARY INFORMATION

*For state reporting purposes only*

**GENDER**

- [ ] Male
- [ ] Female

**ETHNIC DESCRIPTION**

- [ ] Hispanic
- [ ] Non-Hispanic/Latino

*For Non-Hispanics only:*

- [ ] American Indian or Alaskan Native
- [ ] Asian
- [ ] Black or African-American
- [ ] Native Hawaiian or Other Pacific Islander
- [ ] White/Caucasian
- [ ] Non-resident alien

**How did you hear about the program?**

- [ ] Noncredit schedule—Discover
- [ ] Business Training booklet
- [ ] Internet search
- [ ] Facebook/Social media
- [ ] Other

### YOUR SIGNATURE IS REQUIRED

I certify that the above statements are correct and complete.

**SIGNATURE**

**DATE**

Mail completed and signed form with payment to:

Mail Registration
Business Training & Community Education
1315 N. Mattis Ave.
Champaign, IL 61821-1818
FAX: 217/351-5928
Room Rental

Contact us today to reserve your meeting room! btce@parkland.edu | 217/351-2235

J127
Dimensions: 30’ x 36’; 1080 sq.ft.
Occupancy: 36 classroom style
Rate: $175 (up to 4 hours)
$325 (4-8 hours)

J125
Dimensions: 30’ x 30’; 900 sq.ft.
Occupancy: 32 classroom style
Rate: $125 (up to 4 hours)
$255 (4-8 hours)

J109
Dimensions: 12’ x 18’; 216 sq.ft.
Occupancy: 10 conference style
Rate: $25/hour

J124
Dimensions: 17’ x 24’; 430 sq.ft.
Occupancy: 12 student computers
Rate: $75/hour (4 hour minimum required)

Note: All rooms are fully equipped with ceiling-mounted LCD projector and screen, instructor computer, PC laptop hookup, and DVD capabilities. Ice water and first pot of coffee are complimentary. Tax and service are included in rate.
Considering a career in healthcare?

Medical billers and coders are in demand!

**FREE** information session on Monday, January 14, 6–7 PM, will introduce you to this rewarding career, how to train for it, and your instructor.

**REGISTER EARLY** to reserve your seat at www.parkland.edu/btceRegister. See page 35 for more details.

**PAYMENT PLANS** are available at www.parkland.edu/btceRegister.

This program has been approved for Workforce Innovation and Opportunity Act (WIOA) funding. To find out if you qualify call the local WIOA office at 217/531-8282.

register online at parkland.edu/btceRegister
go ahead.
make memories.
friends make life a lot more fun!

Look for this icon 👥 for classes that we think are more fun with a friend!

“The best things in life are the people you love, the places you go, and the memories you make.”—Unknown

register online @ www.parkland.edu/btceRegister