Professional and Continuing Education

Health Careers
Online Learning
Community Education
Technology

Languages
Lifelong Learner Program
Professional Development/
Continuing Education
Youth Camps/Classes

DAY, EVENING AND ONLINE CLASSES AVAILABLE!

www.bhc.edu/pace
PaCE Information Nights

Tuesday, August 23rd
4:30 - 6:00 p.m.
Geneseo Public Library
805 N. Chicago St., Geneseo

Wednesday, August 24th
Doors open at 4:30 p.m. Event ends at 6:00 p.m.
Black Hawk College
Outreach Center - 4th floor
301 Avenue of the Cities, East Moline

Thursday, August 25th
Doors open at 4:30 p.m. Event ends at 6:00 p.m.
Black Hawk College
Adult Learning Center
4610 Blackhawk Commons Drive, Rock Island

Stop by one of these free events to learn about the numerous programs/classes offered. Talk with PaCE Coordinators to determine if a class or program is right for you.

Learn about the following PaCE opportunities:

• Professional Development/Continuing Education
• Technology (workshops/classes)
• Community Education
• Online Learning
• Youth

For information on all of the PaCE programs, visit www.bhc.edu/PaCE.

Registration for fall classes will be open during this event.

Health Care Career Programs: An Overview

Tuesday, August 23rd
Doors open at 4:30 p.m. Event ends at 6:00 p.m.
Black Hawk College
Health Science Center (south of Building 3)
6600 34th Ave., Moline
Rooms 204 and 212

Want to prepare for a challenging and rewarding career in health care but not certain which PaCE health program is right for you? Know exactly what program you want and need to enroll? This informational session will give prospective students information on various PaCE health care career programs. Instructors will be available for a brief overview.

FREE to prospective students; however, registration for the event is required.
Call 309-796-8223.

Registration for fall classes will be open during this event.
An Overview
Health Care Career Programs:
PaCE Information Nights
Doors open at 4:30 p.m.  Event ends at 6:00 p.m.
4610 Blackhawk Commons Drive, Rock Island
Wednesday, August 24th
301 Avenue of the Cities, East Moline
Tuesday, August 23rd
805 N. Chicago St., Geneseo
Outreach Center - 4th floor
Geneseo Public Library
Adult Learning Center
Black Hawk College
Black Hawk College
Education (PaCE) Events
Professional and Continuing
Explore your interests and develop your talents!
Call 309-796-8223.
will be available for a brief overview.
PaCE health care career programs. Instructors
exactly what program you want and need to
PaCE health program is right for you? Know
Want to prepare for a challenging and reward-
visit www.bhc.edu/PaCE.
For information on all of the PaCE programs,
•  Youth
•  Community Education
•  Technology (workshops/classes)
•  Professional Development/Continuing Education
Education
•  Health Careers
Dietary Aide
EKG Technician
Medical Receptionist
NFPT Fitness Nutrition Specialist
Patient Health Service Professional
Patient Sitter
Pharmacy Technician
Phlebotomy Technician
Spanish for the Health Care Professional
Youth Camps
Art Camp
Fashion Camp
Language Camp
Zoology/Mammal Camp
Youth Classes
Babysitting Clinic
Clay on the Potter’s Wheel
Coding for Kids
Game Programming
Gardening and How Food Grows
Pet First Aid - Caring for Your Pet
Robotics
Spanish for Kids
Online Learning
More than 300 online courses
Health and Wellness
Community Health
American Heart Association Health Care Provider Training Course
Family & Friends CPR
Loosen Up and Lighten Up
Weathering the Storms of Caregiving
Health Careers
Dietary Aide
EKG Technician
Medical Receptionist
NFPT Fitness Nutrition Specialist
Patient Health Service Professional
Patient Sitter
Pharmacy Technician
Phlebotomy Technician
Spanish for the Health Care Professional
Professional Development/Continuing Education
Food Service
Food Handler Training
Food Service Manager
Payroll
APA’s PayTrain C/U Mastery
Pre-Licensing Home Inspection
Pre-Licensing Home Inspection
Management
Management Skills - Planning and Organizing
Technology
Day Classes
Access Part 2, 3
Cleaning Up Your Computer
Excel Level 1, 2, 3
Facebook
Getting Started with Your Computer
Windows
Evening Classes
A dobe Photoshop Express
Computer Basics
Intermediate Excel
Intermediate Word
Introduction to PowerPoint
Introduction to Word
iPad: Getting Started
iPad: Intermediate
Selling on eBay
On the Web
LinkedIn
Social Media for Beginners
Attention Teachers!
Earn PD Hours
Google Docs for Teachers
iPad for Teachers
Community Education
Arts & Crafts
Creations with Clay
Stained Glass - Beginning, Copper Foil
Dance & Fitness
Hoop Dance
Food and Drink
Chicago Farmer’s Market
The Art of Tailgating
Genealogy
Memories Past: Discovering Ancestors
Lifelong Learner Lunches
Spanning the Mississippi: Our Bridges
Orphan Trains
Languages/Culture
Introduction to Deaf Culture
Spanish I
Spanish for the Health Care Professional
Music
BHC Community Band
BHC Community Chorale
BHC Community String Orchestra
Business Training Center (BTC)
CNC Production
OSHA & Safety
Welding
PaCE Registration
Registration Information
Registration Form
Coming This Fall
Mind, Body and Spirit Unite!
Mental Health Wellness Conference
We don’t wait years to start treatment for physical diseases, we shouldn’t wait years to treat mental health conditions. This conference is driven by the commitment of Black Hawk College’s Professional and Continuing Education (PaCE) Department to promote mental health as a critical part of overall wellness, including prevention, early identification and intervention for those at risk with recovery as a goal.
Save the Date:  Friday, September 23
Time:  8:15 a.m. - 4:00 p.m.
Fee:  $40 Public / $20 Students
Registration begins: August 8 - Conference details are available at www.bhc.edu/CAM or in the fall schedule which will be available the first week in August.
Youth Camps

Art Camp

Week of June 6th

Drawing Animals
Drawing is a great way to express yourself! Have fun learning the basics of how to draw different animals. No experience necessary! You will learn how to create a 3D drawing by using the techniques of light and shading. It’s easy to learn, fun and relaxing!

Recycled Art
Discover your creative side making projects that use everyday materials. You will make a mobile from used ribbon and old foil, a decorative box out of a shoe box, and an art piece that can be hung on the wall using box lids and pieces of cardboard. Students should bring a shoe box to the first class.

American Cartooning
Starting with two simple shapes, you can create your own cartoon character. Two more simple shapes and you have added a body. Learn how to have your characters show emotion. You will be surprised at how fast and simple it is to draw your cartoon characters. Follow along and draw with the instructor while she talks and illustrates on the whiteboard.

Monday - Thursday June 6 - June 9 8:00 a.m. - Noon
CRN 50337 Outreach - Rm. 204 Fee $95

Language Camp

Week of June 13th

American Sign Language (ASL)
Learn how to sign with your hands, facial expressions and the posture of your body. This class will teach you some basic words so that you can communicate with your instructor and your classmates. Increase your understanding of how to communicate with the deaf and the hard of hearing.

French
Bonjour! Take an imaginary trip to France during the summer! Have you heard of the Eiffel Tower? Did you know that crepe is French for pancake? Discover places to visit, things to do, French culture, food, basic conversation and much more.

Spanish
Hola amigos, come join the summer fiesta! Learn Spanish the fun way with songs, games, puzzles and movies! A assignment where you order food in Spanish and a scavenger hunt for a prize! Who’s interested in learning common greetings, numbers, colors, foods plus many more everyday words? If you ever wanted to learn to speak Spanish this is the class for you! See you this summer. Hasta luego amigos!!!!

Monday - Thursday June 13 - June 16 8:00 a.m. - Noon
CRN 50334 Outreach - Rm. 204 Fee $95

Camps for students who will be entering 3rd - 5th grades.

Four fun camps to choose from based on the subject: art, language, fashion, and zoology/math.

Each camp runs: Monday-Thursday 8:00 a.m. - Noon at the Outreach Center with students attending 3 classes each day.

Each class is 1 hour and 15 minutes.

Students will enjoy small class sizes.

A great way to spend four days on a subject that they enjoy!

Cost: $95 per camp

Questions? Please call 309-796-8223.
Fashion Camp

Week of June 20th

DIY Fashion

Take charge of your personal style! Learn fun and simple ways to add originality and pizzazz to your wardrobe from head to toe. You will learn how to create new accessories including bracelets, embellished flip-flops, headbands and totes. You will need to bring an old T-shirt to class the first day (adult size preferred, any color – as long as it’s a T-shirt you no longer need). These do-it-yourself fashions will make your wardrobe look fresh and leave you with the enthusiasm to create even more after the class.

Modeling/Skin Care/Etiquette

Step up and strut your stuff as you discover how to polish and fine-tune your smile, learning how to make your inner beauty shine. Learn how to properly take care of your skin, sun safety and the benefits of healthy eating. Manners, etiquette and respect will be reviewed. Hold your head high and carry yourself with pride as you showcase your favorite outfits. Self-acceptance, positive thinking and increased self-confidence are cornerstones to the class experience.

Yesterday & Today in Fashion

Who was the first fashion designer? When did women stop wearing dresses with long trains? Who created jeans? How do actresses and actors influence the fashion industry? How did Nike become so popular? Discover the fashion of different eras including the 50s, 60s, and 70s.

Monday - Thursday | June 20 - June 23 | 8:00 a.m. - Noon
CRN 50335 Outreach - Rm. 204 Fee $95

Zoology/Math Camp

Week of June 27th

World of Animals

Explore wildlife and their habitat. Why are some animals a certain color or have special skin? Understand how an animal’s body and behavior help it survive in its environment. What are some endangered species? Learn about the importance of conservation and how we need to protect our ecosystems. This class will help you appreciate all animals and their environment.

Math Projects

You will use problem-solving skills along with math concepts to complete various math projects such as figuring how much it would cost to own a family pet and planning a Thanksgiving dinner or a family vacation. Students will also play various math games online based on skill level.

Birds

Learn about the field of ornithology, a branch of zoology dealing with birds. Study the anatomy and the skeleton as well as their characteristics. Did you know that there are more than 10,000 species of birds in the world? Explore the general groups of birds from the game birds to aquatic birds to perching birds. Learn what birds are common in the Quad Cities including the eagle.

Monday - Thursday | June 27 - June 30 | 8:00 a.m. - Noon
CRN 50336 Outreach - Rm. 204 Fee $95

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Art Camp

Language Camp

Fashion Camp

Zoology/Math Camp

Black Hawk College - Outreach Center
301 Avenue of the Cities, East Moline, IL
The registration form is on page 23.
Questions? Call 309-796-8223.
Youth Online Learning | register by phone: 309-796-8223

Game Programming
Instructor: T. Clayton
(Ages 13 - 17) Create your own games and play against your computer. You will use GameMaker to create graphic-oriented computer games. Learn the objects needed to create games, such as sprites, behaviors, sound, and collision detection. Concepts will be covered and introduced in an easy format as the class moves quickly.

2 Mon./2 Wed. June 6 - June 15 9:00 a.m. - Noon
CRN 50323 Bldg. 1 - Rm. 101G Fee $79

Clay on the Potter’s Wheel
Instructor: D. McCullough
(Ages 8 - 14) Have fun learning basic wheel-throwing techniques. Work on the potter’s wheel and create projects using low-fire clay and stoneware clay. Projects will be finished with acrylic paints and a glaze. A $20 materials fee is payable to the instructor at the first session.

6 Thursdays June 16 - July 21 5:30 - 7:00 p.m.
CRN 50324 Bldg. 3 - Rm. 102 Fee $85

Gardening and How Food Grows
Instructor: S. Coleman
(Entering grades 1 - 3) This fun and interactive class will help your child develop new skills, learn about science and nature, understand where food comes from, and discover how it grows and how you can grow your own food! Students will take home their own seeds to start growing at home! Gardening is a healthy and fun activity for children which offers numerous health and educational benefits including: physical activity, responsibility, nutrition, creativity, responsibility and a greater understanding of their food source.

1 Mon./1 Wed. June 6 - June 8 10:00 a.m. - Noon
CRN 50326 Outreach - Rm. 204 Fee $30

Pet First Aid - Caring for your Pet
Instructor: J. DeClerck
Do you love animals? Do you have an interest in what careers involve working with animals? This class will teach you how to be a responsible pet owner, what to do if your pet is sick or injured, and how to care for your pet. You will also explore how you can turn your love of animals into a career.

Ages 5 - 7
1 Friday June 17 10:00 a.m. - Noon
CRN 50327 Outreach - Rm. 204 Fee $25

Ages 8 - 10
1 Friday July 15 1:00 - 3:00 p.m.
CRN 50328 Outreach - Rm. 204 Fee $25

Spanish for Kids
Instructor: Z. Laufenberg
(Ages 7 - 10) Hola! Experience the culture, history, food and dance of Latin American countries. Have fun learning the alphabet, numbers, everyday words and conversational phrases from a native speaker.

1 Wednesday July 13 10:00 a.m. - Noon
CRN 50329 Outreach - Rm. 204 Fee $25

1 Saturday May 21 9:00 a.m. - 2:00 p.m.
CRN 50330 Outreach - Rm. 204 Fee $55

Babysitting Clinic
Instructor: C. Monson
(Ages 11 - 16) This clinic will teach students the responsibilities of a babysitter, what parents expect, how to handle emergencies, caring for and handling infants and young children, feeding techniques and diapering, age-appropriate toys and activities, tips for bedtime issues and much more! Students will learn basic first aid and how to handle emergencies that arise such as injuries, illnesses and household accidents. A babysitting will be many students’ first job, interviewing also will be reviewed. Pre-registration is required. Sorry, walk-ins are not allowed. Students need to bring their own sack lunch and snack. Certificate will be awarded upon completion.

1 Saturday May 21 9:00 a.m. - 2:00 p.m.
CRN 50330 Outreach - Rm. 204 Fee $55

1 Saturday June 11 9:00 a.m. - 2:00 p.m.
CRN 50331 CEC - Rm. 119 Fee $55

For marketing purposes, Black Hawk College will be taking pictures of the students in the summer youth classes. If you would prefer that your child’s picture not be used in any publicity for the PaCE Department or for Black Hawk College, please notify us at roodhousea@bhc.edu.
Coding for Kids
Computer science and computer programming help nurture a child’s problem-solving skills, logic and creativity. This fun, interactive class will teach your child the concepts of computer logic, coding and programming. By being exposed to and familiarizing a child to coding early, students will have a foundation for success in any future career path.

Entering grades 7 - 8
Instructor: C. Monson
2 Tues./2 Thurs. June 21 - July 21 5:30 - 7:00 p.m.
CRN 50332 Outreach - Rm. 405 Fee $35

Entering grades 5 - 6
Instructor: L. Carey
2 Tues./2 Thurs. July 11 - July 14 1:00 p.m. - 3:00 p.m.
CRN 50333 Outreach - Rm. 405 Fee $35

Robotics
Instructor: TBA
(Entering grades 6 - 8) This class is an exploration in building and programming robots using the LEGO Mindstorms EV3 Robotics System. Students will build a variety of robots and program them with a computer to move, spin, and much more in order to solve challenges. Students will work in pairs and small teams, sharing a robotics kit and computer. This class is good preparation for students interested in robotics competitions or even for students who enjoy LEGOS and are looking for a new and exciting way to explore with them.
Mon. - Thurs. July 11 - July 14 9:00 - 11:30 a.m.
CRN 50340 Outreach - Rm. 406 Fee $139
Community Health

Weathering the Storms of Caregiving
Instructor: J. Grice
With improved medical care and higher standards of living, life expectancy has increased. This can cause a wide set of issues, demands, and emotions for those who are entrusted with caring for our ill or disabled. Learn strategies on how to avoid total burnout and take care of you while taking care of others.
1 Thursday  June 2  6:00 - 7:30 p.m.
CRN 50318 Outreach - Rm. 204  Fee $15

Loosen Up and Lighten Up
Instructor: J. Grice
Come to an exceptional workshop where laughter greets you at the door. Get a hearty dose of laughter as you learn how laughter can help you distress. Laugh to relieve stress, enhance communication, enrich relationships, diffuse conflict and lower blood pressure. Laughter releases anxiety, changes our perception and helps us cope. It doesn’t change stressors; it changes how we relate to stressors. If we laugh more, we stress less. You will be energized, entertained and informed in a unique approach to the wearisome problem of stress.
1 Thursday  June 16  6:00 - 7:30 p.m.
CRN 50319 Outreach - Rm. 204  Fee $15

Family & Friends® CPR
Instructor: J. Grice
Learn the lifesaving skills of adult Hands-Only™ CPR, child CPR with breaths, adult and child AED use, infant CPR and relief of choking in an adult, child or infant. Skills are taught in a dynamic group environment by using the AHA’s research-proven practice-while-watching technique, which provides students with the most hands-on CPR practice time possible.

Family & Friends CPR is for individuals (16 and over) who want to learn CPR but do not need a course completion card in CPR for their job. This course is ideal for students, new parents, grandparents, babysitters and others interested in learning how to save a life.
1 Monday  Aug. 15  6:00 - 9:00 p.m.
CRN 81335 Outreach - Rm. 407  Fee $50

Go to page 6 for information regarding the Babysitting Clinic offered to students ages 11-16.

American Heart Association Health Care Provider Training Course (HCP-CPR)
Instructor: J. Grice
The American Heart Association designed the BLS for Health Care Providers Course to prepare a wide variety of health care professionals to recognize several life-threatening emergencies and to provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. The course includes adult, child, and infant skills in both the out-of-hospital and in-hospital settings. Massage Therapists can earn 4 continuing education credits.
Fee includes manual and HCP-CPR card.
Instructor: J. Smith, M.S.
1 Friday  May 6  Noon - 4:00 p.m.
CRN 11605 Outreach - Rm. 407  Fee $50

Instructor: B. Smith, M.S.
1 Friday  May 27  9:00 a.m. - 1:00 p.m.
CRN 50320 Outreach - Rm. 407  Fee $50

Instructor: S. Long
1 Wednesday  June 8  9:00 a.m. - 1:00 p.m.
CRN 50321 Outreach - Rm. 407  Fee $50

Health Careers

NFPT Fitness Nutrition Specialist Certification
Instructor: T. Hass
Prerequisite: Age 18 and GED or high school diploma.
Gain insight regarding energy provision from the time foods enter into the digestive process to when it is delivered to body cells, and how this all relates to fitness and athletics. Learn about digestion and internal chemical processes, energy provision and conversion, nutrient requirements, and the basic synergy that ties eating and fitness together. NFPT Certification is granted upon passing the final exam which will be administered on June 22.
5 Wednesdays  May 25 - June 22  6:00 - 8:00 p.m.
CRN 50317 Outreach - Rm. 408  Tuition Fee $275
Mental Health Technician
Instructor: R. Nelson
Projected growth increase for this occupation is 52%

This course is open to anyone seeking an entry-level position with the desire to work in the mental health field. It serves to both improve recognition of mental illness and reduce the stigma surrounding it. The course is designed to teach the public or health care personnel basic skills to assist someone who is developing or experiencing a mental health issue. Learn strategies that include understanding of mental disorders, addictive behaviors, psychotropic medications, therapeutic communication, interpersonal communication skills, confidentiality, personal and social boundaries, HIPPA laws, infection control and preparing for employment. Students must create a professional résumé for review by week 8 with assistance from the BHC Career Services Center.

Prerequisites: Age 18 and GED or high school diploma. Must pass a background criminal check. Must be free of communicable diseases. Must be able to follow written and oral instructions and communicate effectively in a professional manner with staff, colleagues and patients.

Personal Qualities: Must be adaptable to changing circumstances, self-disciplined in a temporarily stressful situation along with an unwavering commitment to providing quality behavioral health care through demonstrating compassion, empathy and perseverance for patients and their entrusting families.

8 Wednesdays May 25 - July 13 5:00 - 7:00 p.m.
CRN 50315 Outreach - Rm. 407 Tuition Fee $525*

*The fee includes the background check. Paperwork for the background check will be given to each student the first night of class.

Patient Sitter
Instructor: R. Nelson

A patient’s illness (or sometimes age) may cause them to be confused, uncooperative or even harm themselves. In this entry-level course, you will learn how to assist the nursing unit in promoting a safe environment for patients who are at risk of injury to themselves or others in an effort to ensure that medical interventions can be provided. As a sitter, you are assigned to a specific high-risk patient, providing constant observation of that patient. The sitter remains in constant attendance with the patient to help maintain the patient’s safety and is an alternative to the utilization of restraints. Responsibility for ensuring the safety of patients in a one-on-one setting is crucial. Students must create a professional résumé for review by week 8 with assistance from the BHC Career Services Center.

Prerequisites: Age 18 and GED or high school diploma. Must pass a background criminal check. Must be free of communicable diseases. Must be able to follow written and oral instructions and communicate effectively in a professional manner with staff, colleagues and patients. Must remain awake and alert for any shift upon employment.

4 Wednesdays June 22 - July 13 7:00 - 9:00 p.m.
CRN 50316 Outreach - Rm. 407 Tuition Fee $275*

*The fee includes the background check. Paperwork for the background check will be given to each student the first night of class.

Patient Health Service Professional
Instructor: J. Earl / J. Grice
Projected growth (2012-2022) - Much faster than average (22% or higher)

Represent the front line of the health care service for patients entering a fast-paced practice, hospital, or clinic. You will be introduced to the many roles and responsibilities encompassed by the health professional. Learn the critical components of working in a key role to provide patient registration, medical terminology, basic Spanish speaking skills, patient/staff relations, insurance forms, confidentiality, patient safety, professional etiquette, and the need for extraordinary customer service skills in stressful situations. This course includes two weeks of basic Spanish speaking terminology. A professional résumé must be created for review by week 8 with assistance from the BHC Career Services Center.

Prerequisites: Age 18 and GED or high school diploma. Must be able to follow written and oral instruction, communicate effectively in a professional manner with staff, colleagues and patients, and have the ability to work under pressure. Must be free of all communicable diseases. Basic computer skills are recommended.

9 Thursdays June 23 - Aug. 18 6:00 - 8:00 p.m.
CRN 50313 Outreach - Rm. 407 Tuition Fee $379
Dietary Aide
Instructor: C. Simonet
Projected growth (2016-2022) - Faster than average (15% to 21%)
Learn to perform work assignments, diet tickets, proper measuring, sanitation procedures, proper setup for serving residents, and the process for receiving and storing food supplies. Other topics include customer service and preparing for employment. The Food Handler Training course and assessment is included in the course and fee. As an entry-level dietary aide, you can gain employment in assisted living facilities, hospitals, and nursing homes. A professional certificate of completion will be awarded to help graduates prepare for entry-level employment. Students will also receive a ServSafe Food Handler Completion Certificate when they pass the assessment. Materials and the Food Handler Training course are included in the fee.

Prerequisite: The dietary aide must be at least 16 years of age. High school diploma or GED accepted. In order to work at age 16, you must obtain a permission form from a school counselor stating you are in good standing and have an interest in obtaining training in this occupation. Must be able to follow written and oral instructions. Good motor coordination and manual dexterity are required for various work routines. Must be free from communicable diseases.

Physical Requirements: The dietary aide stands and walks intermittently throughout the working day, as well as reaches, stoops, bends, lifts, carries and manipulates various food products, dietary supplies and equipment. Must be able to lift and/or carry 50-75 pounds and withstand exposure to temperature and humidity changes upon entering refrigerated storage areas and working at ovens, ranges, dishwashing machines and steam tables.

5 Tuesdays June 14 - July 12 6:00 - 8:00 p.m.
CRN 50312 Outreach - Rm. 407 Tuition Fee $215

Spanish for the Health Care Professional
Instructor: M. Cavazos
This class will help health care professionals communicate simply and effectively in Spanish to medical staff, patients and families. Learn Spanish pronunciation, basic vocabulary such as family members, numbers, body parts, times, and directions. Gather personal information and symptoms from a patient with confidence. Course includes learning kit with manual and audio CD. In order to receive the learning kit for the first class, you must register by May 31.
4 Tues./3 Thurs. June 7 - June 28 6:00 - 8:00 p.m.
CRN 50279 Bldg. 1 - Rm. 303 Tuition Fee $159

Pharmacy Technician
Instructor: J. Jefferson
Projected growth (2016-2022) - Faster than average (15% to 21%)
Prerequisite: Age 18 and GED or high school diploma. Excellent communication skills and above average math skills are recommended. Ability to bend, lift, stoop, twist, turn and stand on your feet for extended periods of time. Set yourself on the path as a pharmacy technician at a hospital, retail, home infusion, or mail-order pharmacy. Topics will include:
- Classifications of drugs (brand name and generic)
- Medical terminology related to pharmacy
- Medication compounding and proper handling procedures
- Intravenous and chemotherapy drugs
- Basic pharmacy math and medication dosage conversions
- Prescription requirements and interpretation
- Inventory control, billing procedures, legal and moral obligations of personnel
- I.V. drip rates and medication dispensing

Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class. Please bring a calculator to the first night of class. Exam certification available. Instructor will advise.
15 Wednesdays May 25 - Aug. 31 5:30 - 9:30 p.m.
CRN 50310 HSC - Rm. 212 Tuition Fee $395

HSC - Health Science Center, 6600 34th Ave., Moline
Located on the south side of Building 3.

B H C Hawk's Hub (bookstore) information
For a list of PaCE books, visit www.bhc.edu/hawshub
Click on “Order/View Textbooks” select term (Summer 16), select department (Adult Ed). Books may be purchased online or at the bookstore.
**Phlebotomy Technician**

In partnership with Genesis.

Projected growth (2016-2022) - Faster than average (30% increase)

Prerequisite: Age 18 and GED or high school diploma. Current statement of good health from your physician and documented proof that you are free from active tuberculosis as documented by a negative QuantiFERON® - TB Gold test. This test may be obtained from your physician’s office or by visiting a Genesis Occupational Health Clinic, (sites listed below) to receive a discounted price. These documents must be presented to the instructor the first night of class. Must be free of communicable diseases that pose a significant risk to self, instructor and peers. Hepatitis B vaccinations are not required but strongly recommended. You are required to perform 20 venipunctures and 10 capillaries. Ability to bend, lift, stoop, twist, turn, and stand on your feet for extended periods.

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

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

Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class. Exam certification available. Instructor will advise.

Instructor: S. Edlund

10 Fridays  May 6 - July 8  3:45 - 7:45 p.m.
CRN 50308  HSC - Rm. 212  Tuition Fee $725

Instructor: J. Hines

10 Wednesdays  June 1 - Aug. 3  5:30 - 9:30 p.m.
CRN 50309  HSC - Rm. 212  Tuition Fee $725

Instructor: S. Edlund

10 Fridays  July 15 - Sept. 16  3:45 - 7:45 p.m.
CRN 81330  HSC - Rm. 212  Tuition Fee $725

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**EKG Technician**

Instructor: I. Earl, NCMA, AHI, CPI

Prerequisite: Age 18 and GED or high school diploma.

Ability to bend, lift, stoop, twist, turn and stand on your feet for extended periods of time. Ability to assist peers on a table during practice. Must be willing to participate with giving and receiving 12-lead hook ups.

Topics will include:
- 12-Lead EKG
- Set-up in a hospital or office setting
- Anatomy of the heart
- Physiology and medical disease processes
- Medical terminology
- Medical ethics and legal aspects of patient contact
- Blood-borne pathogens
- Heart medications

Required textbook must be purchased at the Hawk’s Hub (the college bookstore) prior to first class. Exam certification available. Instructor will advise.

7 Fridays  June 24 - Aug. 5  10:00 a.m. - 1:00 p.m.
CRN 50310  HSC - Rm. 212  Tuition Fee $395

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**Medical Receptionist**

Instructor: K. Lyord

Prerequisite: Age 18 and GED or high school diploma. Make every patient feel welcomed as they walk into a medical office. Learn exercises in judgment, independent action and coping graciously with interruptions.

Topics will include:
- Business and work ethics
- Patient/physician relations
- Scheduling and records management
- Role-playing
- Humor/stress
- Professionalism
- Generational attitudes
- Career path
- Customer service skills

Required: Complete a résumé through the BHC Career Services Center during the class.

7 Wednesdays  June 1 - July 13  6:00 - 7:30 p.m.
CRN 50311  Outreach - Rm. 204  Tuition Fee $195

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**Clinic Locations: Genesis Occupational Health**

3319 Spring Street, Suite 103, Davenport, IA 52807
Phone: 563-421-0660  Fax: 563-421-0669

Genesis Occupational Health
2526 41st Street, Moline, IL 61265
Phone: 309-281-2700  Fax: 309-281-2709

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www.bhc.edu/pace  |  Health and Wellness
Black Hawk College Professional and Continuing Education (PaCE) has partnered with the Institute of Certified Professional Managers (ICPM) at James Madison University to bring you a unique and exclusive set of training for managers and supervisors in any industry.

Certified Manager (CM®)
The Certified Manager (CM®) certification is a globally recognized professional credential for experienced and qualified managers. CM increases managerial confidence on the job, promotes professional credibility, and advances marketability for employment and career advancement. The three module program is open to candidates meeting eligibility requirements and can be taken in any order. Completion of all three modules and successfully passing all three module exams will result in certification. For more information and questions on eligibility requirements, visit www.icpm.biz or contact courvilleb@bh.edu.

Management Skills - Planning and Organizing
Instructor: D. Davis
Provides skills and knowledge for improved planning and organizing.
- Planning and Strategy
- Value-Chain Management
- Project Management
- Organizational Structure and Culture
- Building Teams and Work Groups
- Human Resource Management
- Workforce Diversity
- Coaching and Feedback
- Networking and Mentoring
- Facilitating Effective Meetings
*Certification exam will be administered during the final week. Application fee, materials, and exam fee are included in cost.
8 Thursdays June 23 - Aug. 11 6:00 - 9:00 p.m.
CRN 50307 Outreach - Rm. 404 Tuition Fee $600

Management Skills - Leading and Controlling
To be offered Fall 2016.

Payroll

APA’s PayTrain C/U Mastery
Instructor: G. Haut, CPP
This is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Participants will receive classroom instruction and access to interactive online quizzes, games, and application exercises to reinforce topics learned. Topics include:
- Employee vs. contractor issues
- Payroll tax reporting
- Fair Labor Standards
- Federal taxation and other legislation
- Payroll accounting
- Recordkeeping
- Payroll management
Participants should have completed the PayTrain Fundamentals course or demonstrate some prior payroll experience/knowledge. Course fee includes all materials.
3.6 CEU
12 Wednesdays June 29 - Sept. 14 6:00 - 9:00 p.m.
CRN 81342 Outreach - Rm. 402 Tuition Fee $855

Pre-Licensing Home Inspection

Pre-Licensing Home Inspection Training - Online
Our on-line program is designed for those who have a solid knowledge in the building trades and are looking for a convenient and affordable way to meet the mandatory requirements of the State of Illinois. Our on-line program meets the classroom only requirements. You will also need to attend the field training portion of this class in order to be allowed to sit for the state exam. You will have the option of attending one of our live field training classes at no additional cost, or you can participate in five one-on-one inspections to receive private coaching for an additional fee. The private coaching fee is $250 (usually $50 per inspection). You will have 200 days to complete this class. Once you complete all the requirements for this program, you will be allowed to take the State of Illinois Home Inspector Exam. After successful completion of the state exam, and after you mail in your application and fees, you will be a Licensed Home Inspector in the State of Illinois.
Go to www.bhc.edu/homeinspection for more information.
Fee $600 80 hours
**Food Service**

**Food Service Sanitation Manager Course**

**Instructor:** H. McKibbon

This class meets Illinois and Iowa state requirements and is designed to prepare students for the FSSM C exam. Students will be given the option of purchasing the ServSafe Manager Book 6th Edition for $51. **Books may be purchased before class begins. Books may not be returned for a refund. All book sales are final.** Separate payment (checks payable to Black Hawk College – no cash please) for optional book if the book is purchased the morning of the first class. The certification examination will be given at the end of the last class and will take approximately two hours. Please read all of the information regarding a class to know whether you will be taking an online exam or paper exam. Class will break for a 30-minute lunch each day (on your own). **Please bring a current photo ID to class in order to take the exam.**

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<tr>
<th>CRN</th>
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<th>Tuition Fee</th>
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<tbody>
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<td>81327</td>
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**Instructor-Led**

**Instructor:** H. McKibbon

You will attend a 2-hour class followed by a 40-question assessment. The ServSafe Food Handler Guide is included with the cost of the class. **Please bring a current photo ID to class.**

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<tr>
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<tr>
<td>81328</td>
<td>Outreach - Rm. 407</td>
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**Online**

ServSafe offers the Food Handler Course and Assessment online. With this option, you can take the course and assessment in the computer lab at the Outreach Center. There is no instructor in the lab. You work on your own through the course and assessment and have the option of taking the online program in English or Spanish. **Please bring ear buds with you as not to disturb others. Also bring a current photo ID to class.**

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

**Group Training**

Do you have a group of employees that needs food service sanitation manager training? Call 309-796-8244.

**Questions about your license?**

For questions about your FSSM C license, call the Illinois Department of Public Health (Division of Food, Drugs and Dairies) at (217) 785-2439.

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**Food Handler Training**

Per the Illinois Food Handling Regulation Enforcement Act (410 ILCS 625), amended per SB1495, all food handlers - other than someone holding a FSSM C license - must receive basic safe food handling principles training within 30 days after employment. All food handlers are divided into the categories of restaurant and non-restaurant. All food handlers working in an establishment where food is intended for immediate or on-site consumption are considered restaurant food handlers. The training certificate for this category is valid for three years. All food handlers working in non-restaurants (a kitchen in a nursing home, licensed day care home or facility, hospital, school, long-term care facility or a retail food store) are not required to take another food handler training unless they go to work for another employer.
Technology

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

Day Classes

Getting Started with Your Computer
Instructor: N. VanSpeybroeck
Level 0 – If you own a computer or are considering purchasing one, this class will provide you with some beginner basics. You will learn basic terminology, hardware vs. software and the components of a computer. You will turn on and shut down the computer, learn about various storage devices and media, as well as practice operating the mouse. Become familiar with the keyboard and get acquainted with the Windows concept. You will use the Start menu, open a program, create your own poster and print it to take home.
Windows 10
2 Mondays  July 25 - Aug. 1 10:45 a.m. - 12:45 p.m.
CRN 50296  Outreach - Rm. 405  Fee $35

Cleaning Up Your Computer
Instructor: N. VanSpeybroeck
Level 1 – You know how to use your computer but how do you maintain it to keep it running? Have you crashed your computer? Or perhaps have been on the Internet and stored many temp files? This class will teach you how to keep your computer up and running by defragging, cleaning up temporary Internet files and cookies, checking your disk space and more.
1 Monday  Aug. 8  10:45 a.m. - 12:45 p.m.
CRN 81324  Outreach - Rm. 405  Fee $25

Facebook
Instructor: N. VanSpeybroeck
Level 1 – Find friends and relatives, join interest groups, send messages, and write on your friends’ “timelines.” Set up a Facebook account in class and learn how to secure it with proper privacy settings. If you have an email account, please bring to class your email address and password to access your web mail.
3 Mondays  July 25 - Aug. 8  8:30 - 10:30 a.m.
CRN 81325  Outreach - Rm. 405  Fee $42

Lifelong Learner Program Classes
Designed for anyone 55 years or better, but all learners are welcome.

Windows 🍎
Instructor: N. VanSpeybroeck
Level 1 - This class is for the beginning user who wants to quickly learn the basics of working with a personal computer using Microsoft Windows 10. Learn how to:
• Create new folders and save files
• Save to a CD & flash drive
• Create shortcuts and more
• Plus see a preview of Microsoft Word (word processing) and Excel (spreadsheet)
A reference guide is included in the fee. Students should bring a USB flash drive to class.
1 Tuesday  Aug. 9  8:30 a.m. - Noon
CRN 81326  Outreach - Rm. 405  Fee $52

Access 🍎
Instructor: E. Duffy
Level 1 – This class is for the beginning user who wants to work with an existing database or create one of your own. By the end of the series, you will know how to create and work with tables, queries, forms and reports.
Access Part 1 - MS Office 2013
1 Wednesday  May 18  8:30 a.m. - 3:00 p.m.
CRN 11695  Outreach - Rm. 405  Fee $90

Access Part 2 - MS Office 2013
Prerequisite: Access Part 1 skills
Learn to make your data work for you. Take this class to learn to make more sophisticated queries, forms and reports. Specific skills to be covered include: creating action queries; manipulating controls; using design view, editing tools and sub-forms; and creating a PivotTable. A workbook is included in the fee.
1 Wednesday  May 25  8:30 a.m. - 3:00 p.m.
CRN 50298  Outreach - Rm. 405  Fee $90

Access Part 3 - MS Office 2013
Prerequisite: Access Part 2 skills
Don’t miss this class that pulls everything together. You have made the tables, queries, forms and reports, now automate them and learn tricks to make them work better. This class shows all the things Access has to offer to someone who has Parts 1 and 2 skills. It also includes time for questions about your own database. Specific topics to be covered include: analyzing tables, exporting data to Excel and Word, using advanced query wizards, using charts, working with ActiveX controls and indexes, replicating databases, using Access and the Internet, creating and using macros and switchboards. A workbook is included in the fee.
1 Wednesday  June 1  8:30 a.m. - 3:00 p.m.
CRN 50299  Outreach - Rm. 405  Fee $90
### Evening Classes

#### Computer Basics

**Instructor: D. Jecks**

**Prerequisite:** Windows skills

**Level 0** – Start at the very beginning. Learn how to log into and shut down your computer correctly, minimize and maximize your program windows, and navigate/arrange program commands on the Start menu. You will also find files, utilize the toolbar, save files and much more. This class will include a short introduction to word processing (Word) and spreadsheet (Excel). A Windows reference guide is included in the fee.

**MS Office 2013**

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<tr>
<th>Dates</th>
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<tbody>
<tr>
<td>Aug. 11 - Sept. 1</td>
<td>Thursdays</td>
<td>5:30 - 7:30 p.m.</td>
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**CRN 81323**  Outreach - Rm. 405  Tuition Fee $79

#### Introduction to Word

**Instructor: M. DeGrauwe**

**Prerequisite:** Windows skills

**Level 1** – Learn about creating a basic document, margins, editing, find and replace, using numbers and bullets, spell checking, saving, paragraph and character formatting, printing and much more. A workbook is included in the fee.

**MS Office 2013**

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<thead>
<tr>
<th>Dates</th>
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<tr>
<td>June 6 - June 27</td>
<td>Mondays</td>
<td>5:30 - 7:30 p.m.</td>
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**CRN 50293**  Outreach - Rm. 405  Tuition Fee $79

#### Intermediate Word

**Instructor: N. VanSpeybroeck**

**Prerequisite:** Word Level 1 or Introduction to Word

**Level 2** – Continue to improve your Word skills with this class. Learn how to use styles and themes, tabs, headers and footers, tables, graphics with pictures, clipart and SmartArt, columns and watermarks. A workbook is included in the fee.

**MS Office 2013**

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<td>Mondays</td>
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**CRN 50294**  Outreach - Rm. 405  Tuition Fee $79

### Business Group Discounts

Receive 10% off total fee when 6 or more employees are enrolled in one class.

### Computer Lab Rental

Labs are available with Microsoft Office 2010 & 2013, Windows 7, Windows 10, and Internet.

Call Barb at 309-796-8244 or email courvilleb@bhc.edu for more details.
Intermediate Excel  🔸
**Instructor: E. Duffy**
Prerequisite: Excel Level 1 or Introduction to Excel
Level 2 – Continue to enhance your spreadsheet skills with this class. Learn how to use advanced formulas, sort and filter data, customize the Ribbon, name ranges, create charts, insert graphics and more. A workbook is included in the fee.
**MS Office 2013**
4 Wednesdays June 1 - June 29 5:45 - 7:45 p.m.
CRN 50295 Outreach - Rm. 405 Tuition Fee $79
(No class June 15)

Introduction to PowerPoint  🔸
**Instructor: D. Jecks**
Prerequisite: Word skills.
Level 1 – Learn basic skills in creating a presentation using templates; formatting and editing text; preparing and printing outlines, handouts and speaker notes; adding special effects of sound and animation; inserting graphics and tables; using transitions and timing; and running slide shows. A reference guide is included in the fee.
**MS Office 2013**
2 Thursdays July 28 - Aug. 4 5:30 - 7:30 p.m.
CRN 81320 Outreach - Rm. 402 Fee $45

Adobe Photoshop Express  🔸**New**
**Instructor: E. Duffy**
Level 2 – If you earn an easy way to edit photos without having to download or upload your images, Adobe Photoshop Express can help. Learn how to crop, straighten, and flip photos as well as use the slider controls for exposure, contrast, clarity, and vibrance. The Photoshop Express application is free and can be downloaded on an iPhone, iPad, Tablet, or Android. This makes it easy to edit photos and post to Instagram, Facebook, Tumblr, and Twitter. It also can be downloaded to a computer. Bring your device loaded with the application to class or use the computers in our lab.
2 Tuesdays May 24 - May 31 5:45 - 7:45 p.m.
CRN 50284 Outreach - Rm. 405 Fee $49

Selling on eBay  🔸
**Instructor: E. Duffy**
Prerequisite: Windows skills and an existing email account are required.
Level 1 – Turn items from your attic and basement into cash using online auction sites. This fun, informative hands-on computer class teaches you how to put your unwanted items up for sale on eBay. Some experience in eBay or the first class on Buying on eBay is helpful for this class.
3 Tuesdays June 7 - June 28 5:45 - 7:45 p.m.
CRN 50285 Outreach - Rm. 405 Fee $35
(No class June 14)

iPad: Getting Started  🔸
**Instructor: M. DeGrauwe**
Level 0 – Do you have an iPad and don’t know where to start? In this class, we will start at the very beginning. We will focus on the Home Screen, the parts of your device and the main apps: settings, calendar, contacts, and mail. We will learn how to connect to Wi-Fi, get to the Internet using Safari, add contacts, set up your email account, and schedule dates in your calendar. Bring your iPad with you to class.
You should have your iPad charged and activated. You should also have created your Apple ID.
4 Mondays August 8 - August 29 5:30 - 7:30 p.m.
CRN 50286 Outreach - Rm. 402 Fee $45

iPad: Intermediate  🔸
**Instructor: M. DeGrauwe**
Level 2 – Increase your iPad skills and knowledge through tips and tricks for using this device. Use some of the more interesting and unique applications available for iPad users. Discover FaceTime and how to make video calls with family and friends. Bring your iPad to class to use.
1 Monday May 23 5:30 - 7:30 p.m.
CRN 50286 Outreach - Rm. 402 Fee $20

LinkedIn  🔸
**Instructor: D. Jecks**
Level 1 – Do you have a LinkedIn account but aren’t sure how to use it? Have you thought about creating an account, but aren’t sure where to start? This class will help you build your professional identity online. LinkedIn is a social networking site designed specifically for the business community. You will learn how to create a profile that shows your professional achievements and gain techniques for expanding your business contacts. You will also learn how to incorporate LinkedIn into your overall job search and career development. If you have a résumé, bring it with you to class.
1 Thursday May 26 5:30 - 7:30 p.m.
CRN 50289 Outreach - Rm. 406 Fee $20

Social Media for Beginners  🔸
**Instructor: K. Woodward**
Level 0 – Do the words Facebook, Pinterest, Instagram and Foursquare mean anything to you? What about WordPress, YouTube, Twitter, LinkedIn or Google Plus? If you feel overwhelmed and confused by the number of social media sites out there, this class is for you. You’ll be introduced to the top social media sites and learn when to use them, how to set up profiles and best practices to make using social media safe and fun.
2 Wednesdays June 22 - June 29 5:30 - 7:30 p.m.
CRN 50283 Geneseo Public Library Fee $35
Attention Teachers!

Earn PD Hours in the Classroom or Online

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

Enroll in any of the classes designed for teachers and earn PD Hours through the RIROE. You will find classes in a variety of topics.

To obtain PD Hours for a chosen course, teachers need to contact Julie at the RIROE (309-736-1111) to obtain approval. PD Hours processing fee is $25 payable to RIROE.

Check out the classes available and how to earn PD Hours at: www.bhc.edu/teachers

Google Docs for Teachers 🍓
Instructor: D. Jecks
This class introduces teachers to the world of Google Docs, an online word processor, spreadsheet and presentation editor that allows you and your students to create, store, share, and collaborate on documents. You can use Google Docs to provide feedback to your students, follow their work on assignments, collaborate with your colleagues on shared materials, and publish handouts and presentations online for your students and their parents. Google Docs will help you and your students stay organized!
1 Thursday July 7 5:30 - 7:30 p.m.
CRN 50287 Outreach - Rm. 402 Fee $35

iPad for Teachers 🍓
Instructor: D. Jecks
Are you fully utilizing your iPad in your classroom? Do you know how to find apps to help teach in class? With an iPad, you can teach the same lesson to all of your students but in different ways. Create materials that are tailored to your lessons and your class. Discover how to make learning fun.
1 Thursday July 14 5:30 - 7:30 p.m.
CRN 50288 Outreach - Rm. 406 Fee $35

Community Education

Arts & Crafts

Creations with Clay
Instructor: D. McMullen
Explore your creativity with clay. This class is for the beginner who wants to learn to create projects with clay. You will be introduced to the basics of working on the Potter’s wheel and create hand built projects using stoneware clay. Color slips are available, and projects will be finished using a glaze. A $20 materials fee is payable to the instructor the first night of class.
6 Wednesdays May 25 - June 29
CRN 50276 Bldg. 3 - Rm. 102 6:00 - 8:00 p.m. Fee $99

Stained Glass – Beginning, Copper Foil
Instructor: J. Rocker
Learn to make real stained glass projects using the same copper foil technique that Tiffany used to create his legendary lampshades. You will be guided through the process of cutting glass pieces and assembling them using copper foil. Needed tools, which may cost up to $250, will be discussed at the first class; as well as sources for supplies. Some materials may contain lead. Women who are pregnant or breastfeeding should refrain from using these materials. Attendance is required at first two classes. A $5 materials fee is payable to the instructor the first night of class.
5 Tuesdays July 12 - Aug. 9 5:30 - 7:30 p.m.
CRN 50277 Bldg. 2 - Rm. 219 Fee $65
Community Education | register by phone: 309-796-8223

Food and Drink

Chicago Farmer’s Market Bus Trip
Instructor: S. Godke
Wear your walking shoes and dress for the weather! The bus will leave from the northeast corner of the Black Hawk College Outreach Center parking lot at 7 a.m. and return at approximately 8 p.m. We will stop for a dutch lunch during our excursion and picnic on some of our purchases on the bus ride home. Bring a shopping list of items you can’t find at home or just get inspired by what is fresh in the markets! Bring a cooler or insulated container for your purchases. Refunds available until May 31.
1 Tuesday June 7 7:00 a.m. - 8:00 p.m.
CRN 50273 Outreach Center Fee $90

The Art of Tailgating
Instructor: S. Godke
Tailgating is not just a fun way to eat at the game...it’s an ART! Learn how to make and take fun, fabulous foods and beverages to the party. This class involves being outside, cooking with fire and NOT poisoning your friends! Come ready to stand outside or bring a folding chair.
Refunds available until Aug. 9.
1 Tuesday Aug. 16 6:30 - 8:15 p.m.
CRN 81340 Unity Church, Moline Fee $35

Languages/Culture

Introduction to Deaf Culture
Instructor: J. Gipson
This course will discuss the various aspects of American deaf culture introducing concepts and issues within the deaf community. It will emphasize this community as a linguistic and American cultural minority and the importance of language, history, perspectives, identities and the rich diversity within this group.
3 Tues./3 Thurs. July 12 - July 28 5:30 p.m. - 7:30 p.m.
CRN 50282 Bldg. 1 - Rm. 303 Tuition Fee $119

Spanish I
Instructor: M. Cavazos
Learn Spanish as you are introduced to vocabulary and expressions for everyday situations. Practice how to correctly pronounce the language while gaining knowledge of the Hispanic culture. It would also serve as a great refresher course.
4 Mon./4 Wed. June 6 - June 29 5:30 - 7:30 p.m.
CRN 50281 Bldg. 3 - Lower Gym Fee $42

Genealogy

Memories Past: Discovering Your Ancestors on the Internet
Instructor: P. Chase
Join us as we hunt for your ancestors. You will learn to track down genealogical clues that will further expand your knowledge of your ancestors and their lives. Learn the value of using Internet search engines in locating tips to establish where your ancestors lived. You will learn to use Internet websites that will allow you to trace immigrant ancestors. Discover websites that may have information pertaining to subjects that range from discovering your great-grandfather’s date of birth to your grandparents’ date of death. Come explore your family connections and remember to bring along your pedigree chart and family group sheet for the family you are focusing on.
4 Wednesdays June 8 - June 29 1:30 - 3:30 p.m.
CRN 50280 Outreach - Rm. 405 Fee $44

Dance & Fitness

Hoop Dance
Instructor: C. Bishop
Everyone loves hooping! Want a great workout while having a lot of FUN? Come join us as we burn more than 400 calories per hour while having a great time. We welcome all shapes, sizes, skill levels and ages (16 and up) to join us for Hoop Dance fun! Hoop Dance is no-impact to low impact and no prior hooping experience is necessary as the classes and movements can be scaled to every level. A $15 materials fee (for hoop) is due to the instructor the first night of class.
6 Wednesdays June 15 - July 20 7:00 p.m. - 8:00 p.m.
CRN 50281 Bldg. 3 - Lower Gym Fee $42

I’ve enjoyed teaching Spanish in my classes. I not only instruct students in my first language, but I also introduce them to several aspects of my culture and Mexican history. Students in my classes are sometimes so impressed with their progress throughout the course that many opt to explore taking more advanced Spanish classes to continue with the skills they have gained. I’m very proud to be a Black Hawk College alumni and staff member as well as being part of such a valuable resource like the PaCE program which provides so much to all Quad City communities. ~Moises Cavazos
Music

Black Hawk College Community String Orchestra
Instructor: R. Croegaert
The BHC Community String Orchestra is a non-auditioned group of men and women who enjoy playing an orchestral stringed instrument. Community members from all walks of life and with advancing ability are invited to participate alongside high school students and the BHC credit-seeking students in this fun, learning environment. Orchestra members will rehearse and perform a wide range of accessible string orchestra literature each term. For more information, contact Roxanne Croegaert, at 309-787-4025 or rcroegaert@gmail.com.
Mondays Aug. 22 - Dec. 12 6:30 - 8:20 p.m.
CRN 81314 Bldg. 4 - Rm. 115 Fee $25
(No class Sept. 5 and Oct. 10)

Black Hawk College Community Band
Instructor: S. Talbot
The community band is offered to musicians within the Quad Cities community. It is a combination of college band students and community band performers. The band plays a variety of band music from all periods of music composition.
Tuesdays Aug. 23 - Dec. 13 6:30 - 8:20 p.m.
CRN 81315 Bldg. 4 - Rm. 115 Fee $25

Black Hawk College Community Chorale
Instructor: J. Palomaki
The BHC Community Chorale is a non-auditioned group comprised of men and women of all ages who enjoy singing. Retired people, working people, along with traditional-aged college students and some high school students help to create a truly multi-generational ensemble. The group rehearses and performs a variety of accessible music each term and it stresses a fun learning environment while working together on the essentials of good choral sound.
For more information, please contact Jon Palomaki, Director, at 309-796-5478.
Thursdays Aug. 25 - Dec. 15 6:30 - 8:20 p.m.
CRN 81316 Bldg. 4 - Rm. 115 Fee $25
(No class Nov. 24)

Lifelong Learner Lunches
E specially designed for anyone 55 years or better, but all learners are welcome! In cooperation with the QC Times Plus 60 Club.

All programs are offered at handicapped accessible venues with free parking available. Early registration is encouraged.

Spanning the Mississippi: Our Bridges
Presenter: Dr. Maryan Wherry
Join us as we take a look back at the history of the Quad Cities’ five bridges: Arsenal Bridge, Centennial Bridge, Sergeant John F. Baker, Jr. Bridge, Iowa-Illinois Memorial Bridge and Fred Schwengel M emorial Bridge. We will begin with the very first bridge across the river built in 1857. We will then explore the unique story behind each bridge; looking at the design, the specific needs at that time in history and then the final construction. The new I-74 bridge and the current stage of construction will be discussed.
Date: Wednesday, June 8
Location: Hilton Garden Inn
959 Middle Road, Bettendorf, IA
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $23
Last day to register or to receive a refund: June 1
CRN: 50274

Orphan Trains
Presenter: Angie Snook
The Orphan Train Movement is a large and widely unknown part of Midwestern history. Between 1854 and 1929, the Orphan Trains relocated more than 250,000 orphaned, abandoned or homeless children from crowded eastern cities of the United States to foster homes located largely in the Midwest. Infants through 16-year-olds rode the orphan trains hoping to find a better life. Some children found good homes while others were not as fortunate. Join us for lunch at the Hilton Garden Inn and enjoy a unique look at a very interesting time in Midwest history.
Date: Tuesday, Aug. 9
Location: Hilton Garden Inn
959 Middle Road, Bettendorf, IA
Lunch: 11:30 a.m.
Presentation: 12:15 p.m.
Fee: $23
Last day to register or to receive a refund: August 2
CRN: 81317

For directions and parking information, go to www.bhc.edu/lifelong.

ART!
Learn how to make and take fun, fabulous foods and beverages to the party. This class involves being outside, ready to stand outside or bring a folding chair.

Instructor: C. Bishop
CRN 50280 Outreach - Rm. 405 Fee $44
4 Wednesdays June 8 - June 29 1:30 - 3:30 p.m.

Instructor: P. Chase
CRN 50281 Bldg. 3 - Lower Gym Fee $42
4 Mon./4 Wed. June 6 - June 29 5:30 - 7:30 p.m.

Instructor: J. Gipson
CRN 81315 Bldg. 4 - Rm. 115 Fee $25
4 Tues./3 Thurs. July 12 – July 28 5:30 p.m. - 7:30 p.m.

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Customized Training

Are you keeping up with your workforce training? Whether you are seeking new skills or expanding on current employee skill inventory, the Business Training Center at Black Hawk College is your community resource for effective, well designed training delivered conveniently at your place of business or at a college location. Our instructors are primarily from industry and work closely with the college and the client to deliver and prioritize the most comprehensive and value-added programs.

Professional Development

- Accountability
- Business Writing
- Coaching
- Communication Skills
- Delegation
- Dimensions of Leadership Service
- DiSC Personal Profile
- Emotional Intelligence
- Exceptional Customer Service
- Leadership Development
- Organizational Skills
- Project Management
- Other topics as needed.

Industrial and Quality

- Blue Print Reading
- ISO Internal Auditing
- MIG Production Welding
- Mistake Proofing
- Root Cause Analysis
- CNC
- GD&T
- Skill assessment on the shop floor
- Understanding and Implementing Lean Manufacturing
- Other topics as needed.

Computer Skills

- Excel Levels 1 – 3
- Access Levels 1 – 3
- Word Levels 1 – 3
- Other topics as needed.

OSHA & Safety

- Asbestos Awareness
- Confined Space
- DOT Hazmat
- Chemical Spill Response Refresher
- Other topics as needed.

You can find more information on our website: www.bhc.edu/btc

Welding

Production MIG Welding

This is a 140-hour Production MIG Welding class designed to train individuals on how to work as a welder in a production setting. The classroom portion covers gases, symbols, blueprints, math, safety, interviewing skills, and resume writing. The remaining class time involves hands-on experience conducted in a welding lab area.

Stick/TIG Welding

This is a 140-hour SMAW (Stick) and GTAW (TIG) class designed to train individuals on how to work in a welding environment. The first 40 hours are dedicated to classroom training which includes gases, symbols, blueprints, math, safety, different types of Stick rods, different types of Tungsten and how and when each type are used. The remaining 100 hours are dedicated to hands-on and demonstration of proper use of materials.

Monday - Friday, June 6 - July 13 (No refunds after May 23)
(1 Saturday class on June 25)
Stick/TIG or MIG  Day class: 8:00 a.m. - 1:00 p.m.
Stick/TIG or MIG  Night class: 4:00 - 9:00 p.m.

Monday - Friday, July 25 - Aug. 31 (No refunds after July 11)
Stick/TIG or MIG  Day class: 8:00 a.m. - 1:00 p.m.
Stick/TIG or MIG  Night class: 4:00 - 9:00 p.m.

*You must be in attendance and participate 95% of the time in order to receive a certificate from Black Hawk College.

The fee is $2,300 for each class (subject to change). Fee includes the cost of the book. These classes do not qualify for financial aid.

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

Contact Susan Llewellyn 309-796-5716, llewellyns@bhc.edu or Julie Gelaude 306-796-5715, gelaudej@bhc.edu to schedule a meeting to review your needs. You can find more information on our website: www.bhc.edu/btc
Osha & Safety

Osha 10-Hour General Industry
Training Provider: Jeff Clark
Participants will learn the major provisions of the Occupational Safety and Health Act with an emphasis on hazard identification, avoidance, control and prevention. Broader topics of discussion include: working and walking surfaces, emergency plans and exit routes, safety data sheets and labeling program, electrical safety, personal protective equipment, hazard communication, lockout/tagout, machine guarding, record keeping, and other topics as required. Upon completion, the OSHA 10-Hour General Industry card will be issued. (1 hr lunch on your own July 12.)

Register by July 5, no refunds after this date.
Tues./Wed. July 12 - July 13
(July 12) 8:00 a.m. - 3:00 p.m. (July 13) 8:00 a.m. - Noon
CRN 50267 Outreach - Rm. 407 Fee $275

24-Hour Chemical Spill Response
Training Provider: Jeff Clark
This three-day course provides training for industrial hazmat teams, spill response teams and industrial emergency response personnel. It follows procedures outlined in the OSHA regulations 29 CFR 1910.120. Participants will learn the concepts for response plan preparation and use the Incident Command System to enhance their skills through a simulated spill followed by a review and feedback. This instructor-led training with hands-on application and spill exercise will prepare participants to respond effectively to a chemical spill. A Response Card will be issued at the completion of class. (1 hr lunch on your own.)

Register by June 20, no refunds after this date.
Mon./Tues./Wed. June 27 - June 29
8:00 a.m. - 5:00 p.m.
CRN 50268 Outreach - Rm. 204 Fee $425

8-Hour Industrial Chemical Spill Refresher
Training Provider: Jeff Clark
This course meets the requirements to maintain an individual’s 29 CFR 1910.120 certificate and provides the annual refresher of the 24-hour Emergency Response Course. Topics include coverage of new equipment, regulations, and reporting requirements; emphasis is on problem-solving, field operations, safety decision-making, and incident logistics. A Refresher Card will be issued at the completion of the class. (1 hr lunch on your own.)

Register by June 23, no refunds after this date.
1 Thurs. June 30
8:00 a.m. - 5:00 p.m.
CRN 50269 Outreach - Rm. 204 Fee $195

Fork Truck Operator Safety and Driving Training
Training Provider: Michael (Red) Johnson
This course meets the training requirements for OSHA standard 29 CFR 1910.178. The training consists of classroom instruction that covers the content of the OSHA standard, types and characteristics of forklifts, pre-operation inspections, basic driving, stability and load handling, fuels, batteries, and attachments. Driving practice and performance evaluation follows classroom instruction. A Certificate of Completion is issued at completion of the class.

1 Thurs. June 16
8:00 a.m. - Noon
CRN 50264 ITLEC Fee $99

1 Fri. July 15
8:00 a.m. - Noon
CRN 50265 ITLEC Fee $99

1 Fri. July 15
1:00 - 5:00 p.m.
CRN 50266 ITLEC Fee $99

A full refund for Fork Truck Training will be granted when a student withdraws at least five business days prior to class start date by calling 309-796-5716.

Cnc Production

CNC Production Machine Operator
Instructor: F. Paul Smith
This is a challenging 64-hour hands-on training program for individuals desiring entry into the world of CNC operation. Upon successful completion of this curriculum, participants will be ready for an entry level Production CNC Machine Operator position. Shop safety and quality principles are given special emphasis throughout the curriculum. The focus of the program is on practical application – all examples and exercises are based on operations typically encountered on the job. Topics include:

- Production Math
- Print Reading
- Production Measurement Tools
- CNC Tooling
- CNC Machine Operation

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

Mon./Wed. June 1 - July 27
5:00 - 9:00 p.m.
CRN 50270 Bldg. 2 - Rm. 108 Fee $800
(Fee includes materials.)

Our trainers cover a broad range of safety topics beyond those in open enrollment classes. Classes can be customized for your employees and delivered at your work site. Visit our website for more safety topics: www.bhc.edu/safety
Contact Susan Llewellyn at the Business Training Center, 309-796-5716, or llewellyns@bhc.edu.
PaCE Registration Information

**Register Now!**

**Address:** Professional and Continuing Education (PaCE)  
Black Hawk College - Outreach Center  
301 Avenue of the Cities  
East Moline, IL 61244-4038

**Business Hours:** Mon. - Thurs. 8:00 a.m. - 7:00 p.m.  
Fri. 8:00 a.m. - 5:00 p.m.

**Online -** Go to [www.bhc.edu/pace](http://www.bhc.edu/pace). Click on Continuing Ed Registration and then select a PaCE schedule.

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

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

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

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

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

**Fees**

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

**Hawk’s Hub (Bookstore) 309-796-5500**

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

M onday & Tuesday 7:30 a.m. - 6:00 p.m.

Wednesday - Friday 7:30 a.m. - 5:00 p.m.

**Equal Opportunity Notification**

Black Hawk College will make all educational and personnel decisions without regard to race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or status as a disabled veteran or Vietnam era veteran, except as specifically exempted by law. Coordinator for Compliance is Stacey Cary, Director of HR. Building 1, Room B 7, 309-796-5225.

**Services for Students with Disabilities**

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

Phone: (309) 796-5903 (CAPTEL) or General Office: (309) 796-5900.

**Student Class Eligibility - Who Can Enroll**

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

**Refund Policy**

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

**Cancellation Policy**

Without incurring obligation, Black Hawk College reserves the right to:

- cancel classes due to insufficient enrollment.
- change the time, date or place of class.
- make other revisions in course offerings as necessary.

**In case of severe weather:**

- classes may be postponed.
- listen to local TV/radio stations for announcements.

**Holidays**

May 30 - Memorial Day
July 4 - Independence Day

**Facilities Locations**

- **Black Hawk College - Outreach Center (Outreach)**  
  301 Avenue of the Cities, East Moline, IL  
  309-796-8223  
  Email: demontl@bhc.edu  
  Telecommunications Device For the Deaf 309-755-9855

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

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

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

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

- **Unity Church**, 5102 47th Avenue, Moline, IL

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For more information go to www.bhc.edu/hawkshub

Phone: (309) 796-5903 (CAPTEL) or General Office: Disabilities Building 1, Room B7, 309-796-5225.

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- Student Class Eligibility - Who Can

- Highest Degree Previously Earned:

- Employment Status:

- If Yes, what is your home country of origin?

- Student Intent: (Check one)

- are you a United States Citizen?

- race

- highest degree previously earned:

- Employment Status:

- if you have a visa?

- Are you on a visa? __ Yes __ No

- homeland address/zip (if different than below)

- student intent: (check one)

- federal tax identification number?

- social security number:

- home address:

- city: state: zip:

- home phone: business phone:

- cell phone: email:

- crn class title amount due

- crn class title amount due

- crn class title amount due

- method of payment:

- cash

- check/money order

- credit card:

- visa

- mastercard

- discover

- exp. date month year

- security code

- (three digit code on the back of the card)

- name on card

- phone #

Cardholder Address/Zip (if different than below)

Hispanic or Latino Ethnicity:

- yes __ no

Race: (choose one or more):

- (20) American Indian/Alaskan Native
- (10) Asian
- (30) Black or African American
- (50) White
- (60) Choose Not to Respond

Primary Race/Ethnicity: (select one):

- (20) American Indian/Alaskan Native
- (10) Asian
- (30) Black or African American
- (40) Hispanic or Latino
- (50) White
- (60) Choose Not to Respond

Are you a United States Citizen? __ Yes __ No

Are you a permanent resident of the United States? __ Yes __ No

If Yes, what is your home country of origin?

Student Intent: (check one)

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

- highest degree previously earned:

- employment status:

- if you are a united states citizen? __ yes __ no

- Are you on a Visa? __ Yes __ No

- Are you a permanent resident of the United States? __ Yes __ No

If Yes, what is your home country of origin?

- student intent: (check one)

- federal tax identification number?

- social security number:

- home address:

- city: state: zip:

- home phone: business phone:

- cell phone: email:

- crn class title amount due

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Cardholder Address/Zip (if different than below)
POSTAL CUSTOMER

Professional and Continuing Education (PaCE)
Look inside for a list of our upcoming classes.
Visit our website: www.bhc.edu/pace

Your gift...their future!
Make a difference in the life of a student.
For more information, go to www.foundation.bhc.edu